



ORDINARY MEETING

AGENDA

6 NOVEMBER 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 6 November 2018 commencing at 9:00am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
1 November 2018

Next Meeting Date: 20.11.18

Please note:

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

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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

In Attendance:

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

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 PUBLIC FORUMS/DEPUTATIONS

Nil

5 MAYORAL MINUTE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 5 October 2018.

Minutes of the Ordinary Meeting held 16 October 2018

Minutes of the Special Meeting held 24 October 2018.

Minutes of the Special Meeting held 1 November 2018.

7 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

8 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

Nil

9 PRESENTATION OF PETITIONS

Nil

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

Nil

11 COUNCILLOR/DELEGATE REPORTS

Nil

12 REPORTS

12.1 QUARTERLY BUDGET REVIEW (19Q1)

File No: FM12.5.2

Attachments:

1. 2018-19 Revised Budget (19Q1) Statements [↓](#)
2. 2018-19 Revised Budget (19Q1) Measures of Financial Sustainability [↓](#)
3. 2018-19 Revised Budget (19Q1) Estimated Activity Statements [↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

Author: Andrea Ellis - Chief Financial Officer

SUMMARY

The Quarterly Budget Review (19Q1) is presented to Council for adoption recognising changes to the financial position since the 2018-19 Budget was adopted on 24 July 2018. The original budget adopted by Council on the 24th July 2018 has been reviewed by the Finance and the Executive Leadership Team. The first quarter budget review for 2018-19 has been input into the Long Term Financial Forecast. Impacts on this and future financial years have been reviewed and some of the forecast settings been amended.

OFFICER'S RECOMMENDATION

THAT Council resolve to adopt, pursuant to Section 107A of the *Local Government Act 2009* and Sections 169 and 170 of the *Local Government Regulation 2012*, the Revised Budget (19Q1) for the financial year 2018-19 and the Long Term Financial Forecast for the financial years 2018-19 to 2027-28 as contained in the document entitled 2018-19 Revised Budget and Long Term Financial Forecast (Attachment 1) and set out in the pages contained therein:

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

BACKGROUND

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

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

The first Quarterly Budget Review (19Q1):

- flexes for changes in underlying assumptions such as the Consumer Price Index or population statistics;
- updates for the final results of the 2017-18 financial statements; and
- reviews the 2018-19 capital works program for any capital budget carryovers required from the prior year's budget, project costs and timing of projects.

The intent of the first quarter budget review is not to do a detailed review of all line items, but more of an opportunity to reset the baseline by taking into account the finalisation of the previous year financial statements.

The next quarterly budget review (19Q2) will include a comprehensive review of both operating and capital budgets.

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

COMMENTARY

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

Underlying Assumptions

CPI at the June 2018 Quarter rose to 2.1% from the March Quarter CPI of 1.9%. Previously the nominal CPI increases used across a number of line items was 1.9% up to 2.2% over the long term. The increase in June 2018 saw a nominal CPI increase from 2.1% to 2.4% over the long term. No material impact is anticipated for the 2018-19 budget, however there is a favourable impact on the operating result over the forecast period ranging from \$97,000 in 2019-20 up to \$1.96million in 2017-28.

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

Financial Position

The net impact of the proposed first quarter revisions is that the forecast Net Assets of the Council which is also referred to as (Total Community Equity) has reduced from a \$959.66 million, in the original budget to \$ 916.35 million in the proposed revised budget (see Statement of Financial Position for more details).

Cash Flows

The net impact of the proposed first quarter budget revision is that the estimated cash balance at 30 June 2018 has increased from \$14.94 million in the adopted budget to \$22.98 million in the revised budget. The increase in cash holdings is due to a higher closing cash balance for the 2017-18 financial year than anticipated (+\$6.70million) and a net increase in cash flows relating to capital activities of \$1.78 million (See Statement of Cash Flows for more details)

Cash balances can also be internally restricted, externally restricted or unrestricted. The following table summarises the balances at 30 June 2018 and estimated balances at 30 June 2019.

		30 June 2018	30 June 2019
Internally Restricted (\$'000)	Cash that has been received or set aside for specific purposes for example contributions from developers, unspent loan proceeds, provisions for landfill restoration	10,088	15,219
Externally Restricted (\$'000)	Cash that has been received for a specific purpose and not yet spent, for example unspent capital grants or subsidies	7,749	-
Unrestricted (\$'000)	Represents the available cash to fund normal operations and capital projects	25,360	7,765
Total Cash Balance (\$'000)		43,197	22,984

In previous budget discussions, Council endorsed working towards cash backing internally restricted cash over a five-year period, the amounts reported above as internally restricted are 20% and 40% respectively of the total internally restricted cash requirements at year end. By 2020 Council will need to maintain around \$20 million per annum in internally restricted cash reserves in addition to working capital requirements.

Income and Expenditure

Overall, the forecast Operating Deficit has not changed from the adopted budget of (\$1.36 million) in the revised budget. With the changes in the underlying CPI assumption there has been an improvement on the forecasted operating surplus for the remainder of the long term financial forecast above what was adopted. Over the long term, Council maintains the ability to achieve the operating surplus efficiency target range of between 0% & 10%.

Total Comprehensive Income

Total Comprehensive Income, which includes capital income and expenditure, is forecast to increase from the adopted budget of \$10.33 million to \$12.36 million. The increase of \$2.04 million is relating to in capital grants and subsidies that were expected to be received in the previous financial year.

Capital Projects

Forecast expenditure on capital projects has increased slightly by \$0.442 million and is predominately related to adjustments for capital carryovers. The adopted capital project budget was \$48.22 million, with \$10.33 million in capital grants and subsidies to be received. The revised capital project budget is proposed to be \$48.71 million with \$12.38 million expected to be received in capital grants and subsidies.

Attachment 4 to the report identifies the capital projects and budgets that were included in the revised budget.

Financial Sustainability

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

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

Relevant Measure of Financial Sustainability	Adopted Budget	Revised Budget (19Q1)	Recommended Target
Asset Sustainability Ratio	51.5%	51.2%	Greater than 90%
Net Financial Liabilities Ratio	78.6%	69.7%	Less than 60%
Operating Surplus Ratio	-1.6%	-1.6%	Between 0% and 10%

The Asset Sustainability Ratio is less than the recommended target, this is mainly due to the value of new infrastructure required to be constructed as existing assets have reached capacity (Yeppoon Sewerage Treatment Plant and Yeppoon Cemetery). This ratio is not proposed to materially change with the proposed revised budget

Whilst the Net Financial Liabilities Ratio is greater than the recommended target, this is forecast to drop below the upper level target by 2020-21. This ratio has improved significantly with the proposed revised budget largely due to the higher cash balances achieved at 30 June 2018.

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

The results of the full ten years are shown in the Measures of Financial Sustainability and show that on average the Net Financial Liabilities Ratio and the Operating Surplus Ratio are within the indicators over the long term. The Asset Sustainability Ratio improves over the long term and is forecast to achieve the recommended target in 2025-26.

Estimated Activity Statements

Pursuant to Section 34 of the *Local Government Regulation 2012*, the estimated activity statements for the business activities of Waste & Sewerage Operations, Building Certification activities, Waste and Caravan Parks Operations are presented in Attachment 3 to this report.

PREVIOUS DECISIONS

The 2018-19 Budget was adopted at the Special Council Meeting held on the 24 July 2018.

BUDGET IMPLICATIONS

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

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

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

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

LEGISLATIVE CONTEXT

Local Government Act Section 104 (2), 110

Local Government Regulation 2012 Sections 169 and 170.

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

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

Council manages financial risk by:

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

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The Local Government principles are –

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

(e) Ethical and legal behaviour of Councillors and Local Government employees.

CONCLUSION

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

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

12.1 - QUARTERLY BUDGET REVIEW (19Q1)

2018-19 Revised Budget (19Q1) Statements

Meeting Date: 6 November 2018

Attachment No: 1

STATEMENT OF FINANCIAL POSITION 2018-19 REVISED BUDGET (19Q1) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028														
	Proposed					Note	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	Original	Recomme	Budget	Variance from			(19Q1)	(19Q1)	(19Q1)	(19Q1)	(19Q1)	(19Q1)	(19Q1)	(19Q1)
	Budget	nded	(19Q1)	Original Budget			2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	2018-19	Changes	2018-19	\$'000	%		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Asset														
Current Assets														
Cash and Cash equivalents	14,945	8,039	22,984	8,039	53.8%	(a)	25,212	29,613	31,392	26,611	24,533	21,576	22,910	24,931
Trade and other receivables	8,069	-	8,069	-	0.0%		8,111	8,307	8,746	9,004	9,048	9,391	9,911	10,262
Inventories	8,222	(615)	7,607	(615)	-7.5%	(b)	6,931	5,980	4,638	4,638	4,638	4,638	4,638	4,638
Other current assets	1,374	(444)	930	(444)	-32.3%	(b)	930	930	930	930	930	930	930	930
Total Current Assets	32,609	6,980	39,589	6,980	21.4%		41,185	44,830	45,705	41,183	39,149	36,536	38,389	40,762
Non-current assets														
Land held for development or sale	256	1,506	1,762	1,506	588.3%	(b)	1,762	1,762	1,762	1,762	1,762	1,762	1,762	1,762
Property, plant & equipment	1,026,380	(52,317)	974,063	(52,317)	-5.1%	(c)	975,834	973,260	991,879	1,024,887	1,030,463	1,036,979	1,044,344	1,070,615
Other non-current assets	458	(458)	-	(458)	-100.0%	(b)	-	-	-	-	-	-	-	-
Total non-current assets	1,027,094	(51,269)	975,825	(51,269)	-5.0%		977,596	975,022	993,641	1,026,649	1,032,225	1,038,741	1,046,106	1,072,377
TOTAL ASSETS	1,059,703	(44,289)	1,015,414	(44,289)	-4.2%		1,018,780	1,019,852	1,039,347	1,067,831	1,071,374	1,075,276	1,084,495	1,113,139
Liabilities														
Current liabilities														
Trade and other payables	4,071	-	4,071	-	0.0%		3,932	4,019	4,107	4,226	4,337	4,488	4,632	4,780
Borrowings	4,989	-	4,989	-	0.0%		5,260	5,536	5,827	6,125	6,455	6,863	7,224	7,600
Provisions	3,020	-	3,020	-	0.0%		4,789	5,614	5,982	3,160	3,163	3,166	3,169	3,172
Other current liabilities	46	65	111	65	141.3%	(b)	111	111	111	111	111	111	111	111
Total current liabilities	12,125	65	12,190	65	0.5%		14,092	15,280	16,027	13,622	14,066	14,628	15,135	15,663
Non-current liabilities														
Trade and other payables	-	132	132	132	0.0%		132	132	132	132	132	132	132	132
Borrowings	75,527	14	75,541	14	0.0%		70,281	64,745	58,918	52,793	46,338	41,436	34,212	26,612
Provisions	12,044	(522)	11,522	(522)	-4.3%	(b)	10,049	7,744	5,084	5,259	5,444	5,639	5,844	6,059
Total non-current liabilities	87,571	(376)	87,195	(376)	-0.4%		80,462	72,621	64,134	58,184	51,914	47,207	40,188	32,803
TOTAL LIABILITIES	99,697	(311)	99,386	(311)	-0.3%		94,554	87,901	80,161	71,806	65,980	61,835	55,324	48,466
NET COMMUNITY ASSETS	960,006	(43,977)	916,029	(43,977)	-4.6%		924,227	931,952	959,186	996,025	1,005,394	1,013,441	1,029,171	1,064,673
Community Equity														
Retained surplus	918,695	(21,706)	896,989	(21,706)	-2.4%		19,040	21,942	41,694	70,508	70,508	70,508	73,867	96,872
Asset revaluation surplus	40,960	(21,920)	19,040	(21,920)	-53.5%	(b)	905,187	910,010	917,492	925,517	934,886	942,933	955,305	967,801
TOTAL COMMUNITY EQUITY	959,655	(43,626)	916,029	(43,626)	-4.5%		924,227	931,952	959,186	996,025	1,005,394	1,013,441	1,029,171	1,064,673

Notes

- (a) Adjustment for opening balances based on unaudited financial statements for period ending 30 June 2018 (2017-18)(+ \$6.7m) and capital grants associated with capital projects (\$2.0m), less increase in capital carryover (-\$0.4m)
- (b) Adjustment for opening balances based on unaudited financial statements for period ending 30 June 2018 (2017-18)
- (c) Adjustment for opening balances based on unaudited financial statements for period ending 30 June 2018 (2017-18) and carryover budgets (\$0.48m)

STATEMENT OF CASH FLOWS

2018-19 REVISED BUDGET (19Q1) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028

