



ORDINARY MEETING

AGENDA

7 AUGUST 2018

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 7 August 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
2 August 2018

Next Meeting Date: 21.08.18

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

3.1 LEAVE OF ABSENCE FOR COUNCILLOR PAT EASTWOOD - 6 - 10 AUGUST 2018

File No: GV13.4.1

Attachments: Nil

Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

Councillor Pat Eastwood has requested leave of absence for 6 – 10 August 2018 inclusive.

RECOMMENDATION

THAT leave of absence be granted to Councillor Pat Eastwood for 6 – 10 August 2018 inclusive.

4 PUBLIC FORUMS/DEPUTATIONS

Nil

5 MAYORAL MINUTE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 17 July 2018.

Minutes of the Ordinary Meeting held 19 July 2018.

Minutes of the Ordinary Meeting held 23 July 2018.

Minutes of the Ordinary Meeting held 24 July 2018.

7 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

8 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: GV13.4.1

Attachments: 1. **Business Outstanding Table - 7 August 2018**[↓](#)

Responsible Officer: Chris Murdoch - Chief Executive Officer

SUMMARY

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

OFFICER'S RECOMMENDATION

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

8.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table - 7 August 2018

Meeting Date: 7 August 2018

Attachment No: 1

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
25 February 2014	City Status Classification	THAT Council resolves to: 1. Proceed with a formal city status classification application for the Livingstone Shire Council area; and 2. Enter into consultation with the community to determine an appropriate name, suggesting the Capricorn Coast City Council as a possible option.	Director Strategic Growth and Development	30/09/2018	1 Aug 2018 – 10.15 AM – Project Support Officer Mayor Ludwig requested the community engagement not be progressed in the short term due to the large number of projects and activities in progress.
08 December 2015	Notice of Motion – Councillor Glenda Mather – Drainage/Health Issue Scenic Highway, Kinka	THAT a report come back to Council as to what appropriate action may be taken to address the drainage issues at 1043 Scenic Highway, Kinka which has been allowed to become an overgrown swamp in recent years, posing a potential health hazard to residents in the area.	Executive Director Infrastructure	31/08/2018	13 Jun 2018 - 10:20 AM - Executive Director Infrastructure Report moved to Advisory Committee meeting of 6 August 2018.
09 February 2016	Notice of Motion – Councillor Glenda Mather – Relocatable Dwellings Draft Policy	THAT the Planning Department be asked to report back to Council on the possibility of formulating a Draft Policy or alternatively, an enforceable procedure which would ensure Council had decision rights to determine the suitability of urban form within the Shire.	Coordinator Development Assessment	31/08/2018	31 Jul 2018 – 4:36 PM - Executive Officer Liveability and Wellbeing Report is on the Agenda for 6 August 2018 Advisory Committee.
10 October 2016	Acquisition of Easements – Scenic Highway, Statue Bay – Report 1	THAT Council resolves to: 1) Serve a Notice of Intention to Resume including a background information document in accordance with section 7 of the Acquisition of Land Act 1967 and thereafter proceed in accordance with the requirements of the said Act with the intention of procuring the publication in the Queensland Government Gazette of a proclamation vesting the easement in Council subject to due consideration of all objections made in accordance with the provisions of the said Act; and 2) Authorise the Director Infrastructure Services to:	Policy and Planning Officer	31/08/2018	31 Jul 2018 1:06 PM – Policy and Planning Officer Lot 4 LN1023 - report being presented to Council on 7 August 2018 to publish resumption notice in Government Gazette.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>(a) Negotiate and enter into on behalf of Council a Resumption Agreement pursuant to section 15 of the Acquisition of Land Act 1967 with the owner and any mortgagee of the land described as Lot 9 LN1023, Lot 4 LN1023 and Lot 2 LN1023, in relation to the acquisition of an easement over part of the land, being for works for any public works, or other work or purpose of a similar nature (being works to stabilise a cliff face being part of the road reserve for Scenic Highway); and</p> <p>(b) Negotiate and agree upon the amount of compensation to be paid to the landowner and any mortgagee of the land, pursuant to the Acquisition of Land Act 1967, up to the limit identified in the body of this report; and</p> <p>(c) To either:</p> <p>(i) make application to the Minister for Natural Resources and Mines in accordance with section 15C of the Acquisition of Land Act 1967 for the easement to be taken; or</p> <p>declare by gazette notice, pursuant to section 15D of the Acquisition of Land Act 1967, that the easement is taken.</p>			
10 October 2016	Acquisition of Easements – Scenic Highway Statue Bay – Report 2	<p>THAT Council resolves to:</p> <p>1) Serve a Notice of Intention to Resume including a background information document in accordance with section 7 of the Acquisition of Land Act 1967 and thereafter proceed in accordance with the requirements of the said Act with the intention of procuring the publication in the Queensland Government Gazette of a proclamation vesting the easement in Council subject to due consideration of all</p>	Policy and Planning Officer	30/09/2018	<p>31 Jul 18 – 1:08 PM – Policy and Planning Officer</p> <p>Lot 5 LN1023 - report being presented to Council on 7 August 2018 to publish resumption notice in Government Gazette.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		<p>objections made in accordance with the provisions of the said Act; and</p> <p>2) Authorise the Director Infrastructure Services to:</p> <p>(a) Negotiate and enter into on behalf of Council a Resumption Agreement pursuant to section 15 of the Acquisition of Land Act 1967 with the owner and any mortgagee of the land described as Lot 1 LN1023 and Lot 5 LN1023, in relation to the acquisition of an easement over part of the land, being for works for any public works, or other work or purpose of a similar nature (being works to stabilise a cliff face being part of the road reserve for Scenic Highway); and</p> <p>(b) Negotiate and agree upon the amount of compensation to be paid to the landowner and any mortgagee of the land, pursuant to the Acquisition of Land Act. 1967, up to the limit identified in the body of this report; and</p> <p>(c) To either:</p> <p>(i) make application to the Minister for Natural Resources and Mines in accordance with section 15C of the Acquisition of Land Act 1967 for the easement to be taken; or</p> <p>declare by gazette notice, pursuant to section 15D of the Acquisition of Land Act 1967, that the easement is taken.</p>			

