



ORDINARY MEETING

AGENDA

19 MARCH 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 19 March 2019 commencing at 8.30am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
14 March 2019

Next Meeting Date: 01.04.19

Please note:

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

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1 OPENING

2 ATTENDANCE

Members Present:

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

Officers in Attendance:

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

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 4 March 2019.

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 PUBLIC FORUMS/DEPUTATIONS

Nil

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

7.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: GV13.4.1

Attachments: 1. **Business Outstanding Table - 19 March 2019**[↓](#)

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.

7.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table - 19 March 2019

Meeting Date: 19 March 2019

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 February 2017	Outstanding Policy Documents	<p>THAT the following policies be adopted:</p> <ol style="list-style-type: none"> 1. Encroachment on Public Land Policy; 2. Equal Employment Opportunity Policy; 3. Failure to Renew Licence Response Policy; 4. Telecommunications Facilities on Council Land Policy; and 5. Unlicensed Premises Response Policy. <p>With policies 4, 5 and 6 to be further reviewed.</p>	Governance Officer	30/06/2019	<p>02 Aug 2018 - 8:49 AM – Governance Officer</p> <p>Three policies still under review and will be re-submitted back to Council once finalised.</p>
15 August 2017	Acquisition of Land for Road Purposes - Wildin Way, Mulambin	<p>THAT Council:</p> <ol style="list-style-type: none"> 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	31/03/2019	<p>11 Mar 2019 - 1:26 PM – Policy and Planning Officer</p> <p>Waiting on consent from owners mortgagee</p>
07 November 2017	Petition from Graham Miller, Milman – The Caves Square and Public Amenities	THAT the petition requesting maintenance of The Caves Square and public amenities be received.	Executive Director Infrastructure	30/04/2019	<p>12 Mar 2019 - 7:54 AM - Executive Director Infrastructure</p> <p>A briefing for Councillors is being prepared for 1 April 2019.</p>
5 December 2017	Regulated Car Parking Yeppoon Foreshore and Town Centre	<p>THAT Council resolve to:</p> <p>Declare a Traffic Area having a default parking limit of one hour, with the inclusion of two and three hour designations being established in specific precincts as supported by Attachment Four Community Engagement WrAPup Car Parking Strategy Yeppoon CBD and as shown in Attachment One (Schedule One - Declaration of Traffic Area);</p> <ol style="list-style-type: none"> 1. Endorse and enact the regulated parking strategy once the changes to the Subordinate Local Law No. 5 (Parking) 2011 Schedule One and Schedule Two take effect and regulated parking signage is in place; 	Manager Engineering Services	31/03/2019	<p>05 Mar 2019 - 9:17 AM – Manager Engineering Services</p> <p>Plans for Regulated Parking signs provided to Construction and Maintenance to schedule installation.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>2. Once enacted adequately inform the community of the regulated parking areas (via engagement, media and signage). An initial warning period of one month will be afforded to motorists found overstaying the timed period. After one month the monetary value of an infringement will resume;</p> <p>3. Consider a budget allocation at the 17/18 Quarter Two Budget review for updated parking signage in the amount of \$30,000;</p> <p>4. Endorse the installation of smart parking beacons and technology to the designated one hour regulated traffic area to be funded from the Yeppoon Town Centre Smart Lighting Project;</p> <p>5. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule One Declaration of traffic area to define a Traffic Area for Yeppoon as shown in Attachment One (Schedule One - Declaration of Traffic Area);</p> <p>6. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule Two Declaration of off-street regulated parking areas to include off-street regulated parking for Queen Street (Lot 10 on Y17136), the Yeppoon Town Centre Car Park (Lot 10 on SP289416) and the Yeppoon Foreshore (part of Lot 65 on SP234671); and</p> <p>7. Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule Two Declaration of off-street regulated parking areas to rescind all reference and plans associated with the region of Rockhampton Regional Council.</p>			

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 December 2017	Request to Consider Balance of Outstanding Water Consumption	a) In view of the information provided in the request letter, and taking into account the endeavours of the rate payer to address the debt, Council resolves to adopt option 2 as presented in the report. b) Council also refers this matter to a future workshop as a case study for the development of a future policy in relation to hardship matters.	Coordinator Revenue	31/03/2019	11 Dec 2018 - 10:27 AM – Coordinator Revenue Internal deadline March.
17 July 2018	Draft Fig Tree Creek Masterplan	THAT Council endorse the Fig Tree Creek Master Plan for further public consultation and integration into the Council's Strategic Planning Framework.	Coordinator Natural Resource Management	30/04/2019	12 Mar 2019 - 1:16 PM – Support Services Officer – Community Wellbeing Limited human resources have delayed the community consultation part of this project. Senior Land Protection Officer is looking at opportunities for assistance.
07 August 2018	Distribution of Records	THAT Council resolves to send this matter to relevant advisory committee for further information.	Chief Technology Officer	30/04/2019	13 Feb 2019 – 11.45am – Chief Technology Officer Information Technology have sourced three quotes. Councillors will be provided with an update at a future briefing.
04 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	31/03/2019	13 Nov 2018 - 4:06 PM – Coordinator Support Services Advertising period for the public notification will commence 14 November 2018 for 21 days.
18 September 2018	Opening of Road – Gunder Road, The Caves	THAT Council authorise the Chief Executive Officer to commence negotiations with the owners of Lot 69 RP891987 to open new road as shown on Drawing No. 17-112-04.	Policy and Planning Officer	31/03/2019	11 Mar 2019 - 1:26 PM – Policy and Planning Officer Instructed by Manager Construction and Maintenance to take no action until further advised.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 September 2018	Properties Eligible for Land Sale	<p>THAT (a) pursuant to section 140(2) of the Local Government Regulation 2012 Council proceed with action to sell the land listed below, and also detailed in attachment 1 to the report for overdue rates and charges; and (b) that Council delegate to the Chief Executive Officer the power to take all further steps under Chapter 4, Part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of the land (including, for avoidance of doubt, the power to end sale procedures).</p> <p>127881 - L31 E 15616 140365 - L3 RP 614619 129980 - L15 RP 618406 40394 - L15 RP 613481 130164 - L4 BUP 60007141203 - L4 SP 223821 130381 - L80 SP 140933 141607 - L53 SP 167021 133658 - L15 RP 608960 142478 - L110 SP187967 134346 - L42 RP 602148 143907 - L179 SP 217255 136948 - L1 RP 612575 303528 - L51 SP 239036 137355 - L4 RP 618814 131688 - L1 RP 609496 137839 - L34 RP 860164 138232 - L124 RP 842258</p>	Coordinator Revenue	31/03/2019	<p>12 Mar 2019 - 5:26 PM – Coordinator Revenue</p> <p>Auction date 25.03.19, six properties remain.</p>
16 October 2018	Proposed Trustee Leases – Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Inc.	<p>THAT Council resolve to:</p> <ol style="list-style-type: none"> 1. apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Incorporated for issue of Trustee Leases over land currently described as Lot 2 on Survey Plan 104438, Merv Anderson Park Yeppoon; and 2. provide Trustee Leases over land currently described Reserve for 	Property Officer	31/03/2019	<p>11 Dec 2018 – 7:57 AM – Property Officer</p> <p>Draft documents being prepared however execution of some cannot occur until the new title is registered over the land. Council is unable to proceed with this matter until notification of registration is received from DNRME.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>Recreation, Public Boat Ramp, Jetties and Landing Place over Lot 2 on Survey Plan 104438 to:</p> <p>a) Capricorn Tourism and Economic Development Limited for a term of 20 years for operation of the Capricorn Coast Visitor Information Centre and Shell World; and</p> <p>b) Keppel Coast Arts Council Incorporated for a term of 5 years for operation of the Artship.</p>			
16 October 2018	Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. reconfirms its previous decision on 1 May 2018, to sell Lots 2 and 3, known as 3 and 5 Pineapple Drive, Hidden Valley, within Stage One of The Gateway Business and Industry Park, at the nominated offer and acknowledges the new entity (purchaser) listed in this report; 2. confirms its preparedness to accept the option two payment terms and conditions for Lots 2 and 3, outlined in this report, and if deemed acceptable to the purchaser through further negotiation; 3. confirms in lieu of discounting infrastructure charges, it would favourably consider entering into an infrastructure agreement for the deferred payment of infrastructure charges, in accordance with the general terms prescribed by Council's <i>Development Incentive Policy for Reconfiguring a Lot</i>, based on the terms outlined in this report; and if deemed acceptable to the purchaser through further negotiations; 4. authorises the Chief Executive Officer to finalise negotiations with the purchaser, taking into consideration the terms and conditions outlined in this report, and execute a contract of sale for Lots 2 and 3, having due regard to the provisions for the disposal of non-current assets contained 	Executive Director Liveability and Wellbeing	31/03/2019	<p>08 Feb 2019 – 12.44 PM – Project Support Officer</p> <p>The purchasers of Lots 2 and 3 at The Gateway Business and Industry Park have been presented with the updated contract of sale and Council are awaiting the return of the executed contract.</p> <p>Action reassigned to Executive Director Liveability and Wellbeing</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		in the Queensland <i>Local Government Regulation 2012</i> and Livingstone Shire Council's Procurement Policy;			
16 October 2018	Negotiation of Tenancy – Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub)	THAT Council resolve that the exception mentioned in Section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> may apply in its dealing with The State of Queensland (represented by the Department of Housing and Public Works) on the lease of a tenancy at the Centre of Excellence for Disaster Management, Innovation and Community Resilience (The Hub).	Director Strategic Growth and Development	31/03/2019	13 March 2019 – <i>Principal Property Offer</i> Response is yet to be received from the Department.
16 October 2018	Proposed Lease of Land at Barmaryee to the Yeppoon and District Show Society Inc.	THAT Council resolve to: 1) apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with the Yeppoon and District Show Society Inc. for the issue of a lease over Lot 11 on Registered Plan 848831; and 2) provide the Yeppoon and District Show Society Inc. with a five (5) year lease over Lot 11 on Registered Plan 848831 for the purpose of undertaking due diligence on the site in relation to its possible future use as the location of the Yeppoon Showgrounds and an Equestrian Centre of Excellence; and 3) delegate to the Chief Executive Officer to negotiate the terms of the lease to the Yeppoon and District Show Society Inc. over Lot 11 on Registered Plan 848831; and 4) agree in principle to a possible further lease of Lot 11 on Registered Plan 848831 to the Yeppoon and District Show Society Inc. for the primary purposes of a showground for the conduct of the Yeppoon and District Agricultural Show and an Equestrian Centre of Excellence; and 5) indicate to the Yeppoon and District Show Society Inc. that it provides agreement in principle to a suite of secondary uses (such as that mentioned in the report), which would be subject to all relevant approvals, under any	Principal Property Officer	31/03/2019	13 March 2019 – <i>Principal Property Offer</i> Lease has been executed by both parties. Action closed.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		further lease of Lot 11 on Registered Plan 848831.			
06 November 2018	Mayoral Minute - Keppel Sands pathway to E.R. Larcombe Memorial Hall	THAT Council resolves to seal or concrete the existing pathway in the un-named laneway that connects E.R. Larcombe Memorial Hall to Roden Street as a consideration in the Q2 budget revision.	Executive Director Infrastructure	30/04/2019	13 Feb 2019 – 9.08 AM – Executive Director Infrastructure Business case submitted to Project Management Business Unit for adoption into Q2 budget.
06 November 2018	Mayoral Minute - Taylor Street Keppel Sands	THAT Council resolves to: 1. Address as a priority, the hazards and safety issues in relation to pedestrian traffic along Taylor Street between the Keppel Sands Caravan Park and Roden Street with the possibility of forming a dedicated pedestrian track / footpath. This will require consideration in the Q2 budget review. 2. Address the identified lack of lighting along Taylor Street between the Keppel Sands Caravan Park and Roden Street and facilitate safer pedestrian access at night. This will require consideration in the Q2 budget review. 3. Send a direction to the appropriate department to look at interim measures in relation to items 1 and 2.	Executive Director Infrastructure	30/04/2018	13 Feb 2019 – 9.12 AM – Executive Director Infrastructure Fencing erected in December 2018 to prevent egress from the culvert headwall. Path and lighting project to be considered by Council in early 2019 as part of the Works for QLD Program.
06 November 2018	Notice of Motion - Councillor Adam Belot - Wreck Point Pathway	THAT LSC review the current design of the proposed walking path from Cooe Bay to Lammermoor Beach including: Consideration of redesigning path alignment/direction b) Design that will best accommodate users of all abilities	Executive Director Infrastructure Services	30/04/2019	12 Mar 2019 - 8:11 AM – Executive Director Infrastructure Investigations continuing.
20 November 2018	Yeppoon Surf Life Saving Club – Renewal of Tenure Agreement	THAT Council resolve to: 1. apply the exception mentioned in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to its dealings with the Yeppoon Surf Life Saving Club Incorporated for issue of a Reserve Lease over Lot 74 on SP234671; and	Senior Sport and Education Officer	31/03/2019	12 Feb 2019 – 9.58AM – Senior Sport and Education Officer Lease with Club for review/ signing.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		2. provide a ten (10) year Reserve Lease to the Yeppoon Surf Life Saving Club Incorporated over Lot 74 on SP234671.			
20 November 2018	Ogmore Community and Recreation Committee Incorporated Request for Tenure over a Portion of Lot 8 07508 (Bicentennial Park)	THAT Council resolves to 1) apply the exception mentioned in Section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> to its dealings with the Ogmore Community and Recreation Committee Incorporated for issue of a Reserve Lease over a portion of land currently described as Lot 8 on O7508, Bicentennial Park Ogmore; and 2) provide a one (1) year Reserve Lease over a portion of Bicentennial Park, Lot 8 on O7508 to the Ogmore Community and Recreation Committee Incorporated to enable it to seek opportunities to further develop the site as a public space for the Ogmore community and its visitors.	Community Development Officer	31/03/2019	
20 November 2018	Notice of Motion - Councillor Adam Belot - Keppel Sands Laneway	THAT LSC resolve to: 1. Undertake to name the unnamed laneway that connects the E.R Larcombe Memorial Hall to Roden Street by using LSC Naming of Infrastructure Assets Policy. 2. Subject to consultation outcomes, resolve to proceed with the naming of the unnamed lane as per Keppel Sands community feedback.	Executive Director Infrastructure	31/03/2019	12 Mar 2019 - 8:10 AM – Executive Director Infrastructure Report being presented to Council for resolution on 19 March 2019.
04 December 2018	Acquisition of Easements for Drainage Purposes - Zilzie	THAT Council resolve to authorise the Chief Executive Officer to commence negotiations with the owners of Lot 70 RP604071 and Lot 71 RP604071 to dedicate drainage easements as shown on Drawing No 18-093-01.	Policy and Planning Services	31/03/2019	11 Mar 2019 - 1:26 PM – Policy and Planning Services Lot 70 RP604071 Agreement to Acquire Easement signed. Survey plan being prepared. Lot 71 RP604071 Negotiations continuing.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 December 2018	Councillor Portfolios	That the matter lay on the table pending further discussion and return to a Council Meeting in 2019.	Senior Investigations Officer	30/04/2019	
18 December 2018	Tookers Road - Request from Cr Mather for Upgrading	THAT Council resolve to consider upgrading of Tookers Road in accordance with the adopted Upgrading of Unsealed Rural Roads to Sealed Standard Policy and Procedure	Executive Director Infrastructure	30/06/2019	13 March 2019 - Executive Director Infrastructure A report to be provided to the next briefing session advising prioritisation of Tookers Road in FWP.
22 January 2019	Proposed permanent road closure adjoining Lot 1 on RP605702	THAT Council give further consideration to a request for the closure of a section of road adjoining Lot 1 on RP605702, known as 47 Cliff Street, Yeppoon, subject to the following conditions: 1) the area of closed road must not exceed 10 metres from the western boundary of Lot 1 RP 605702 (note: this provides sufficient area to contain the existing concrete access), 2) a public utility easement for sewerage purposes must be registered in favour of Livingstone Shire Council over any part of the sewerage infrastructure which is within the area of closed road. The easement must be a minimum of four (4) metres wide and Council's new Standard Easement Terms dealing number 718630483 must be used; and 3) the area of closed road must be amalgamated with Lot 1 RP605702.	Executive Director Liveability and Wellbeing	31/03/2019	11 Mar 2019 - 1:19 PM - Property Officer Matter lay on the Council table until such time as the Mayor was in attendance, being the meeting of 4 March 2019. Action Complete.
22 January 2019	Mayoral Minute – Lagoon Precinct parking 30 December 2018 – 13 January 2019	THAT in relation to the parking fines which were issued within the vicinity of the Yeppoon Lagoon during the period of 30 December 2018 to 13 January 2019 (inclusive), Council resolves to: 1) acknowledge the efforts of staff in appropriately and correctly enforcing the parking laws; 2) note the desired effect of the enforcement of the parking laws, with the obvious reduction in people parking in inappropriate and/or hazardous locations;	Executive Director Liveability and Wellbeing	31/03/2019	