	Original Budget 2018-19 \$'000	Recommen- ded Changes \$'000	Proposed Budget (19Q1) 2018-19 \$'000	Variance from Original Budget \$'000	%	Note	Forecast (19Q1) 2019-20 \$'000	Forecast (19Q1) 2020-21 \$'000	Forecast (19Q1) 2021-22 \$'000	Forecast (19Q1) 2022-23 \$'000	Forecast (19Q1) 2023-24 \$'000	Forecast (19Q1) 2024-25 \$'000	Forecast (19Q1) 2025-26 \$'000	Forecast (19Q1) 2026-27 \$'000	Forecast (19Q1) 2027-28 \$'000
Cash Flows from Operating Activities															
Receipts from customers	78,053	(305)	77,747	(305)	-0.4%		78,632	80,183	84,401	87,157	87,974	90,870	95,982	99,675	101,517
Payments to suppliers and employees	(59,951)	(9,832)	(69,783)	(9,832)	16.4%	(a)	(58,215)	(58,965)	(60,171)	(61,902)	(63,722)	(65,704)	(67,794)	(69,943)	(72,058)
Payments for land held as inventory	(1,860)	(180)	(2,040)	(180)	9.7%	(b)	-	-	-	-	-	-	-	-	-
Proceeds from sale of land held as inventory	7,824	-	7,824	-	0.0%		1,102	1,012	2,034	-	-	-	-	-	-
Interest received	1,347	-	1,347	-	0.0%		1,161	1,322	1,414	1,405	1,333	1,287	1,363	1,434	1,542
Borrowing costs	(4,109)	-	(4,109)	-	0.0%		(3,871)	(3,600)	(3,324)	(3,033)	(2,735)	(2,452)	(2,143)	(1,782)	(1,405)
Non-capital grants and contributions	6,006	(23)	5,983	(23)	-0.4%		6,104	6,206	6,319	6,434	6,553	6,674	6,804	6,941	7,082
Cash inflow/(outflow) from Operating Activities	27,311	(10,341)	16,970	(10,341)	-37.9%		24,914	26,158	30,673	30,060	29,402	30,676	34,213	36,325	36,678
Cash flows from Investing Activities															
Payments for property, plant and equipment	(46,410)	(262)	(46,673)	(262)	0.6%		(25,276)	(18,618)	(23,516)	(29,548)	(29,940)	(31,561)	(29,734)	(29,816)	(28,435)
Grants and contributions received	12,158	2,041	14,199	2,041	16.8%	(c)	7,580	3,910	2,771	3,515	4,745	2,586	3,883	2,906	3,080
Proceeds from the sale of assets	233	-	233	-	0.0%		-	-	-	-	-	-	-	-	-
Other investing activities	(191)	-	(191)	-	0.0%		-	-	-	-	-	-	-	-	-
Cash inflow/(outflow) from Investing Activities	(34,210)	1,778	(32,432)	1,778	-5.2%		(17,697)	(14,707)	(20,745)	(26,032)	(25,195)	(28,975)	(25,850)	(26,911)	(25,355)
Cash flows from Financing Activities															
Proceeds from borrowings	-	-	-	-	0.0%		-	-	-	-	-	2,000	-	-	-
Repayment of borrowings	(4,751)	-	(4,751)	-	0.0%		(4,989)	(5,260)	(5,536)	(5,827)	(6,125)	(6,494)	(6,863)	(7,224)	(7,600)
Cash inflow/(outflow) from Financing Activities	(4,751)	-	(4,751)	-	0.0%		(4,989)	(5,260)	(5,536)	(5,827)	(6,125)	(4,494)	(6,863)	(7,224)	(7,600)
Net increase/(decrease) in Cash Held	(11,651)	(8,563)	(20,213)	(8,563)	73.5%		2,228	6,190	4,392	(1,799)	(1,918)	(2,794)	1,499	2,190	3,723
Cash at the beginning of the financial year	26,595	16,602	43,197	16,602	62.4%	(d)	22,984	25,212	29,613	31,392	26,611	24,533	21,576	22,910	24,931
Cash at the end of the financial year	14,944	8,039	22,984	8,039	53.8%		25,212	31,402	34,006	29,593	24,693	21,739	23,076	25,100	28,654

Notes

- (a) Accrued creditors (invoices relating to 2017-18) higher than previously forecast
- (b) Increase in budget allowance required to complete the Homemaker development.
- (c) Adjustment for updating capital expenditure and revenue including capital expenditure carryovers and capital grants and subsidies (net \$1.640m)
- (d) Adjustment for opening balances based on unaudited financial statements for period ending 30 June 2018 (2017-18)

STATEMENT OF INCOME AND EXPENDITURE 2018-19 REVISED BUDGET (19Q1) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028															
	Original Budget 2018-19 \$'000	Recommen- ded Changes \$'000	Proposed Budget (19Q1) 2018-19 \$'000	Variance from Original Budget		Note	Forecast (19Q1) 2019-20 \$'000	Forecast (19Q1) 2020-21 \$'000	Forecast (19Q1) 2021-22 \$'000	Forecast (19Q1) 2022-23 \$'000	Forecast (19Q1) 2023-24 \$'000	Forecast (19Q1) 2024-25 \$'000	Forecast (19Q1) 2025-26 \$'000	Forecast (19Q1) 2026-27 \$'000	Forecast (19Q1) 2027-28 \$'000
Operating Income															
Gross rates and utility charges	77,763	-	77,763	-	0.0%		79,498	81,296	83,905	86,599	89,379	92,795	96,342	100,121	104,049
Less: discounts & remissions	(6,264)	-	(6,264)	-	0.0%		(6,617)	(6,992)	(7,358)	(7,771)	(8,211)	(8,722)	(9,270)	(9,854)	(10,475)
Net rates and utility charges	71,498	-	71,498	-	0.0%		72,881	74,304	76,547	78,828	81,168	84,073	87,071	90,267	93,574
Fees and charges	3,714	-	3,714	-	0.0%		4,836	5,046	5,238	5,471	5,714	5,974	6,246	6,509	6,812
Rental Income	339	-	339	-	0.0%		398	451	471	482	492	504	515	528	540
Interest revenue	1,347	-	1,347	-	0.0%		1,161	1,322	1,414	1,405	1,333	1,287	1,363	1,434	1,542
Sales revenue	2,448	-	2,448	-	0.0%		602	240	2,871	2,220	220	224	2,224	2,266	266
Operational grants and subsidies	6,009	-	6,009	-	0.0%		6,112	6,218	6,330	6,445	6,563	6,688	6,817	6,954	7,094
Other income	408	-	408	-	0.0%		419	429	440	451	462	474	486	498	510
Total Operating Income	85,764	-	85,764	-	0.0%		86,409	88,011	93,311	95,301	95,952	99,223	104,722	108,456	110,339
Capital Income															
Contributions from developers	1,823	-	1,823	-	0.0%		1,932	2,048	2,171	2,301	2,440	2,586	2,741	2,906	3,080
Capital grants and subsidies	10,335	2,041	12,376	2,041	19.7%	(a)	5,648	1,862	600	1,214	2,305	-	1,142	-	-
Donated assets	-	-	-	-	0.0%		-	-	-	-	-	-	-	-	-
Other capital income	(37)	-	(37)	-	0.0%		-	-	-	-	-	-	-	-	-
Total Capital Income	12,121	2,041	14,162	2,041	19.7%		7,580	3,910	2,771	3,515	4,745	2,586	3,883	2,906	3,080
Total Income	97,885	2,041	99,926	2,041	2.1%		93,989	91,921	96,083	98,817	100,697	101,809	108,605	111,361	113,419
Operating expenses															
Employee benefits	31,729	(15)	31,715	(15)	0.0%		30,480	30,638	31,045	31,982	32,946	33,944	34,969	36,028	36,984
Materials and services	27,075	15	27,090	15	0.1%		26,430	27,229	28,007	28,809	29,633	30,631	31,662	32,729	33,832
Depreciation and amortisation	22,777	-	22,777	-	0.0%		23,506	24,093	24,649	25,355	24,364	25,045	25,727	26,550	27,888
Finance Costs	165	-	165	-	0.0%		170	176	181	187	193	199	206	212	219
External Loan interest expense	4,109	-	4,109	-	0.0%		3,871	3,600	3,324	3,033	2,735	2,452	2,143	1,782	1,405
Other operating expenses	1,266	(0)	1,266	(0)	0.0%		1,188	1,214	1,242	1,271	1,299	1,330	1,363	1,397	1,432
Total Operating Expenses	87,121	0	87,121	0	0.0%		85,645	86,949	88,448	90,637	91,170	93,601	96,070	98,698	101,760
Capital Expenses															
Restoration and rehabilitation provision	143	-	143	-	0.0%		146	149	152	155	158	161	164	167	167
Total Capital Expenses	143	-	143	-	0.0%		146	149	152	155	158	161	164	167	167
Net Result	10,621	2,040	12,662	2,040	19.2%		8,198	4,823	7,482	8,025	9,369	8,047	12,372	12,497	11,492
Operating Result	(1,357)	(0)	(1,357)	(0)	0.0%		764	1,062	4,863	4,664	4,782	5,622	8,652	9,758	8,579

Notes

(a) Adjustment to reflect expected capital grants & subsidies to be received in 2018-19 that were previously budgeted to be received in 2017-18.

STATEMENT OF CHANGES IN EQUITY

2018-19 REVISED BUDGET (19Q1) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028

	Original Budget 2018-19 \$'000	Recommen- ded Changes \$'000	Proposed Budget (19Q1) 2018-19 \$'000	Variance from Original Budget \$'000	%	Note	Forecast (19Q1) 2019-20 \$'000	Forecast (19Q1) 2020-21 \$'000	Forecast (19Q1) 2021-22 \$'000	Forecast (19Q1) 2022-23 \$'000	Forecast (19Q1) 2023-24 \$'000	Forecast (19Q1) 2024-25 \$'000	Forecast (19Q1) 2025-26 \$'000	Forecast (19Q1) 2026-27 \$'000	Forecast (19Q1) 2027-28 \$'000
Retained Surplus															
Opening balance	908,073	(23,746)	884,327	(23,746)	-2.6%	(a)	896,989	905,187	910,010	917,492	925,517	934,886	942,933	955,305	967,801
Net Result	10,622	2,040	12,662	2,040	19.2%	(b)	8,198	4,823	7,482	8,025	9,369	8,047	12,372	12,497	11,492
Closing Balance	918,695	(21,706)	896,989	(21,706)	-2.4%		905,187	910,010	917,492	925,517	934,886	942,933	955,305	967,801	979,293
Asset Revaluation Surplus															
Opening balance	40,960	(21,920)	19,040	(21,920)	-53.5%	(a)	19,040	19,040	21,942	41,694	70,508	70,508	70,508	73,867	96,872
Change in asset revaluation surplus	-	-	-	-	0.0%		-	2,902	19,752	28,814	-	-	3,358	23,005	31,863
Closing Balance	40,960	(21,920)	19,040	(21,920)	-53.5%		19,040	21,942	41,694	70,508	70,508	70,508	73,867	96,872	128,734
Total Community Equity	959,655	(43,626)	916,029	(43,626)	-4.5%		924,227	931,952	959,186	996,025	1,005,394	1,013,441	1,029,171	1,064,673	1,108,028

Notes

- (a) Adjustment for opening balances based on unaudited financial statements for period ending 30 June 2018 (2017-18)
 (b) Improved net result due to adjustments made in to the Statement of Income and Expenditure.

12.1 - QUARTERLY BUDGET REVIEW (19Q1)

2018-19 Revised Budget (19Q1) Measures of Financial Sustainability

Meeting Date: 6 November 2018

Attachment No: 2

MEASURES OF FINANCIAL SUSTAINABILITY

2018-19 REVISED BUDGET (19Q1) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028

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

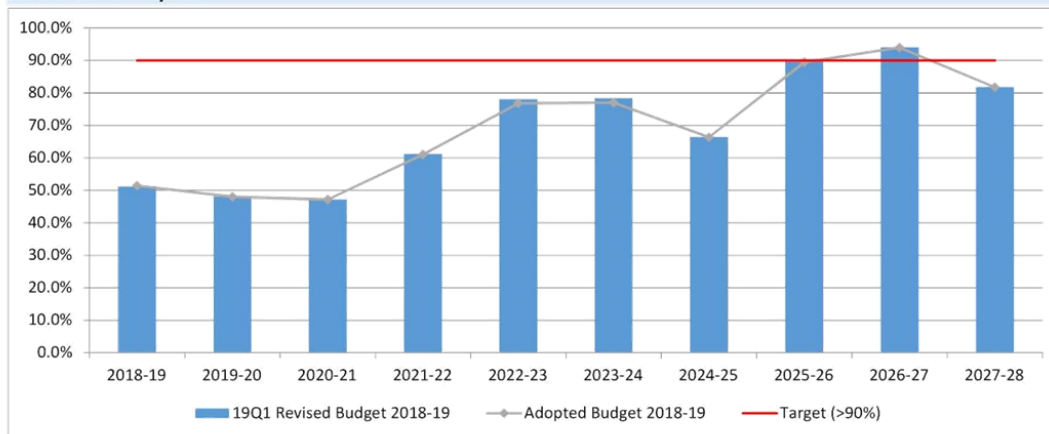
The Queensland Government defines a sustainable local government as being 'able to maintain its financial capital and infrastructure capital over the long term' (Local Government Act 2009, section 104(2)).