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
22 November 2016	Notice of Motion – Councillor Adam Belot – Livingstone Shire Council's Meeting Procedures Policy	THAT pursuant to s34(1)(d) and s37 Council Meeting Procedures the debate on the motion and/or amendment now before the meeting be adjourned until February 2017 for policy review.	Governance Officer	31/09/2018	14 Feb 2018 - 2:40 PM – Coordinator Executive Support Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.
13 December 2016	Yeppoon Homemaker Centre Stage 1 Business Case and Tender Report	THAT Council delegates the Chief Executive Officer to negotiate and enter into a contract for the sale of all three lots within Stage One of the Yeppoon Homemaker Centre as per the offer contained in the report.	Director Strategic Growth and Development	30/11/2018	1 Aug 2018 – 10:06 AM – Project Support Officer The civil works contract has been awarded. The works are expected to be completed by the end of October 2018. Revised settlement dates are currently being negotiated with the land purchaser. The consultants have advised that the environmental report is now expected by mid-August.
07 February 2017	Outstanding Policy Documents	THAT the following policies be adopted: 1. Encroachment on Public Land Policy; 2. Equal Employment Opportunity Policy; 3. Failure to Renew Licence Response Policy; 7. Telecommunications Facilities on Council Land Policy; and 8. Unlicensed Premises Response Policy. With policies 4, 5 and 6 to be further reviewed.	Governance Officer	30/09/2018	02 Aug 2018 - 4:54 PM – Governance Officer Three policies currently under review and will be resubmitted back to Council once finalised.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
07 March 2017	Councillor Interaction with the Organisation Policy	<p>THAT Council adopts the Councillor Interaction with the Organisation Policy.</p> <p>THAT the matter lay on the table pending further discussions in Workshop Meeting and to return to a future Council Meeting.</p>	Governance Officer	30/09/2018	<p>02 Aug 2018 – 8:50 AM – Executive Support Officer</p> <p>Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.</p>
21 March 2017	Petition From Residents of Mt Chalmers – Sale of Mt Chalmers State School and Adjoining Land	THAT the petition against the sale of the old Mt Chalmers State School and adjoining land be received	Director Strategic Growth and Development	30/09/2018	<p>31 July 2018 - 4.40 PM – Project Support Officer</p> <p>An application was lodged with Council on 4 December 2017 to subdivide the lots.</p> <p>Council's Development Assessment issued an Information Request on 19 December 2017, the items on the information request are being addressed.</p> <p>Officers met with the Planning consultant on a number of occasions to identify requirements and costs to undertake the reconfiguration of lots. Approval is being sought to continue with the plumbing and drainage works given the cost to undertake the work.</p> <p>Further investigations are occurring to confirm if the sale can proceed subject to the work being completed.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
18 April 2017	Standing Orders for Council Meetings Policy	THAT the matter lay on the table pending further discussion and to return to a future Council Meeting.	Governance Officer	30/09/2018	2 Aug 2018 - 10:57 AM – Executive Support Officer Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government.
20 June 2017	Smart Cities and Suburbs Program – Yeppoon Town Centre Smart Precinct – Solar Lighting and Interactive Kiosk	THAT Council resolve to submit an application to the Australian Government Smart Cities and Suburbs Program, seeking a grant amount of \$200,000, with the co-funding requirement of the additional \$200,000 being met from current projects towards the cost of smart energy efficient infrastructure necessary to complete the Yeppoon Town Centre Smart Precinct. The total project costs are estimated at approximately \$400,000.	Senior Economic Development Officer	30/09/2018	31 July 2018 – 8.40AM – Project Support Officer Preferred tenderer nominated 4 May 2018, an additional specification was required in July 2018 which went to all compliant tenderers with a request to extend offer validity period. A preferred tenderer was again nominated on 25 July 2018 and contract negotiations are progressing.
18 July 2017	Volunteer Policy, Procedure and Handbook	THAT Council: 1. Adopt the Livingstone Shire Council Volunteer Handbook. 2. Adopt the Livingstone Shire Council Volunteer Policy. 3. Adopt the Livingstone Shire Council Volunteer Procedure.	Resilience and Volunteer Coordination Officer	30/09/2018	31 Jul 2018 – 4:49 PM – Executive Officer Liveability and Wellbeing Budget has been identified in the 2018/19 for Volunteers and currently servicing Pathway register. A Needs Analysis is commencing this week to develop the requirements for Volunteers in the organisation.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
15 August 2017	Resident Maintenance and Enhancement of Council Land	THAT Council implement a permit process for residents to undertake unsupervised work within Council controlled reserves, foreshore and park areas. Individuals will sign an Indemnity Agreement with conditions and Council will cover public liability insurance for the individual.	Senior Land Protection Officer	30/09/2018	31 Jul 2018 – 10.15 AM – Support Services Officer FAQs and introductory document in draft stage.
15 August 2017	Acquisition of Land for Road Purposes - Wildin Way, Mulambin	THAT Council: 1. Discontinue discussions with the owners of Lot 43 SP202178 regarding the acquisition of land for road purposes; 2. Commence negotiations with the owner of Lot 4 RP620054 to acquire a portion of their property as a 10m wide road reserve along the southern boundary; and 3. Endorse the submission of an Application to Dedicate State Land as Road to the Department of Natural Resources & Mines as shown on Drawing No 17-006-51.	Policy and Planning Officer	30/09/2018	30 Jul 2018 - 1:27 PM – Policy and Planning Officer Waiting on issue of decision notice (D-102-2018).
07 November 2017	Petition from Graham Miller, Milman – The Caves Square and Public Amenities	THAT the petition requesting maintenance of The Caves Square and public amenities be received.	Executive Director Infrastructure	30/09/2018	30 Jul 2018 - 3:19 PM - Executive Assistant to Executive Director Infrastructure A report will be presented to the Advisory Committee on 20 August 2018 providing an update on amenities cleaning and the lawn/garden maintenance.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
21 November 2017	Potential Sale of Lot 17 Macadamia Drive, The Gateway	THAT Council accept the offer outlined in this report for the vacant land at Lot 17 Macadamia Drive, Hidden Valley.	Project Support Officer	31/08/2018	31 Jul 2018 - 4:41 PM – Project Support Officer Settlement occurred on 10 July 2018. No further action required.
5 December 2017	Regulated Car Parking Yeppoon Foreshore and Town Centre	THAT Council resolve to: 1) Declare a Traffic Area having a default parking limit of one hour, with the inclusion of two and three hour designations being established in specific precincts as supported by Attachment Four Community Engagement WrAPup Car Parking Strategy Yeppoon CBD and as shown in Attachment One (Schedule One - Declaration of Traffic Area); (2) Endorse and enact the regulated parking strategy once the changes to the Subordinate Local Law No. 5 (Parking) 2011 Schedule One and Schedule Two take effect and regulated parking signage is in place; (3) Once enacted adequately inform the community of the regulated parking areas (via engagement, media and signage). An initial warning period of one month will be afforded to motorists found overstaying the timed period. After one month the monetary value of an infringement will resume; (4) Consider a budget allocation at the 17/18 Quarter Two Budget review for updated parking signage in the amount of \$30,000; (5) Endorse the installation of smart parking beacons and technology to the designated one hour regulated traffic area	Manager Engineering Services	30/09/2018	30 Jul 2018 – 3:32 PM - Executive Assistant to Executive Director Infrastructure Plans are finalised. Implementation to follow subject to budget.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
		to be funded from the Yeppoon Town Centre Smart Lighting Project; (6) Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule One Declaration of traffic area to define a Traffic Area for Yeppoon as shown in Attachment One (Schedule One - Declaration of Traffic Area); (7) Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule Two Declaration of off-street regulated parking areas to include off-street regulated parking for Queen Street (Lot 10 on Y17136), the Yeppoon Town Centre Car Park (Lot 10 on SP289416) and the Yeppoon Foreshore (part of Lot 65 on SP234671); and (8) Amend Subordinate Local Law No. 5 (Parking) 2011 Schedule Two Declaration of off-street regulated parking areas to rescind all reference and plans associated with the region of Rockhampton Regional Council.			
18 December 2017	Request to Consider Balance of Outstanding Water Consumption	a) In view of the information provided in the request letter, and taking into account the endeavours of the rate payer to address the debt, Council resolves to adopt option 2 as presented in the report. b) Council also refers this matter to a future workshop as a case study for the development of a future policy in relation to hardship matters.	Coordinator Revenue	31/08/2018	11 Jul 2018 - 5:01 PM – Coordinator Revenue Part (a) actioned and completed. Part (b) Hardship Policy - progressing to be presented for discussion after budget and rates issue.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
20 March 2018	Get Planning Spaces Funding Programme	THAT Council, pending 2018/2019 budget deliberations, resolve to confirm its support and financial commitment (up to \$25,000) to the indoor sporting facility planning project, and submit a funding application requesting \$75,000 from the Get Planning Spaces programme offered by the Queensland Government.	Senior Sport and Education Officer	30/09/2018	31 Jul 2018 - 4:41 PM – Executive Officer Liveability and Wellbeing As previously noted application has been submitted - no notification of outcome has been received to date.
20 March 2018	Expression of Interest and Invitation to Tender for the Centre of Excellence for Disaster Management, Innovation and Community Resilience Tenancies	THAT Council adopts a two-stage tender process consisting of an Expression of Interest followed by an Invitation to Tender for the lease of tenancies within the Centre of Excellence for Disaster Management, Innovation and Community Resilience, (The Hub) at 7-9 James Street, Yeppoon and acknowledge the reason for adopting a two-stage process is to gauge the market interest and to select the best tenancy mix for the Yeppoon Town Centre.	Director Strategic Growth and Development	30/09/2018	01 Aug 2018 - 10:07 AM – Project Support Officer Council approved a two stage Expression of Interest and Invitation to Tender Process. The EOI has been completed. The Tender will be released in late August 2018.
17 April 2018	Notice of Motion - Councillor Glenda Mather - Disability Access 1 Adelaide Park Road	THAT due to widespread public concerns over the construction of a prominent disability access encroaching onto a traffic thoroughfare on a blind corner adjacent to 1 Adelaide Park Road, Council organise the earliest removal of the structure, and review all other alternative options for the access.	Executive Director Infrastructure		1 August 2018 – 10:47 AM - Executive Support Officer That the matter lay on the table pending further discussion. Returning to Council Meeting on 7 August 2018.
01 May 2018	Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park	THAT Council confirms its desire to sell Lots 2 and 3, known as 3 and 5 Pineapple Drive, Hidden Valley, within Stage 1 of The Gateway Business and Industry Park and acknowledges the Chief Executive Officer's delegated authority to finalise negotiations and execute a contract of sale for the two lots.	Project Support Officer	30/09/2018	31 Jul 2018 - 4:42 PM – Project Support Officer Negotiations are being undertaken with the potential purchaser and a contract of sale for the two lots has been drafted and issued.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
15 May 2018	Petition From Stanage Township Organisation Inc - Sealing of Car Park at the Stanage Boat Ramp	THAT the petition requesting the sealing of the car park at the Stanage Boat Ramp be received.	Executive Director Infrastructure	30/09/2018	<p>30 Jul 2018 - 3:21 PM – Executive Assistant to Executive Director Infrastructure</p> <p>A report is being prepared by the Manager of Engineering Services for consideration by Council.</p> <p>Revised Target Date changed by: Chief Financial Officer From: 30 Aug 2018 To: 31 Aug 2018 Reason: Date revised to align with Quarter 1 budget revision process.</p>
15 May 2018	Resada Esplanade and Coolwaters Holiday Village	THAT Council amend resolution 16.1 of its Ordinary Meeting on 22 November 2016 by deleting point one: 'Council decide, by resolution, that the exception mentioned in Section 236(c)(iv) of Local Government Regulation 2012 may apply in its dealings with Coolwaters Holiday Village over part of Lot A on AP7651.'	Executive Director Liveability and Wellbeing	29/05/2018	<p>13 Jun 2018 - 9:28 AM – Executive Support Officer</p> <p>Action reassigned to Executive Director Liveability and Wellbeing by: Executive Support Officer</p> <p>Governance have advised that previous record cannot be altered. New record of amendment to be prepared.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
05 June 2018	Notice of Motion - Councillor Glenda Mather - Proposed Plaque for War Animals	THAT Council recognise the vital roles the war animals played in world conflicts, and Mr Allsopp be advised Council would be honoured to receive the RSL approved plaque from The Australian War Animal Memorial Organisation Inc. and the plaque will be placed in a prominent position identifying their service. Further, Council negotiate with Emu Park RSL and identify an appropriate location for the plaque on the Emu Park Foreshore.	Executive Director Liveability and Wellbeing	30/09/2018	1 August 2018 – 10:50AM Executive Support Officer A meeting will be arranged with the RSL in August 2018.
05 June 2018	Notice of Motion - Councillor Glenda Mather - High School - Emu Park	That due to the growing population at the southern end of the Capricorn Coast, Council liaise with the state government, to investigate all suitable land sites to identify the most suitable for a future high school in the Emu Park area, which will cater for future demand, and the area of land it will require. Further, as part of the investigation, a survey be conducted in the anticipated catchment area for students to establish the current numbers. That Council invite the Department of Education to make a presentation to Council about their future plans.	Executive Director Liveability and Wellbeing	30/09/2018	1 August 2018 – 10:50 AM - Executive Officer Liveability and Wellbeing Reassigned to Strategic Planning Officer. A letter will be sent to the Department of Education inviting them to provide a presentation to Council.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
05 June 2018	Notice of Motion - Councillor Adam Belot - Procedural Motions	THAT The Livingstone Shire Council Meeting Procedure Policy be amended as follows:- 2.17 Procedural Motions 2.17.1 A Councillor at a meeting of Council, who has not spoken during the debate on a matter at the meeting, may move as a procedural motion one of the following, only after the Mover of the original motion having obtained a seconder has spoken to the motion.	Chief Executive Officer	30/09/2018	27 June 2018 – Executive Support Officer This matter was laid on the table. Policy currently on hold awaiting implementation of outcomes from review of Councillor Complaint Processes by the State Government
19 June 2018	Petition Requesting Installation of Traffic Calming in the Pedestrian Precinct of Queen Street, Yeppoon (from the carpark of IGA to the Yeppoon Kindergarten)	THAT the petition requesting installation of traffic calming in the pedestrian precinct of Queen Street (from the carpark of IGA to the Yeppoon Kindergarten) be received.	Executive Director Infrastructure	30/09/2018	30 Jul 2018 - 3:34 PM – Executive Assistant to Executive Director Infrastructure A report will be presented to the Advisory Committee on 20 August 2018.
19 June 2018	Capricorn Coast Recreation Centre - Invitation to Lease	THAT, in line with the outcome of the Invitation to Lease process, Council issue a lease agreement over the Capricorn Coast Recreation Centre (29-35 Cordingley Street, Yeppoon) to the Yeppoon Gymnastics and Movement Centre Incorporated, with such lease being for a period of one year, with an option for a further nine years.	Senior Sport and Education Officer	30/09/2018	27 Jun 2018 - 4:57 PM – Executive Support Liveability and Wellbeing Lease documentation being prepared for execution.
03 July 2018	Regional Export Distribution Centre Pilot Funding – Jobs and Regional Growth Fund	THAT Council formally endorses and provides in principal support for both Central Highlands Regional Council and Rockhampton Regional Council in relation to their respective bids to the Regional Export Distribution Centre Pilot funding under the Jobs and Regional Growth Fund.	Director Strategic Growth and Development	30/09/2018	01 Aug 2018 – 4:30 PM – Executive Assistant to Mayor Letters of support are being prepared.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
03 July 2018	Mayoral Minute – Cooe Bay pool refurbishment and upgrade - The ranking of Cooe Bay pool a high priority community infrastructure project for State and/or Federal funding applications	THAT upgrade works to the Cooe Bay Pool be recognised as a priority community infrastructure project and as such be prioritised during consideration of available external funding opportunities provided by State and / or Federal Government.	Senior Sport and Education Officer	30/09/2018	31 Jul 2018 - 4:39 PM – Executive Officer Liveability and Wellbeing Noted - it will guide future funding submissions.
03 July 2018	Mayoral Minute - Submission of an application to the Maturing our Infrastructure Pipeline Programme to evaluate and advance plans for establishment of new Yeppoon Showgrounds and Equestrian Centre	THAT an application be submitted for the next round of the Maturing our Infrastructure Pipeline Programme to evaluate relocation of the Yeppoon showgrounds from the current location to Council-owned property at Lot 11 RP848831 in Barmaryee, and facilitate the establishment of a dedicated regional Equestrian Sports Precinct.	Executive Director Liveability and Wellbeing	30/09/2018	31 Jul 2018 - 8:41 AM - Project Support Officer There is no funding allocated for a new round of Phase 1s Maturing Infrastructure Pipeline Project, potential funding may be available next financial year.
03 July 2018	Mayoral Minute - Microfactory opportunities for the establishment of innovative resource recovery and waste management projects	1. That Council prepare a report to identify and develop a preliminary business case for microfactory opportunities that could be established at the Gateway Business & Industry Park and/or at the landfill that would be eligible for state and/or federal funding programs. 2. That Council apply for funding under the announced State Govt programs to advance feasibility studies for innovative resource recovery and waste management projects.	Director Strategic Growth and Development	30/09/2018	31 Jul 2018 - 4:39 PM – Project Officer Teleconference held with DSDMIP on 26 July 2018 to explore funding opportunities under Resource Recovery Industry Development Program. The \$100 M Industry Development Funding is still being developed by the Department and planned to open in later 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
03 July 2018	Notice of Motion – Councillor Glenda Mather – Yeppoon Showgrounds	THAT Council identify the needs of community groups, and the best use of the various lands which comprise the Yeppoon Showgrounds, otherwise known as Stevenson Park, Council initiate a meeting of all stakeholders at the earliest, prior to any new lease/s for the grounds are re-negotiated and determined.	Manager Community Wellbeing	30/09/2018	31 Jul 2018 - 4:48 PM – Executive Officer Liveability and Wellbeing Current use and lease arrangement of the users in the showground complex are being investigated by the Principal Community Engagement Officer and Principal Property Officer.
03 July 2018	Notice of Motion – Councillor Adam Belot – Leasing LSC Infrastructure/Buildings	THAT LSC review and refine the process, which assesses what entity (individual, business, not for profit etc.) is successful in leasing LSC infrastructure/buildings, to reflect that all Councillors will be responsible for making the final decision based on relevant information.	Coordinator Executive Support	30/09/2018	01 Aug 2018 – 4.46 PM – Executive Assistant to Mayor Special Workshop arranged for 13 August 2018.
03 July 2018	Consideration of the future of the Yeppoon Town Clock	THAT Council requests a report to the Council Advisory Committee in relation to all options including possible replacement, relocation or removal of the Yeppoon town clock as well as appropriate community consultation process.	Urban Strategist	30/09/2018	31 Jul 2018 - 8:38 AM – Project Support Officer To be considered by the Planning, Finance, Innovation and Business Excellence Committee 6 August 2018.