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		3) waive the fines as a one-off gesture of goodwill (which includes refunding those fines which have already been paid); and 4) note that this gesture of goodwill will not be repeated, as the public can now consider itself sufficiently warned of the ramifications of ignoring the parking laws.			
05 February 2019	Mayoral Minute – Capricorn Coast International Women's Day event committee contribution to a shade structure for the Yeppoon Lagoon	THAT Council resolves to: 1. recognise the generous offer from the Capricorn Coast International Women's day event committee to raise funds for the erection of shade structures within the Yeppoon Lagoon precinct and offer its support to the committee in its endeavours; 2. recognise that the Capricorn Coast International Women's day event committee may undertake fund raising over a two-year period; and 3. give consideration to the inclusion of additional shade structures in the capital works programme for the relevant financial year as well as seeking matching funding from all appropriate State and Federal funding streams.	Executive Director Liveability and Wellbeing	31/03/2019	
05 February 2019	Projects for the 2019-21 Local Government Grants and Subsidies Program (LGGSP) Application	THAT Council resolves that: 1. The CEO is authorised to make application via the Grants and Subsidies Portal (as outlined in the attached LGGSP 2019-21 Guidelines) for subsidy funding for the projects identified in this report, with the priority as listed, to the Department of Infrastructure, Local Government and Planning for the 2019-21 Grants and Subsidies Program. 2. It acknowledges that the submission of the Funding Application does not guarantee funding approval for either all or part of the funding being sought and that Council will need to deliver the projects by 30 June 2021 if successful.	Executive Director Infrastructure	31/03/2019	13 Feb 2019 - 8:53 AM - Executive Director Infrastructure Application submitted on 6 February 2019 via the Grants and Subsidies Portal for subsidy funding for the projects identified.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		3. It acknowledges that should this application be successful, that the projects will not commence until funding has been approved and funding arrangements have been entered into with the Department.			
05 February 2019	Establishment of Tenure Agreement - Capricorn Coast Landcare Incorporated and NAG Broadcasting Association	THAT Council resolves to enter individual tenure agreements with Capricorn Coast Landcare Incorporated and NAG Broadcasting Association Incorporated over the shared space known as Room D within the Education Centre (78 John Street, Yeppoon) for a period of one (1) year with an option to renew for a further three (3) year period.	Administration Supervisor	31/03/2019	
19 February 2019	Proposed permanent road closure adjoining Lot 134 on LN1363 - Wedge Island, The Keppels	THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it does not object to the application to permanently close approximately 414 square metres of road reserve adjoining Lot 134 on LN1363 - Wedge Island, The Keppels.	Property Officer	05/03/2019	11 Mar 2019 - 1:17 PM - Property Officer Response provided to the Department of Natural Resources, Mines and Energy on 19 February 2019, being that Council offers no objection to the proposed permanent road closure. Action Complete.
19 February 2019	Sale of 18 School Street, Mount Chalmers	THAT Council resolves to: 1. adopts a two stage Expression of Interest and Invitation to Tender process, in accordance with section 228(2)(b) of the <i>Local Government Regulation 2012</i> , for the sale of proposed Lot 10, known as 18 School Street, Mount Chalmers, acknowledging the reason for adopting the two-stage process is to gauge market interest and achieve the best possible outcome for Council and the Community; 2. delegate authority to the Chief Executive Officer to enter into negotiations with the potential purchasers subject to the CEO providing a briefing to the Council on completion of the first stage; and	Project Support Officer	30/04/2019	13 Mar 2019 - 10:32 AM – Project Support Officer A letter was mailed to residents of Mount Chalmers on 22 February 2019, providing an update of the current status and planned actions for the disposal of the Mount Chalmers School Site. Council will commence an Expressions of Interest process to gauge market interest and to achieve the best possible outcome for Council and the Community.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		3. write to the residents of Mt Chalmers and provide an update of the current status and planned actions.			
19 February 2019	Acquisition of Easement for Water Supply Purposes - Ironpot	THAT Council resolve to authorise the Chief Executive Officer to commence negotiations with the owner of Lot 156 SP213739 to dedicate a water supply easement as shown on Drawing Nos 19-091-01 and 19-091-02.	Policy and Planning Officer	05/03/2019	11 Mar 2019 - 1:25 PM – Property Officer Waiting on valuation.
04 March 2019	Proposed permanent road closure adjoining Lot 1 on RP605702	THAT Council give further consideration to a request for the closure of a section of road adjoining Lot 1 on RP605702, known as 47 Cliff Street, Yeppoon, subject to the following conditions: 1) the area of closed road must not exceed 10 metres from the western boundary of Lot 1 RP 605702 (note: this provides sufficient area to contain the existing concrete access), 2) a public utility easement for sewerage purposes must be registered in favour of Livingstone Shire Council over any part of the sewerage infrastructure which is within the area of closed road. The easement must be a minimum of four (4) metres wide and Council's new Standard Easement Terms dealing number 718630483 must be used; and 3) the area of closed road must be amalgamated with Lot 1 RP605702.	Property Officer	18/03/2019	11 Mar 2019 - 1:15 PM – Property Officer Mark McLean provided the applicant and the Department of Natural Resources and Mines with Council's response on 8 March 2019. Action complete.
04 March 2019	Works For Queensland 2019-21	THAT Council resolve to submit the following projects for the Queensland Government's 2019-2021 Works for Queensland Programme: 1. Cooe Bay Swimming Pool, limited to the critical components identified in (a) to (c) in the commentary section of this report – \$1,200,000;	Executive Director Liveability and Wellbeing	18/03/2019	

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		2. Emu Park Art Gallery – \$800,000 (which includes full design and specification); 3. Pathways Package (Taylor Street, Swordfish Avenue, and Cordingley Street as detailed in the body of this report) – \$400,000; 4. Rural Floodway Upgrade Programme – \$500,000; and 5. Sealed road pavement rehabilitation – \$510,000.			

8 PRESENTATION OF PETITIONS

Nil

9 MAYORAL MINUTE

9.1 MAYORAL MINUTE - 2019 QUEENSLAND PARLIAMENT'S FLOOD APPEAL

File No: 14.1
Attachments: Nil
Responsible Officer: Bill Ludwig - Mayor

SUMMARY

In lieu of accepting the Premiers invitation for the Mayor to attend the 2019 Queensland Parliament's Flood Appeal Reception in Brisbane on 28 March, it is recommended that Council write to the Premier to congratulate her on the initiative and make a donation of \$1,500 to the appeal from the Mayor's Discretionary Fund.

RECOMMENDATION

THAT Council approve the donation of \$1,500 to the 2019 Queensland Parliament's Flood Appeal from the Mayor's Discretionary Fund

BACKGROUND

An invitation from the Premier was received by the Mayor to attend the 2019 Queensland Parliament's Flood Appeal Reception at Parliament House on Thursday 28 March, 2019.

Cost for attendance is \$125. With flights and accommodation included, estimated cost for the Mayor to attend this reception would be in excess of \$700.

10 COUNCILLOR/DELEGATE REPORTS

Nil

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

Nil

12 REPORTS

12.1 COUNCILLOR AGENDA ITEM REQUESTS

File No: GV13.4.1
Attachments: Nil
Responsible Officer: Chris Murdoch - Chief Executive Officer
Author: Nicole Robertson - Coordinator Executive Support

SUMMARY

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

OFFICER'S RECOMMENDATION

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

- Parking for Service Providers – Anzac Parade
- Kangaroo Signs & Dead Animal Collection
- Kerbside Collection
- Reticulated Water to Mabel Edmund Park
- Email from a Resident regarding numerous concerns about maintenance on Council Infrastructure, Parks and Sporting Facilities; and query on Rating Charges
- Envirolink Annal Rent
- Tookers Road Upgrade

BACKGROUND

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

COMMENTARY

Councillor	Subject	Action	Outcome / Update
Mather	Parking for Service Providers – Anzac Parade.	The matter is currently being dealt with operationally due to another Councillor raising the same matter, via Council's customer request system, prior to Cr Mather raising this matter with Council.	Briefing being provided to Councillors on 1 April 2019.
Mather	Kangaroo Signs & Dead Animal Collection	Referred to a Briefing Session in the first instance.	Briefing being provided to Councillors on 18/3/19.
Belot	Kerbside collection	Referred to a Briefing Session in the first instance.	Briefing being provided to Councillors on 18/3/19.
Kelly	Reticulated Water to Mabel Edmund Park	Referred to a Briefing Session in the first instance.	Briefing being provided to Councillors on 18/3/19.

Mather	Email from a Resident regarding numerous concerns about maintenance on Council Infrastructure, Parks and Sporting Facilities; and query on Rating Charges.	The matters are currently being dealt with operationally, via Council's customer request system, in the first instance due to direct contact by the resident with the organisation, prior to Cr Mather raising them with Council.	This matter has been dealt with operationally and a response has been provided to the resident who raised the concerns directly with the organisation. A copy of the response will be provided to all Councillors.
Mather	Envirolink Annual Rent	Has been dealt with operationally.	Council officers met with the President of the Capricorn Coast Landcare Group to discuss the matter and a formal response was provided following this meeting. Councillors will be provided with a copy of the response.
Mather	Tookers Road Upgrade	Referred to a Briefing Session in the first instance.	Briefing being provided to Councillors in April 2019.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

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

12.2 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY 2019**File No:** GV13.4.1**Attachments:** 1. 2019 NGA provisional program [↓](#)**Responsible Officer:** Chris Murdoch - Chief Executive Officer**Author:** Sue Schluter - Executive Assistant to Mayor

SUMMARY

The Australian Local Government Association (ALGA) National General Assembly (NGA) is being held in Canberra, 16 – 19 June 2019. This report provides information for the attendance of Deputy Mayor Cr Hutton (who will be Acting Mayor at the time) for endorsement by the table.

RECOMMENDATION

That Council resolves to

1. endorse the attendance by Cr Hutton at the ALGA Assembly in Canberra 16-19 June 2019; and
2. change the date of the Ordinary Council Meeting scheduled for Tuesday, 18 June 2019 to Thursday, 20 June 2019 due to the absence of Acting Mayor Cr Hutton.

BACKGROUND

The provisional program for 2019 is attached to this report.

COMMENTARY

nil

PREVIOUS DECISIONS

nil

BUDGET IMPLICATIONS

The approx. cost of attending the ALGA NGA is as follows:

Full registration (<i>if paid by 10 May 2019</i>)	\$ 989.00
General Assembly Dinner	\$ 140.00
Networking Dinner	\$ 110.00
Flights (<i>approx.</i>)	\$ 800.00
Accommodation (<i>approx.</i>)	\$ 800.00

LEGISLATIVE CONTEXT

nil

LEGAL IMPLICATIONS

nil

STAFFING IMPLICATIONS

nil

RISK ASSESSMENT

nil

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The attendance of Cr Hutton at the ALGA NGA will ensure Livingstone Shire Council has a voice at this national event.

12.2 - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY 2019

2019 NGA provisional program

Meeting Date: 19 March 2019

Attachment No: 1



NGA19

Charity Partner

SOLDIER ON

Foundation Sponsors

McArthur
Best People Fit

JLT

Australian Government
Department of Infrastructure,
Regional Development and Cities

Platinum Sponsors

PALADIN
RISK MANAGEMENT SERVICES

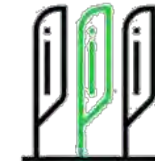
Wood Solutions
designs and build
www.woodsolutions.com.au

of NGA



Experts and influencers

— Meet experts and influencers face to face.



60+ exhibitors

— Encounter over 60 exhibitors with innovative and new solutions specifically to address Local Government issues.



Largest national conference

— for Local Government held in Australia with over 870 delegates.



140+ motions debated

— Over 140 motions debated and used to engage with 24 Ministers and Federal portfolios.



15+ networking hours

— Over 15 hours available to network with other Local Government leaders.

Welcome

National General Assembly
16—19 June 2019

Dear Colleagues,

It is my pleasure to invite you to the 2019 National General Assembly of Local Government at the National Convention Centre in Canberra on 16 to 19 June.

This year we are Future Focused as we mark the NGA's 25th anniversary, celebrating past achievements whilst firmly focused on the future.

Our theme this year acknowledges that change is constant – and we know you want your council to be positioned to seize the opportunities and reap the rewards for your communities.

Change is everywhere be it digital transformation, community activism, ageing demographics, population policies, planning overlays, voice recognition, artificial intelligence and even self-driving cars are just around the corner. Layers of complexity are added by attitudes, to climate change, energy generation, cost shifting and tax distributions. Not to mention increasing community expectations about the level and types of services and infrastructure provided by councils.

It is up to each and every council to understand these developments, work through the challenges, and find the best way to shape their responses to

their communities. The NGA this year will consider what councils can do today to get ready for the challenges, opportunities and changes that pave the path ahead.

As part of our exciting program, delegates can look forward to hearing from leading politicians; receiving deep insights from nation-leading experts; being inspired by keynote speakers at the forefront of community engagement and crowd-powered communities; and concurrent sessions exploring housing affordability and density pressures; community harm and waste. Together we will ignite thought-provoking discussions about what can be expected as we look to the future.

Previous NGAs have provided participants with experiences, inspiration, information and an abundance of tools and techniques to take back and apply in their councils. This year will be no exception.

This year's NGA will also be held just after the next federal election. Before the dust settles, join us to make sure the incoming government is focussed on the future of our sector, and the future prosperity and wellbeing of our communities. When we come together, the power of our collective voices working to sustain vital funding and programs for local government cannot be denied – it is an unmissable opportunity for your council's voice to be heard.

The NGA is the only event on the local government calendar that truly brings councils, staff and industry together nationwide to advocate, network, celebrate, learn and build strategic relationships that collectively will position participants at the forefront of local governance in Australia.

Are you Future Focused?



Mayor David O'Loughlin
ALGA President

Future
Focused

NGA 19

25 Years of NGA

Key Dates

Submitters of Motion for Debate
By 11:59pm Friday 28 March 2019

Early Bird Registration
On or before Friday 10 May 2019

Standard Registration
On or before Friday 7 June 2019

Late Registration
After Friday 7 June 2019



Speakers

Keynote Speakers



KAREN MIDDLETON

Political Commentator

The ins-and-outs for Local Government post-election.



KURT FEARNLEY

Paralympic Champion

An incredible story of drive and courage who will also provide insights into the opportunities to improve services for the disabled.



KYLIE COCHRAN

Community Engagement Specialist

A fantastic presenter that makes understanding community engagement a pleasure through practical examples and humour.



STEVE SAMMARTINO

Australian Futurist, Author, Technologist and Speaker

Futurist, whose energy and passion will challenge current thinking and what to anticipate in the future.



GRETEL KILLEEN

TV Personality

Gretel's knack for humorous story telling draws on her family farming background and varied TV hosting experiences.



NATALIE EGLETON

CEO - Foundation for Rural and Regional Renewal

Natalie works with philanthropists, business and government to strengthen rural, regional and remote communities.



DR JÓN SIGFÚSSON

Drug Prevention in Iceland

An international perspective on how to tackle youth drug use.



DR ERIN LALOR

CEO - Alcoholics Anonymous Foundation

Providing insights on how councils are achieving great outcomes in reducing drug and alcohol use in their communities.

Program

2019 National General Assembly
16—19 June

National Convention Centre
Canberra

Future Focused
25 Years of NGA

SUNDAY 16 JUNE

08:00am	Registration Opens
05:00pm- 07:00pm	Welcome Reception

MONDAY 17 JUNE

09:00am	Opening Ceremony Wally Bell — Welcome to Country
09:20am	ALGA President Opens the Assembly
09:30am	Prime Minister Address
10:00am	ALGA President Address
10:30am	MORNING TEA
11:00am	Keynote Address Karen Middleton — How did Local Government Fair Post Election
11:45am	Panel of Mayors Opportunities for Local Government Post Election
12:30pm	LUNCH
01:30pm	Keynote Address Steve Sammartino — Crowd Powered Communities <i>Exploring a future where the way forward is about handing over the technology tools of design and production to those who populate our communities.</i>
02:30pm	Councils Using Technology to Excel
03:00pm	AFTERNOON TEA
03:30pm	Debate on Motions
04:30pm	Federal Minister for Local Government
04:55pm	ALGA President Close
07:00pm	Networking Dinner Australian War Memorial

TUESDAY 18 JUNE

09:00am	Keynote Address Andrew Beer: Dean of Research and Innovation UniSA — The Role of Local Government in Housing Australians in the 21st Century
10:30am	Keynote Address Kylie Cochrane: Global Leader in Community Engagement — Engaging with your Community into the Future
11:00am	MORNING TEA
11:30am	Debate on Motions
12:30pm	LUNCH
01:30pm	Concurrent Sessions Housing your Community TBC Reducing Community Harm Dr Jón Sigfússon — Working with local government in alcohol and drug misuse in youth – a preventative approach from Iceland Dr Erin Lalor — Local Drug Action Teams – an Australian community led approach to alcohol and drug misuse Built Environment in Your Community TBC Your Community, Your Environment TBC
03:00pm	AFTERNOON TEA
03:30pm	Leader of the Opposition Address
04:00pm	Debate on Motions
07:00pm- 11:00pm	National General Assembly Dinner To be announced

WEDNESDAY 19 JUNE

09:00am	The Great Debate Revenue, Cost Shifting, Rate Capping
10:00am	David Pich: CEO, Institute of Managers and Leaders — Leadership Matters
10:30am	MORNING TEA
11:00am	Keynote Address Kurt Fearnley — Overcoming the Odds
12:00pm	ALGA President's Close — ALGA National Lobbying Priorities
12:30pm	LUNCH

PROVISIONAL PROGRAM

2019 REGIONAL COOPERATION AND DEVELOPMENT FORUM

SUNDAY 16 JUNE

NATIONAL CONVENTION CENTRE
CANBERRA

REGIONS ARE DYNAMIC, MOVING THROUGH BOOM AND BUST CYCLES AND TIMES OF GROWTH AND DECLINE.

WITH CASE STUDIES AND FACILITATED HYPOTHETICAL SESSIONS AND Q&A PANELS OF INDUSTRY EXPERTS, THIS YEAR'S FORUM FOCUSES ON 2 MAIN THEMES:

BOOM OR BUST: THE REGIONAL YO-YO DIET

The rising pressures of rapidly growing regions, and those in decline, who are the winners and losers and how it relates to housing, youth, immigration and social cohesion, the impact of drought, funding and resilience.

CONNECTED COMMUNITIES

Digital readiness, the importance of social connectivity in a digital world, transport linkages and the challenges of digital demography with large, geographically-dispersed communities.

SUNDAY 16 JUNE

09:30am	Wally Bell — Welcome to Country
09:40am	ALGA's President Opening
09:50am	Keynote Address Gretel Killeen — Personal experiences in our regions, setting the scene and hypothetical introduction
10:05am	Boom or Bust: the Regional Yo-Yo Diet Examining regional growth and decline related to social cohesion, settlement, impacts of drought and funding
10:45am	Shadow Minister for Regional Services, Territories and Local Government Address
12:00pm	Q&A Panel How regional leaders are tackling real problems in our rural and regional communities
12:45pm	State of the Regions Report Launch
02:15pm	Connected Communities Exploring digital readiness telecommunications, transport, youth projects and successful Local Government initiatives
04:00pm	Minister for Regional Development, Territories and Local Government
04:15pm	Closing remarks

REGIONAL
FORUM 2019



Registration

GENERAL ASSEMBLY REGISTRATION FEES		INCLUSIONS
Registration Fees — Early Bird <small>Payment received by Friday 10 May 2019</small>	\$989.00	— Attendance at all General Assembly sessions
Registration Fees — Standard <small>Payment received on or before Friday 7 June 2019</small>	\$1,099.00	— Morning tea, lunch and afternoon tea as per the General Assembly program
Registration Fees — Late <small>Payment received after Friday 7 June 2019</small>	\$1,199.00	— 1 Ticket to the Welcome Reception: Sunday 16 June
		— General Assembly satchel and materials

GENERAL ASSEMBLY REGISTRATION FEES		INCLUSIONS
Monday 17 June 2019	\$529.00	— Attendance at all General Assembly sessions on the day of registration
Tuesday 18 June 2019	\$529.00	— Morning tea, lunch and afternoon tea as per the General Assembly program on that day
Wednesday 19 June 2019	\$280.00	— General Assembly satchel and materials

SUNDAY REGIONAL FORUM REGISTRATION FEES		
Forum Only — Sunday 16 June 2019	\$445.00	
NGA Delegate <small>Delegates attending the Regional Forum and the NGA are entitled to this discount.</small>	\$245.00	

ACCOMPANYING PARTNERS REGISTRATION FEES		INCLUSIONS
Accompanying Partners Registration Fee	\$280.00	— 1 Ticket to the Welcome Reception — Sunday 16 June
		— Day Tour 'Lake Cruise to Monet' — Monday 17 June
		— Day Tour 'Pottery and Wine Experience' — Tuesday 18 June
		— Lunch with General Assembly Delegates — Wednesday 19 June

Information

Payment Procedures:

Payment can be made by:

Credit card
MasterCard and Visa.