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

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

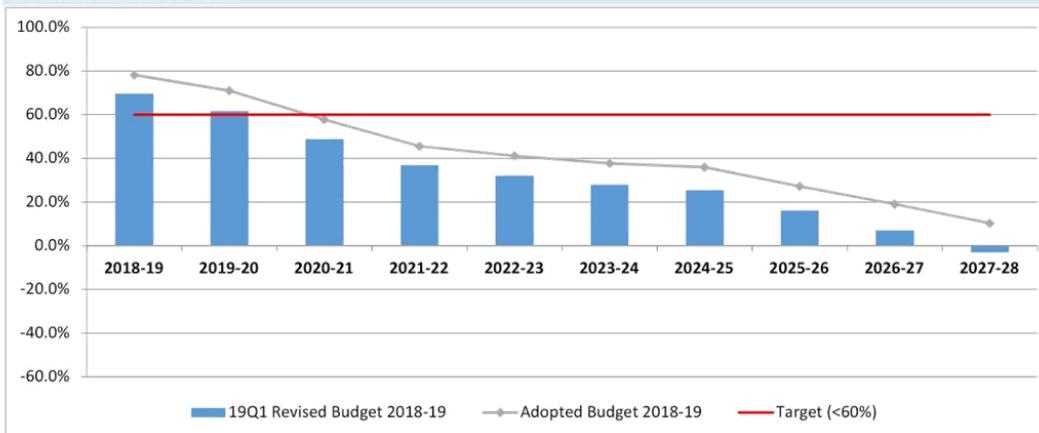
The target indicated in each graph are sourced from the 'Financial management (sustainability) guideline 2013' which is available from the website of The Department of Local Government, Racing and Multicultural Affairs.

Asset Sustainability Ratio



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

Net Financial Liabilities Ratio

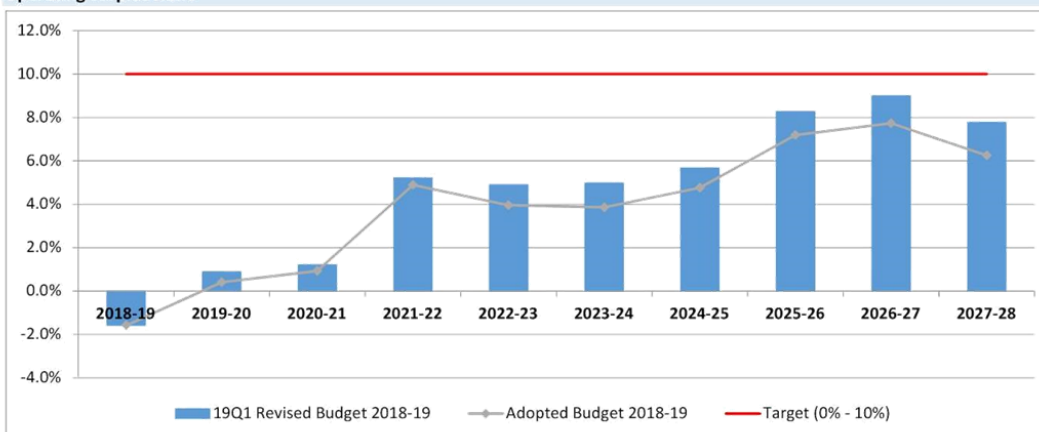


Description	Measure	Target
Demonstrates the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	$\frac{\text{Total Liabilities less Current Asset}}{\text{Operating Revenue}}$	Not greater than 60% (on average over the long term)

Commentary

Council is forecasting high (greater than 60%) for the first two (2) years in the ten year forecast period. This is indicative of the significant reduction in planned borrowings that Council had previously forecast and a transition towards using its own cash to fund capital projects. The increase in opening cash as at 1 July 2018, and a correction of the timing of capital grants to be received in 2018-19 improved this ratio for the 19Q1 Revised Budget.

Operating Surplus Ratio



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

Commentary

Council is forecasting a positive (greater than 0%) operating surplus ratio in nine (9) out of the ten years and is indicating improved performance as a result of the first quarter budget review. A positive ratio indicates that recurring operating revenue exceeds recurring operating expenses and this assists in funding capital expenditure. This can result in less reliance on borrowing money to fund capital expenditure and thus reduces Council debt. The positive operating surplus ratio of Council for the majority of the ten year period is a good indicator of long term sustainability. The operating surplus ratio was improved in 19Q1 Revised Budget by taking into consideration the level of vacant roles that occur as an ordinary part of operations.

**TOTAL VALUE OF CHANGE IN RATES AND CHARGES LEVIED FROM 2017-18
2018-19 REVISED BUDGET (19Q1) AND LONG TERM FINANCIAL FORECAST 2019 TO 2028**

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

	2017-18 Original Budget	2017-18 Actual	2018-19 Proposed Budget (19Q1)	2017-18 Original vs 2018-19 Proposed Budget (19Q1)		2017-18 Actual Results vs 2018-19 Proposed Budget (19Q1)	
	\$000	\$000	\$000	Variance \$000	Variance %	Variance \$	Variance %
General Rates	32,176	32,561	31,772	(404)	(1.3%)	(789)	(2.4%)
Separate Charges	10,430	10,242	11,057	626	6.0%	815	8.0%
Special Charges	162	404	386	224	137.8%	(18)	(4.5%)
Water Utility and consumption charges	15,518	16,299	17,102	1,584	10.2%	803	4.9%
Waste charges	6,288	6,316	6,644	357	5.7%	328	5.2%
Sewerage Charges	10,291	10,175	10,802	511	5.0%	627	6.2%
Total Rates and Charges Levied	74,864	75,997	77,763	2,898	3.9%	1,766	2.3%

12.1 - QUARTERLY BUDGET REVIEW (19Q1)

2018-19 Revised Budget (19Q1) Estimated Activity Statements

Meeting Date: 6 November 2018

Attachment No: 3

2018-19 QUARTER 1 REVISED ESTIMATED ACTIVITY STATEMENTS

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

	SIGNIFICANT BUSINESS ACTIVITY	OTHER BUSINESS ACTIVITIES			
Budget Report	Water & Sewerage Operations \$	Waste Operations \$	Building Certification \$	Caravan Parks	\$
Operational Revenues for services provided to Council	\$16,000	\$350,000	\$0		\$0
Operational Revenues for services provided to External Clients	\$26,557,694	\$7,034,724	\$205,000		\$277,310
Community Service Obligations	\$0	\$294,500	\$0		\$0
Total Operational Revenue	\$26,573,694	\$7,679,224	\$205,000		\$277,310
Less: Operational Expenditure	\$23,123,664	\$6,814,843	\$129,302		\$324,551
Estimated Operational Surplus/(Deficit)	\$3,450,030	\$864,381	\$75,698		-\$47,241
List of Community Service Obligations (CSO)					
Charity Waste and Green Waste Disposal Vouchers	\$0	\$294,500	\$0		\$0
Total	\$0	\$294,500	\$0		\$0

The CSO value is determined by Council and represents an activity's costs which would not be incurred if the activity's primary objective was to make a profit. The Council provides funding from general revenue to the business activity to cover the cost of providing non-commercial community services or costs deemed to be CSO's by the Council. The 2018-19 Quarter 1 Revised Budget provides \$294,500 of CSO's by Council to the Waste Operations Business Activity comprised as follows:

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

12.2 2018/19 LIVINGSTONE COMMUNITY GRANTS ASSESSMENT OUTCOME - ROUND 1

File No: CR2.15.3

Attachments: 1. Livingstone Community Grants Procedure [↓](#)

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

Author: Jared Thomsen - Senior Sport & Education Officer

SUMMARY

This report discusses the outcome of evaluations completed by the Assessment Panel for applications received to the 2018 / 19 Livingstone Community Grants (Round One).

OFFICER'S RECOMMENDATION

THAT in accordance with the recommendation of the Livingstone Community Grants Assessment Panel, Council resolve to fund the following grant applications from the Livingstone Community Grants programme:

Applicant	Detail	Amount
Capricorn Coast PCYC	Purchase of safety harnesses to enable increased participant access to programmes.	\$1,948.77
Cawarral Cricket Club	Supply of top soil for improvements to playing surface.	\$2,000.00
Emu Park Surf Life Saving Club	Purchase of training equipment to increase opportunities for delivery of training sessions.	\$2,000.00
Fitzroy Frogs Triathlon Club	Delivery of training and development sessions for coaches and participants.	\$2,000.00
Jack's Paddock Incorporated	Establishment of water supply to leased area.	\$2,000.00
Mount Chalmers Community History Centre	Purchase of a generator to enable more consistent delivery of programmes.	\$1,499.00
Sacred Heart Primary School (Yeppoon) Parents and Friends Association	Purchase of equipment to support additional art activities, as well as the supply of healthy food to students.	\$2,000.00
Sandhills Community Sports and Social Club	Purchase of new cricket equipment to support increased participation in sporting events.	\$2,000.00
Yeppoon Lions Club	Installation of solar lighting to Yeppoon welcome sign	\$2,000.00
Yeppoon Senior Citizens Association	Purchase of new musical equipment to support programmes.	\$2,000.00
Yeppoon Surf Life Saving Club	Delivery of training and development sessions for volunteers and participants.	\$1,500.00

Yeppoon Swimming Club Incorporated	Purchase of equipment to assist in hosting training sessions and other events.	\$1682.60
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BACKGROUND

The Livingstone Community Grants provides an opportunity for eligible not-for-profit community organisations to access funding to support and enhance community wellbeing and liveability, by building the capacity and resilience of these organisations across the Shire.

Applications to the 2018 / 19 Livingstone Community Grants (Round 1) opened on Monday 27 August 2018 and closed Thursday 27 September 2018. Within this period, the Community Development and Sport and Recreation team delivered two education sessions where eligible not-for-profit community organisations were provided with an overview of the online application platform, associated grant guidelines, and evaluation process.

COMMENTARY

At the close of the application period twelve (12) applications progressed to the assessment stage and were in turn reviewed and evaluated individually by the Assessment Panel, in line with the agreed criteria outlined in the *Livingstone Community Grants Procedure* (refer Attachment One). Individual assessments were completed by the Assessment Panel and then collated to inform the final outcome of the evaluation process.

The following table details not-for-profit community organisations from throughout the Shire which have been successful in their application to the 2018 / 19 Livingstone Community Grants (Round 1):

Successful Applicant	Initiative Description	Grant Amount
Capricorn Coast PCYC	Purchase of safety harnesses to enable increased participant access to programmes.	\$1,948.77
Cawarral Cricket Club	Supply of top soil for improvements to playing surface.	\$2,000.00
Emu Park Surf Life Saving Club	Purchase of training equipment to increase opportunities for delivery of training sessions.	\$2,000.00
Fitzroy Frogs Triathlon Club	Delivery of training and development sessions for coaches and participants.	\$2,000.00
Jack's Paddock Incorporated	Establishment of water supply to leased area.	\$2,000.00
Mount Chalmers Community History Centre	Purchase of a generator to enable more consistent delivery of programmes.	\$1,499.00
Sacred Heart Primary School (Yeppoon) Parents and Friends Association	Purchase of equipment to support additional art activities, as well as the supply of healthy food to students.	\$2,000.00
Sandhills Community Sports and Social Club	Purchase of new cricket equipment to support increased participation in sporting events.	\$2,000.00
Yeppoon Lions Club	Installation of solar lighting to Yeppoon welcome sign	\$2,000.00
Yeppoon Senior Citizens Association	Purchase of new musical equipment to support programmes.	\$2,000.00

Successful Applicant	Initiative Description	Grant Amount
Yeppoon Surf Life Saving Club	Delivery of training and development sessions for volunteers and participants.	\$1,500.00
Yeppoon Swimming Club Incorporated	Purchase of equipment to assist in hosting training sessions and other events.	\$1682.60
TOTAL		\$22,630.37

When combined with the applicant contributions and/or other financial support gained by individual applicants, the total value of initiatives delivered in line with the 2018/19 Livingstone Community Grants (Round One) is expected to total \$36,256.33.

PREVIOUS DECISIONS

No previous decisions have been made relating to the assessment of applications received to the 2018 / 19 Livingstone Community Grants (Round One).

BUDGET IMPLICATIONS

The provision of funds in line with the completed evaluation of applications will be accommodated within the existing Livingstone Community Grants budget allocation.

LEGISLATIVE CONTEXT

Section 194 (a)(i), (ii), and (b) of the *Local Government Regulation (2012)*, states that:

'A local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

(b) in a way that is consistent with the local government's community grants policy.'

Section 195 of the *Local Government Regulation (2012)*, states that:

'A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.'

LEGAL IMPLICATIONS

There are no identified legal implications relating to this matter.

STAFFING IMPLICATIONS

The delivery of the Livingstone Community Grants is accommodated within the existing operational capacity of the Community Development and Sport and Recreation team.

RISK ASSESSMENT

The following risks associated with not supporting the completed evaluation have been identified:

- 1) Governance – Council may potentially risk operating outside an approved policy and / or procedure should it not follow the requisite processes; and
- 2) Reputation – Council may risk reputational damage if it does not act with consistency throughout the delivery of this grant.

There have been no significant risks associated with supporting the completed evaluation.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

In confirming the evaluation process completed by the Assessment Panel, Council will enable provision of funds to not-for-profit community organisations across the Shire to support a range of initiatives that build capacity and increase resilience of these organisations, and also provide enhanced community wellbeing and liveability outcomes for the wider community.

12.2 - 2018/19 LIVINGSTONE COMMUNITY GRANTS ASSESSMENT OUTCOME - ROUND 1

Livingstone Community Grants Procedure

Meeting Date: 6 November 2018

Attachment No: 1



LIVINGSTONE COMMUNITY GRANTS PROCEDURE

1. Scope:

This Procedure applies to all Livingstone Shire Council employees, Elected Members, and Assessment Panel Members associated with the administration of the Livingstone Community Grants to eligible community organisations within the Livingstone Shire local government area.