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
10 July 2018	Capricorn Coast Homemaker Centre Yeppoon Stage 1 – Contract for Civil Works Construction – Tender Number 2018.006	<p>1. Approve the Procurement Process Report appended as Attachment 1 – Capricorn Coast Homemaker Stage 1 – Civil Works Tender Procurement Process Report; and</p> <p>2. Award the contract for Tender 2018.006, Civil Works – Capricorn Homemaker Centre Yeppoon Stage 1, to JRT Civil Pty Ltd for the amount of \$1,125,377.94 (ex GST) having due regard to the contracting provisions contained in the Queensland Local Government Regulation 2012, Livingstone Shire Council's Procurement Policy and Livingstone Shire Council's Purchasing Directive.</p>	Project Manager	30/09/2018	<p>1 August 2018 - 9:45 AM – Project Manager</p> <p>The civil works contract has been awarded. The works are expected to be completed by the end of October 2018. Revised settlement dates are currently being negotiated with the purchaser. The consultant has advised that the environmental report is now expected by mid-August.</p>
12 July 2018	Leasing of Council Property – 10 Burnett Street, Yeppoon	<p>1. THAT Council accepts the offer presented to lease the Council owned property at 10 Burnett Street, Yeppoon and enter into a 12-month lease, and</p> <p>2. THAT Council provide first option of purchase to the tenant at the end of the 12 month lease period, noting the sale would be subject to operational works approval and satisfactory offer being negotiated and accepted by Council.</p>	Project Support Officer	30/09/2018	<p>31 Jul 2018 - 4:42 PM – Project Support Officer</p> <p>The offer presented to lease 10 Burnett Street, Yeppoon has been accepted.</p> <p>Council's property unit is now preparing the lease documentation for signing.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
12 July 2018	Sale of Land – 18 Red Emperor Way, Lammermoor	<p>1. Approve the Procurement Process Report appended as Attachment 3 – Sale of Vacant Land Procurement Process, and</p> <p>2. Award the tender 2018.06 – Sale of Land – 16-18 Red Emperor Way, Lammermoor by accepting the offer for 18 Red Emperor Way, Lammermoor only, having due regard to the provisions for the disposal of non-current assets contained in the Queensland Local Government Regulation 2012 and Livingstone Shire Council's Procurement Policy.</p>	Project Support Officer	30/09/2018	<p>31 Jul 2018 - 4:44 PM – Project Support Officer</p> <p>Contract documentation for 18 Red Emperor Way, Lammermoor has been signed by both parties with settlement due to be effected on 13 August 2018.</p>
17 July 2018	Black Spot Funding Application	THAT Council resolves to endorse a Black Spot funding application to provide works on Lake Mary and Bungundarra Roads as outlined in this report.	Manager Engineering Services	30/09/2018	<p>30 Jul 2018 - 3:35 PM – Executive Assistant to Executive Director Infrastructure</p> <p>The application has been prepared and will be submitted ahead of the closing date.</p>
17 July 2018	Draft Fig Tree Creek Masterplan	THAT Council endorse the Fig Tree Creek Master Plan for further public consultation and integration into the Council's Strategic Planning Framework.	Coordinator Natural Resource Management	30/09/2018	<p>30 Jul 2018 - 3:52 PM – Support Services Officer</p> <p>Draft Master Plan is up on the Council web page. A meeting was held on 26 July to plan the public consultation process. Further advice for community input will be provided via web page and schedule of stakeholder meetings will be developed.</p>

Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
17 July 2018	Flying Fox Roost Management - Statement of Management Intent	THAT Council adopt the Statement of Intent as contained within this report. The Statement of Intent will be published on Council's website together with additional educational resources and fact sheets.	Coordinator Natural Resource Management	30/09/2018	30 Jul 2018 - 3:49 PM – Support Services Officer Statement of Management Intent is going up on Council web page, along with information and fact sheet.
17 July 2018	Distribution of Records	That the matter lay on the table due to the absence of Mayor Ludwig and CEO and return to the Council Meeting on 7 August 2018.	Coordinator Executive Support	31/08/2018	02 Aug 2018 – 8.15 AM Executive Support Officer Report to return to Council Meeting on 7 August 2018.
19 July 2018	Contractual Matters	THAT Council resolves to proceed in accordance with the course of action detailed in the conclusion section of this report.	Executive Director Infrastructure	31/08/2018	30 Jul 2018 - 3:48 PM – Executive Assistant to Executive Director Infrastructure Actioned in accordance with Council resolution.
23 July 2018	Proposed Application by the Keppel Bay Sailing Club Ltd to Purchase Part of R595 – Anzac Parade Yeppoon	THAT Council resolve that it offers no objection and a letter of support to the Keppel Bay Sailing Club Ltd lodging an application with the Department of Natural Resources, Mines and Energy for the purchase of its lease area over part of Lot 65 on Survey Plan 234671 described as Leases A and B on Survey Plan 164782.	Principal Property Officer	31/08/2018	02 Aug 2018 – 8.39 AM Principal Property Officer Letter of support has been forwarded to the Keppel Bay Sailing Club advising that Council offers no objection to the proposal. No further action required.