Cheque
Made payable to ALGA

Electronic Funds Transfer
Bank: Commonwealth Bank
Branch: Curtin
BSB No: 062905
Account No: 10087780

NOTE: If paying via EFT you must quote your transaction reference number on the registration form.

Cancellation Policy:

All alterations or cancellations to your registration must be made in writing and will be acknowledged by email. Notification should be sent to:

Conference Co-ordinators
PG Box 4994
Chisholm ACT 2905

Facsimile: 02 6292 9002
E-mail: conference@snfco.com.au

An administration charge of \$110.00 will be made to any participant cancelling before Friday 10 May 2019.

Cancellations received after Friday 10 May 2019 will be required to pay full registration fees. However, if you are unable to attend, substitutes are welcome at no additional cost.

By submitting your registration you agree to the terms of the cancellation policy.

Photographs:

During the National General Assembly there will be a contracted photographer; the photographer will take images during the sessions and social functions.

If you have your picture taken it is assumed that you are giving consent for ALGA to use the image.

Images may be used for print and electronic publications.

Privacy Disclosure:

ALGA collects your personal contact information in its role as a peak body for local government. ALGA may disclose your personal contact information to the sponsors of the event for the purposes of commercial business opportunities. If you consent to ALGA using and disclosing your personal contact information in this way, please tick the appropriate box on the registration form.

Importantly, your name may also be included in the General Assembly List of Participants. You must tick the appropriate box on the registration form if you wish your name to appear in this list.

Canberra Weather in June:

Winter days in Canberra are characterised by clear sunny skies but the days are cool at around 12-15C and temperatures do drop to 1c on average in the evenings, so be sure to bring a warm jacket. Mornings can be foggy so keep this in mind when booking flights. It is best to avoid early arrivals or departures in case of delays due to fog.

Coach Transfers:

Welcome Reception and Exhibition Opening — Sunday 16 June 2019

Coaches will collect delegates from all General Assembly hotels (except Crowne Plaza Canberra) at approximately 4:45pm. The return coaches will depart at 7:00pm.

Daily Shuttles to and from the National Convention Centre

A shuttle service between all General Assembly hotels (except Crowne Plaza Canberra) and the National Convention Centre will operate between 8:00am and 8:30am. Return shuttles will depart the National Convention Centre at 5:30pm.

Networking Dinner: Australian War Memorial — Monday 17 June

Coaches will collect delegates from all General Assembly hotels at approximately 6:45pm. A return shuttle service will commence at 10:15pm.

General Assembly Annual Dinner: To be announced — Tuesday 18 June

Coaches will collect delegates from all General Assembly hotels at approximately 6:45pm. A return shuttle service will operate between 10:30pm and 11:45pm.

Car Parking:

Parking for delegates is available underneath the National Convention Centre for a cost of approximately \$18.00 per day. Alternatively, voucher public parking is available 300m from the Centre at a cost of approximately \$15.70 per day. This voucher machines accept either coins or credit cards (Visa or MasterCard).

Functions

Welcome Reception and Exhibition Opening

Sunday 16 June 2019

Venue: National Convention Centre

The Welcome Reception will be held in the exhibition hall and foyer.

05:00pm—07:00pm

\$50.00 per person for day delegates and guests. No charge for full registered delegates. No charge for registered accompanying partners.

Dress Code: Smart casual.

Networking Dinner

Monday 17 June 2019

Venue: Australian War Memorial

The dinner is being held in the Anzac Hall.

07:00pm—11:00pm

\$110.00 per person.

Dress Code: Smart casual.

This year we take the Networking Dinner to the Australian War Memorial, regarded as one of the most significant war memorials worldwide.

Dinner will be held in the Anzac Hall where you can see historical Military items such as famous Lancaster bomber G for George in the Striking By Night exhibit, a midget submarine created from sections of two full sized submarines in Sydney Under Attack, and world war

aircraft in the Over The Front: The Great War in The Air exhibition.

You are welcome to browse these at your leisure whilst also having the opportunity to network with delegates from other councils and organisations.

Note: Numbers are limited and booking early is highly recommended.

General Assembly Dinner

Tuesday 19 June 2019

Venue: To be announced.

07:00pm—11:00pm

\$140.00 per person.

Dress Code: Lounge suit/collar & tie for men
Cocktail for women.

Note: Bookings are accepted in order of receipt.

Partner Tours

Monday 17 June 2019

Lake Cruise to Monet

Enjoy the view from the recently refurbished MV Southern Cross Yacht as you cruise around Lake Burley Griffin learning about some of Canberra monuments, museums and political landmarks.

After lunch, there will be an opportunity to view the Monet Impression, Sunrise Exhibition at the National Gallery Australia. This exclusive exhibition will feature Monet pieces on loan from Paris and London along with work from artists like JMW Turner inspired by the impressionist master.

Tuesday 18 June 2019

Pottery and Wine Experience

Today we will be traveling just out of Canberra to nearby town of Murrumbateman. Here we will be visiting Hillgrove Pottery where we will be treated to a history of pottery, demonstrations and a tour of the centre.

We will also be joined by local boutique winery, Idyllic Hills Wines, who will provide tastings and the opportunity for you to ask any questions you have ever had in the process of wine making.

We will then begin making our way back to Canberra with a stop for lunch along the way.

Crowne Plaza

1 Binara Street, Canberra

The Crowne Plaza is adjacent to the Convention Centre.

Twin option at the hotel consists of two double beds.

Superior Room \$325 per night
— Single/twin/double

Deluxe Room \$375 per night
— Single/twin/double

Avenue Hotel

80 Northbourne Avenue, Canberra

The Avenue Hotel is one of the newest options in Canberra and offers guests both studio and apartment style rooms. The hotel is a 15-20 minute walk from the Convention Centre.

Twin option at the hotel consists of two king singles.

Superior King Rooms \$280 per night
— Single/twin/double

1 Bedroom Apartments \$330 per night
— Single/double

Waldorf

2 Akuna Street, Canberra

Located in the heart of Canberra's CBD, the Waldorf is only a five minute walk from the National Convention Centre.

Twin option at the hotel consists of two single beds. Additional costs will apply if more than 2 guests are within the one room.

Studio Apartment \$210 per night
— Single/twin/double

1 Bedroom Apartment \$230 per night
— Single/twin/double

Mantra

84 Northbourne Avenue, Canberra

Mantra on Northbourne is centrally located within the CBD and approximately a 15-20 minute walk from the National Convention Centre.

Bedding configuration in a hotel room is one king or two single beds and a 1 bedroom apartment has one queen or two singles.

Hotel Room \$240 per night
— Single/twin/double

1 Bedroom Apartment \$280 per night
— Single/twin/double

Novotel

65 Northbourne Avenue, Canberra

Located on Northbourne Avenue, one of Canberra's main thoroughfares, the Novotel is a 15 minute walk from the National Convention Centre.

Twin option for the Standard Room type consists of two double beds and the

Executive Room type consists of one king bed and a pull out sofa bed.

Standard Room \$290 per night
— Single/twin/double

Executive Room \$325 per night
— Single/twin/double

Medina Apartment Hotel

74 Northbourne Avenue, Canberra

The Medina Apartments Hotel James Court is approximately a 15-20 minute walk from the National Convention Centre.

Twin option at the hotel consists of two single beds.

Note: Reception operates between the hours of 06:30am and 11:00pm

1 Bedroom Apartment \$225 per night
— Single/twin/double

2 Bedroom Apartment \$299 per night
— Single/double

QT Hotel

1 London Circuit, Canberra

QT Hotel is a modern hotel with boutique style furnishings, central to the city and a 10 minute walk to the National Convention Centre.

Twin option at the hotel consists of two single beds.

Standard Room \$249 per night
— Single/twin/double

Future
Focused

NGA19

16—19 June 2019, Canberra
National Convention Centre



Registration:

Online: nga19.com.au

Hard copy registration forms and PDF versions are available by emailing:

NGA@confco.com.au



Debate on Motions:

To assist in identifying motions for the 2019 NGA, a discussion paper has been prepared and is available at: ALGA.asn.au

Submission of motions can also be accessed at: ALGA.asn.au



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

Celebrating 25 Years of NGA

nga19.com.au

12.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2019**File No:** FM12.14.1**Attachments:** 1. **Monthly Financial Report - February 2019** [↓](#)**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 28 February 2019 by the Coordinator Accounting Services.

OFFICER'S RECOMMENDATION

THAT the Livingstone Shire Council Monthly Financial Report for the period ending 28 February 2019 be received.

BACKGROUND

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

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

The attached financial information presents a snapshot of the month (February) and year-to-date position of Council's financial performance for the 2018-19 financial year.

Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 19Q2 Revised Budget as adopted by Council on 19 February 2019. All budgets have been developed on a monthly basis. The attached reports show the business units segregated revenue and expenditure statements and balance sheets.

COMMENTARY

The Financial Report compares actual performance to date with Council's 19Q2 revised budget and identifies significant variances or areas of concern. It also provides information about additional areas of financial interest to Council and reinforces sound financial management practices throughout the organisation. This information is provided through the attached monthly financial report.

Financial Performance

The operating performance for the financial year to 28 February 2019 shows an operating surplus of approximately \$23.9 million compared to an YTD budgeted operating surplus of approximately \$19.3 million.

Financial Performance Summary to 28 February 2019					
	YTD 19Q2 Revised Budget (\$m)	YTD Actual (\$m)	Variance (\$m)	Variance YTD %	Status
Operating Revenue	\$79.6	\$77.6	(\$2.0)	(3%)	■
Operating Expense	(\$60.3)	(\$53.4)	\$6.9	(11%)	✓
<i>Operating Surplus</i>	\$19.3	\$23.9	\$4.6	24%	✓
Capital Revenue	\$9.2	\$9.8	\$0.6	6%	✓
Capital Expenditure	(\$33.6)	(\$22.0)	(\$11.6)	(35%)	✓

Note: Actual results exclude purchase order commitments.

Status Legend:

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

Operating Revenue

The year to date operating revenue is below the year-to-date budget. The second half-yearly rates & utility charges and second quarter water consumption notices were generated with an issue date of 30 January 2019 and a due date of 6 March 2019. Timing variances for rates & utility charges and sales revenue are the main contributing factors to this variance.

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

Operating Expenses

Year to date operating expenditure is below budget by \$6.9 million which excludes \$7.6 million in committals. Table A.1 in the Monthly Financial Report (Attachment 1) reports operating expenditure by major category of actuals to budget variances by line item.

Total operating expenses are under budget mostly due to an underspend of \$4.3 million in materials & services and \$2.2 million in employees benefits with a number of vacant positions currently being at various stages of recruitment and other non-wage employee expenditures being below budget.

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

	YTD Actual (\$000's)	YTD 19Q2 Revised Budget (\$000's)	Full Year 19Q2 Revised Budget (\$000's)	% Full Year 19Q2 Revised Budget Spent
Rural Maintenance	\$2,408	\$2,760	\$4,245	56.7%
Urban Maintenance	\$1,064	\$1,478	\$2,206	48.2%

Note: Actual results exclude purchase order commitments.

Capital Revenue

Total capital revenue is ahead of budget by approximately \$0.5 million.

The 19Q2 capital revenue budget for developer contributions is \$891k. Year to date developer's contributions are \$489k.

Capital Expenditure

Capital expenditure incurred as at 28 February 2019 is summarized in Table D.1 and D.2 in Attachment 1. The 19Q2 year to date total budgeted capital expenditure is approximately \$33.6 million with YTD actuals of \$22 million with a further \$19.8 million in committed expenditure. Capital Expenditure has been closely reviewed as part of the 19Q2 Budget review process.

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

Statement of Financial Position as at 28 February 2019

A detailed balance sheet is provided in Table B in Attachment 1 as at 28 February 2019.

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

Council's total loan balances are approximately \$83.6 million with the first and second quarterly repayments having been made to the Queensland Treasury Corporation (QTC) during September and December 2018. Council has not accessed the approved working capital facility.

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

Statement of Cash Flows

The statement of cash flows provided in Table C in Attachment 1 shows Council's expected cash flows for the financial year and the actual cash flows. The cash position remains sound with cash totaling approximately \$38 million at 28 February 2019.

Available cash is either invested with the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund or held in fixed term deposits with financial institutions. The annual effective interest rate for the QTC Capital Guaranteed Cash Fund at 28 February 2019 was 2.89% p.a. Interest rates for Council's current term deposit is 2.70% and reflects the fixed interest rate for the term of the investment.

Interest earned on cash and investments for the month of February was \$73K.

Outstanding Sundry Debtors

At 28 February 2019, outstanding sundry debtors stand at \$1,640,945 and of this balance \$221,152 is current.

There are 28 accounts which are over 60 days totaling \$1,318,404 which represents approximately 29% of total outstanding sundry debtors.

Outstanding and Overdue Rates and Charges

The total rates debtor balance at 28 February 2019 stands at \$27,170,443. There is \$856,412 in prepaid rates as at the 28 February, with net rates outstanding being \$26,314,031 as at 28 February. The second half year general rates and the second quarter water consumption notices were issued on the 30 January and are due on 6 March 2019.

The KPI target for outstanding rates is to reduce rates receivables to less than 5% of total rates outstanding prior to the next six monthly billing cycle. Whilst the collection process of overdue rates receivables is proceeding, total rates receivables as at 28 February 2019 eligible for collection (excluding the current levy) is \$4,375,982 which is 6% of rates levied.

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

Aging Period	Arrears balance (before deducting prepaid rates)	% of eligible collection	total for
Current	\$25,503,894	93.87%	
1 years	\$785,744	2.89%	
2 years	\$444,729	1.64%	
3 years	\$193,013	0.71%	
4 years	\$135,482	0.50%	
5 years	\$107,581	0.39%	
TOTAL	\$27,170,443	100%	

Council offers a direct debit facility with 2,155 direct debits totaling \$176,339.58 processed in February.

Debt Management

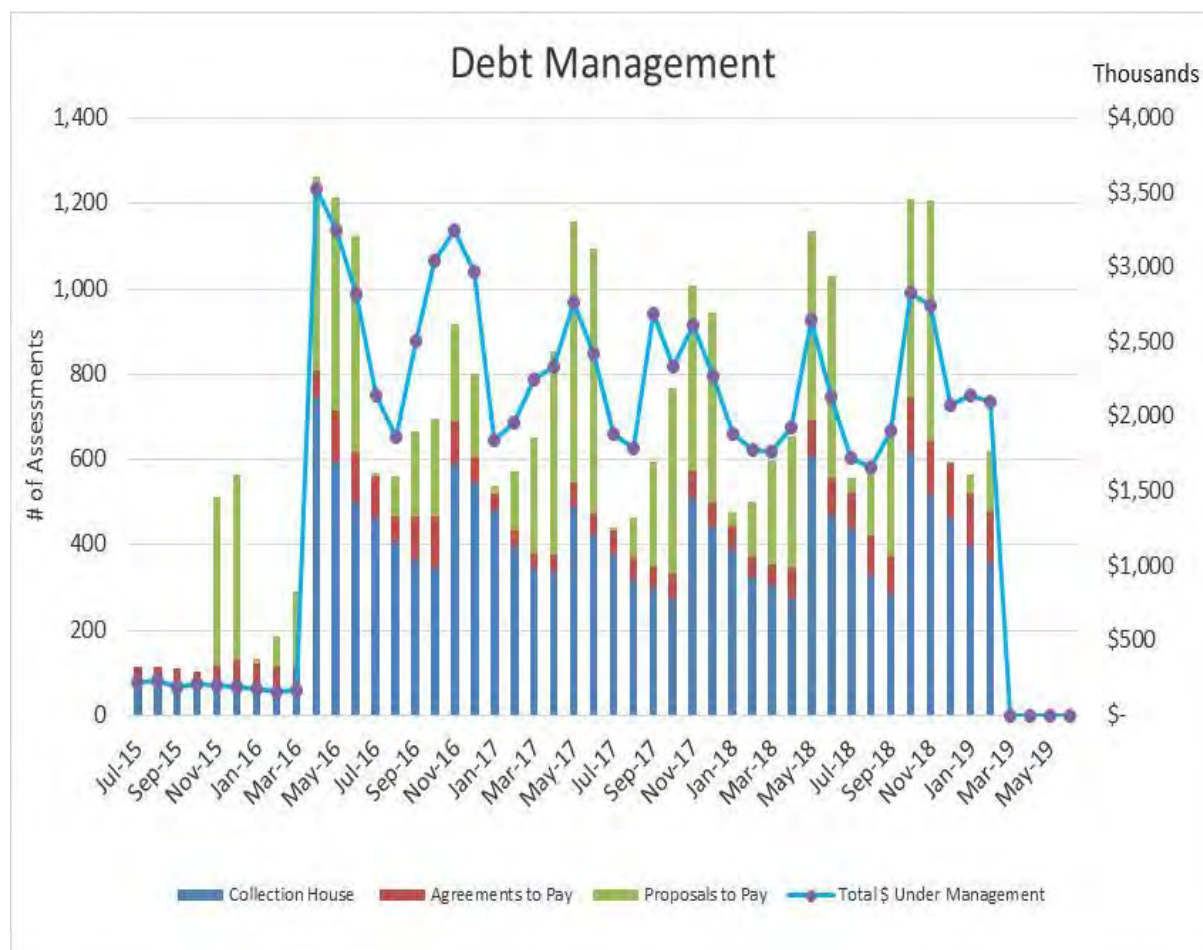
Ratepayers always have the option to enter into formal payment arrangements, which prevents legal action being progressed by Council's debt collection agency. Council resolved to reduce the overdue interest from 10% to 7% per annum in 2018-19, applied monthly, on all overdue balances, including those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

In total, 30% of the overdue balances are under management, this reflects 623 assessments out of all (17,520) rateable assessments (3.55%).

Proposals to pay require all current arrears to be paid in full prior to the next rating period. Therefore, proposals to pay made prior to December 2018 have been cancelled and 143 proposals are now in place as of 28 February 2019 representing a total of \$272,614.

There are 123 (January: 125) assessments under long term arrangements (agreements to pay) with a total of \$513,825 with varying settlement periods.