2. Purpose:

The purpose of the Livingstone Community Grants Procedure is:

1. to ensure a fair, equitable, accountable, and transparent framework is established and maintained in the administration and provision of funds for eligible initiatives within the Shire through the Livingstone Community Grants; and
2. to clearly establish a process which enables the allocation of funds through the Livingstone Community Grants to support and enhance community wellbeing and liveability by building the capacity and resilience of not-for-profit community organisations within the Shire.

3. Related Documents:

Primary

Community Assistance Programmes Policy

Secondary

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

Public Sector Ethics Act 1994

Queensland Government Guidelines for Local Government Administration of Community Grants

Code of Conduct

Financial Delegations Directive

Rates Rebates and Remissions Policy

Procurement Policy

4. Definitions:

To assist in interpretation, the following definitions shall apply:

Donation	Contribution of goods or cash without an expectation of direct counter-supply or serviceable deliverables, given unconditionally and voluntarily
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Adopted/Approved:

Version: 1

Department: Liveability and Wellbeing

Section: Community Wellbeing

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Grant	A financial payment from Council for non-commercial projects, activities or items which meet specific criteria within a formal application, assessment and acquittal process
Incorporated	A community organisation incorporated under the: (b) <i>Associations Incorporations Act 1981</i> (Qld); (c) <i>Corporations Act 2001</i> ; (d) <i>Cooperatives Act 1997</i> (Qld); or (e) <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> .
Not-For-Profit	An Organisation which does not operate for the profit, personal gain or other benefit of a particular person, people, or members
Once-off Funding	Financial assistance which is provided as a once-off allocation
Community Organisation	Interchangeable with a 'club', 'association', or 'community group', including those which meet the eligibility criteria outlined within this procedure and provides programmes and services to the community
Sponsoring Body	An incorporated community organisation sponsoring an application under Council's scheme where the applicant is a non-incorporated community organisation
Government Agency	A local, state, or federal government department, agency, or body

5. Procedure Statement:

5.1 Livingstone Community Grants Classifications

The programme provides once-off funding to initiatives which:

- (i) build the capacity and resilience of community organisations;
- (ii) strengthen social cohesion, inclusion, and collaboration;
- (iii) enhance the Shire's overall liveability; and
- (iv) meet one or more of the objectives outlined in Council's Corporate Plan.

5.1.1 Programme Rounds

Applications for funding from the Livingstone Community Grants will be called twice per financial year, generally February and August. Each round will be advertised publicly for a minimum of four (4) weeks prior to the nominated closing date.

The amount of funds available within each round will be determined following the adoption of Council's annual budget.

Council will establish an Assessment Panel to evaluate applications in order to ensure fair, accountable, and transparent practices are maintained and to ensure resources are utilised efficiently and effectively to maximise community benefit (as outlined in section 6.2.1).

Adopted/Approved:
Version: 1

Department: Liveability and Wellbeing
Section: Community Wellbeing

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5.1.2 Eligible Applicants

Community Organisations must demonstrate compliance with the following criteria in order to be eligible to submit an application to the programme:

- (i) primary operation within the Shire;
- (ii) primary objectives provide a benefit to communities within the Shire;
- (iii) sole not-for-profit status is established and maintained;
- (iv) be properly constituted and incorporated;
- (v) hold public liability insurance (minimum \$20,000,000 coverage); and
- (vi) have no outstanding matters before Council.

5.1.3 Ineligible Applicants

The following entities are ineligible to submit an application to the programme:

- (i) community organisations which do not meet the requirements outlined in section 5.1.2;
- (ii) community organisations which have received funding through the Livingstone Community Grants round immediately previous to the current round;
- (iii) government agencies;
- (iv) for-profit organisations;
- (v) individuals;
- (vi) political organisations; and
- (vii) TAFE, Universities, or Colleges.

5.1.4 Ineligible Initiatives

Ineligible initiatives which will not be considered under the programme include:

- (i) ongoing or current maintenance, salaries, or standard costs associated with the operation of the organisation;
- (ii) initiatives which have already commenced or have been completed;
- (iii) initiatives which will be delivered (part or in full) outside the Shire;
- (iv) initiatives which support political or discriminatory ideologies and/or practices;
- (v) initiatives which contravene laws and regulations set by Government agencies; and
- (vi) initiatives which are eligible under the following alternative funding programmes:
 - (a) *Rates Rebates and Remissions Policy*;
 - (b) Regional Arts Development Fund;
 - (c) Event Sponsorship Programme;
 - (d) In-Kind Support Programme; and/or
 - (e) Mayor's Discretionary Fund.

5.1.5 Goods and Services Tax and Australian Business Number

Depending upon the applicant's status with the Australian Tax Office, funding from the Livingstone Community Grants may attract goods and services tax. Community organisations submitting an application for funding are therefore

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required to declare whether or not they are goods and services tax registered and provide an Australian Business Number.

Organisations which do not have an Australian Business Number must supply a Statement of Supplier form indicating the reason for not quoting an Australian Business Number. Without an Australian Business Number or Statement of Supplier form, Council will be required to withhold and forward 48.5 per cent of any approved grant to the Australian Tax Office.

5.2 Assessment

5.2.1 Assessment Panel

The Chief Executive Officer or delegated officer will establish an Assessment Panel to evaluate applications received under the Livingstone Community Grants.

The Assessment Panel will consist of up to five (5) people which may include Council Officers, Councillors, and community representatives. The Chief Executive Officer or delegated officer will appoint one of the members of the Assessment Panel as Chairperson.

Pursuant to the *Local Government Act 2009*, *Public Sector Ethics Act 1994*, and Council's *Code of Conduct*, members of the Assessment Panel are required to declare any conflict of interest in the evaluation of applications, and if necessary withdraw from any evaluations of applications and/or round of applications. If such a person is the appointed Chairperson of the Assessment Panel, the Chief Executive Officer or delegated Officer will nominate a replacement Chairperson from the remaining Assessment Panel for the duration of the relevant evaluations.

The Chief Executive Officer or delegated Officer may appoint replacement members to the Assessment Panel where panel members are unable to take part in evaluations.

Should the Assessment Panel consider it appropriate, it may seek advice from appropriate Council officers on specialist matters relating to individual applications, however these officers will not take part in the decision making processes, deliberations, or evaluations completed by the Assessment Panel.

The Assessment Panel will evaluate all eligible applications in accordance with Council's *Community Assistance Programmes Policy*, the Livingstone Community Grants assessment criteria (as outlined in section 5.2.2), and with respect to the relevant Council budget allocation.

The Assessment Panel will ensure compliance with the evaluation process to ensure fair, equitable, accountable, and transparent evaluations are completed. The Assessment Panel will utilise the electronic platform established by Council and adhere to all associated requirements in the evaluation of eligible applications.

All records will be retained by Council in accordance with Council's *Recordkeeping Policy*.

The Assessment Panel will have its membership reviewed annually, generally in September, to inform and guide any associated updates and/or changes. This review process will be completed by the Chief Executive Officer or delegated officer.

5.2.2 Assessment Criteria

Eligible applications submitted to the Livingstone Community Grants will be evaluated in accordance with the following criteria:

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- (i) evidence which confirms the initiative's budget, detailing requested funding amount, associated quotations, and (if required) applicant contribution;
- (ii) evidence which demonstrates the initiative can be delivered within the required timeframes;
- (iii) evidence which identifies the need for the initiative within the community;
- (iv) evidence which demonstrates the initiative will address the identified need;
- (v) evidence which clarifies alignment of the initiative to one or more objectives within Council's Corporate Plan;
- (vi) evidence which confirms the number of participants / community members who will benefit from the delivery of the initiative;
- (vii) evidence which details the initiative's potential to attract visitors to, or growth of the Shire; and
- (viii) evidence which demonstrates the initiative will support and enhance community wellbeing and liveability by building capacity and resilience of the applicant.

5.2.3 Offer of Funding

Following acceptance and endorsement of the Assessment Panel's recommendations by Council through formal resolution, applicants will be advised of the outcome of their application in writing within ten (10) working days.

Unsuccessful applicants will be notified accordingly and invited to request further clarification on the evaluation of the application. Council officers will provide feedback in accordance with the evaluation of the application by the Assessment Panel.

The requisite funding agreement, payment authority form, acquittal outcome report template, and other relevant operational requirements will be provided to successful applicants, detailing the conditions for receipt and acquittal of the approved funds, acknowledgement of Council's funding, and feedback requirements.

Confirmation and acceptance of the funding agreement and payment authority form are required in accordance with the Articles of Incorporation Rules for the incorporated body or sponsoring body, and must be returned by the specified date prior to the release of any funds. Successful applicants will be advised that failure to comply may result in the offer of funding being revoked.

Details of all approved applications and associated initiatives, including name of the successful applicant, a brief description of the initiative, and the amount funded will be made public via Council's standard media and communications channels.

Funding decisions formally resolved by Council are final, subject to any appeal to the Queensland Civil and Administrative Tribunal. Appeals for reassessment will not be considered by Council however applicants may seek feedback in relation to how to improve future applications. Where any funding decision appeal is made to the Queensland Civil and Administrative Tribunal, Council will fund all other successful applications in that round while awaiting the outcome of any such appeal.

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Depending upon the quantum of the appeal to the Queensland Civil and Administrative Tribunal, Council may suspend or delay further rounds of the Livingstone Community Grants.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended / replaced or other circumstances.

7. Repeals

This Procedure repeals the former Livingstone Shire Council Procedure titled 'Community Assistance Programme Procedure'.

BRETT BACON
EXECUTIVE DIRECTOR LIVEABILITY AND WELLBEING

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12.3 QUESTIONS ON NOTICE – SURF LAKES**File No:** CR2.13.19**Attachments:**

1. Location Plan - Surf Lakes and Maintained Section of Tookers Road [↓](#)
2. Approval Notice to Undertake Alterations or Improvements to Local Government Controlled Areas and Roads [↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer**Author:** Brett Bacon - Executive Director Liveability and Wellbeing

SUMMARY

This report provides a response to Questions on Notice, which Councillor Mather proposes to tender to the Council meeting of 6 November 2018.

OFFICER'S RECOMMENDATION

THAT Council resolves to receive the report providing a response to Councillor Mather's Questions on Notice regarding Surf Lakes.

BACKGROUND

At Council's Ordinary Meeting of 15 May 2018, Councillor Mather proposes to present Questions on Notice pertaining to the Surf Lakes proposal currently under construction at Lot 1 on LN2240, known as 1662 Yeppoon Road, Mulara.

COMMENTARY

Councillor Mather has raised seven Questions on Notice pertaining to the works which have occurred in association with Surf Lakes. The following provides a response to those questions.

1) *What planning process was required to undertake the wave pool?*

As the current venture entails the construction of a prototype for testing purposes only, Council did not have any requirements, other than the need to obtain the relevant development permits for building work. If the proponent chooses to continue to use the facility as a prototype trial only, then the facility would constitute nothing more than a water storage similar to a large agricultural dam.

If at any stage the proponent does decide to transition the facility from a prototype for trial purposes only, then that action will constitute a material change of use, which will require a development permit and further approvals which would generally entail conditions including the upgrading of access roads to appropriate standards. The proponent has been made well aware of this requirement.

2) *What conditions were placed on the construction / planning of the pool?*

Conditions cannot be imposed upon a use or development if it is not the subject of a development application.

3) *I understand Tooker's Road and an unconstructed section of this road was used as a thoroughfare to transport excavated material from the pool, as well as other contracted vehicles relative to the job. Is this correct? Please provide a map showing the designated route (for members' benefit).*

The proponent applied for and was granted an approval to undertake alterations or improvements to a Council controlled road (namely an unconstructed section of Tookers Road and an unconstructed section of unnamed road, which intersects with Tookers Road). A copy of the approval is included as Attachment Two. No comment can be provided regarding the Councillor's understanding of excavated material being transported from the site.

- 4) *Was there a written agreement /approval with conditions between Council and the developer to use this route? If so please provide a copy.*

The proponent applied for and was granted an approval to undertake alterations or improvements to a Council controlled road (namely an unconstructed section of Tookers Road and an unconstructed section of unnamed road, which intersects with Tookers Road). A copy of the approval is included as Attachment Two. No approval was required from Council to use the Council maintained section of Tookers Road, as it is a public road.

- 5) *What consultation did Council or anyone undertake with the residents along the Tooker's Road route to advise them of the proposed works, given that some inconvenience would be expected?*

Council did not undertake any consultation regarding the alterations or improvements, as the section of road reserve in question is not abutted by any residences. The section of Tookers Road which is maintained by Council is a public road, over which the public ordinarily has a right of access. Council has no statutory ability to refuse vehicles the right to use the maintained section of Tookers Road.

Condition Seven of the approval to undertake alterations or improvements to a Council controlled road expressly states:

'All residents affected by these works must be contacted prior to the works commencing and provided with Surf Lakes Holdings contact number should any contact with your company be required.'

However, it must be noted that that approval only pertains to the unconstructed section of Tookers Road and an unconstructed section of unnamed road, which intersects with Tookers Road (as identified in the plan contained within Attachment One). It does not influence that use of the maintained section of Tookers Road.

- 6) *When was the first complaint received alerting Council to any traffic / health issues due to the operation, and what was Council's response to this?*

The first customer request received by Council pertaining to traffic and/or dust was 14 November 2017. Council notified the contractor for Surf Lakes and requested an increase in the frequency of the water truck operating on Tookers Road. It must be noted that the complaints received have been with respect to the condition of the road or general dust. None of the customer requests have raised health issues.