9 PRESENTATION OF PETITIONS

Nil

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

Nil

11 COUNCILLOR/DELEGATE REPORTS

Nil

12 REPORTS

12.1 AUSTRALIA DAY AWARDS COMMITTEE 2019

File No:	CR2.215
Attachments:	Nil
Responsible Officer:	Brett Bacon - Executive Director Liveability and Wellbeing
Author:	Meegan Armstrong - Coordinator Stakeholder Engagement and Events

SUMMARY

This report discusses the administration of the 2019 Australia Day Awards, which will be launched in September 2018. In accordance with Council's Terms of Reference (January 2017), Council is required to appoint committee members and the chairperson.

OFFICER'S RECOMMENDATION

THAT Council resolve to:

- 1) Adopt the Terms of Reference of the Australia Day Awards Committee, as contained in Attachment Two;
- 2) Appoint the following to its Australia Day Awards committee for 2019
 - (a) Cr Jan Kelly;
 - (b) Cr Pat Eastwood;
 - (c) Danielle McKenzie (2018 Citizen of the Year);
 - (d) Peter Conaghan;
 - (e) Helen Schweikert;
 - (f) Sue Hutchinson;
 - (g) up to two representatives from Indigenous and South Sea Islander community; and
 - (h) Pinefest Ambassador 2018;
 - (i) Malcolm Wells – Landcare President; and/or
 - (j) Jet James – 2018 Arts and Cultural winner; and
- 3) appoint Councillor Nigel Hutton as chairperson of its Australia Day Awards committee for 2019.