A total of 357 (January: 395) assessments, representing \$1,316,789 (January: \$1,503,112) are currently being managed by Council's debt collection agency. Compared to February 2018, there are 34 more assessments under a debt management arrangement but a decrease in the total value under management by \$51,972.



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

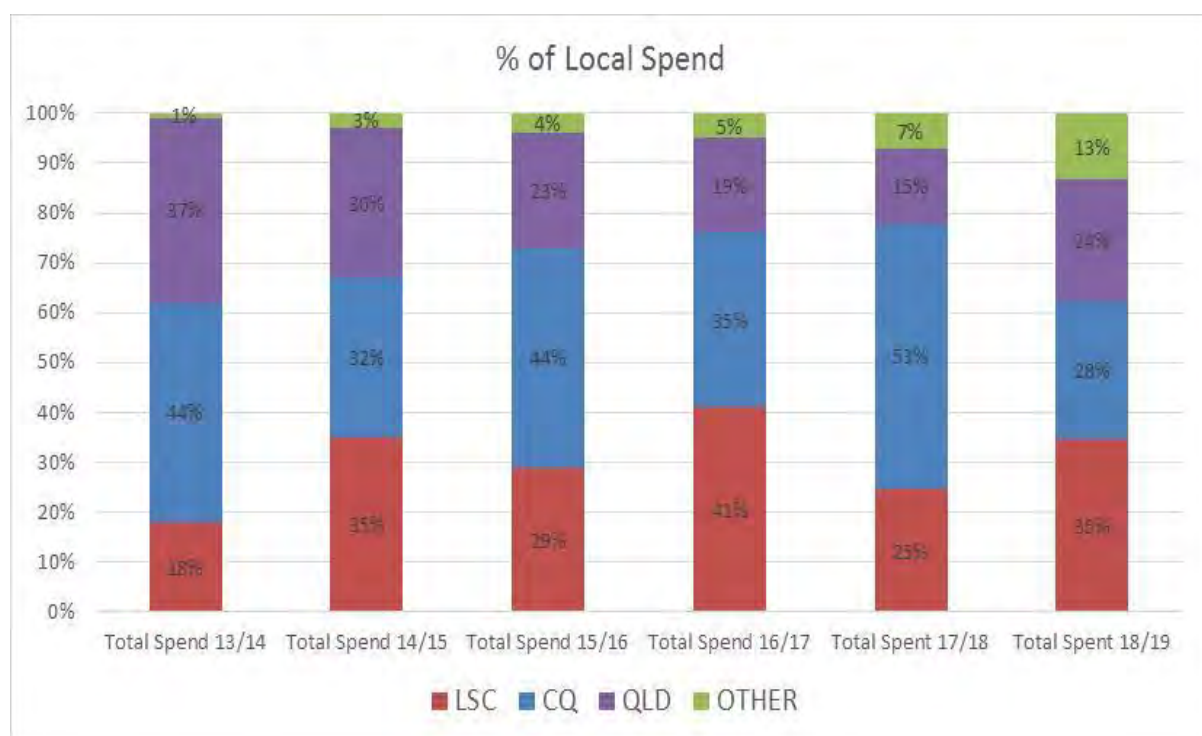
OTHER = Business based outside of Queensland.

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 \$16.9 million. For the financial year to 28 February 2019, Council has purchased more of its materials and services from businesses and industries that are located within the Shire boundaries.



The bar graph below summarises the allocation by local spend categories per financial year since 2013-14. Council procures, on average, 70% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.



PREVIOUS DECISIONS

Council adopted the 2018-19 Budget on 24 July 2018. The 19Q1 Revised Budget was adopted by Council on 6 November 2018 and the 19Q2 Revised Budget adopted by Council on 19 February 2019.

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

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

CORPORATE/OPERATIONAL PLAN

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

CONCLUSION

The Financial Report provides information about Council's financial performance and position for the month ending 28 February 2019. The attached financial results are indication of Council's financial results in 2018-19 in comparison to the 19Q2 Revised Budget.

12.3 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2019

Monthly Financial Report - February 2019

Meeting Date: 19 March 2019

Attachment No: 1



**Monthly Financial Report
for period ending
28/02/2019**

Contents

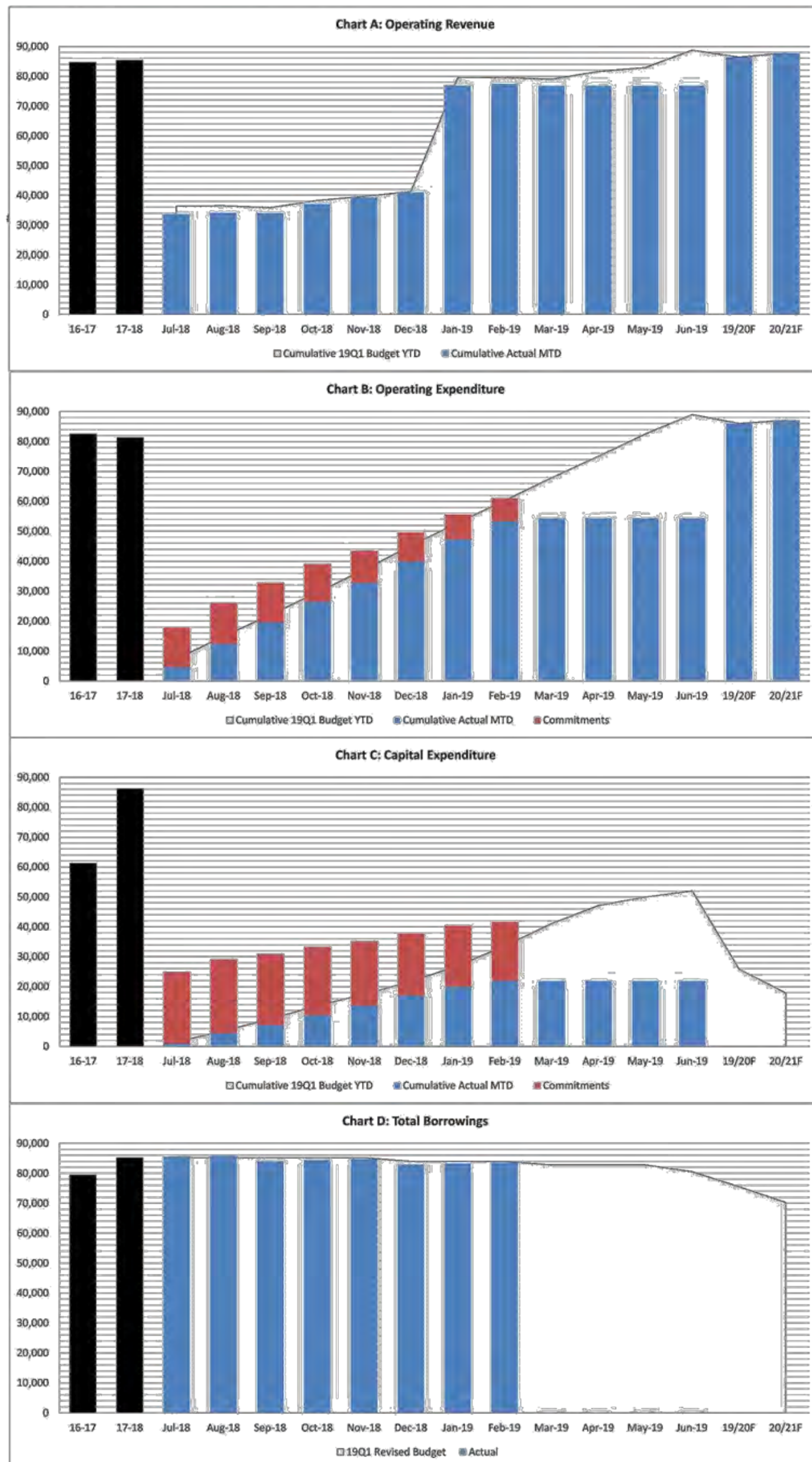
Financial Health Indicators

- Key strategic financial indicators
- Summary financial statements

Attachments: Detailed financial statements

Financial Health Indicators

Key strategic financial indicators: trend analysis



Key strategic financial indicators as at: 28/02/2019					
Operating performance					
	Target Benchmark	19Q2 Revised Budget	YTD Actual	Status	Commentary
Operating surplus ratio					
Operating surplus/operating revenue	10%	-0.3%	31.1%	✓	The operating surplus and operating efficiency ratios are well ahead of the target benchmark due to the levy half-yearly General Rates during January. These ratios indicate that operating revenue is greater than operating expenses and this assists with funding capital expenditure.
Operating efficiency ratio					
Operating revenue/operating expense	110%	99.7%	145.2%	✓	
Fiscal flexibility					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
Net financial liabilities ratio					
Total liabilities - current assets / operating revenue	<60%	70.9%	39.0%	✓	The Net Financial Liabilities and Own-Source Operating Revenue ratios are within the target benchmark range. The own source operating revenue ratio is well ahead of the target benchmark as general rates and utility charges have only recently been levied in January.
Own-source operating revenue ratio					
Own source/operating revenue	>60%	86.8%	94.1%	✓	
Interest cover ratio					
Net Interest Expense / Total Operating Revenue	0% - 5%	4.9%	3.6%	✓	The interest cover ratio is within the target range of 0% - 5%.
Liquidity					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
Cash balances - Cash capacity in months					
Cash at bank/cash operating expense	3.0	1.7	8.5	✓	The YTD cash expense cover indicates that Council has sufficient cash to meet current cash operating expenses for 8.5 months.
Ability to pay our bills - Current Ratio (times)					
Current assets/current liabilities	2.0	3.0	6.6	✓	The current ratio is well above the target benchmark of 2.0 due to total cash held being well ahead of the budgeted position at the end of February.
Asset sustainability					
	Target Benchmark	19Q2 Revised Budget	YTD Actual		Commentary
Asset Sustainability Ratio					
Renewal expenditure/depreciation	90%	49.0%	17%	✗	Asset sustainability ratio will remain lower than the 90% target benchmark due to the large proportion of new assets not requiring renewal at this stage. Approximately only 22% of the capital renewal budget undertaken as at the end of February.
Status Legend					
KPI target (budget) achieved or exceeded			✓	KPI target (budget) not achieved	
				✗	

Summary financial statements for the year to date ending
28/02/2019

A. Summary of financial results

A. Income Statements					
	Year-to-date 19Q2 Revised Budget		Variance		Status
	(\$m)	Actual (\$m)	\$	%	
Own-source Revenues	73.93	72.98	(0.95)	-1%	☐
Total Revenues	79.57	77.55	(2.02)	-3%	☐
Employee Expenses	(21.40)	(19.16)	2.24	-10%	✓
Total Expenses	(60.30)	(53.43)	6.87	-11%	✓
Operating Result	19.27	24.12	4.85	25%	
Own source revenues are slightly behind the YTD 19Q2 revised budget with the half yearly general rates and the second quarter water consumption notices having been issued in January. Employee expenses are below YTD budget due to a number of vacant positions currently being recruited. A YTD underspend in operational materials & services expenditure of approximately \$4m is contributing to the favourable variance in total expenses.					

B. Balance Sheet					
	Year-to-date 19Q2 Revised Budget		Variance		Status
	(\$m)	Actual (\$m)	\$	%	
Cash and Cash Equivalents	24.58	38.01	13.43	55%	✓
Current Assets	47.95	71.85	23.90	50%	✓
Current Liabilities	9.98	10.94	0.97	9.7%	☐
Non-Current assets	970.60	966.17	(4.43)	0%	☐
Borrowings	83.99	83.62	(0.36)	0%	✓
Non-Current Liabilities	89.19	91.15	1.96	2%	☐
Net Assets	919.38	935.92	16.54	2%	
Cash balances and total current assets are well ahead of the budgeted position at the end of February due to the drawdown of loans funds in June 2018 for the Yeppoon Sewerage Treatment Plant Augmentation Project and also due to YTD underspends in both total operational expenditure & and total capital expenditure.					

C. Cash flows					
	Year-to-date 19Q2 Revised Budget		Variance		Status
	(\$m)	Actual (\$m)	\$	%	
Net Operating	13.38	13.56	0.17	1%	✓
Net Investing	(29.63)	(16.43)	13.20	-45%	✓
Net Financing	(2.38)	(2.31)	0.06	-3%	✓
Closing Cash Balance	24.58	38.01	13.43	55%	
Net Operating Cash Flows are in close proximity to the 19Q2 budget. Net Investing Cash Flows are under budget YTD due to total capital expenditure being approximately \$11m behind the YTD budget.					

D. Capital program					
	Year-to-date 19Q2 Revised Budget		Variance		Status
	(\$m)	Actual (\$m)	\$	%	
Renewal	5.18	2.56	(2.62)	-51%	✗
New/Upgrade	28.45	19.43	(9.02)	-32%	✗
Total Capital Program	33.63	21.99	(11.64)	-35%	
Whilst the capital program costs are significantly lower than the YTD budget it needs to be recognised that a further \$19.7m in capital expenditure commitments have been raised relating to the 2018-19 capital program. The capital budget has been aligned to the delivery program and has been reviewed in detail as part of the 19Q2 revised budget.					

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 67%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Revenues											
Rates & Utility Charges	(1,377)	(575)	801	-58%	70,840	69,845	(995)	-1%	72,749	71,661	(1,089)
User Fees & Charges	302	366	64	21%	2,518	2,446	(73)	-3%	3,714	3,728	14
Operating Grants	671	550	(121)	-18%	2,881	2,758	(123)	-4%	6,009	7,059	1,049
Interest	83	73	(10)	-12%	664	691	27	4%	1,207	1,137	(69)
Sales Revenue	316	112	(204)	-65%	2,091	1,123	(969)	-46%	2,448	3,364	917
Other	70	86	16	22%	572	686	114	20%	747	865	117
Total operating revenues	66	611	545	826%	79,567	77,548	(2,019)	-3%	86,875	87,814	939
Expenses											
Employee Benefits	(2,574)	(2,347)	228	-9%	(21,401)	(19,164)	2,238	-10%	(31,729)	(31,640)	89
Materials & Services	(2,446)	(1,742)	704	-29%	(20,282)	(15,991)	4,291	-21%	(28,348)	(28,499)	(151)
Depreciation	(1,870)	(1,689)	181	-10%	(14,977)	(14,977)	0	0%	(22,777)	(22,463)	314
Interest	(356)	(320)	35	-10%	(2,851)	(2,829)	22	-1%	(4,275)	(4,275)	(0)
Other	(169)	(5)	164	-97%	(787)	(465)	322	-41%	(1,101)	(1,189)	(88)
Less: Total operating expenses	(7,415)	(6,104)	1,311	-18%	(60,298)	(53,425)	6,873	-11%	(88,230)	(88,067)	164
Net operating result	(7,349)	(5,492)	1,856		19,269	24,123	4,854	25%	(1,356)	(253)	1,103
Capital Income											
Capital Grants	549	2,537	1,988	362%	8,096	7,846	(250)	-3%	10,335	13,473	3,138
Developer Contributions	55	73	18	33%	409	489	80	20%	1,823	891	932
Other Capital Income	78	(47)	(125)	-160%	309	1,181	872	282%	543	543	-
Less: capital expenses	12	0	(12)	-100%	95	0	(95)	-100%	(143)	(143)	-
Net Capital Income	694	2,563	1,870	270%	8,909	9,515	606	7%	12,558	14,764	2,206
Total comprehensive income	(6,655)	(2,929)	3,726		28,178	33,638	5,460	19%	11,203	14,511	3,308

A.2: Monthly Summary revenue and expenditure report (by program) YTD 67%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Office of the CEO											
Revenue	15	25	10	69%	162	222	60	37%	188	254	66
Expenses	(935)	(314)	620	-66%	(8,968)	(7,363)	1,604	-18%	(12,275)	(12,737)	(462)
Liveability and Wellbeing											
Revenue	375	301	(74)	-20%	2,650	2,700	50	2%	3,627	3,916	289
Expenses	(1,469)	(1,492)	(22)	2%	(12,564)	(10,720)	1,844	-15%	(17,332)	(18,747)	(1,415)
Infrastructure											
Revenue	(122)	(132)	(9)	8%	32,575	32,713	138	0%	36,834	38,597	1,763
Expenses	(4,924)	(4,300)	623	-13%	(38,764)	(35,064)	3,700	-10%	(56,566)	(57,651)	(1,085)
Central Funds											
Revenue	(202)	416	618	-306%	44,180	41,914	(2,267)	-5%	45,116	45,995	879
Expenses	(87)	3	90	-103%	(2)	(277)	(276)	17418%	(946)	121	1,067

B: Monthly summary of assets and liabilities report

YTD 67%

		Year-to-date				Full year		
		19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
		(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Assets								
Cash and cash equivalents		23,578	37,011	13,433	57%	13,945	11,845	(2,100)
Investments		1,000	1,000	0	0%	1,000	1,000	0
Inventory		990	427	(563)	-57%	1,511	10,407	8,896
Receivables:								
Trade & Other Receivables		22,383	26,267	3,884	17%	8,069	8,287	218
Other								0
Land - for resale		6,514	13,788	7,274	112%	6,967	6,514	(453)
Infrastructure:								
PPE		984,083	903,501	(60,582)	-6%	1,026,838	977,809	(49,029)
Capital WIP		-	53,351	53,351	0%	-	-	0
Other assets		-	2,671	2,671	0%	1,374	930	(444)
Total Assets		1,018,548	1,038,016	19,468	2%	1,059,704	1,016,792	(42,911)
Liabilities								
Employee benefits		4,777	7,987	3,210	67%	4,810	4,776	(34)
Trade creditors and accruals		504	578	74	15%	4,116	4,291	175
Borrowings:								
Short-term		4,695	3,253	(1,442)	-31%	4,989	4,989	0
Long-term		79,290	80,370	1,080	1%	75,527	75,541	14
Other liabilities		9,898	9,906	8	0%	10,606	9,898	(708)
Total Liabilities		99,164	102,093	2,929	3%	100,048	99,495	(553)
Current assets		47,951	71,850	23,899	50%	32,610	37,221	4,611
Current liabilities		9,976	10,944	968	10%	12,125	12,300	175
Non-current assets		970,597	966,166	(4,431)	0%	1,027,094	979,571	-47,523
Non-current liabilities		89,188	91,150	1,962	2%	87,923	87,195	-728
Net community assets		919,384	935,922	16,539	2%	959,656	917,297	-42,358