- 7) *Where was the excavated material deposited, and was a Planning / Operational Works Approval required for either party to do this?*

Officers are not aware of any excavated material being transported from the site. If excavated material were to be transported from the site, the requirement for a development permit for its disposal would be dependent upon the disposal location, the purpose and the quantity.

PREVIOUS DECISIONS

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

BUDGET IMPLICATIONS

There are no budget implications associated with this particular issue.

LEGISLATIVE CONTEXT

The venture in question is managed by various statutes, including the *Planning Act 2016* and the *Building Act 1975*.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

There are no staffing implications for Council associated with the provision of the above responses to the Questions on Notice.

RISK ASSESSMENT

There are no risks associated with the provision of the above responses to the Questions on Notice.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

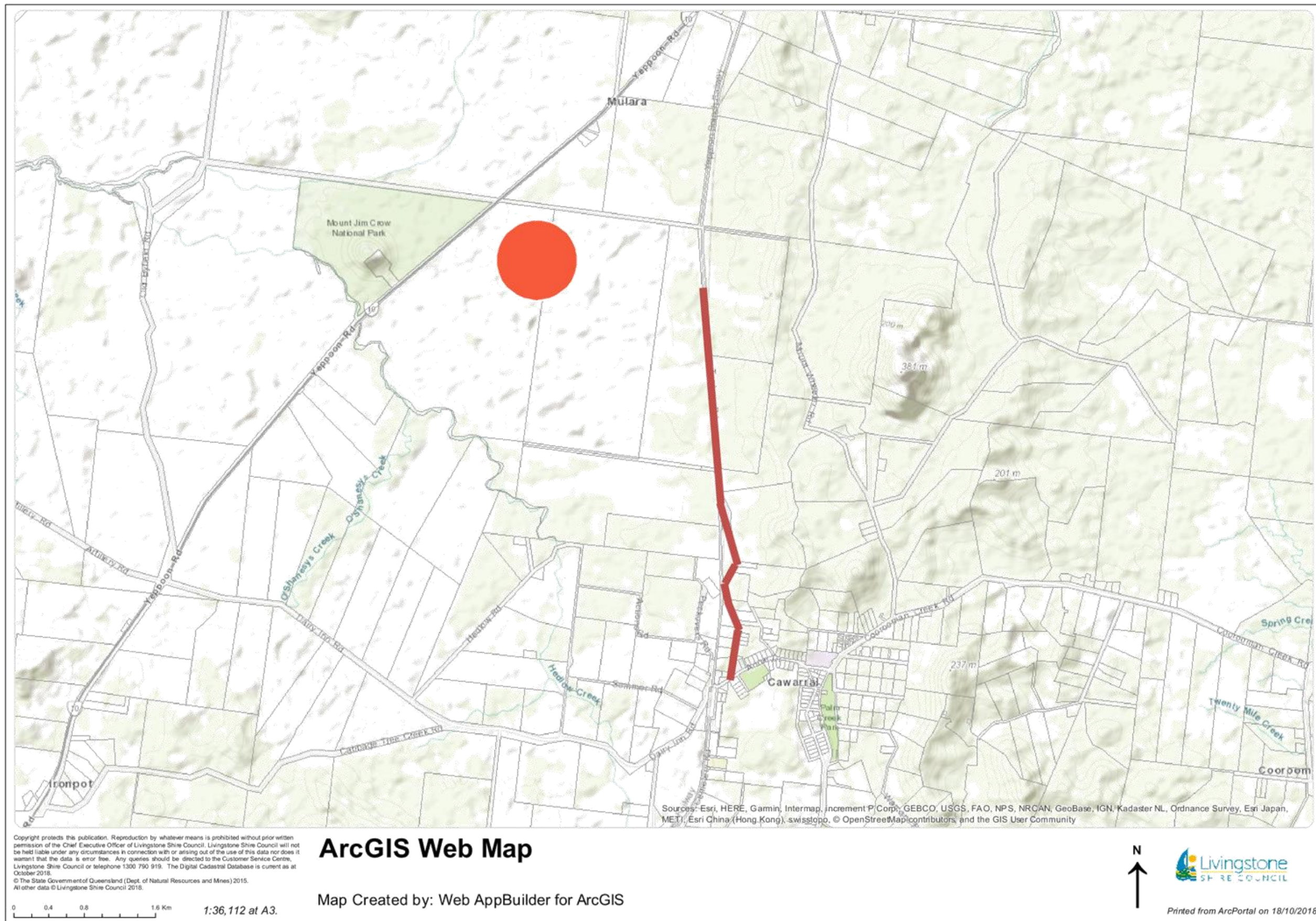
Councillor Mather has presented Council with seven Questions on Notice pertaining to the development of Surf Lakes at Lot 1 on LN2240, known as 1662 Yeppoon Road, Mulara. This report provides a response to those questions.

12.3 - QUESTIONS ON NOTICE – SURF LAKES

Location Plan - Surf Lakes and Maintained Section of Tookers Road

Meeting Date: 6 November 2018

Attachment No: 1



12.3 - QUESTIONS ON NOTICE – SURF LAKES

Approval Notice to Undertake Alterations or Improvements to Local Government Controlled Areas and Roads

Meeting Date: 6 November 2018

Attachment No: 2



Approval Notice

LOCAL LAW NO 1 (ADMINISTRATION) 2011
Section 9(2)

Date of Notice: 18 September 2017

Contact: Tony Ward

Contact Number: 07 4913 5000 or 1300 790 919

1. APPLICANT DETAILS

Name: Surf Lakes Holdings Ltd

Postal address: 9 Bayberry Crs
WARNER QLD 4500

2. THE LOCAL LAW

Local Law No. 1 (Administration) 2011 (*'the Local Law'*)

Subordinate Local Law No 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011

3. THE APPLICATION

Application number: 60-2017/WCCAR

Application date: 07-Sep-2017

Application for Approval to Undertake Prescribed Activity

Alteration or Improvement to Local Government Controlled Areas and Roads

Installing, changing, damaging or removing a structure in a local government controlled area or on a road – Grading of the section of road at the Northern end of Tookers Road, Cawarral that is not maintained by Council. (*'the Application'*).

4. THE DECISION

Pursuant to s 9(2) of the *Local Law*, the *Application* is granted subject to conditions.

5. CONDITIONS OF APPROVAL

1. The location of services, e.g. water mains, Telstra Pits etc should be ascertained before excavation is commenced.
2. All machinery used within the road reserve is required to comply with all relevant safety standards.
3. All works must comply with applicable Workplace Health and Safety Regulations.
4. Appropriate signage as per the Manual of Uniform Traffic Control Devices (MUTCD) must be in place during the works as required.
5. Prior to commencement of any such work, a copy of your certificate of currency for public liability insurance (minimum \$20,000,000.00) shall be forwarded to Council.
6. A Water Truck must be used for dust suppression while undertaking these works.
7. All residents affected by these works must be contacted prior to the works commencing and provided with Surf Lakes Holdings contact number should any contact with your company be required.

8. The construction work shall be arranged so there is minimal interruption to the through road traffic.
9. The owner, by carrying out the work, accepts the above conditions and hereby indemnifies the Livingstone Shire Council against any claim, action or process for damage or injury which may arise during the construction of the works or as a result of the existence of the works on the roadway.

6. TERM OF APPROVAL

Unless sooner cancelled or suspended, this approval remains in force for a period of 6 months from the date of this notice (*'the term of approval'*).

7. RENEWAL OF APPROVAL

You may, before the end of *the term of approval*, apply to Council in writing to renew or extend this approval for a period of 6 months. However, you may not apply to renew or extend this approval if Council has given you reasonable written notice that the approval is one of a class of approvals that Council does not intend to renew or extend.

Name: **Michael Prior**

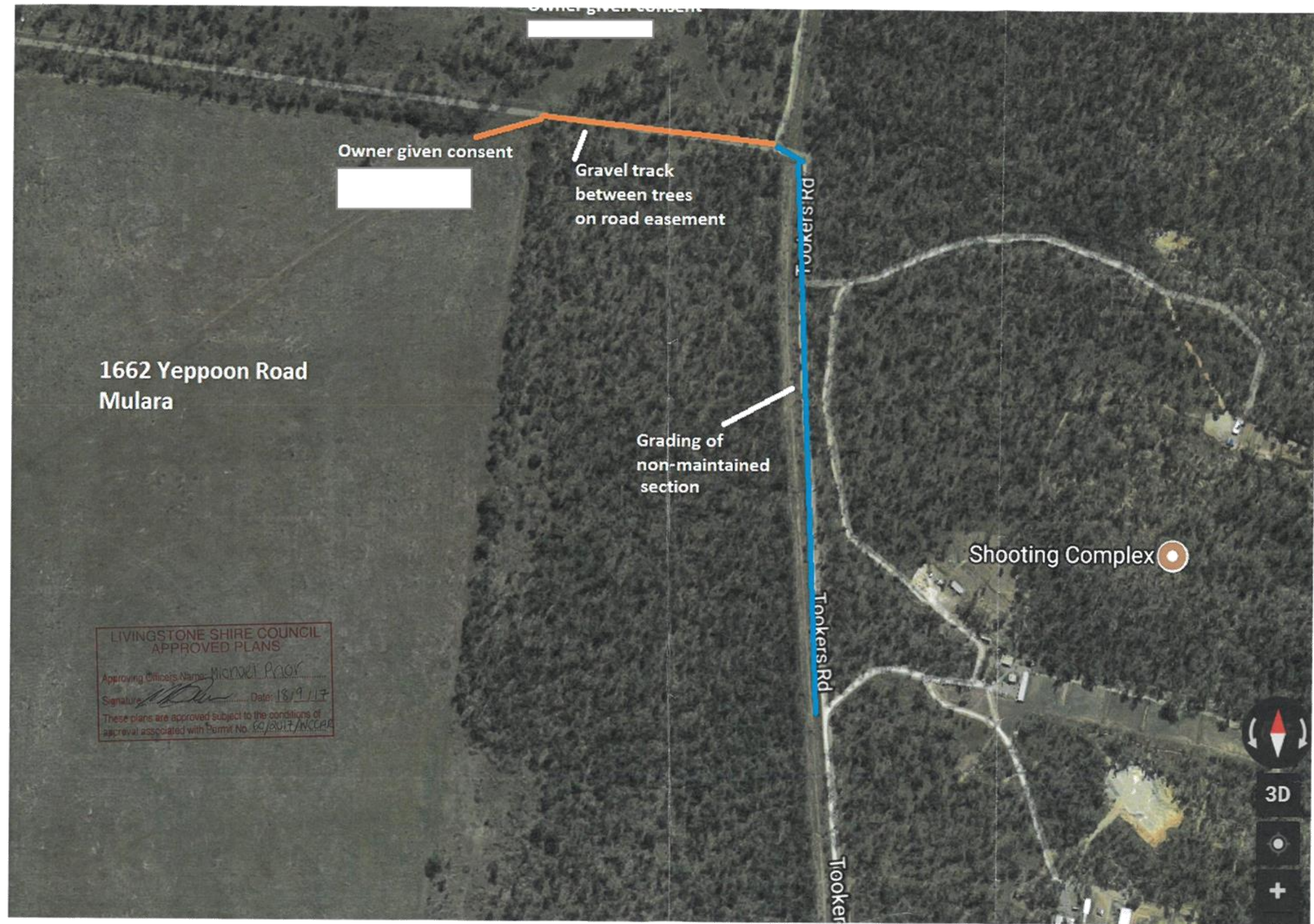
Position: Manager Infrastructure
Operations

Signature:



Enc: 1. Copy of Plans approved by Council

Please pass on attachments to your Contractor, as per Livingstone Shire Council requirement.



12.4 4.40 ESTABLISHMENT OF THE INVEST CAPRICORN COAST REGION LEADERSHIP ALLIANCE**File No:** ED8.5.20**Attachments:**

1. Invest Capricorn Coast Region Leadership Alliance Terms of Reference - V3 [↓](#)
2. Invest Capricorn Coast Region Leadership Alliance - Track Changes V3 [↓](#)
3. Capricorn Coast Region Leadership Alliance - Members [↓](#)

Responsible Officer: Debra Howe - Director Strategic Growth & Development
Brett Bacon - Executive Director Liveability and Wellbeing**Author:** Sonia Barber - Senior Economic Development Officer**Previous Items:** 12.8 - Invest Capricorn Coast Region Economic Development Plan - Ordinary Council - 05 Apr 2018 9:00am

SUMMARY

The purpose of this report is to provide Council with an updated version of the Invest Capricorn Coast Region Leadership Alliance Terms of Reference (refer Attachments One and Two) and to advise Council of the Leadership Alliance members (refer Attachment Three).

OFFICER'S RECOMMENDATION

That Council:

- 1) adopt the updated version of the Invest Capricorn Coast Region Leadership Alliance Terms of Reference (refer Attachments One and Two), and
- 2) note the membership of the Invest Capricorn Coast Region Leadership Alliance between Council, government and other agencies, local business and community organisations, as detailed in this report (refer Attachment Three).

BACKGROUND

Local governments play a key advocacy role in facilitating local economic development and are structured to service the local community and are attuned to local needs, constraints and opportunities. By facilitating growth and investment opportunities in the local economy, Local governments can also support broader community wellbeing goals.

Local government must champion the local economy and be a driving force for economic growth. Local governments have numerous levers to create an environment conducive to economic growth, investment and job creation. The core areas of local government influence and economic development leadership are:

Advocate for good ideas, policy change and infrastructure investments from the Queensland and Australian Governments.