BACKGROUND

The Terms of Reference for the Australia Day Awards Committee were adopted by council on 25 October 2016. The purpose of the Terms of Reference is to provide clear direction regarding the function of the committee (a copy of the Terms of Reference is provided as Attachment One).

COMMENTARY

In accordance with Council's adopted terms of reference, the Australia Day Awards Committee will consist of a minimum of seven (7) and maximum of eleven (11) members and include representative(s) from Council's portfolios for Youth Development and the Arts and Community Development and Support. The portfolio structure has recently been superseded by advisory committees, with youth and arts and community development being in separate committees (thus encompassing two councillors). In addition to the membership identified in the Terms of Reference, Council resolved at its meeting of 25 October 2016:

THAT in order to enhance the diversity and inclusive representation of the existing Livingstone Shire Australia Day Awards Committee, an invitation be extended (up to 2 persons) to the Indigenous and South Sea Islander residents of the Livingstone Shire, to participate on the Livingstone Shire Australia Day Awards Committee

Consequently, notwithstanding the Terms of Reference, the committee membership can effectively be as high as thirteen (13).

The 2018 committee consisted of the below representatives:

- (a) Cr Nigel Hutton
- (b) Cr Jan Kelly
- (c) Peter Conaghan
- (d) David Hiscox
- (e) Helen Schweikert
- (f) Sue Hutchinson
- (g) Phil Luzzi
- (h) Representative from Darumbal
- (i) Pinefest Ambassador 2017
- (j) Laurie Hill
- (k) Glen Alexander

In accordance with the Terms of Reference, the committee members standing down for 2019 are Phil Luzzi, David Hiscox, Laurie Hill and Glen Alexander.

PREVIOUS DECISIONS

There have been no previous decisions regarding membership of the Australia Day Awards Committee for 2019.

BUDGET IMPLICATIONS

There are no budget implications associated with the consideration of the Australia Day Awards Committee

LEGISLATIVE CONTEXT

There are no legislative implications associated with the consideration of the Australia Day Awards Committee.

LEGAL IMPLICATIONS

There are no legal implications associated with the consideration of the Australia Day Awards Committee.

STAFFING IMPLICATIONS

The administration of the Australia Day Awards Committee is accommodated within existing staff workloads. It is anticipated that the utilization of the Smarty Grants platform will provide some efficiencies for staff and members of the committee.

RISK ASSESSMENT

There is no seen risk regarding this decision, in fact it provides transparency to the community regarding committee members

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

To ensure the Terms of Reference are adhered to and the officers have direction regarding committee members, it is requested that a decision regarding desired committee membership be made

12.2 ADMINISTRATIVE CHANGES TO POLICY DOCUMENTS

File No:	CM4.7.13
Attachments:	1. Council Adopted Policy Documents ↓ 2. Example Policy ↓
Responsible Officer:	Rodney Chapman - Acting Coordinator Corporate Governance Andrea Ellis - Chief Financial Officer
Author:	Poala Santini - Corporate Compliance & Governance Officer

SUMMARY

This report proposes administrative changes to be made to Council adopted policies in line with the recently adopted organisational structure. This report was presented to the Planning, Finance, Innovation and Business Excellence Committee on the 16 July 2018 for review and is now presented to Council for adoption.

OFFICER'S RECOMMENDATION

THAT the Governance Team be given permission to make administrative changes as detailed in the below commentary to Council adopted policies as listed in Attachment 1 - Council Adopted Policy Documents

BACKGROUND

On the 2 March 2018 a new organisational structure was adopted by Council. As there were considerable changes made to the organisational structure, it has resulted in Council policy documents not aligning with the newly adopted structure in the way of portfolios, business units and position titles.

COMMENTARY

This report is to give consideration for administrative changes as listed below to be made to Council adopted policies as per Attachment 1, to align with the new organisational structure. As there are a number of Council adopted policies that are not due for review this process would ensure that they are updated in a timely manner to be reflective of the current organisational structure.

Proposed administrative changes are:

- Portfolio and business units to be updated;
- Position titles referred to in the document to be updated; and
- Chief Executive Officer to be updated to Chris Murdoch on all policy documents as per Attachment 1.

The above changes will not affect and nor will there be any changes to the content of the policy document.

It would be noted in the Policy Document Register that these documents have only had administrative updates and the original review date will remain in place.

Attachment 2 is an example of changes that would be made to the policy document.

PREVIOUS DECISIONS

There have been no previous decisions.

BUDGET IMPLICATIONS

There are no budget implications relating to this report.

LEGISLATIVE CONTEXT

Administration of policies is the responsibility of the local government. Whilst some policies are required by legislation, the subject of this report is to make administrative changes only and no changes will be made to the content of the policy.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

There are no staffing implications as a result of this report. Staff who have existing delegations from policy documents have continued to operate and deliver services without interruption.

RISK ASSESSMENT

Alignment of governance documents to reflect the current organisational structure will ensure clear decision making arrangements and delegations are in place.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

To ensure that Council adopted policies are reflective of the current organisation structure, consideration be given for administrative changes to be made as outlined in this report to the policies as per Attachment 1 – Council Adopted Policy Documents.

12.2 - ADMINISTRATIVE CHANGES TO POLICY DOCUMENTS

Council Adopted Policy Documents

Meeting Date: 7 August 2018

Attachment No: 1

Council Adopted Policy Documents

Portfolio	Business Unit	Policy Document Title
INFRASTRUCTURE	COMMUNITY ASSETS	Asset Management Policy - Whole of Council Infrastructure
INFRASTRUCTURE	COMMUNITY ASSETS	Playground Shade Policy
INFRASTRUCTURE	CONSTRUCTION & MAINTENANCE	Encroachment on Public Land Policy
INFRASTRUCTURE	CONSTRUCTION & MAINTENANCE	Intermittent Sealing of Unsealed Rural Roads Policy
INFRASTRUCTURE	CONSTRUCTION & MAINTENANCE	Naming of Infrastructure Assets Policy
INFRASTRUCTURE	CONSTRUCTION & MAINTENANCE	Opening of Unconstructed Roads Policy
INFRASTRUCTURE	CONSTRUCTION & MAINTENANCE	Upgrading of Unsealed Rural Roads to a Higher Standard Policy
INFRASTRUCTURE	CONSTRUCTION & MAINTENANCE	Upgrading of Unsealed Rural Roads to Sealed Standard Policy
INFRASTRUCTURE	ENGINEERING SERVICES	Acquiring Land and Easements for Infrastructure Projects Policy
INFRASTRUCTURE	ENGINEERING SERVICES	Road, Street and Public Spaces Lighting Policy
INFRASTRUCTURE	ENGINEERING SERVICES	Roadside Memorials Policy
INFRASTRUCTURE	ENGINEERING SERVICES	Rural Addressing Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Clearing Sewer Blockages in Private Property Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Concealed Leak Rebate Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Metering of Fire Lines Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Rebate of Residential Water Consumption for Health Related Uses Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Residential Rebate Scheme for Water Efficient Products Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Sub-Metering Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Trade Waste Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Waste and Recycling Collection Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Waste and Recycling Services Community Service Obligations Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Waste Charge Remission Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Water and Sewerage Services Area Extension Policy
INFRASTRUCTURE	WATER & WASTE OPERATIONS	Water Meter Policy
LIVEABILITY & WELLBEING	COMMUNITY ENGAGEMENT	Advertising Expenditure Policy
LIVEABILITY & WELLBEING	COMMUNITY ENGAGEMENT	Arts and Cultural Policy (reviewed at intervals of no more than 3 years)