C: Monthly summary cash flow report

YTD 67%

	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Cash inflows from operations -											
Rates & utility charges	12,923	10,785	(2,138)	0%	52,110	48,700	(3,410)	0%	73,749	74,448	699
User fees and charges	310	497	187	60%	2,796	3,883	1,086	39%	3,996	3,996	0
Operating grants	1,091	550	(541)	-50%	4,205	2,678	(1,527)	-36%	6,009	7,010	1,001
Interest	27	73	46	175%	746	691	(55)	-7%	1,207	1,137	(70)
Other	(176)	612	788	-449%	870	(289)	(1,160)	-133%	1,445	337	(1,108)
Proceeds from sale of land inventory	0	0	0	0%	251	230	(21)	-8%	7,824	251	(7,573)
Total operating cash inflows	14,175	12,518	(1,658)	-12%	60,978	55,893	(5,086)	-8%	94,230	87,179	(7,051)
Cash outflows from operations -											
Employee entitlements	(3,714)	(2,347)	1,367	-37%	(22,498)	(19,121)	3,376	-15%	(31,729)	(32,721)	(992)
Payments to suppliers	(2,202)	(426)	1,776	-81%	(19,382)	(18,228)	1,154	-6%	(27,386)	(28,504)	(1,118)
Borrowing costs & bank charges	(356)	(320)	35	-10%	(2,850)	(2,829)	21	-1%	(4,275)	(4,109)	166
Other	(169)	(5)	164	-97%	(824)	(684)	140	-17%	(1,669)	(9,706)	(8,037)
Payments for land inventory	(250)	(10)	240	-96%	(2,040)	(1,474)	566	-28%	(1,860)	(2,040)	(180)
Total operating cash outflows	(6,690)	(3,108)	3,583	-54%	(47,594)	(42,336)	5,258	-11%	(66,919)	(77,080)	(10,161)
Net cash flows from operations	7,485	9,410	1,925	26%	13,385	13,557	172	1%	27,311	10,099	(17,212)
Investing cash flows -											
Proceeds on disposal of assets	0	0	0	0%	233	380	147	63%	233	233	0
Capital grants & infrastructure charges	1,278	2,610	1,332	104%	7,925	9,174	1,249	16%	12,158	14,364	2,206
Acquisition of assets	(3,608)	(4,078)	(470)	13%	(37,786)	(25,986)	11,800	-31%	(46,410)	(50,106)	(3,696)
Other investing activities	0	0	0	0%	0	0	0	0%	(191)	(191)	0
Net investing cash flows	(2,330)	(1,468)	862	-37%	(29,628)	(16,432)	13,196	-45%	(34,210)	(35,700)	(1,490)
Financing cash flows											
Repayments on borrowings	0	0	0	0%	(2,376)	(2,312)	64	-3%	(4,751)	(4,751)	0
Net financing cash flows	0	0	0	0%	(2,376)	(2,312)	64	-3%	(4,751)	(4,751)	0
Net combined cash flows	5,155	7,942	2,787	54%	(18,619)	(5,187)	13,432	-72%	(11,650)	(30,352)	(18,702)
Add: Opening cash balance	19,422	30,069	10,646	55%	43,197	43,198	1	0%	26,595	43,197	16,602
Closing cash balance	24,578	38,011	13,433	55%	24,578	38,011	13,433	55%	14,945	12,845	(2,100)

D.1: Monthly summary capital revenue and expenditure report by category (all projects)										YTD	67%
	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Renewal of existing assets -											
Capital grants and contributions	(345)	0	345	-100%	(742)	(300)	442	-60%	(958)	(1,155)	(197)
Renewal expenditure	808	150	(658)	-81%	5,178	2,556	(2,622)	-51%	11,528	11,015	(513)
New assets/upgrade of existing assets											
Capital grants and contributions	(337)	(2,565)	(2,229)	662%	(8,450)	(9,422)	(972)	12%	(11,834)	(14,210)	(2,376)
New/upgrade expenditure	5,817	1,826	(3,991)	-69%	28,452	19,433	(9,018)	-32%	36,742	41,041	4,299
Total											
Capital grants and contributions	(682)	(2,565)	(1,883)	276%	(9,193)	(9,722)	(529)	6%	(12,792)	(15,365)	(2,573)
Renewal, upgrade and acquisition	6,625	1,976	(4,649)	-70%	33,630	21,990	(11,640)	-35%	48,270	52,057	3,787

D.2: Monthly summary capital revenue and expenditure report by asset class (all projects)										YTD	67%
	This period				Year-to-date				Full year		
	19Q2 Revised Budget	Actual	Variance	Variance	19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)
Land											
Capital grants and contributions	-	-	-	0%	(251)	(251)	0	0%	37	(251)	(288)
Renewal, new/upgrade	9	1	(8)	-88%	77	85	8	10%	100	330	230
Buildings											
Capital grants and contributions	-	0	0	0%	-	(20)	(20)	0%	-	(3)	(3)
Renewal, new/upgrade	125	3	(122)	-98%	627	385	(242)	-39%	777	1,007	230
Plant & Equipment											
Capital grants and contributions	(78)	-	78	-100%	(207)	(194)	13	-6%	(441)	(520)	(79)
Renewal, new/upgrade	190	41	(149)	-78%	1,716	855	(861)	-50%	2,138	2,477	339
Roads & Drainage											
Capital grants and contributions	(572)	(2,221)	(1,649)	288%	(5,714)	(6,851)	(1,137)	20%	(6,892)	(8,873)	(1,981)
Renewal, new/upgrade	1,413	1,716	303	21%	16,241	13,790	(2,451)	-15%	17,967	25,688	7,722
Bridges											
Capital grants and contributions	-	-	-	0%	-	-	-	0%	0	0	-
Renewal, new/upgrade	40	-	(40)	-100%	43	3	(40)	-93%	1,048	78	(970)
Water											
Capital grants and contributions	(13)	(21)	(9)	68%	(134)	(167)	(33)	25%	(611)	(184)	427
Renewal, upgrade and acquisition	240	44	(196)	-82%	1,238	500	(738)	-60%	2,100	1,985	-115
Sewerage											
Capital grants and contributions	(8)	(19)	(12)	153%	(1,562)	(82)	1,480	-95%	(3,213)	(3,092)	121
Renewal, upgrade and acquisition	3,633	52	(3,581)	-99%	8,450	3,273	(5,177)	-61%	14,380	13,729	(651)
Site Improvements											
Capital grants and contributions	(12)	(303)	(292)	2535%	(1,095)	(1,926)	(831)	76%	(1,442)	(2,212)	(770)
Renewal, upgrade and acquisition	727	108	(619)	-85%	3,198	1,640	(1,558)	-49%	7,900	4,724	(3,176)
Land Development											
Capital grants and contributions	-	-	-	0%	(230)	(230)	0	0%	(230)	(230)	-
Renewal, upgrade and acquisition	250	10	(240)	-96%	2,040	1,458	(582)	-29%	1,860	2,040	180

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 19Q2 Revised Budget	Project Life Costs	
		Planned Start Date*	Planned Completion Date*		Actual	Commitments	Total Project Costs			Project LTD Costs	Project Life Budget
				(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Major projects (>\$1m)											
<u>Capricorn Coast New Cemetery</u>											
988058 (N) Capricorn Coast Cemetery Roadworks	100%	8/05/17	9/11/18	1,933	731	54	785	627	650	2,664	2,500
988173 (N) Capricorn Coast New Cemetery Internal	49%	16/04/18	28/06/19	130	226	137	363	1,770	1,770	356	1,770
1110324 (N) Cap Coast New Cemetery Internal R&D works PCL-530	86%	6/08/18	4/03/19	0	1,758	448	2,206	1,600	1,600	1,758	1,730
Subtotal of Capricorn Coast New Cemetery				2,063	2,715	639	3,354	3,997	4,020	4,778	6,000
<u>Emu Park Village & Forshore Revitalisation</u>											
1097725 (N) EPV&FR-Emu Park Foreshore Pre-project Plan	10%		30/06/19	75	0	0	0	0	0	75	0
1100767 (N) EPV&FR Emu Park Village & Foreshore detailed design	70%	3/07/17	30/06/19	406	1,337	595	1,932	3,259	3,200	1,743	4,500
1105254 (U) EPV&FR Kerr Park Carpark (SLSC)	100%	6/11/17	6/11/17	805	0	0	0	0	0	805	0
1105255 (U) EPV&FR Tennent Memorial Dr	100%	4/12/17	28/09/18	17	0	0	0	0	0	17	0
1105256 (U) EPV&FR Emu St Stg1 Plans B to E	100%	4/12/17	15/03/19	63	163	14	177	0	0	226	0
1108479 (R) EPV&FR water main replacement Emu St	100%	15/03/18	16/05/18	0	0	0	0	0	0	0	0
Subtotal of Emu Park Village & Forshore Revitalisation				1,366	1,500	609	2,109	3,259	3,200	2,866	4,500
<u>Homemaker Centre</u>											
1067267 (N) Homemaker Centre Demolition & Site F	100%	1/11/17	1/03/19	442	0	0	0	0	0	442	0
1067268 (N) Homemaker Centre General	94%	1/03/15	31/05/19	88	127	22	149	0	0	215	0
1067269 (N) Homemaker Centre Land Development	94%	1/03/15	31/05/19	1,298	73	207	280	2,000	2,000	1,371	6,930
1108266 (N) Homemaker Centre Service Relocation	100%	1/10/17	30/11/18	1,122	32	2	34	0	0	1,154	0
1108267 (R) Homemaker Centre SPS replacement	98%	1/11/17	1/03/18	220	0	0	0	0	0	220	0
1108268 (N) Homemaker Centre Earthworks	98%	1/10/17	1/03/19	2,279	58	44	102	0	0	2,337	0
1108269 (N) Homemaker Centre SRM 300mm trunk sew	98%	1/01/18	1/03/19	53	1	0	1	0	0	54	0
1113203 (N) Homemaker Centre Civil Works	70%	1/07/18	31/05/19	0	1,153	273	1,426	0	0	0	0
Subtotal of Homemaker Centre				5,502	1,444	548	1,992	2,000	2,000	5,793	6,930
1066964 (N) UEC-NC-Intersection Taranganba Rd at	95%	30/10/18	7/03/19	39	739	239	978	1,300	1,296	778	1,296
1108790 (N)-RC-NC-Nerimbera Boat Ramp Car-traile	95%	23/10/18	28/02/19	0	713	141	854	1,200	1,200	713	1,200
1108221 (N)-RC-RC-Svendsen Road-Sealed Road Construction	100%	4/06/18	28/09/18	200	715	4	719	700	710	915	710
966564 (N)-UC-NC-R'ton Rd (Barmaryee & Condon Drive Intersection)	95%	27/04/18	13/05/19	668	1,764	320	2,084	1,630	1,823	2,432	1,823
(N)-UC-PW-Scenic Hwy Statue Bay to Kemp Beach Rosslyn St to	50%	8/10/18	26/04/19	35	518	579	1,097	2,607	2,613	553	2,613
1104375 Wildin Way											
959072 (U)-SP-SEW-33 STP YPN Augmentation Design & Construction	55%	12/06/17	31/07/19	2,050	2,835	10,130	12,965	12,950	12,950	4,885	15,000
1105687 (U)-RC-RC-St Christopher Chapel Rd	100%	20/11/17	7/02/19	11	916	63	979	1,000	970	927	970
1070087 (R)-WC-W-Main Replacement Reticulation V	40%	1/07/18	30/06/19	0	9	1	10	1,230	1,050	9	1,050
CP428 (R)-UEC-RS-AS/SS/SLS-Road Resurfacing Annual Program	2%	1/07/18	30/06/19	0	1	0	1	1,000	1,000	1	1,000
CP422 (R)-REC-GR-Gravel Resheet Program A	34%	1/07/18	30/06/19	0	371	0	371	1,100	1,100	371	1,100
CP427 (R)-UC-PR-Sealed Pavement Renewals AMP annual program	0%	1/07/18	30/06/19	0	5	612	617	1,000	1,000	5	1,000
CP440 (R)-Fleet Renewal Program	67%	1/07/18	30/06/19	0	677	298	975	1,900	2,280	677	2,280

E.1: Business Unit summary revenue and expenditure report (by line item)																	YTD					67%
	Water				Sewer				Waste				Council				Consolidated					
	19Q2Revised Budget	YTD Actual	Variance	Variance	19Q2Revised Budget	YTD Actual	Variance	Variance	19Q2Revised Budget	YTD Actual	Variance	Variance	19Q2Revised Budget	YTD Actual	Variance	Variance	Adopted Budget	19Q2Revised Budget	Actual	Variance	Variance	
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	
Rates & Utility Charges	16,075	13,862	(2,214)	-14%	9,436	10,074	638	7%	5,966	6,189	223	4%	40,184	39,720	(464)	-1%	72,749	71,661	69,845	(1,816)	-3%	
User fees & charges	347	156	(192)	-55%	138	135	(3)	-2%	1,021	592	(428)	-42%	2,222	1,563	(660)	-30%	3,714	3,728	2,446	(1,283)	-34%	
Operating grants	0	0	0	0%	0	0	0	0%	0	9	9	0%	7,059	2,748	(4,310)	-61%	6,009	7,059	2,758	(4,301)	-61%	
Interest	0	0	0	0%	0	0	0	0%	0	0	0	0%	1,137	691	(446)	-39%	1,206	1,137	691	(446)	-39%	
Sales revenue	200	106	(94)	-47%	70	58	(12)	-16%	0	0	0	0%	3,094	959	(2,136)	-69%	2,448	3,364	1,123	(2,241)	-67%	
Other	19	1	(17)	-93%	7	(31)	(38)	-559%	40	30	(10)	-25%	799	684	(115)	-14%	747	864	684	(181)	-21%	
Total operating revenues	16,641	14,124	(2,517)	-15%	9,651	10,236	586	6%	7,026	6,821	(206)	-3%	54,495	46,365	(8,130)	-15%	86,875	87,814	77,546	(10,268)	-12%	
Expenses																						
Employee benefits	(2,385)	(1,481)	905	-38%	(1,472)	(789)	683	-46%	(367)	(207)	160	-44%	(27,415)	(16,686)	10,729	-39%	(31,729)	(31,640)	(19,164)	12,476	-39%	
Materials & Services	(6,497)	(4,126)	2,371	-36%	(2,202)	(1,518)	684	-31%	(4,034)	(2,319)	1,715	-43%	(15,765)	(8,031)	7,734	-49%	(28,348)	(28,498)	(15,994)	12,505	-44%	
Depreciation	(4,884)	(3,257)	1,628	-33%	(2,959)	(1,973)	986	-33%	(780)	(520)	260	-33%	(13,840)	(9,437)	4,404	-32%	(22,777)	(22,463)	(15,186)	7,278	-32%	
Interest	(587)	(395)	192	-33%	(376)	(483)	(108)	29%	(620)	(418)	203	-33%	(2,691)	(1,533)	1,159	-43%	(4,275)	(4,275)	(2,829)	1,446	-34%	
Other	(983)	(655)	328	0%	(495)	(298)	197	0%	(360)	(237)	123	-34%	649	728	79	12%	(1,101)	(1,190)	(463)	727	-61%	
Less: Total operating expenses	(15,338)	(9,913)	5,424	-35%	(7,504)	(5,061)	2,443	-33%	(6,162)	(3,702)	2,460	-40%	(59,063)	(34,959)	24,104	-41%	(88,230)	(88,067)	(53,635)	34,432	-39%	
Net operating result	1,303	4,211	2,908	223%	2,147	5,175	3,028	141%	864	3,119	2,255	261%	(4,568)	11,406	15,974	-350%	(1,356)	(253)	23,911	24,164	-9568%	

E.2: Business Unit summary of assets and liabilities report										YTD		67%
	Water	Sewerage	Waste	Council	Year-to-date				Full year			
					19Q2 Revised Budget	Actual	Variance	Variance	Adopted Budget	19Q2 Revised Budget		
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)		
Assets												
Cash and cash equivalents	16,454	8,006	9,935	3,616	24,578	38,011	13,433	55%	14,945	12,845		
Inventory	0	0	0	424	990	427	(563)	-57%	1,511	10,407		
Trade & Other Receivables	5,153	3,606	2,446	15,062	22,383	26,267	3,884	0%	8,069	8,287		
Land - for resale	0	0	0	13,788	6,514	13,788	7,274	112%	6,967	6,514		
Infrastructure:	0	0	0	0	0	0	0	0%	0	0		
PPE	194,189	115,288	8,808	585,217	964,083	903,501	(60,582)	-6%	1,026,838	977,809		
Capital WIP	1,086	6,057	102	46,102	0	53,351	53,351	0%	0	0		
Other assets	0	(0)	0	2,671	0	2,671	2,671	0%	1,374	930		
Total Assets	216,881	132,956	21,292	666,880	1,018,548	1,038,016	19,468	2%	1,059,704	1,016,792		
Liabilities												
Employee benefits	684	684	55	6,564	4,777	7,987	3,210	67%	4,810	4,776		
Trade creditors and accruals	15	4	50	509	504	578	74	15%	4,116	4,291		
Borrowings:												
Short-term	448	532	475	1,798	4,695	3,253	(1,442)	-31%	4,989	4,989		
Long-term	9,988	16,138	10,505	43,739	79,290	80,370	1,080	1%	75,527	75,541		
Other liabilities	0	0	9,416	490	9,898	9,906	8	0%	10,606	9,898		
Total Liabilities	11,134	17,358	20,501	53,101	99,164	102,093	2,929	3%	100,048	99,495		
Current assets	21,607	11,612	12,382	26,247	47,951	71,850	23,899	50%	32,610	37,221		
Current liabilities	1,104	1,179	580	8,081	9,976	10,944	968	10%	12,125	12,300		
Non-current assets	195,275	121,345	8,910	640,633	970,597	966,166	(4,431)	0%	1,027,094	979,571		
Non-current liabilities	10,030	16,180	19,921	45,019	89,188	91,150	1,962	2%	67,923	87,195		
Net community assets	205,747	115,598	791	613,779	919,384	935,922	16,539	2%	959,656	917,297		

12.4 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 28 FEBRUARY 2019

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

SUMMARY

The Audit, Risk and Business Improvement Committee met on 28 February 2019 and this report provides the recommendations from the Committee for consideration and adoption by Council. The reports from the meeting are available for viewing by Councillors on the Councillor Portal.

OFFICER'S RECOMMENDATION

THAT the unconfirmed minutes of the Audit, Risk and Business Improvement Committee held on 28 February 2019 be received and the following recommendations contained within those minutes be adopted.

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

THAT the minutes of the Audit, Risk and Business Improvement Committee held on 10 December 2018 be taken as read and adopted as a correct record.

7 REPORTS

THAT the Committee receive this report on the outcomes from the annual self-assessment.

7.1 COMMITTEE WORK PROGRAM STATUS

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

7.2 2019 SCHEDULE OF MEETINGS FOR THE AUDIT RISK AND BUSINESS IMPROVEMENT COMMITTEE

THAT the Audit, Risk and Business Improvement Committee investigate alternative dates for the months of August, October and December 2019.