Facilitate positive outcomes through relationships with key local service providers; partnerships with adjoining jurisdictions and organisations; interpretation and dispersal of important baseline data on key statistics, demographics, trends and other pertinent information; convening partners to identify pathways, resources and responsibilities for achieving priorities.

Regulate through a sound regulatory framework, provide certainty for existing businesses, potential investors and the community.

Plan direct and facilitate future growth by working with the community and development industry.

Provide Services: provide a range of important and valuable services for the local economy, including infrastructure, waste collection, place-making and multiple other services.

Collaborate: Public-private partnerships are an extremely effective means of delivering mutually beneficial initiatives that require the different capabilities of private and government sectors.

Local government's work should be complementary to private sector efforts, not competitive or duplicative. On that basis, the intention is to seek input and support from the business community and other organisations and agencies by establishing an Invest Capricorn Coast Region Leadership Alliance to work with Council and Capricorn Enterprise to provide strategic guidance and/or recommendations on regional economic development outcomes and strategies, including the actions detailed in the *Invest Capricorn Coast Region Economic Development Plan*.

The updated *Invest Capricorn Coast Region Leadership Alliance Terms of Reference* (refer Attachments One and Two) sets out the guidelines for the roles and functions of the Leadership Alliance.

COMMENTARY

The purpose of the Invest Capricorn Coast Region Leadership Alliance is to provide pathways to and from Council to assist with effective decision making on employment generating and economic development opportunities, and to oversee the implementation of the *Invest Capricorn Coast Region Economic Development Plan* to ensure a diverse, strong, innovative and sustainable local economy and future for the Capricorn Coast region.

Livingstone Shire Council, in partnership with Capricorn Enterprise, plays a key advocacy role in facilitating local economic development. Council seeks to establish a Leadership Alliance to support and secure the opportunities the Capricorn Coast region has to offer through lifestyle and natural advantages along with:

- 1) world class tourism product;
- 2) high growth agricultural economy;
- 3) connections to mining;
- 4) excellent health care;
- 5) superior education and other providers, such as national broadband network, national disability insurance scheme; and
- 6) Shoalwater Bay, home to defence force training facilities.

Providing increased support to these economic pillars will provide real jobs and prosperity for the region. The Leadership Alliance is established to provide advice to Council on the following areas:

- 1) assist in the implementation and review of the *Invest Capricorn Coast Region Economic Development Plan*;
- 2) identify initiatives that support and improve the community vitality and economic viability through resilience of the local economy, business and industry;
- 3) ensuring workforce skills in the region match industry need and enhance innovative and productive capacity of the workforce;

- 4) identify new models for financing projects, leverage funding and encourage funding partnerships;
- 5) assist in building long term competitiveness and export readiness by improving access to regional, national and international trading markets, partners, clients and labour to facilitate export of regional successes;
- 6) identify regional, statewide and national partnerships that contribute to influencing the policies that ultimately support the local economy;
- 7) nurture a robust and connected start-up ecosystem;
- 8) promote the advantages of innovation and creativity in business and continue to build knowledge by supporting regular informational networking events;
- 9) develop project ideas and new opportunities for consideration by Council;
- 10) input into relevant Council policies and procedures that support a sustainable, viable and growing business sector; and
- 11) provide advice on National, State and Local Government infrastructure and services that are impacting on the growth potential of the region.

The Leadership Alliance membership will be comprised of invited representatives from key strategic agencies and business community members who have been secured through an expression of interest process to establish the Leadership Alliance. The membership list is included in this report (refer Attachment Three).

The adopted *Invest Capricorn Region Leadership Alliance Terms of Reference* has been updated to reflect a few small changes to Alliance membership. These changes are highlighted in the updated Terms of Reference (refer Attachments One and Two – tracked changes version and clean copy).

PREVIOUS DECISIONS

At its Ordinary Council meeting of the 5 April 2018 Council adopted the *Invest Capricorn Coast Region Leadership Alliance Terms of Reference* and supported the formation of a Leadership Alliance between Council, government agencies, local business and the community to provide strategic guidance and/or recommendations on regional economic development outcomes and strategies.

At its Ordinary Council meeting of the 20 August 2018 Council resolved to accept the *Invest Capricorn Coast Region Leadership Alliance Terms of Reference* and supported the process of the formation of a Leadership Alliance between Council, government agencies, local business and the community.

BUDGET IMPLICATIONS

There are no direct significant budget implications associated as the coordination of the Leadership Alliance, other than perhaps some catering and printing costs which will be funded within current adopted 2018/19 Economy and Places operational budget.

LEGISLATIVE CONTEXT

There is no legislation relevant to the consideration of this matter.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

The co-ordination and support of the Leadership Alliance will be undertaken by the Economy and Places team and funded within current adopted 2018/19 operational budget.

RISK ASSESSMENT

The risk in not forming the Invest Capricorn Coast Region Leadership Alliance is that without the input of the business community and other organisations and agencies there is potential for piecemeal economic development activities and initiatives being undertaken, missed opportunities or miss-guided effort without consultation.

CORPORATE/OPERATIONAL PLAN

Strategy EC1 of Council's Corporate Plan states: '*Identify and capitalise on economic opportunities for the benefit of 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 *Invest Capricorn Coast Region Economic Development Plan* initiatives are being implemented and being well received and gaining recognition in the region.

It is important that Council establish the Invest Capricorn Region Leadership Alliance so that input and advice on delivery of the strategic initiatives of the *Invest Capricorn Coast Region Economic Development Plan* are sought from proactive local businesses in conjunction with economic development practitioners and professionals.

It is anticipated that the inaugural meeting of the Leadership Alliance will be held by the end of November 2018

12.4 - 4.40 ESTABLISHMENT OF THE INVEST CAPRICORN COAST REGION LEADERSHIP ALLIANCE

Invest Capricorn Coast Region Leadership Alliance Terms of Reference - V3

Meeting Date: 6 November 2018

Attachment No: 1



INVEST CAPRICORN COAST REGION LEADERSHIP ALLIANCE TERMS OF REFERENCE

VERSION 3

OCTOBER 2018

1. CONTEXT – ROLE OF LOCAL GOVERNMENT IN ECONOMIC DEVELOPMENT

Local governments play a key advocacy role in facilitating local economic development and are structured to service the local community and are attuned to local needs, constraints and opportunities. By facilitating growth and investment opportunities in the local economy, Local governments can also support broader community wellbeing goals. Local Government must champion the local economy and be a driving force for economic growth.

Local governments have numerous levers to create an environment conducive to economic growth, investment and job creation. Outlined below highlights the core areas of local government influence and economic development leadership:

- **Advocate** for good ideas, policy change and infrastructure investments from the Queensland and Australian Governments.
- **Facilitate** positive outcomes through relationships with key local service providers; partnerships with adjoining jurisdictions and organisations; interpretation and dispersal of important baseline data on key statistics, demographics, trends and other pertinent information; convening partners to identify pathways, resources and responsibilities for achieving priorities.
- **Regulate** through a sound regulatory framework, provide certainty for existing businesses, potential investors and the community.
- **Plan** direct and facilitate future growth by working with the community and development industry.
- **Provide Services:** provide a range of important and valuable services for the local economy, including infrastructure, waste collection, place-making and multiple other services.
- **Collaborate:** Public-private partnerships are an extremely effective means of delivering mutually beneficial initiatives that require the different capabilities of private and government sectors.

Local government's work should be complementary to private sector efforts, not competitive or duplicative.

On that basis, the intention is to seek input and support from the business community and other organisations and agencies by establishing an Invest Capricorn Coast Region Leadership Alliance to work with Council and Capricorn Enterprise to provide strategic guidance and/or recommendations on regional economic development outcomes and strategies, including the actions detailed in the Invest Capricorn Coast Region Economic Development Plan.

2. PURPOSE

The purpose of the Invest Capricorn Coast Region Leadership Alliance is to provide pathways to and from Council to assist with effective decision making on employment generating and economic development opportunities, and to oversee the implementation of the Invest

Capricorn Coast Region Economic Development Plan to ensure a diverse, strong, innovative and sustainable local economy and future for the Capricorn Coast region.

3. BACKGROUND

Livingstone Shire Council (Council) in partnership with Capricorn Enterprise plays a key advocacy role in facilitating local economic development. Livingstone Shire Council seeks to establish a Leadership Alliance to support and secure the opportunities the Capricorn Coast region has to offer through lifestyle and natural advantages along with:

- world class tourism product
- high growth agricultural economy
- connections to mining
- excellent health care
- superior education and other providers, such as NBN, NDIS, and
- Shoalwater Bay, home to defence force training facilities.

Providing increased support to these economic pillars will provide real jobs and prosperity for the region.

4. ROLES AND FUNCTIONS OF THE LEADERSHIP ALLIANCE

The Leadership Alliance is established to provide advice to Council on the following areas:

- Assist in the implementation and review of the Invest Capricorn Coast Region Economic Development Plan
- Identify initiatives that support and improve the community vitality and economic viability through resilience of the local economy, business and industry
- Ensuring workforce skills in the region match industry need and enhance innovative and productive capacity of the workforce
- Identify new models for financing projects, leverage funding and encourage funding partnerships
- Assist in building long term competitiveness and export readiness by improving access to regional, national and international trading markets, partners, clients and labour to facilitate export of regional successes
- Identify regional, statewide and national partnerships that contribute to influencing the policies that ultimately support the local economy
- Nurture a robust and connected start-up ecosystem
- Promote the advantages of innovation and creativity in business and continue to build knowledge by supporting regular informational networking events
- Develop project ideas and new opportunities for consideration by Council
- Input into relevant Council policies and procedures that support a sustainable, viable and growing business sector; and

- Provide advice on National, State and Local Government infrastructure and services that are impacting on the growth potential of the region.

5. GENERAL

A) MEMBERSHIP

The leadership alliance membership will be comprised of:

- Mayor (Councillor for Economic Development, Major Projects, Government Liaison and International Relationships and Disaster Management)
- Deputy Mayor
- Director Strategic Growth and Development
- CEO Capricorn Enterprise
- Capricornia Chamber of Commerce (one representative)
- Local business group (one representative)
- Department of State Development, Manufacturing, Infrastructure and Planning (one representative)
- Regional Development Australia Fitzroy and Central West (one representative)
- Trade and Investment Queensland (one representative)
- Central Queensland University (one representative)
- Minimum of six members from the business community

Business community members shall be secured through an Expressions of Interest process or by submittal of qualifications and interest statement. Business community representatives shall serve alternating two year terms.

Specialist participation can be sought as warranted for more complex or potentially controversial initiatives.

Members of the Council's Executive Leadership Team and other economic development officers shall act as ex-officio members of the Leadership Alliance and attend as and when required. Other Council Officers and business community members may be invited to attend meetings for particular projects and when otherwise relevant to the responsibilities of the Leadership Alliance.

B) CHAIR

The Councillor for Economic Development, Major Projects, Government Liaison and International Relationships and Disaster Management shall be appointed the inaugural chairman for an initial term of two years. The Deputy Mayor shall be appointed as the Deputy Chair. Thereafter the Chairman role shall alternate annually between the Councillor for Economic Development, Major Projects, Government Liaison and International Relationships and Disaster Management and a business community representative determined by member majority vote.

C) SECRETARIAT

The Secretariat support will be provided by the Project Support Officer, Economy and Places who will arrange meetings, agendas and attend to record actions.

D) AGENDA ITEMS

All agenda items must be forwarded to the Secretariat 10 days prior to a scheduled meeting. Agendas will be prepared in conjunction with the Chairman and provided to members one week prior to scheduled meetings but no later than 48 hours prior.

E) MINUTES AND MEETING PAPERS

The minutes/actions of each meeting will be prepared by the Secretariat in consultation with the Chairman and Director Strategic Growth and Development. Full copies of the minutes/actions, including attachments, will be provided to all members no later than three days following each meeting.

F) PROXIES TO MEETINGS

Members may nominate a proxy to attend a meeting if the member is unable to attend. The nominated proxy will provide relevant comments/feedback about the attended meeting to the member they are representing.

G) QUORUM REQUIREMENTS

A quorum will constitute half of the regular membership plus one.

H) MEETING

Meetings will be held approximately quarterly and shall be scheduled in accordance with need depending on the implementation plan and milestones.

I) MEMBERSHIP GUIDING PRINCIPLES AND VALUES

The principles and values for on the Leadership Alliance include, but are not limited to:

- Open approval to collaboration and partnership
- Decisions must be evidence based
- Conflict of interest disclosure must apply (no self-interest with this program)
- All aspects must have the highest level of confidentiality. This applies to data, decisions, anonymity of responses and evaluations.
- Local content is to be the focus
- Strategies must be tailored to the attributes of the region

The Chairman is the spokesperson for the Leadership Alliance

6. ESTABLISHING PILLAR GROUPS AND SUB-COMMITTEES

The Leadership Alliance will establish Pillar Groups and sub-committees as required, to assist in its role and effectively deal with complex or specialised issues and to use Member's time more efficiently.

All Leadership Alliance Pillar Groups and sub-committees shall have terms of reference setting out matters relevant to their role, responsibilities, membership and the boundaries of their authority.

The following will apply to all Pillar Groups and sub-committees:

- A decision of Pillar Groups and sub-committees made in accordance with their terms of reference and the Invest Capricorn Coast Region Leadership Alliance Terms of Reference will be made as recommendations to the Leadership Alliance for endorsement.
- Pillar Groups and sub-committees may co-opt outside members from time-to-time in order to bring additional skills, experience or networks.
- Pillar Groups and sub-committees will be reviewed annually by the Leadership Alliance and will be formed or dismantled according to the Leadership Alliance agenda and requirements at the time.
- It is anticipated that Pillar Groups will meet monthly.