LIVEABILITY & WELLBEING	COMMUNITY ENGAGEMENT	Community Engagement Framework
LIVEABILITY & WELLBEING	COMMUNITY ENGAGEMENT	Library Policy
LIVEABILITY & WELLBEING	COMMUNITY ENGAGEMENT	Media Policy
LIVEABILITY & WELLBEING	COMMUNITY ENGAGEMENT	Social Media Policy
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Blue Card Procedure
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Community Assistance Programme Policy
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Community Assistance Programme Procedure
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Community Assistance Programme Procedure - Mayors Discretionary Fund
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Inclusive Community Policy
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Management of Local Government Cemeteries and Undertaking Regulated Activities Regarding Human Remains Policy
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Native Title and Cultural Heritage Policy
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Post Disaster Fire Hazard Vegetation Clearing on Private Property for Owners with Demonstrated Hardships Policy
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Telecommunications Facilities on Council Land Policy
LIVEABILITY & WELLBEING	COMMUNITY WELLBEING	Volunteer Policy
LIVEABILITY & WELLBEING	CONSTRUCTION & MAINTENANCE	Management of Vegetation on Council Controlled Land Policy
LIVEABILITY & WELLBEING	ECONOMY & PLACES	Placemaking Guidelines
LIVEABILITY & WELLBEING	ECONOMY & PLACES	Placemaking Policy
LIVEABILITY & WELLBEING	ECONOMY & PLACES	Sister Cities Policy
LIVEABILITY & WELLBEING	LIVEABILITY	Development Incentive Policy for Reconfiguring a Lot
LIVEABILITY & WELLBEING	LIVEABILITY	Environmental Policy
LIVEABILITY & WELLBEING	LIVEABILITY	Failure to Renew Licence Response Policy
LIVEABILITY & WELLBEING	LIVEABILITY	Herbicide/Pesticide Policy
LIVEABILITY & WELLBEING	LIVEABILITY	Impounding and Disposal of Abandoned Vehicles Policy
LIVEABILITY & WELLBEING	LIVEABILITY	Noise Nuisance (Barking Dogs) Policy
LIVEABILITY & WELLBEING	LIVEABILITY	Plumbing and Drainage Policy
LIVEABILITY & WELLBEING	LIVEABILITY	Unlicensed Premises Response Policy

OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Councillor Facilities and Expenses Reimbursement Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Councillor Interaction with the Organisation Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Councillor Training and Conference Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Councillor Training and Conference Procedure
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Disposal By Internal Quotation Guideline - Items and Equipment Valued at Less Than \$5,000
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Enterprise Risk Management Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Entertainment and Hospitality Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Integrity Management Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Loans to Non-Profit Community Groups
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Meeting Procedures Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Policy Development, Implementation and Review Framework
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Privacy Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Procurement Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Public Interest Disclosure Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Related Party Disclosure Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Right to Information Policy
OFFICE OF THE CEO & MAYOR	FINANCE & BUSINESS EXCELLENCE	Rural Fire Levy Protocol Policy
OFFICE OF THE CEO & MAYOR	INTERNAL AUDIT	Audit, Risk and Business Improvement Committee Policy
OFFICE OF THE CEO & MAYOR	INTERNAL AUDIT	Audit, Risk and Business Improvement Committee Terms of Reference
OFFICE OF THE CEO & MAYOR	INTERNAL AUDIT	Internal Audit Charter
OFFICE OF THE CEO & MAYOR	INTERNAL AUDIT	Internal Audit Policy
OFFICE OF THE CEO & MAYOR	PEOPLE & CULTURE	Drug and Alcohol Policy
OFFICE OF THE CEO & MAYOR	PEOPLE & CULTURE	Senior Executive Vehicle Policy
OFFICE OF THE CEO & MAYOR	PEOPLE & CULTURE	Workplace Health and Safety Policy

12.2 - ADMINISTRATIVE CHANGES TO POLICY DOCUMENTS

Example Policy

Meeting Date: 7 August 2018

Attachment No: 2



OPENING OF UNCONSTRUCTED ROADS POLICY (COMMUNITY POLICY)

1. Scope

The Opening of Unconstructed Roads Policy (this 'Policy') applies to all unconstructed roads under the jurisdiction of Livingstone Shire Council.

2. Purpose

Council receives requests for an applicant to construct a road in an unconstructed road reserve at their own expense. This Policy outlines:

- The exemptions to these requests;
- Considerations of requests; and
- Funding responsibilities.

3. References (legislation/related documents)

ARRB Group
Unsealed Roads Manual – Guidelines to Good Practice (3rd ed March 2009)
Local Government Act 2009
Opening of Unconstructed Roads Procedure
Sustainable Planning Act 2009

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Dwelling	A building or structure which has been approved for use as a habitable building or structure.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .
Unconstructed road	Is either a completely unformed road or a formed road that does not have gravel paving, but which is formed using a grader or similar machinery so that stormwater will drain off laterally.

5. Policy Statement

Opening of unconstructed roads is concerned with providing access to land parcels with dwellings to the standard shown in Appendix 1 of the 'Opening of Unconstructed Roads Procedure'.

Opening of Unconstructed Roads Policy

Adopted/Approved: Adopted, ~~8-March-2016~~ 31 July 2018- Department: ~~Portfolio: Infrastructure Services~~
Administrative Review: 31 July 2018 Section ~~Business Unit: Infrastructure Operations~~ Engineering Services
Version: 1

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5.1 Exemptions

This Policy does not apply to:

- a) Driveway accesses from the road to the property boundary. The construction of a driveway access is the full responsibility of the property owner; and
- b) The road reserve beyond the point adjacent to the nearest property boundary of the applicant's property. Construction of a road/driveway beyond the nearest property boundary may be considered.