7.3 EXECUTIVE LEADERSHIP TEAM UPDATE TO THE COMMITTEE

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

7.4 CFO UPDATE

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

7.5 2018-19 FINANCIAL STATEMENTS TIMETABLE

Council is required to provide key dates to the External Auditors of when information will be available for Audit.

7.6 REPORTABLE LOSSES

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

7.7 EXTERNAL AUDIT PLAN 2018-19

THAT the Audit, Risk and Business Improvement Committee receive the draft 2018-19 External Audit Plan.

7.8 EXTERNAL AUDITOR'S UPDATE

THAT the Committee receive the update from the External Auditors.

7.9 SUMMARY OF QAO REPORT 12: 2018-19 “MARKET-LED PROPOSALS”

THAT the Audit, Risk and Business Improvement Committee receive this report on the QAO Report 12: 2018-19 “Market-led proposals”

7.10 INTERNAL AUDIT UPDATE

THAT the Committee receive the report on Internal Audit.

7.11 ANNUAL REVIEW OF INTERNAL AUDIT POLICY AND CHARTER

THAT the updated Internal Audit Charter be endorsed by the Committee.

7.12 OVERVIEW OF INFRASTRUCTURE QUALITY MANAGEMENT SYSTEM

THAT the Committee receive the overview of the Quality Management System report.

7.13 RISK MANAGEMENT FRAMEWORK

THAT the Audit, Risk and Business Improvement Committee receive this report on Council’s Risk Management Framework.

7.14 CORPORATE RISK REGISTER

THAT the Audit, Risk and Business Improvement Committee receive the report and notes the status of the Corporate Risk Register.

7.15 FINANCIAL SUSTAINABILITY MONITORING – QUARTERLY BUDGET REVIEW (19Q2)

THAT the Audit, Risk and Business Improvement Committee receive the 2018/19 Second Quarter Budget Review for information.

7.16 BUSINESS TRANSFORMATION TEAM WORKS PROGRAMME

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

11.1 RISK MANAGEMENT

THAT the Committee receive the Risk Management Report for information.

11.2 CEO UPDATE ON EMERGING ISSUES

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

11.3 CONFIRM WHETHER MEMBERS’ BRIEFING SESSION IS REQUIRED

THAT it is confirmed that there is no requirement for a Member’s Briefing following the meeting.

BACKGROUND

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

COMMENTARY

The Chair determined that as no decisions were required, the resolution for agenda item 11.2 did not need to be moved, seconded or voted upon. For clarity, the CEO did provide a verbal update on topics consistent with the content of the report.

PREVIOUS DECISIONS

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

BUDGET IMPLICATIONS

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

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

LEGISLATIVE CONTEXT

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

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

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The Local Government principles are –

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

CONCLUSION

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

12.5 REGIONAL ARTS DEVELOPMENT FUND ROUND TWO 2018/2019

File No: GS15.2.5
Attachments: Nil
Responsible Officer: Trish Weir - Manager Customer Service
 Brett Bacon - Executive Director Liveability and Wellbeing
Author: Julie Bickley - Coordinator Library & Arts

SUMMARY

Twelve applications were received for Round Two of the 2018/2019 Regional Arts Development Fund, which closed on Monday 25 February 2019 with a total amount of \$59,068 requested. Budget available for the 2018/2019 year was \$65,556 with \$36,828 expended in Round One.

The Regional Arts Development Fund Assessment Panel assessed the applications and nominated that nine applicants met the programme criteria and recommended they be funded for the total amount of \$29,996.

OFFICER'S RECOMMENDATION

THAT in accordance with the recommendation of the Livingstone Shire Regional Arts Development Fund Assessment Panel, the following grant applications be funded from the Regional Arts Development Fund.

Name	Purpose of Grant	\$Total Project Expenses	\$ Grant Requested	\$ Grant Recommended
Beach Potters Association Inc	Towards holding a workshop to make glazes from scratch, develop glaze recipes and firing techniques.	\$5,250	\$3,150	\$2,750
Kristen Hannaford	Towards costs of researching, writing and editing a sequence of five short stories set in the Livingstone Shire region.	\$7,000	\$5,000	\$2,500
Ms Deborah Dekovic	Towards costs of recording original music developed in her disability/dementia music workshops	\$9,350	\$4,300	\$4,300
Gallery of Fine Arts	Towards costs of paying tutors for eight visual arts workshops at Emu Park Gallery.	\$11,170	\$5,180	\$1,220
Ms Karen Jones	Towards creating a website for Artsynergy,	\$6,020	\$1,980	\$1,980

	an arts project for artists with disability living in Central Queensland.			
Club 28	Towards costs of creating a big band show, bringing experienced performers from interstate to Yeppoon to perform with local musicians.	\$17,437	\$6,840	\$5,700
Tropical Bloom Festival	Towards costs of bringing Auaha Maori dance group to Tropical Bloom Festival to teach workshops and cultural performance as part of the multicultural arts programme.	\$18,920	\$5,800	\$3,600
Rockhampton Woodworkers Guild Inc	Towards costs of bringing Neil Turner, master turner from Western Australia to The Caves for a workshop in woodturning.	\$5,971	\$2,546	\$2,546
CQU Village Festival	Towards costs of engaging a curator and artists to produce an art installation at the 2019 festival.	\$27,900	\$5,400	\$5,400

BACKGROUND

The Regional Arts Development Fund is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities. The Regional Arts Development Fund 2018/19 promotes the significance and value of arts, culture and heritage as the key to:

- 1) Supporting diversity and inclusivity;
- 2) Growing stronger regions; and
- 3) Provide training, education and employment opportunities for Queensland artists and local communities.

The budget available for the 2018/2019 rounds of Regional Arts Development Fund is \$65,556 (comprising \$35,000 from the State Government Arts Queensland, \$30,000 from Livingstone Shire Council and \$556 carryover from last year).

Round One allocated \$36,828 to successful applicants. Round Two closed on Monday 25 February 2019, with twelve (12) applications received with a total amount of \$59,068 requested.

COMMENTARY

Twelve (12) applications were received for Round Two of the 2018/2019 Regional Arts Development Fund which closed on Monday 25 February, 2019.

The Regional Arts Assessment Panel assessed the applications and nominated that nine (9) applicants met the programme criteria and are recommended to be funded for the amount of \$29,996.

PREVIOUS DECISIONS

This specific matter has not been the subject of any Council decision. At its meeting of the 20 November 2019, Council resolved to approve ten (10) applications. This request is consistent with previous decisions.

BUDGET IMPLICATIONS

The request can be readily accommodated within the budget allocation for the purposes of the Regional Arts Development Fund.

LEGISLATIVE CONTEXT

There is no legislative context applicable to the administration of the Regional Arts Development Fund.

LEGAL IMPLICATIONS

There are no legal implications associated with administering the Regional Arts Development Fund.

STAFFING IMPLICATIONS

The administration of the Regional Arts Development Fund is managed within existing Council Staff resources.

RISK ASSESSMENT

The principal risk associated with the grant is the misappropriation of money. Strict acquittal processes are established to ensure that all grant money is spent in accordance with its designated purpose.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The Regional Arts Development Fund Assessment Panel considers that the recommended applications fulfil the criteria for this funding programme and that the proposed projects will offer benefits to the Livingstone Shire.

12.6 VERSION 2 WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY AND PROCEDURE**File No:** 4.7.31**Attachments:**

1. Draft Policy (v2)[↓](#)
2. Draft Procedure (v2)[↓](#)
3. Ordinary Meeting Agenda 10 June 2014[↓](#)

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

SUMMARY

This report seeks Council's adoption of version 2 of the Waste and Recycling Community Service Obligation Policy and endorsement of its associated Procedure.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Waste and Recycling Community Service Obligation Policy (v2); and
2. Endorse the approval of the Waste and Recycling Community Service Obligation Procedure (v2) by the Executive Director Infrastructure.

BACKGROUND

The Waste and Recycling Community Service Obligation Policy and Procedure apply to the provision of free or concessional waste management services and ensure that a consistent and fair approach is taken when assessing requests.

Version 1 of the Waste and Recycling Community Service Obligation Policy and Procedure were adopted/approved by Council at its 10 June 2014 Meeting and Version 2 is now presented for Council consideration.

COMMENTARY

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

Councillors were briefed on the updates to the policy on 18 February, 2019. The Policy is now presented to Council for adoption. The Executive Director Infrastructure seeks Council endorsement of the procedure before he authorises it.

PREVIOUS DECISIONS

At its 10 June 2014 Meeting, Council resolved:

'THAT Council:

1. *Adopt the Waste and Recycling Community Service Obligation Policy; and*
2. *Endorse the approval of the Waste and Recycling Community Service Obligation Procedure by the Director Infrastructure Services.'*

BUDGET IMPLICATIONS

The cost to administer this policy is already included in the current budget.

LEGISLATIVE CONTEXT

Not applicable

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

The risks associated with this policy are minimal. Any approved funding is within the budget allocation. This policy supports Council's positive image through the provision of an important community service.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Waste and Recycling Community Service Obligation Policy and endorse the associated procedure to ensure that a consistent and fair approach is taken when assessing requests for the provision of free or concessional waste management services.

12.6 - VERSION 2 WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY AND PROCEDURE

Draft Policy (v2)

Meeting Date: 19 March 2019

Attachment No: 1



WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY (COMMUNITY POLICY)

1. Scope

The Waste and Recycling Community Service Obligation Policy (this 'Policy') applies to the provision of free or concessional waste management services by Council.

2. Purpose

The purpose of this Policy is to ensure a fair, equitable and transparent framework in relation to the provision of free or concessional waste management services.

3. References (legislation/related documents)

Related Documents

Waste and Recycling Community Service Obligation Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Mulch	Processed green waste material.
Non-Profit Community Organisation	An organisation that: (a) Is properly constituted and incorporated, or if not incorporated, is sponsored by an incorporated organisation; (b) Is not carried on for the profit or gain of its individual members; and (c) Is engaged in activities for a charitable, cultural, educational, social welfare, sporting or recreational purpose.

5. Policy Statement

5.1 Council receives requests from individuals and organisations to:

- 1) Waive charges for waste disposal at Council's waste facilities;
- 2) Provide assistance with the collection of waste; and
- 3) Provide mulch.

5.2 Because Council is unable to provide assistance in all cases, applications will only be considered from either of the following providing the applicant can demonstrate that their request benefits the Livingstone community:

Waste and Recycling Community Service Obligation Policy

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- 1) An owner or occupier of a property within the Council's local government area;
or
- 2) A non-profit community organisation.

5.3 To ensure a fair and consistent approach in relation to the assessment of requests, the Manager Water and Waste Operations will assess each request against the following criteria:

- 1) There is a genuine need for the project or support being requested;
- 2) The request for assistance supports Council's Corporate Objectives;
- 3) There is evidence of community consultation regarding the request;
- 4) Community partnerships may be established or generated through the project;
and
- 5) The cost to provide the service is within budget allocation.

6. Changes to this Policy

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

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

7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Waste and Recycling Service Obligation Policy (v1.1)'.

Version	Date	Action
1	10/06/2014	Adopted
1.1	31/10/2018	Administrative Amendments – reflect organisational restructure and update of Chief Executive Officer
2		Draft

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Waste and Recycling Community Service Obligation Policy

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12.6 - VERSION 2 WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY AND PROCEDURE

Draft Procedure (v2)

Meeting Date: 19 March 2019

Attachment No: 2



WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION PROCEDURE

1. Scope

The Waste and Recycling Community Service Obligation Procedure (this 'Procedure') applies to the provision of free or concessional waste management services by Council.

2. Purpose

This Procedure supports Council's Waste and Recycling Community Service Obligation Policy and outlines how Council will manage the provision of free or concessional waste management services.

3. Related Documents

Primary

Waste and Recycling Community Service Obligation Policy

Secondary

Council's Schedule of Fees and Charges

Waste and Recycling Community Service Obligation Request for Assistance form

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Local Government Area	Has the same meaning as local government area in the <i>Local Government Act 2009</i>
Non-Profit Community Organisation	An organisation that: <ul style="list-style-type: none"> (a) Is properly constituted and incorporated, or if not incorporated, is sponsored by an incorporated organisation; and (b) Is not carried on for the profit or gain of its individual members; and (c) Is engaged in activities for a charitable, cultural, educational, social welfare, sporting or recreational purpose.

5. Procedure

5.1 Excluded Services

Council will not provide assistance with or waive charges for the following:

- 1) Disposal costs associated with a development approval;

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- 2) Collection costs associated with 240L mobile bins, bulk or skip bins;
- 3) Disposal of waste (including green waste) generated by property maintenance, (e.g. rental properties, community housing schemes and business premises);
- 4) Disposal costs for waste that incurs specialised disposal or recycling costs (e.g. asbestos disposal, tyres, chemicals); or
- 5) Waste disposal originating from land with an identifiable asset owner, (e.g. footpath, road, beach, easement, reserve, park etc).

5.2 Included Services

- 1) Disposal of rejected materials donated to a non-profit community organisation. The maximum limit is capped at 50 tonnes per yearly application;
- 2) Supply of mulch (excludes loading or delivery); and
- 3) Waste disposal from non-profit community events. The maximum limit is five tonnes.

5.3 Application

The applicant is to:

- 1) Lodge a Waste and Recycling Community Service Obligation Request for Assistance form;
- 2) Estimate the type and amount of waste to be disposed of;
- 3) Submit one application for the whole organisation operating in the Council's local government area;
- 4) Renewal of a 12 month approval is subject to a new application being lodged with Council prior to 30 May each year; and
- 5) For one-off events, an application must be lodged with Council 30 days prior to the event.

5.4 Conditions

- 1) The following conditions apply to requests that the Manager Water and Waste Operations has approved:
 - a) All waste generated for disposal must be from activities within the Council's local government area;
 - b) All endeavors must be made to reuse or recycle waste prior to disposal;
 - c) Waste must be delivered to the appropriate waste and recycling facility by the approval holder;
 - d) Loads from commercial waste transporters will not be accepted at the waste and recycling facility unless they are accompanied by an authorisation letter from the approval holder that clearly demonstrates the specific load has been generated by the approval holder. The authorisation letter must be surrendered to Council staff upon entering the facility;
 - e) The approval will expire on 30 June each year, or earlier as stated;
 - f) Council reserves the right to cancel, suspend or amend any approval; and
 - g) Any cost exceeding the amount allocated by the Manager Water and Waste Operations is the responsibility of the approval holder.
- 2) The Manager Water and Waste Operations may impose any other conditions deemed appropriate.

Waste and Recycling Community Service Obligation Procedure

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6. Changes to this Procedure

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

7. Repeals/Amendments

This Procedure repeals Livingstone Shire Council Procedure titled 'Waste and Recycling Community Service Obligation Procedure (v1.1)'.

Version	Date	Action
1	10/06/2014	Approved
1.1	30/11/2018	Administrative Amendments – reflect organisational restructure
2		Draft

DAN TOON
EXECUTIVE DIRECTOR INFRASTRUCTURE

Waste and Recycling Community Service Obligation Procedure

Adopted/Approved: DRAFT
Version: 2

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Business Unit: Waste and Water Operations

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12.6 - VERSION 2 WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY AND PROCEDURE

Ordinary Meeting Agenda 10 June 2014

Meeting Date: 19 March 2019

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ORDINARY MEETING AGENDA

10 JUNE 2014

**12.8 POLICY REVIEW - WASTE AND RECYCLING COMMUNITY SERVICE
OBLIGATION POLICY AND PROCEDURE****File No:** CM4.7.31**Attachments:**
1. Draft Policy
2. Draft Procedure**Responsible Officer:** Dan Toon - Director Infrastructure Services**Author:** Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Councils adoption of a new community policy titled Waste and Recycling Community Service Obligation Policy.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Waste and Recycling Community Service Obligation Policy; and
2. Endorse the approval of the Waste and Recycling Community Service Obligation Procedure by the Director Infrastructure Services.

COMMENTARY

The Policy and Procedure were discussed at the Council Workshop on 20 May 2014. The Policy is now presented to Council for adoption. The Director Infrastructure Services seeks Council endorsement of the Procedure before he authorises it.

The Policy and Procedure apply to eligible applicants seeking free or concessional waste management services from Council and outlines how those requests are to be dealt with.

As part of the policy review process the application form has been reviewed, updated and is now referenced in Section 3 of the Procedure.

ORDINARY MEETING AGENDA

10 JUNE 2014

12.8 - POLICY REVIEW - WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY AND PROCEDURE

Draft Policy

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ORDINARY MEETING AGENDA

10 JUNE 2014



WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY (COMMUNITY POLICY)

1. Scope:

This Policy applies to eligible applicants seeking free or concessional waste management services from Livingstone Shire Council.

2. Purpose:

The purpose of this Policy is to ensure a fair, equitable and transparent framework in relation to the provision of free or concessional waste management services.

3. References (legislation/related documents):

Waste and Recycling Community Service Obligation Procedure

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Eligible Applicant	Either of the following providing they can demonstrate that their request for assistance benefits the Livingstone community: <ol style="list-style-type: none"> 1. An owner or occupier of a property within the Council area; or 2. A Non-Profit Community Organisation.
Mulch	Processed green waste material.
Non-Profit Community Organisation	An organisation that: <ol style="list-style-type: none"> (a) is properly constituted and incorporated, or if not incorporated, is sponsored by an incorporated organisation; (b) is not carried on for the profit or gain of its individual members; (c) is engaged in activities for a charitable, cultural, educational, social welfare, sporting or recreational purpose.

Adopted/Approved: Draft
Version: 1

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5. Policy Statement:**5.1** Council receives requests from individuals and organisations to:

- 1) Waive charges for waste disposal at Council's waste facilities;
- 2) Provide assistance for the collection of waste; and
- 3) Provide mulch.

5.2 Because Council is unable to provide assistance in all cases and to ensure a fair and consistent approach in relation to the assessment of requests, the relevant Council employee shall assess each request against the following criteria:

- 1) There is a genuine need for the project or support being requested;
- 2) The request for assistance supports Council's Corporate Objectives;
- 3) There is evidence of community consultation regarding the request; and
- 4) Community partnerships may be established or be generated through the project.

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 Rockhampton Regional Council Policy No POL.B4.1 titled 'Waste and Recycling Services Community Service Obligations Policy'.

ANDREW IRELAND
CHIEF EXECUTIVE OFFICER

Adopted/Approved: Draft
Version: 1

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12.8 - POLICY REVIEW - WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION POLICY AND PROCEDURE

Draft Procedure

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WASTE AND RECYCLING COMMUNITY SERVICE OBLIGATION PROCEDURE

1. Scope:

This Procedure applies to eligible applicants seeking free or concessional waste management services from Livingstone Shire Council.