Pillar Leaders will provide formal written reports to the Leadership Alliance. This is required to be received by the secretariat at least 10 days prior to the Leadership Alliance meetings.

A) COMPOSITION OF PILLAR GROUPS

Pillar Groups will work on the projects and priorities outlined by the Leadership Alliance that are manageable, as the Leadership Alliance is only in its infancy, small, yet purposeful steps, are required to be taken.

Pillar Groups will be led by a Pillar Leader. These leaders, appointed by the Leadership Alliance, are likely to be subject matter experts in the sector the Pillar is operating in. It is also highly likely that the Pillar Leaders may come from the Leadership Alliance members.

Each Pillar Group will have a range of members drawn from both private and public entities through a nomination process. The Pillar Groups focuses will be underpinned by a range of projects that relate to the implementation of the Invest Capricorn Coast Region Economic Development Plan.

B) CONTEXT OF EXISTING SUB-COMMITTEE GROUPS

The Place Making Reference Group and the Economic Recovery Group are existing sub-committees that will support the principles and projects of the Leadership Alliance and directly contribute to the implementation of the Invest Capricorn Coast Region Economic

Development Plan. The Sister Cities Policy refers to the potential for the establishment of a Sister Cities Advisory Committee which, if established would become a sub-committee.

12.4 - 4.40 ESTABLISHMENT OF THE INVEST CAPRICORN COAST REGION LEADERSHIP ALLIANCE

Invest Capricorn Coast Region Leadership Alliance - Track Changes V3

Meeting Date: 6 November 2018

Attachment No: 2



INVEST CAPRICORN COAST REGION LEADERSHIP ALLIANCE TERMS OF REFERENCE

VERSION ~~23~~

~~AUGUST-OCTOBER~~ 2018

1. CONTEXT – ROLE OF LOCAL GOVERNMENT IN ECONOMIC DEVELOPMENT

Local governments play a key advocacy role in facilitating local economic development and are structured to service the local community and are attuned to local needs, constraints and opportunities. By facilitating growth and investment opportunities in the local economy, Local governments can also support broader community wellbeing goals. Local Government must champion the local economy and be a driving force for economic growth.

Local governments have numerous levers to create an environment conducive to economic growth, investment and job creation. Outlined below highlights the core areas of local government influence and economic development leadership:

- **Advocate** for good ideas, policy change and infrastructure investments from the Queensland and Australian Governments.
- **Facilitate** positive outcomes through relationships with key local service providers; partnerships with adjoining jurisdictions and organisations; interpretation and dispersal of important baseline data on key statistics, demographics, trends and other pertinent information; convening partners to identify pathways, resources and responsibilities for achieving priorities.
- **Regulate** through a sound regulatory framework, provide certainty for existing businesses, potential investors and the community.
- **Plan** direct and facilitate future growth by working with the community and development industry.
- **Provide Services:** provide a range of important and valuable services for the local economy, including infrastructure, waste collection, place-making and multiple other services.
- **Collaborate:** Public-private partnerships are an extremely effective means of delivering mutually beneficial initiatives that require the different capabilities of private and government sectors.

Local government's work should be complementary to private sector efforts, not competitive or duplicative.

On that basis, the intention is to seek input and support from the business community and other organisations and agencies by establishing an Invest Capricorn Coast Region Leadership Alliance to work with Council and Capricorn Enterprise to provide strategic guidance and/or recommendations on regional economic development outcomes and strategies, including the actions detailed in the Invest Capricorn Coast Region Economic Development Plan.

2. PURPOSE

The purpose of the Invest Capricorn Coast Region Leadership Alliance is to provide pathways to and from Council to assist with effective decision making on employment generating and economic development opportunities, and to oversee the implementation of the Invest

Capricorn Coast Region Economic Development Plan to ensure a diverse, strong, innovative and sustainable local economy and future for the Capricorn Coast region.

3. BACKGROUND

Livingstone Shire Council (Council) in partnership with Capricorn Enterprise plays a key advocacy role in facilitating local economic development. Livingstone Shire Council seeks to establish a Leadership Alliance to support and secure the opportunities the Capricorn Coast region has to offer through lifestyle and natural advantages along with:

- world class tourism product
- high growth agricultural economy
- connections to mining
- excellent health care
- superior education and other providers, such as NBN, NDIS, and
- Shoalwater Bay, home to defence force training facilities.

Providing increased support to these economic pillars will provide real jobs and prosperity for the region.

4. ROLES AND FUNCTIONS OF THE LEADERSHIP ALLIANCE

The Leadership Alliance is established to provide advice to Council on the following areas:

- Assist in the implementation and review of the Invest Capricorn Coast Region Economic Development Plan
- Identify initiatives that support and improve the community vitality and economic viability through resilience of the local economy, business and industry
- Ensuring workforce skills in the region match industry need and enhance innovative and productive capacity of the workforce
- Identify new models for financing projects, leverage funding and encourage funding partnerships
- Assist in building long term competitiveness and export readiness by improving access to regional, national and international trading markets, partners, clients and labour to facilitate export of regional successes
- Identify regional, statewide and national partnerships that contribute to influencing the policies that ultimately support the local economy
- Nurture a robust and connected start-up ecosystem
- Promote the advantages of innovation and creativity in business and continue to build knowledge by supporting regular informational networking events
- Develop project ideas and new opportunities for consideration by Council
- Input into relevant Council policies and procedures that support a sustainable, viable and growing business sector; and

- Provide advice on National, State and Local Government infrastructure and services that are impacting on the growth potential of the region.

5. GENERAL

A) MEMBERSHIP

The leadership alliance membership will be comprised of:

- Mayor (Councillor for Economic Development, Major Projects, Government Liaison and International Relationships and Disaster Management)
- Deputy Mayor
- Director Strategic Growth and Development
- CEO Capricorn Enterprise
- [Capricornia Chamber of Commerce \(one representative\)](#)
- [Local business group \(one representative\)](#)
- Department of State Development, Manufacturing, Infrastructure and Planning (one representative)
- Regional Development Australia Fitzroy and Central West (one representative)
- [Trade and Investment Queensland \(one representative\)](#)
- [Central Queensland University \(one representative\)](#)
- ~~Four to~~ [Minimum of](#) six members from the business community

Business community members shall be secured through an Expressions of Interest process or by submittal of qualifications and interest statement. Business community representatives shall serve alternating two year terms.

Specialist participation can be sought as warranted for more complex or potentially controversial initiatives.

Members of the Council's Executive Leadership Team and other economic development officers shall act as ex-officio members of the Leadership Alliance and attend as and when required. Other Council Officers and business community members may be invited to attend meetings for particular projects and when otherwise relevant to the responsibilities of the Leadership Alliance.

B) CHAIR

The Councillor for Economic Development, Major Projects, Government Liaison and International Relationships and Disaster Management shall be appointed the inaugural chairman for an initial term of two years. The Deputy Mayor shall be appointed as the Deputy Chair. Thereafter the Chairman role shall alternate annually between the Councillor for Economic Development, Major Projects, Government Liaison and International Relationships and Disaster Management and a business community representative determined by member majority vote.

C) SECRETARIAT

The Secretariat support will be provided by the Project Support Officer, Economy and Places who will arrange meetings, agendas and attend to record actions.

D) AGENDA ITEMS

All agenda items must be forwarded to the Secretariat 10 days prior to a scheduled meeting. Agendas will be prepared in conjunction with the Chairman and provided to members one week prior to scheduled meetings but no later than 48 hours prior.

E) MINUTES AND MEETING PAPERS

The minutes/actions of each meeting will be prepared by the Secretariat in consultation with the Chairman and Director Strategic Growth and Development. Full copies of the minutes/actions, including attachments, will be provided to all members no later than three days following each meeting.

F) PROXIES TO MEETINGS

Members may nominate a proxy to attend a meeting if the member is unable to attend. The nominated proxy will provide relevant comments/feedback about the attended meeting to the member they are representing.

G) QUORUM REQUIREMENTS

A quorum will constitute half of the regular membership plus one.

H) MEETING

Meetings will be held approximately quarterly and shall be scheduled in accordance with need depending on the implementation plan and milestones.

I) MEMBERSHIP GUIDING PRINCIPLES AND VALUES

The principles and values for on the Leadership Alliance include, but are not limited to:

- Open approval to collaboration and partnership
- Decisions must be evidence based
- Conflict of interest disclosure must apply (no self-interest with this program)
- All aspects must have the highest level of confidentiality. This applies to data, decisions, anonymity of responses and evaluations.
- Local content is to be the focus
- Strategies must be tailored to the attributes of the region

The Chairman is the spokesperson for the Leadership Alliance

6. ESTABLISHING PILLAR GROUPS AND SUB-COMMITTEES

The Leadership Alliance will establish Pillar Groups and sub-committees as required, to assist in its role and effectively deal with complex or specialised issues and to use Member's time more efficiently.

All Leadership Alliance Pillar Groups and sub-committees shall have terms of reference setting out matters relevant to their role, responsibilities, membership and the boundaries of their authority.

The following will apply to all Pillar Groups and sub-committees:

- A decision of Pillar Groups and sub-committees made in accordance with their terms of reference and the Invest Capricorn Coast Region Leadership Alliance Terms of Reference will be made as recommendations to the Leadership Alliance for endorsement.
- Pillar Groups and sub-committees may co-opt outside members from time-to-time in order to bring additional skills, experience or networks.
- Pillar Groups and sub-committees will be reviewed annually by the Leadership Alliance and will be formed or dismantled according to the Leadership Alliance agenda and requirements at the time.
- It is anticipated that Pillar Groups will meet monthly.

Pillar Leaders will provide formal written reports to the Leadership Alliance. This is required to be received by the secretariat at least 10 days prior to the Leadership Alliance meetings.

A) COMPOSITION OF PILLAR GROUPS

Pillar Groups will work on the projects and priorities outlined by the Leadership Alliance that are manageable, as the Leadership Alliance is only in its infancy, small, yet purposeful steps, are required to be taken.

Pillar Groups will be led by a Pillar Leader. These leaders, appointed by the Leadership Alliance, are likely to be subject matter experts in the sector the Pillar is operating in. It is also highly likely that the Pillar Leaders may come from the Leadership Alliance members.

Each Pillar Group will have a range of members drawn from both private and public entities through a nomination process. The Pillar Groups focuses will be underpinned by a range of projects that relate to the implementation of the Invest Capricorn Coast Region Economic Development Plan.

B) CONTEXT OF EXISTING SUB-COMMITTEE GROUPS

The Place Making Reference Group and the Economic Recovery Group are existing sub-committees that will support the principles and projects of the Leadership Alliance and directly contribute to the implementation of the Invest Capricorn Coast Region Economic

Development Plan. The Sister Cities Policy refers to the potential for the establishment of a Sister Cities Advisory Committee which, if established would become a sub-committee.

12.4 - 4.40 ESTABLISHMENT OF THE INVEST CAPRICORN COAST REGION LEADERSHIP ALLIANCE

Capricorn Coast Region Leadership Alliance - Members

Meeting Date: 6 November 2018

Attachment No: 3

CAPRICORN COAST REGION LEADERSHIP ALLIANCE EXPRESSION OF INTEREST		
Name	Position	Business Name
Bill Ludwig	Mayor	Livingstone Shire Council
Nigel Hutton	Deputy Mayor	Livingstone Shire Council
Debra Howe	Director Strategic Growth & Development	Livingstone Shire Council
Mary Carroll	Chief Executive Officer	Capricorn Enterprise
Richard Austin	Regional Director Central QLD	Department of State Development
Jan Anfruns	Principal Trade & Investment Officer	Trade and Investment Queensland
Representative		Regional Development Australia Fitzroy and Central West
Lance Cummins	Director/Treasurer	Keppel Financial Services Ltd (Bendigo Bank)
Phil Henry	Secretary	Capricornia Chamber of Commerce
Karla McPhail	Chief Executive Officer	The Real Group
Ross O'Reilly	Owner	Rosslyn Bay Wellness
Lisa Lilleboe	Managing Director	Sail Inn Motel, Sea Breeze Servo and Takeway and RB & EJ Lilleboe Builders
Natalie Gesler	Principal	@ Real Estate
Jason Thomasson	Director	JRT Group of Companies
Julie Strudwick	Manager	Keppel Bay Sailing Club
Rhys Davies	Owner	Chapter
Lynelle Burms	Project Manager, Business Systems	Anglicare Central Queensland
Kylie Cariage	Deputy Director, Student Governance	CQUniversity

13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

13.1 NOTICE OF MOTION - COUNCILLOR ADAM BELOT - WRECK POINT PATHWAY

File No: GV13.4.4

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

Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Adam Belot has indicated his intention to move the following Notice of Motion at the next Council Meeting 6 November 2018, as follows:

RECOMMENDATION

THAT LSC review the current design of the proposed walking path from Cooe Bay to Lammermoor Beach including:

- Consideration of redesigning path alignment/direction
- Design that will best accommodate users of all abilities

BACKGROUND

Refer to attached notice of motion.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

13.1 - NOTICE OF MOTION - COUNCILLOR ADAM BELOT - WRECK POINT PATHWAY

Notice of Motion

Meeting Date: 6 November 2018

Attachment No: 1

To the office of the CEO of Livingstone Shire Council,

Dear, Chris Murdoch,

I submit the following Notice of Motion for your consideration, to be included in Livingstone Shire Council's Ordinary Agenda at the next available meeting.

"That LSC review the current design of the proposed walking path from Cooe Bay Beach to Lammermoor Beach including:

- **Consideration of redesigning path alignment/direction**
- **Design that will best accommodate users of all abilities."**

Background.

Currently there is a preliminary design to construct a walking path from Cooe Bay Beach up and over to Lammermoor Beach, via Wreck Point lower observation deck. This path will include steps going down steep terrain onto the northern end of Lammermoor Beach.

Initially, a similar design was proposed for the Cooe Bay entry/ exit, however this appears to have been changed due to public concerns raised about accessibility issues, steep slopes and stairs going onto or near rocks.

This motion seeks to review the current path way alignment, to allow for greater accessibility for all including: wheelchair access, elderly and persons pushing infants in strollers.

Sincerely,

Cr Adam Belot

Date 30/10/2018

13.2 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - CLARIFICATION OF PROPOSED ROADWORKS TARANGANBA

File No: GV13.4.4
Attachments: 1. Notice of Motion [↓](#)
Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather has indicated her intention to move the following Notice of Motion at the next Council Meeting 6 November 2018, as follows:

RECOMMENDATION

THAT the road 'Frangipani Drive' be removed from future correspondence and reports when referring to the proposed signaled intersection on Taranganba Road and the un-named bus set down area adjacent to the Taranganba School. Let it be noted that Frangipani Drive has no relevance to this proposed upgrade.

BACKGROUND

Refer to attached notice of motion.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

**13.2 - NOTICE OF MOTION -
COUNCILLOR GLENDA MATHER -
CLARIFICATION OF PROPOSED
ROADWORKS TARANGANBA**

Notice of Motion

Meeting Date: 6 November 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
18 October 2018

Chief Executive Officer
Livingstone Shire Council
Yeppoon Q 4703

Notice of Motion
Clarification of proposed roadworks Taranganba

Dear Madam CEO,
I wish to submit the following Notice of Motion to be included in the next Ordinary Meeting of Council:

"That the road "Frangipani Drive" be removed from future correspondence and reports when referring to the proposed signalled intersection on Taranganba Rd and the un-named bus set down area adjacent to the Taranganba School. Let it be noted that Frangipani Drive has no relevance to this proposed upgrade."

Background:

The intersection intended for signals on Taranganba Road is the result of land acquired from two neighbouring private properties to allow room for a bus set down area beside the school.

As yet the construction has not taken place, and the new entrance to the set down has not been named. It is NOT Frangipani Drive, nor is it connected, or intended to be connected to Frangipani Drive.

Frangipani Drive is another road south of Taranganba Rd. which has no relevance to the proposed signalled intersection.

I raised this issue at the table previously, and believed the matter was clarified, but in subsequent reports, the reference to Frangipani Drive wrongly persists.

The on-going incorrect reference is causing the adjacent land-owner some distress.

I trust this motion will put the matter to bed once and for all.

Many thanks Glenda Mather Clr

13.3 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - UPGRADE TOOKERS ROAD

File No: GV13.4.4
Attachments: 1. Notice of Motion [↓](#)
Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather has indicated her intention to move the following Notice of Motion at the next Council Meeting 6 November 2018, as follows:

RECOMMENDATION

THAT due to the extraordinary traffic generated on Tookers Road caused by the construction of the wave pool, Council initiate an interim remedy to deal with the on-going dust issues to residents in close proximity to the road.

BACKGROUND

Refer to attached notice of motion.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

**13.3 - NOTICE OF MOTION -
COUNCILLOR GLENDA MATHER -
UPGRADE TOOKERS ROAD**

Notice of Motion

Meeting Date: 6 November 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
29 October 2018

Chief Executive Officer
Livingstone Shire Council
Yeppoon Q 4703

Notice of Motion
Notice of Motion - Upgrade Tooker's Road

Dear Madam CEO,

I hereby give Notice of my intention to move the following motion at the next Ordinary Meeting of Council set down for Tuesday 6 November 2018:

"That due to the extraordinary traffic generated on Tookers Road caused by the construction of the wave pool, Council initiate an interim remedy to deal with the on-going dust issue to residents in close proximity to the road.

And further, Council initiate an urgent plan to seal the two short gravel sections at the Annie Drive end of Tookers Road, based on serious health grounds."

Background:

Prior to the commencement of the wave pool construction, the impacts on the road (part of which is unconstructed) and the residents was not put before the table for discussion.

Only through futile attempts by residents to address the dust impacts, that a petition was initiated to get the attention of the councillors and relevant persons.
This is not the appropriate way to gain public support for a new venture, by having the local residents "wear" the consequences, nor is it acceptable.

At the Annie Drive end of Tookers Road there are two very short sections of gravel road between short strips of seal. The gravel strips are 100mtrs and 70mtrs respectively, and not an expensive outlay considering the rapid relief it will bring to the families suffering the health impacts, including two small children who now have chronic asthma due to dust.

I'm sure officers can find sufficient funding to address this problem.

Many thanks
Glenda Mather Clr

13.4 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - KEPPEL SANDS SAFETY ISSUE

File No: GV13.4.4
Attachments: 1. Notice of Motion [↓](#)
Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather has indicated her intention to move the following Notice of Motion at the next Council Meeting 6 November 2018, as follows:

RECOMMENDATION

THAT due to an identified need to provide greater pedestrian safety on Taylor Street Keppel Sands, Council erect, as a matter of urgency, a suitable pedestrian barrier on the roadway in the vicinity of the culvert which services the drain in the caravan park.

BACKGROUND

Refer to attached notice of motion.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

**13.4 - NOTICE OF MOTION -
COUNCILLOR GLENDA MATHER -
KEPPEL SANDS SAFETY ISSUE**

Notice of Motion

Meeting Date: 6 November 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
29 October 2018

Chief Executive Officer
Livingstone Shire Council
Yeppoon Q 4703

Notice of Motion
Keppel Sands Safety Issue

Dear Madam CEO,

I hereby give Notice of my intention to move the following motion at the next Ordinary Meeting set down for Tuesday 6 November 2018:

"That due to an identified need to provide greater pedestrian safety on Taylor Street Keppel Sands, Council erect, as a matter of urgency, a suitable pedestrian barrier on the roadway in the vicinity of the culvert which services the drain in the caravan park.

And further, Council formally request Ergon to improve the lighting in that particular area as a priority."

Background:

Due to the lack of lighting in Taylor Street, there was a recent accident at the culvert where serious injuries were sustained.

I visited the site, took photos, and forwarded the information through Pathways, and I believe the CEO, for follow-up.

Not having a response I took it that the matter was in hand and remedial work would be underway to improve the safety situation.

Only this week did we find through a public meeting, that nothing had been done, and one local alleged he was told nothing would be done as the culvert complied. Nobody disputes the compliance of the culvert.

At that meeting it was also confirmed that there had been two previous pedestrian accidents at that same location, which was probably unknown to anyone not living in Keppel Sands.

Council's Duty of Care demands this situation is addressed at the earliest.

Many thanks, Glenda Mather CLr

13.5 QUESTIONS ON NOTICE - COUNCILLOR GLENDA MATHER - WAVE POOL**File No:** GV13.4.4**Attachments:** 1. Questions on Notice [↓](#)**Responsible Officer:** Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather indicated her intention to place the following questions on notice in relation to the wave pool on Tookers Road, Cawarral at the next Council Meeting 6 November 2018.

- a) What planning process was required to undertake the wave pool?
- b) What conditions were placed on the construction/planning of the pool?
- c) I understand Tookers Road and an unconstructed section of this road was used as a thoroughfare to transport excavated material from the pool, as well as other contracted vehicles relative to the job. Is this correct?
- d) Please provide a map showing the designated route (for members' benefit).
- e) Was there a written agreement/approval with conditions between Council and the developer to use this route? If so, please provide a copy.
- f) What consultation did Council or anyone undertake with the residents along the Tookers Road route to advise them of the proposed works, given that some inconvenience would be expected?
- g) When was the first complaint received alerting Council to any traffic/health issues due to the operation, and what was Council's response to this?
- h) Where was the excavated material deposited, and was a Planning/Operational Works Approval required for either party to do this?

RECOMMENDATION

THAT the questions on notice be received.

BACKGROUND

Refer to attached questions on notice.

13.5 - QUESTIONS ON NOTICE - COUNCILLOR GLENDA MATHER - WAVE POOL

Questions on Notice

Meeting Date: 6 November 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
14 October 2018

Chief Executive Officer
Livingstone Shire Council
Yeppoon Q 4703

**Questions on Notice
Wave Pool**

Dear Madam CEO,
Would you please ask the relevant officers to provide answers to the following questions regarding the wave pool on the Rockhampton / Yeppoon Road.

I understand a number of phone calls were put through to Council, in relation to traffic safety and health, and the number of vehicles on a road /part of a road which is believed to be gazetted but not constructed.

Ques 1. What planning process was required to undertake the wave pool?

Ques 2. What conditions were placed on the construction / planning of the pool?

Ques 3. I understand Tooker's Road and an unconstructed section of this road was used as a thoroughfare to transport excavated material from the pool, as well as other contracted vehicles relative to the job.
Is this correct?
Please provide a map showing the designated route (for members' benefit).

Ques 4. Was there a written agreement /approval with conditions between Council and the developer to use this route?
If so please provide a copy.

Ques 5. What consultation did Council or anyone undertake with the residents along the Tooker's Road route to advise them of the proposed works, given that some inconvenience would be expected?

Ques 6. When was the first complaint received alerting Council to any traffic / health issues due to the operation, and what was Council's response to this?

Ques 7. Where was the excavated material deposited, and was a Planning / Operational Works Approval required for either party to do this?

Many thanks,
Glenda Mather Clr

13.6 QUESTIONS ON NOTICE - COUNCILLOR GLENDA MATHER - PREFERRED SERVICE PROVIDERS**File No:** GV13.4.4**Attachments:** 1. Questions on Notice [↓](#)**Responsible Officer:** Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather indicated her intention to place the following questions on notice in relation to preferred service providers at the next Council Meeting 6 November 2018.

- 1. When is Council planning to call for expressions to renew its list of preferred service providers?*
- 2. How often is Council required to advertise for expressions?*
- 3. What was the last date on which expressions were called?*

RECOMMENDATION

THAT the questions on notice be received.

BACKGROUND

Refer to attached questions on notice.

13.6 - QUESTIONS ON NOTICE - COUNCILLOR GLENDA MATHER - PREFERRED SERVICE PROVIDERS

Questions on Notice

Meeting Date: 6 November 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
29 October 2018

Chief Executive Officer
Livingstone Shire Council
Yeppoon Q 4703

**Questions on Notice
Preferred Service Providers**

Dear Madam CEO,

Due to the number of persons asking when they would be able to place an interest as a future service provider, I advised I'd formally place the questions.

Question 1.

When is Council planning to call for expressions to renew its list of preferred service providers?

Question 2.

How often is Council required to advertise for expressions?

Question 3.

What was the last date on which expressions were called?

Many thanks
Glenda Mather Clr

13.7 QUESTIONS ON NOTICE - COUNCILLOR GLENDA MATHER - KEPPEL SANDS CARAVAN PARK - METER QUERY**File No:** GV13.4.4**Attachments:** 1. Questions on Notice [↓](#)**Responsible Officer:** Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Glenda Mather indicated her intention to place the following questions on notice in relation to Keppel Sands Caravan Park meter query at the next Council Meeting 6 November 2018.

- 1. What action did Council take to ensure the meter was recording correctly, ruling out any fault?*
- 2. Was the meter tested by an authorised person?*

RECOMMENDATION

THAT the questions on notice be received.

BACKGROUND

Refer to attached questions on notice.

**13.7 - QUESTIONS ON NOTICE -
COUNCILLOR GLENDA MATHER -
KEPPEL SANDS CARAVAN PARK -
METER QUERY**

Questions on Notice

Meeting Date: 6 November 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
29 October 2018

Chief executive Officer
Livingstone Shire Council
Yeppoon Q 4703

**Questions on Notice
Keppel Sands Caravan Park - meter query**

Dear Madam CEO,

Council recently received a query from a park resident over an exceptionally high power reading, which was out of character with previous readings, yet appliance usage allegedly remained the same.

Question:

- 1. What action did Council take to ensure the meter was recording correctly, ruling out any fault?**
- 2. Was the meter tested by an authorised person?**

Many thanks Glenda Mather Clr

14 CLOSED SESSION

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

RECOMMENDATION

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

15.1 Internal Audit Review of Roads Maintenance Scheduling

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

15 CONFIDENTIAL REPORTS

15.1 INTERNAL AUDIT REVIEW OF ROADS MAINTENANCE SCHEDULING

File No: CM4.2.3

Attachments: 1. Internal Audit Report - Road Maintenance Scheduling

Responsible Officer: Chris Murdoch - Chief Executive Officer

Author: Scott Williams - Internal Auditor

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 Internal Audit review examining how Council performs road maintenance scheduling has now been completed. The review concluded that the control environment was rated as "some weakness" on the scale explained within the report. A range of recommendations were made with themes around improving process documentation, improving recording of data in the system and improving reporting.

16 URGENT BUSINESS/QUESTIONS

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

17 CLOSURE OF MEETING