2. Purpose:

This Procedure supports Council's Waste and Recycling Community Service Obligation Policy and outlines how Council will manage the provision of free or concessional waste management services.

3. Related Documents:**Primary**

Waste and Recycling Community Service Obligation Policy

Secondary

Council's Schedule of Fees and Charges

Waste and Recycling Community Service Obligation Request for Assistance form

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Eligible Applicant	Either of the following providing they can demonstrate that their request for assistance benefits the Livingstone community: 1. An owner or occupier of a property within the Council area; or 2. A Non-Profit Community Organisation.
Non-Profit Community Organisation	An organisation that: (a) Is properly constituted and incorporated, or if not incorporated, is sponsored by an incorporated organisation; and (b) Is not carried on for the profit or gain of its individual members; and (c) Is engaged in activities for a charitable, cultural, educational, social welfare, sporting or recreational purpose.

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5. Procedure:

The following applies to requests from eligible applicants that the relevant Council employee has approved.

5.1 Excluded Services

Council will not provide assistance with or waive charges for the following excluded services:

- 1) Collection costs other than those detailed in 5.2;
- 2) Disposal costs associated with a development approval;
- 3) Collection costs associated with 240L mobile bins;
- 4) Disposal of waste (including green waste) generated by property maintenance, e.g. rental properties, community housing schemes and business premises;
- 5) Disposal costs for waste that incurs specialised disposal or recycling costs for example asbestos disposal, tyres, chemicals;
- 6) Collection costs associated with bulk or skip bins; and
- 7) Waste disposal originating from land with an identifiable asset owner, i.e. footpath, road, beach, easement, reserve, park etc.

5.2 Included Services

- 1) Disposal of rejected materials donated to a Non-Profit Community Organisation. The maximum limit is capped at 50 tonnes per yearly application;
- 2) Supply of mulch (excludes loading or delivery); and
- 3) Waste disposal from non-profit community events. The maximum limit is five tonnes.

5.3 Application

- 1) The applicant is required to estimate the type of waste and the amount to be disposed of; and
- 2) The applicant must submit one application for the whole organisation operating in the Council area.
- 3) A completed Waste and Recycling Community Service Obligation Request for Assistance form must be submitted to Council.

5.4 Conditions

- 1) All waste generated for disposal must be from activities within the Council jurisdiction;
- 2) All endeavors must be made to reuse or recycle waste prior to disposal;
- 3) Waste must be delivered to the appropriate waste and recycling facility by the eligible applicant. Loads from commercial waste transporters will not be accepted at the waste and recycling facility unless they are accompanied by an authorisation letter from the eligible applicant that clearly demonstrates the specific load has been generated by the eligible applicant. The authorisation letter must be surrendered to Council staff upon entering the facility;
- 4) The approval will expire on 30 June each year, or earlier as stated;
- 5) Renewal of a 12 month approval is subject to a new application being made to Council at least 30 days before the expiry of 30 June each year;
- 6) For one-off events, an application must be submitted to Council 30 days prior to the event;

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- 7) Council reserves the right to cancel, suspend or amend any approval;
- 8) Any other conditions the relevant Council employee deems appropriate; and
- 9) Any cost exceeding the amount allocated by the relevant Council employee is the responsibility of the applicant.

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 Rockhampton Regional Council Procedure No PRO.B4.1 titled 'Waste and Recycling Services Community Service Obligations Procedure'.

DAN TOON
DIRECTOR INFRASTRUCTURE

Adopted/Approved: Draft
Version: 1

Department: Infrastructure Services
Section: Infrastructure Operations

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12.7 VERSION 2 CLEARING SEWER BLOCKAGES IN PRIVATE PROPERTY POLICY**File No:** 4.7.29**Attachments:**
1. Draft Policy (v2) [↓](#)
2. Ordinary Meeting Agenda 10 June 2014 [↓](#)**Responsible Officer:** Dan Toon - Executive Director Infrastructure**Author:** Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Council's adoption of version 2 of the Clearing Sewer Blockages in Private Property Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the Clearing Sewer Blockages in Private Property Policy (v2).

BACKGROUND

The Clearing of Sewer Blockages in Private Property Policy applies to premises that may have a blockage in the sewerage system. Version 1 of the policy was adopted by Council at its 10 June 2014 Meeting and Version 2 is now presented for Council consideration.

COMMENTARY

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

Councillors were briefed on the new policy on 18 February, 2019 and it is now presented to Council for adoption.

PREVIOUS DECISIONS

At its 10 June 2014 Meeting, Council resolved:

'THAT Council adopt the Clearing Sewer Blockages in Private Property Policy'

BUDGET IMPLICATIONS

The Clearing Sewer Blockages in Private Property Policy provides clarity on responsibilities related to the clearing of sewer blockages and could contribute to some small cost savings.

LEGISLATIVE CONTEXT

The relevant legislation is identified In Item 3 of the policy.

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

Existing staff and resources will be utilised to implement the policy.

RISK ASSESSMENT

The Clearing Sewer Blockages in Private Property Policy provides clarity on responsibilities related to the clearing of sewer blockages. Without the policy there is a risk of uncertainty and use of Council resources to undertake work which is the responsibility of the property owner.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Clearing Sewer Blockages in Private Property Policy to ensure that the community is aware of Council's position in relation to undertaking repairs to and clearing of blockages in the sewerage system.

12.7 - VERSION 2 CLEARING SEWER BLOCKAGES IN PRIVATE PROPERTY POLICY

Draft Policy (v2)

Meeting Date: 19 March 2019

Attachment No: 1



CLEARING SEWER BLOCKAGES IN PRIVATE PROPERTY POLICY (COMMUNITY POLICY)

1. Scope

The Clearing Sewer Blockages in Private Property Policy (this 'Policy') applies to all premises in the Council's local government area.

2. Purpose

This Policy outlines Council's position in relation to undertaking repairs to and clearing blockages in the sewerage system and clarifies the responsibilities of Council and residents.

3. References (legislation/related documents)

Plumbing and Drainage Act 2002 s 128G(1)

Water Supply (Safety and Reliability) Act 2008 s 161(1)

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Customer	Can be an owner, owner's agent, private plumber or occupier of a property within Council's declared sewerage service area.
Declared Sewerage Service Areas	Areas within the local government area that Council has declared by resolution to be sewerage service areas pursuant to s 161(1) of the <i>Water Supply (Safety and Reliability) Act 2008</i> .
Local Government Area	Has the same meaning as local government area in the <i>Local Government Act 2009</i>
Premises	Has the same meaning as premises in the <i>Plumbing and Drainage Act 2002</i> .
Private Drains	Privately owned sewers connected to Council's sewerage system.
Sewer Jump Up	The connection between the Council sewer and the private drain including the junction vertical riser and sufficient straight pipe to ensure the property connection fitting is located within the lot to be serviced.
Sewerage System	Has the same meaning as sewerage system in the <i>Plumbing and Drainage Act 2002</i> .

Clearing Sewer Blockages in Private Property Policy

Adopted/Approved: DRAFT
Version: 2

Portfolio: Infrastructure
Business Unit: Water & Waste Operations

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5. Policy Statement

Section 128G(1) of the *Plumbing and Drainage Act 2002* requires the owner of premises to take all reasonable steps to ensure that all plumbing and drainage on their premises is kept in good condition and operates properly.

It is not Council's intention to undertake repairs to, or clear blockages in private drains because this would put Council in competition with private sector plumbers. Therefore the responsibilities in 5.1 determine who is responsible for certain sections of the sewerage system.

5.1 Responsibilities

This section outlines who is responsible for maintaining specific sections of the sewerage system:

- a) Customer
The customer is responsible for maintaining and replacing if necessary, the private drain to the sewer jump up.
- b) Council
Council is responsible for maintaining the sewerage system within the declared sewerage service areas up to and including the sewer jump up.

5.2 Private Sector Plumbers

- 1) Customers are to appoint a private sector plumber if the blockage appears to be in the private drains.
- 2) In the event that a private sector plumber establishes that a blockage is in Council's sewerage system they must notify Council immediately so that arrangements can be made for Council to clear the blockage.
 - a) If the private sector plumber determines the blockage/fault is in Council's sewerage system, they will be reimbursed a maximum of one standard hour of their usual rates. Council is mindful that occasionally a reimbursement of greater than one hour may be sought. In these instances, the Manager Water & Waste Operations has the authority to assess and approve reimbursement if considered appropriate.
 - b) If the private sector plumber makes an incorrect assessment and the blockage/fault is in the private drains Council will recover all costs it incurs from the property owner using Council's private works rates as a basis for charging.

5.3 Attendance at Site

Council will attend premises to clear blockages in the following circumstances:

- a) Blockages that impact upon several neighbouring premises concurrently;
- b) If a private sector plumber has identified the blockage is in Council's sewerage system;
- c) If there is sewage inundation inside the premises; and
- d) On public holidays when a customer, after exhausting all avenues, is unable to engage a public sector plumber.

6. Changes to this Policy

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

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

7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Clearing Sewer Blockages in Private Property, (v1.1)'.

Version	Date	Action
1	10/06/2014	Adopted
1.1	23/08/2018	Administrative Amendments – reflect organisational restructure and update of Chief Executive Officer
2		DRAFT

CHRIS MURDOCH
CHIEF EXECUTIVE OFFICER

Clearing Sewer Blockages in Private Property Policy

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Portfolio: Infrastructure
Business Unit: Water & Waste Operations

12.7 - VERSION 2 CLEARING SEWER BLOCKAGES IN PRIVATE PROPERTY POLICY

Ordinary Meeting Agenda 10 June 2014

Meeting Date: 19 March 2019

Attachment No: 2

ORDINARY MEETING AGENDA

10 JUNE 2014

12.9 POLICY REVIEW - CLEARING SEWER BLOCKAGES IN PRIVATE PROPERTY POLICY

File No: CM4.7.29
Attachments: 1. Draft Policy
Responsible Officer: Dan Toon - Director Infrastructure Services
Author: Carrie Burnett - Policy & Planning Officer

SUMMARY

This report seeks Councils adoption of a new community policy titled Clearing Sewer Blockages in Private Property Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the Clearing Sewer Blockages in Private Property Policy.

COMMENTARY

The Policy was discussed at the Council Workshop on 20 May 2014. The Policy is now presented to Council for adoption.

The Policy applies to all residents that suspect there is a blockage in the sewerage system and outlines how Council will manage repairs and clearing blockages.

ORDINARY MEETING AGENDA

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12.9 - POLICY REVIEW - CLEARING SEWER BLOCKAGES IN PRIVATE PROPERTY POLICY

Draft Policy

Meeting Date: 10 June 2014

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SEWER – CLEARING SEWER BLOCKAGES IN PRIVATE PROPERTY POLICY (COMMUNITY POLICY)

1. Scope:

This Policy applies to all residents in the Council area that suspect there is a blockage in the sewerage system.

2. Purpose:

This Policy outlines Council's position in relation to undertaking repairs to and clearing blockages in the sewerage system and clarifies the responsibilities of Council and residents.

3. References (legislation/related documents):

Plumbing and Drainage Act 2002

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Customer	Can be an owner, owner's agent, private plumber or occupier of a property within the Council area that is connected to the reticulated sewage system.
Private Drains	Privately owned sewers that deliver sewerage from household and business customers to the Council sewerage network.
Sewer Jump Up	The connection between the Council sewer and the private drain including the junction, vertical riser and sufficient straight pipe to ensure the property connection fitting is located within the lot to be serviced.
Sewerage System	Infrastructure used to receive, transport and treat sewage or effluent, including, for example; sewers, access chambers, vents, engines, pumps, structure, machinery and outfalls under the control of Council.

Adopted/Approved: Draft
Version: 1

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5. Policy Statement:

Section 128G(1) of the *Plumbing and Drainage Act 2002* requires the owner of premises to take all reasonable steps to ensure that all plumbing and drainage on their premises is kept in good condition and operates properly.

It is not Councils intention to undertake repairs to, or clear blockages in private drains because this would put Council in competition with private sector plumbers. Therefore the responsibilities in 5.1 determine who is responsible for certain sections of the sewerage system.

5.1 Responsibilities

This section outlines who is responsible for maintaining specific sections of the sewerage system:

- a) Customer
The customer is responsible for maintaining and replacing if necessary, the private drain to the jump up.
- b) Council
Council is responsible for maintaining the sewerage system in the reticulated sewerage supply area up to and including the sewer jump up.

5.2 Private Sector Plumbers

In the event that a private sector plumber establishes that a blockage is in infrastructure that Council is responsible for they must notify Council immediately so that arrangements can be made for Council to clear the blockage.

- 1) If the private sector plumber determines the blockage/fault is Council's responsibility, they will be reimbursed a maximum of one standard hour of their rates. Council is mindful that occasionally a reimbursement of greater than one hour may be sought. In these instances, the relevant Council employee has the authority to assess and approve reimbursement if considered appropriate.
- 2) If the private sector plumber makes an incorrect assessment and the blockage/fault is in the private drains:
 - a) Council will recover all costs from the property owner; and
 - b) The cost recovery will be based on Councils private works rates.

5.3 Attendance at Site

Council will attend private property and clear blockages in the following circumstances:

- 1) Blockages that impact upon several neighbouring properties concurrently;
- 2) If a private sector plumber has identified the blockage is Councils responsibility;
- 3) If there is sewage inundation inside a dwelling; and
- 4) On public holidays when a customer, after exhausting all avenues, is unable to engage a public sector plumber.

Customer is to appoint a private sector plumber in the following circumstances:

- 1) The blockage appears to be in the private drains.

Adopted/Approved: Dist
Version: 1

Department: Infrastructure Services
Section: Infrastructure Operations

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ORDINARY MEETING AGENDA

10 JUNE 2014

5.4 Initial Notification

Upon notification from a customer, if it is determined that:

- 1) The blockage is Council's responsibility; Council will attend the site and rectify the blockage; or
- 2) The blockage is the customer's responsibility; the customer will be informed to contact a private sector plumber.

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 Rockhampton Regional Council Policy No POL.W2.9 titled 'Clearing of Blocked House Drains within Private Property'.

ANDREW IRELAND
CHIEF EXECUTIVE OFFICER

Adopted/Approved: Date:
Version: 1

Page 3 of 3

Department: Infrastructure Services
Section: Infrastructure Operations

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12.8 REQUEST FOR COMMENT - LOT 109 ON SP178490 TO BECOME TRANSFERABLE LAND UNDER ABORIGINAL LAND ACT 1991**File No:** GR14.4.2**Attachments:** 1. **Aerial - Lot 109 and Lot 110 on Survey Plan 17490** [↓](#)**Responsible Officer:** **Brett Bacon - Executive Director Liveability and Wellbeing**
Mark McLean - Principal Property Officer**Author:** **Maddie Crigan - Property Officer**

SUMMARY

This report pertains to an expression of interest received by the Department of Natural Resources, Mines and Energy for the recreation and environmental reserve described as Lot 109 on Survey Plan 178490 to become transferable land under the Aboriginal Land Act 1991.

OFFICER'S RECOMMENDATION

THAT Council advise the Department of Natural Resources, Mines and Energy that it has no objection to the expression of interest for the recreation and environmental reserve described as Lot 109 on Survey Plan 178490 to become transferable land under the *Aboriginal Land Act 1991*.

BACKGROUND

Council has received notice that the Department of Natural Resources, Mines and Energy is undertaking a land planning evaluation on a parcel of land located at Mount Wheeler Road, Cawarral, described as Lot 109 on Survey Plan 178490 and comprising 35.02 hectares (refer Attachment One). The land planning evaluation is being undertaken in response to an expression of interest received by the Department of Natural Resources, Mines and Energy for Lot 109 to become transferable land under the *Aboriginal Land Act 1991*. Pursuant to the *Aboriginal Land Act 1991*, freehold cannot be sold or mortgaged but can be leased for up to ninety-nine (99) years. It can be subdivided and is subject to all normal planning and local government laws.

Lot 109 includes the southernmost point of Gai-i, the mountain formerly known as Mount Wheeler (refer Attachment One) and is dedicated reserve land for recreation and environmental purposes under the control of the Gawula Aboriginal Land Trust (Darumbal people), as Trustee.

COMMENTARY

Under the *Aboriginal Land Act 1991*, Aboriginal people who have a particular connection with dedicated reserve land under Aboriginal tradition, or live on or use the land or neighbouring land may express an interest in having the reserve land made transferable land. If the land becomes transferable under the *Aboriginal Land Act 1991* it may then be granted as freehold for the benefit of indigenous persons. In the event that the land becomes freehold, the owner will have the ability to restrict access to the community.

As part of its evaluation process and to assist it in determining the appropriate use and tenure for the land, the Department of Natural Resources, Mines and Energy is seeking comment from Council on the proposal.

Comment on this proposal was sought from Council's various business units and there is general support for the land being transferable land under the *Aboriginal Land Act 1991*.

PREVIOUS DECISIONS

The subject matter of this report has not been the subject of any previous Council resolution or direction.

BUDGET IMPLICATIONS

There are no foreseeable budget implications associated with this matter.

LEGISLATIVE CONTEXT

In this instance, the disposal of public land is undertaken in accordance with the provisions of the *Land Act 1994*, the *Aboriginal Land Act 1991* and the *Native Title Act 1993*.

LEGAL IMPLICATIONS

There are no foreseeable legal implications associated with this matter.

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

The risk in providing support for Lot 109 on SP178490 to become transferable land is that the land will have its reserve status revoked and will no longer be available for community use.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The Department of Natural Resources, Mines and Energy has sought comment from Council on the proposal to allow the recreation and environmental reserve described as Lot 109 on SP178490 to become transferable land under the *Aboriginal Land Act 1991*. The request is appropriate and is supported by officers.

**12.8 - REQUEST FOR COMMENT - LOT
109 ON SP178490 TO BECOME
TRANSFERABLE LAND UNDER
ABORIGINAL LAND ACT 1991**

**Aerial - Lot 109 and Lot 110 on Survey
Plan 17490**

Meeting Date: 19 March 2019

Attachment No: 1



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The State Government of Queensland (Dept of Natural Resources and Mines) 2015.

Other data: © Livingstone Shire Council 2019.

0 0.125 0.25 0.5 Km

Scale 1:62,500

Lot 109 and Lot 110 on SP178490

Map Created by: Web AppBuilder for ArcGIS

12.9 PROPOSED PERMANENT ROAD CLOSURE ADJOINING LOT 1 ON RP848851**File No:** GR14.4.2**Attachments:**

1. Plan of Proposed Road to be Permanently Closed [↓](#)
2. Letter from the Department of Natural Resources, Mines and Energy - 20 February 2019 [↓](#)

Responsible Officer: Mark McLean - Principal Property Officer
David Mazzaferri - Manager Disaster Management, Recovery and Resilience
Brett Bacon - Executive Director Liveability and Wellbeing**Author:** Maddie Crigan - Property Officer

SUMMARY

This report pertains to an application to permanently close part of the Venture Road road reserve adjoining 390 Dairy Inn Road, to enable it to be amalgamated with that property.

OFFICER'S RECOMMENDATION

THAT Council resolve to advise the Department of Natural Resources, Mines and Energy that it objects to the application to permanently close approximately 6.5 hectares of road reserve adjoining Lot 1 on Registered Plan 848851 at Dairy Inn Road, Cawarral for the following reasons:

- 1) The subject land is a strategic fire trail utilised by the Rural Fire Service.
- 2) The subject land could be required at some future time for its gazetted purpose (id est road reserve, as a potential strategic north-south link).
- 3) The vegetation within the road reserve has importance and is recognised as containing Matters of State Environmental Significance and Waterways under the *Livingstone Planning Scheme 2018*. The southern half of the road reserve is also mapped as High Risk for Protected Plants.

BACKGROUND

In March 2018, Council received a request from the owner of Lot 1 on Registered Plan 848851 at Dairy Inn Road, Cawarral for its views on a proposal to permanently close approximately 6.5 hectares of road reserve so the land could be incorporated into the adjoining freehold land (Attachment One depicts the proposed permanent road closure area).

In March 2018, comment was sought from internal stakeholders within Council on the proposed road closure and no objections were received on the proposal at that time. Council subsequently provided the owner of Lot 1 with a signed 'Statement in relation to an application under the *Land Act 1994* over State land' as notification to the Department of Natural Resources, Mines and Energy that use of the land as proposed in an application for road closure will be authorised by Council, as the road manager.

On 20 February 2019, Council received a request from the Department of Natural Resources, Mines and Energy for its views on the same proposed road closure (Attachment Two is a copy of the letter).

COMMENTARY

Under the *Land Act 1994* an adjoining land owner may apply to have an area of road permanently closed and incorporated into the applicant's adjoining freehold land. Given the time that had elapsed between the provision of the Statement to the applicant in April 2018 and the letter of request received from the Department of Natural Resources, Mines and Energy in February 2019, it was decided to seek further comment from internal stakeholders, which in this instance also included Council's Disaster Management and Resilience Section, Natural Resource Management Section and Community Partnerships unit which were not previously consulted. It should be noted that in past practice consultation was not sought from these areas.

The following comments were provided in relation to the proposed closure:

Disaster Management and Resilience

The Disaster Management and Resilience section objects to the proposed permanent road closure as this land is a strategic fire trail utilised by the Rural Fire Service.

Natural Resource Management

The vegetation within the reserve has importance and is recognised as containing Matters of State Environmental Significance and Waterways under the *Livingstone Planning Scheme 2018*. The southern half of the road reserve is also mapped as High Risk for Protected Plants.

Given the environmental value and the community use Natural Resource Management recommends Council object to the road closure.

Infrastructure Portfolio

Engineering Services objects to the proposed road closure as the road reserve could be required for its gazetted purpose at some future time. The subject road reserve is not identified in Council's Local Government Infrastructure Plan as future trunk infrastructure but as a potential strategic north-south link beyond the life of the Local Government Infrastructure Plan this road reserve should be retained for its gazetted purpose.

Construction and Maintenance objects to the proposed road closure as Council currently maintains a track in this road reserve as a fire trail for bush fire access purposes.

Development Assessment

The property (Lot 1 on RP848851) is in the Rural Zone and the road reserve area is affected by the following overlays:

OM07 – Biodiversity – Habitat and vegetation - MSES – Regulated vegetation

OM10 – Biodiversity – Wetlands and waterways - Waterways – MSES - Watercourse

OM11 – Biodiversity – Waterways – Stream order 1 or 2 - Waterway potential assessment area

OM12 – Bushfire hazard area - Medium potential bushfire intensity - Potential impact buffer

OM15 – Drainage problem area

OM20 – Road hierarchy Rural arterial – Dairy Inn Road

The road reserve does not provide access to any lot.

Community Partnerships

No objection/comment.

Notwithstanding Council's advice to the applicant in April 2018, as can be seen by the above comments there have now been strategic and environmental reasons identified as to why Council should object to the application.

PREVIOUS DECISIONS

The subject matter of this report has not been the subject of any previous Council resolution or direction.

BUDGET IMPLICATIONS

There are no foreseeable budget implications associated with this matter.

LEGISLATIVE CONTEXT

In this instance, the disposal of public land is undertaken in accordance with the provisions of the *Land Act 1994*.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

The principal risk associated with the objecting to the road closure is that Council has previously stated it had no concerns. However, it has subsequently come to light that the road reserve has importance environmentally, for disaster management, and for future road network. Consequently, whilst it is not ideal, Council needs to acknowledge the erroneous nature of its previous advice. It can be advised that the process for considering initial requests for road closures and subsequently been modified to avoid occurrences such as this.

Allowing the road reserve to be relinquished would create issues for disaster management, potentially compromise environmental values and prevent the progression of logical road networks, when required.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The Department of Natural Resources, Mines and Energy is seeking Council's views on an application to permanently close approximately 6.5 hectares of road reserve adjoining Lot 1 on Registered Plan 848851 at Dairy Inn Road, Cawarral, so that it may be amalgamated into the adjoining freehold land. Consideration of the proposed road closure by internal Council stakeholders has identified strategic and environmental reasons as to why Council should object to the application.

12.9 - PROPOSED PERMANENT ROAD CLOSURE ADJOINING LOT 1 ON RP848851

Plan of Proposed Road to be Permanently Closed

Meeting Date: 19 March 2019

Attachment No: 1



12.9 - PROPOSED PERMANENT ROAD CLOSURE ADJOINING LOT 1 ON RP848851

**Letter from the Department of Natural
Resources, Mines and Energy - 20
February 2019**

Meeting Date: 19 March 2019

Attachment No: 2



Department of
Natural Resources,
Mines and Energy

Author: Linda Hagen
Ref number: 2018/003303
Unit: State Land Asset Management
Phone: (07) 48373399

20 February 2019

Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Dear Sir/Madam

Application for Permanent Road Closure adjoining Lot 1 on RP848851

The department has received the above application. The applicant advises that the proposed use of the subject area, if the road closure is approved would be for amalgamation with the adjoining freehold Lot 1 on RP848851.

Please advise the Department of your views or requirements that the department should consider when assessing this application. Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **21 March 2019**. If you offer an objection to the application, a full explanation stating the reason for such an object should be forwarded to this Office.

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

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


Any objections received may be viewed by other parties interested in the proposed road closure in accordance with the provisions of the *Right to Information Act 2009*.

If you wish to discuss this matter please contact me on (07) 48373399.

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

Please quote reference number 2018/003303 in any future correspondence.

Yours sincerely


Linda Hagen
Land Officer
State Land Asset Management
Central Region, Rockhampton

Postal :
DNRME Rockhampton
PO Box 1762
Rockhampton
4700 QLD

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

12.10 REQUEST FOR RENEWAL OF LEASE - THE CAVES RURAL FIRE BRIGADE

File No: CP5.9.2-175

Attachments: 1. Aerial - The Caves Rural Fire Brigade, 22 Barmoya Road The Caves [↓](#)

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

Author: Mark McLean - Principal Property Officer

SUMMARY

This report pertains to a request from the Public Safety Business Agency on behalf of The Caves Rural Fire Brigade to renew its freehold lease over land described as Lot 8 on Registered Plan 605788 at 22 Barmoya Road, The Caves.

OFFICER'S RECOMMENDATION

THAT Council resolve:

1. that the exception mentioned in Section 236(1)(b)(i) of the *Local Government Regulation 2012* may apply in its dealing with the State of Queensland (represented by Public Safety Business Agency) on behalf of The Caves Rural Fire Brigade over Lot 8 on Registered Plan 605788; and
2. to provide a twenty (20) year lease with one five-year option to the State of Queensland (represented by Public Safety Business Agency) on behalf of The Caves Rural Fire Brigade, at a nominal rent amount of \$1 per annum, over Lot 8 on Registered Plan 605788.

BACKGROUND

The State of Queensland (represented by Department of Community Safety) currently holds a tent (10) year lease over Lot 8 on Registered Plan 605788 at 22 Barmoya Road, The Caves which comprises 809 square metres (Attachment One is an aerial photograph of the site).

The lease, which is for the conduct of the activities associated with The Caves Rural Fire Brigade, will expire on 30 June 2019. Rent on the lease is \$1 nominal, and under Category Ten (10) – Rural Fire Brigade of Council's Rates, Rebates and Remissions Policy there are no rates or charges payable on the property.

COMMENTARY

In January 2019, the Public Safety Business Agency contacted Council requesting a further lease over the property for The Caves Rural Fire Brigade. The request was for a term of twenty (20) years with one five-year option, and a rental of \$1 nominal.

The Caves Rural Fire Brigade provides an essential service to the local community and is staffed by volunteers.

PREVIOUS DECISIONS

The existing lease over the property was issued by the Rockhampton Regional Council.

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

The risk in not providing a further lease is that The Caves Rural Fire Brigade would be required to find an alternative location for its operations and the storage of emergency equipment and vehicles which service The Caves area.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

A resolution is sought from Council to apply the exception provided by Section 236(1)(b)(i) of the *Local Government Regulation 2012* in its dealing with the Public Safety Business Agency over the whole of Lot 8 on Registered Plan 605788, and resolving to provide a twenty (20) year lease with one five-year option to State of Queensland (represented by Public Safety Business Agency) on behalf of The Caves Rural Fire Brigade.

12.10 - REQUEST FOR RENEWAL OF LEASE - THE CAVES RURAL FIRE BRIGADE

**Aerial - The Caves Rural Fire Brigade,
22 Barmoya Road The Caves**

Meeting Date: 19 March 2019

Attachment No: 1



12.11 NAMING A LANE IN KEPPEL SANDS

File No: RD28.4.1
Attachments: 1. **Locality Sketch**[↓](#)
Responsible Officer: Dan Toon - Executive Director Infrastructure
Author: Michael Prior - Manager Infrastructure Operations

SUMMARY

Council resolved at the 20 November 2018 Ordinary Meeting to undertake to name the un-named laneway that connects the E. R. Larcombe Memorial Hall to Roden Street by using the LSC Naming Of Infrastructure Assets Policy. Following community consultation in accordance with the Policy, there is community support for the lane linking Roden Street with Adams Street to be named Loaders Lane.

OFFICER'S RECOMMENDATION

THAT Council resolve to name the lane between Roden Street and Adams Street in Keppel Sands Loaders Lane.

BACKGROUND

Council resolved on a Notice of Motion from Councillor Belot at the 20 November 2018 Ordinary Meeting to undertake to name the un-named laneway that connects E. R. Larcombe Memorial Hall to Roden Street by using the LSC Naming of Infrastructure Assets Policy. Council also resolved that subject to consultation outcomes, to proceed with the naming of the un-named lane as per Keppel Sands community feedback.

The naming of this lane is required to conform to Council's Naming of Infrastructure Assets Policy and Procedure. Under section 5.2 of this policy, the process for naming an asset may be initiated if:

- 1) A request is received from an affected land owner or the community and the Director Infrastructure Services authorises the process to commence;
- 2) Council resolves that a name be investigated;
- 3) Council staff determine it is in the public interest to investigate a change in name;
- 4) Council is required to assign a name to new roads created through new development.

An advertisement was placed in the Saturday's edition of *The Morning Bulletin* on 12 January 2019. Nominations closed on 28 January 2019.

The request to name the laneway is able to be assessed under Council's Naming of Infrastructure Assets Procedure.

COMMENTARY

In response to the call for nominations Council has received 35 submissions with eleven (11) of the submitted names being eligible for assessment against the criteria in the policy.

Some of the eleven (11) names received multiple nominations while the most popular was Loaders Lane which received ten (10) nominations. A total of twenty three (23) different people submitted a nomination.

One of the submitters advised that in relation to the name Loaders Lane; *"Loaders Lane is the popular choice in Keppel Sands. Traditionally lanes, roads and buildings have been named after Keppel Sands personalities. The Loaders over time have owned land in the area and adjoining the lane. The Loader family has been in business in Keppel Sands for many years and hopefully will be for years to come. Michael Loader is an unsung hero in Keppel Sands. The Lucky 7 Grocery shop and post office are very important assets in Keppel Sands."*

Tamara Waters, the secretary of the Keppel Sands Community Advancement League has been involved in organizing the submissions. Loaders Lane is clearly the most popular choice and is the only submission to have provided background for the nomination.

When assessed against the criteria in the policy, the name Loaders Lane scored the highest. Loaders Lane satisfies at least five (5) of the criteria.

PREVIOUS DECISIONS

There are no known previous Council decisions in relation to this matter.

BUDGET IMPLICATIONS

Any need for street name signs resulting from a decision on this matter can be funded from existing budget allocations.

LEGISLATIVE CONTEXT

Council has responsibility and authority under s60 (2) (d) of the *Local Government Act* to manage roads.

LEGAL IMPLICATIONS

There are no known legal implications arising from consideration of this report.

STAFFING IMPLICATIONS

There are no known staffing implications arising from consideration of this report.

RISK ASSESSMENT

There is a risk that some in the Keppel Sands community will not agree with Loaders Lane being the preferred name for the un-named lane but following community consultation, that is the name that is the clear choice that the majority of persons who took the time to submit a nomination.

CORPORATE/OPERATIONAL PLAN

Corporate Plan Reference: Strategy AM4: Operate, maintain and use Council assets to deliver efficient and cost effective services to the community.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

Community support for the un-named lane between Roden and Adams Streets in Keppel Sands to be named Loaders Lane has been satisfactorily demonstrated.

12.11 - NAMING A LANE IN KEPPEL SANDS

Locality Sketch

Meeting Date: 19 March 2019

Attachment No: 1



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The State Government of Queensland (Dept of Natural Resources and Mines) 2019.

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ArcGIS Web Map

Map Created by: Web AppBuilder for ArcGIS



12.12 COMMERCIAL GREEN WASTE CHARGES

File No: FM12.8.1
Attachments: Nil
Responsible Officer: Dan Toon - Executive Director Infrastructure
Author: Sean Fallis - Manager Water and Waste Operations

SUMMARY

This report proposes changes to the current charges for commercial green waste. There has recently been some adverse publicity regarding the charges and a review has revealed some inconsistencies. The proposed changes will address these issues.

OFFICER'S RECOMMENDATION

THAT Council resolve to amend the 2018/19 charges for commercial green waste (green waste transported by commercial operators) to \$5/m³ (volume charge) or \$30/tonne (weight charge) with a minimum charge of \$5.00 and that it be applied to all commercial operators.

BACKGROUND

Landfill disposal charges for commercial green waste (ie green waste transported by commercial operators) have been in place for some years. These are reviewed with each budget. The current charge is \$60/tonne (weight fee) or \$27/m³ (volume fee).

There has been some ongoing confusion over the application of charges for yard maintenance contractors with utes and trailers. At one point it was proposed that they be allowed to use waste vouchers in lieu of payment. In an attempt to provide some consistency, the gatehouse attendants have not been applying charges to commercial utes and trailers but have been charging trucks. Some commercial operators who use trucks are claiming that it is unfair that they be charged because they are carting the same type of material.

This has been further complicated by the weighbridge being inoperable which requires volume charges to be applied. Green waste has a density of 150 – 200 kg/m³ or approximately 6m³ per tonne. The volume charge of \$27/m³ is not consistent with the weight fee of \$60/tonne. A consistent volume charge would be \$10/m³.

It is proposed that the commercial green waste charges be amended to \$5/m³ (volume charge) or \$30/tonne (weight charge) with a minimum charge of \$5.00 and that it be applied to all commercial operators. This is an affordable charge and will cover the cost of processing. It will apply to all types of commercial vehicles providing fairness and no doubts with application of charges. It is envisaged that in most instances loads will be weighed and the weight charge applied. The weighbridge is due to be returned to service at the end of March.

The amended commercial green waste charges have been included in the proposed 2019/20 Schedule of Fees and Charges. It is further proposed that the amended charges be adopted at this time for the remainder of the 2018/19 financial year.

COMMENTARY

The proposed changes to commercial green waste charges will address the current inconsistencies with the volume charge and the application of charges to different vehicle types.

PREVIOUS DECISIONS

The current charges for commercial green waste were part of the Fees and Charges adopted at the Ordinary Council meeting on 5 June 2018.

BUDGET IMPLICATIONS

Although the proposed unit rate for commercial green waste is lower, they will apply to all commercial operators and there will be less confusion over the application of charges. It is anticipated that there will be no net change in total revenue arising from this amendment.

LEGISLATIVE CONTEXT

Sections 97 and 262 of the *Local Government Act* apply to the setting of fees and charges and have been applied. Council may amend fees and charges within a financial year by resolution.

LEGAL IMPLICATIONS

NIL

STAFFING IMPLICATIONS

No staffing implications are foreseen.

RISK ASSESSMENT

This amendment addresses the risk involved in lost revenue due to confusion over the application of charges.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The fees and charges for 2018-19 are set under the provisions of the *Local Government Act 2009*. Council is required to make a resolution to adopt all such fees and charges and pursuant to adoption of the proposed changes the amendments will be made to the fees and charges schedule for 2018-19 and the Council website updated.

13 CLOSED SESSION

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

RECOMMENDATION

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

14.1 LGAQ Extraordinary General Meeting - 2 April 2019

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

14.2 Refund of disabled parking fine - Yeppoon Lagoon

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

14 CONFIDENTIAL REPORTS

14.1 LGAQ EXTRAORDINARY GENERAL MEETING - 2 APRIL 2019

File No: GR14.1.1

Attachments:

1. Notice of LGAQ General Meeting
2. LGAQ General Meeting Voting Entitlements

Responsible Officer: Chris Murdoch - Chief Executive Officer

Author: Chris Murdoch - Chief Executive 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

The Queensland Government is pursuing a Local Government rolling reform agenda which commenced in 2018 with future changes being recently released.

The Local Government Association of Queensland (LGAQ) has called a General Meeting on Tuesday 2nd April 2019 to discuss matters relating to the proposed legislative relating to local government. This report recommends the elected officials to represent Livingstone Shire Council at this meeting.

14.2 REFUND OF DISABLED PARKING FINE - YEPPON LAGOON**File No:** LE19.3.10**Attachments:**

1. Customer Statutory Declaration
2. Letter of Support

Responsible Officer: Chris Murdoch - Chief Executive Officer**Author:** Sue Schluter - Executive Assistant to Mayor

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SUMMARY

This report seeks a Council resolution to refund a parking infringement fine under compassionate grounds that has already been paid in full, and to consider an amendment to the financial delegation of the CEO.

15 URGENT BUSINESS/QUESTIONS

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

16 CLOSURE OF MEETING