5.2 Heads of Consideration

The following heads of consideration will be assessed by the relevant Council employee for applications to open unconstructed roads.

5.2.1 Provision of access to a dwelling

This will be the primary consideration.

5.2.2 Construction Standards

The standard of road to be constructed shall be in accordance with Appendix 1 of the 'Opening of Unconstructed Roads Procedure' based on an estimate of six vehicle movements per day, per lot, for all individual lots for which the road will pass.

5.2.3 Alternate Access

Approval is unlikely if:

- a) An alternative access is available via another constructed road, whether it is within a road reserve or not; and
- b) If a road could be constructed on the applicant's private land, providing the same access as the proposed road in the road reserve.

For the section of road reserve beyond the nearest boundary of the applicant's property, Council may allow the road to be constructed as a driveway. This will only be considered in situations where the road is utilised by very few users and it looks like a private access that does not invite the public to make use of it as a road.

5.2.4 Terrain/Vegetation/Environmental/Erosion/Visual Amenity

If construction of the road to the appropriate standard will be severely affected by terrain, approval is unlikely (for example, in very steep country or in areas subject to frequent floodwater inundation).

Applications may also be refused if the removal of protected, significant or marine vegetation is required for construction of the road.

5.2.5 Impact on Road Network/Connectivity

In some cases the opening of a road (particularly a connecting road) may lead to undesirable effects on the road network and may require the proposed road to be constructed to such a high standard that approval is unlikely.

5.2.6 Planning Scheme/Integrated Local Transport Plan Compliance

5.2.7 Future Development Potential/Provisions

5.2.8 Legal and Statutory Requirements

This includes aspects such as Native Title and Cultural Heritage.

Opening of Unconstructed Roads Policy

Adopted/Approved: Adopted, 8-March-2016 31 July 2018- Department: Portfolio: Infrastructure Services
Administrative Review: 31 July 2018 Section Business Unit: Infrastructure Operations Engineering Services
 Version: 1

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5.3 Funding Responsibilities

Construction must be undertaken by an approved/suitably qualified contractor.

5.3.1 Applicant is responsible for:

- a) Payment of any associated fees (eg. application fee);
- b) Formation and construction of the road;
- c) Installation of drainage structures;
- d) Road furniture;
- e) Cartage, spreading and compaction of gravel paving; and
- f) If part of the road is constructed as a driveway - maintenance of the driveway section.

5.3.2 Council is responsible for:

- a) Gravel paving materials of a standard nominated by the relevant Council employee (the quantity to be supplied shall be as per the coverage nominated in Appendix 1 of the 'Opening of Unconstructed Roads Procedure'; and
- b) Maintenance of the road dictated by current maintenance standards (following completion of the works to the satisfaction of the relevant Council employee).

6. Changes to this Policy

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

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

7. Repeals

This Policy repeals the former Rockhampton Regional Council Policy titled 'Opening of Unconstructed Roads Policy'.

JUSTIN COMMONS
CHIEF EXECUTIVE OFFICER

Opening of Unconstructed Roads Policy

Adopted/Approved: Adopted, ~~8-March-2016~~ 31 July 2018- ~~Department: Portfolio: Infrastructure Services~~
 Administrative Review: 31 July 2018 ~~Section Business Unit: Infrastructure Operations Engineering Services~~
 Version: 1

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12.3 LIFTING MATTERS LYING ON THE TABLE

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

SUMMARY

The Business Outstanding Table is used as a tool to identify when reports are due back to the table. Items lying on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at the current meeting 7 August 2018.

OFFICER'S RECOMMENDATION

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

- Notice of Motion – Councillor Glenda Mather – Disability Access 1 Adelaide Park Road – Meeting 17 April 2018
- Distribution of Records – Meeting 17 July 2018

13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

13.1 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - DISABILITY ACCESS 1 ADELAIDE PARK ROAD

File No: GV13.4.4

Attachments: 1. **NOM - Disability Access 1 Adelaide Park Road**[↓](#)

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 17 April 2018, as follows:

RECOMMENDATION

THAT due to widespread public concerns over the construction of a prominent disability access encroaching onto a traffic thoroughfare on a blind corner adjacent to 1 Adelaide Park Road, Council organise the earliest removal of the structure, and review all other alternative options for the access.

BACKGROUND

Refer to attached Notice of Motion.

**13.1 - NOTICE OF MOTION -
COUNCILLOR GLENDA MATHER -
DISABILITY ACCESS 1 ADELAIDE
PARK ROAD**

**NOM - Disability Access 1 Adelaide
Park Road**

Meeting Date: 7 August 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q4701
2 April 2018

Chief Executive Officer
Livingstone Shire Council
Anzac Parade
Yeppoon Q 4703

**Notice of Motion
Disability Access 1 Adelaide Park Road**

Dear Madam CEO,

I wish to give Notice of my intention to move the following motion at the next Ordinary Meeting of Council.

"That due to widespread public concerns over the construction of a prominent disability access encroaching onto a traffic thoroughfare on a blind corner adjacent to 1 Adelaide Park Road, Council organize the earliest removal of the structure, and review all other alternative options for the access."

Background

Had there been a prior on-site inspection with demonstrated impact of the proposed construction on visibility, traffic flow, and pedestrian safety, I am confident the structure as it is, would not have proceeded.

There is widespread public opinion that the protruding structure on a blind corner poses safety threats to motorists, cyclists and pedestrians, the latter being forced to walk in the lane of traffic in the absence of a footpath.

I consider this a poor decision and a poor design for this location, and lacks common sense.

Above all, it poses an imminent safety treat to all persons using this section of road, and its removed is warranted.

Many thanks,
Glenda Mather

13.2 NOTICE OF MOTION - COUNCILLOR ADAM BELOT - DUTY ECONOMIC DEVELOPMENT OFFICER**File No:** GV13.4.4**Attachments:** 1. NOM - Duty Economic Development Officer [↓](#)**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 7 August 2018, as follows:

RECOMMENDATION

THAT LSC provide a report for the provision of the following service;

‘Council to broaden the services provided by the Economic Development team, to include a Duty Economic Development officer, similar to the Duty Planner role that Council currently provides to the general public, in order to improve and streamline processes for people wanting to do business within the LSC community’.

BACKGROUND

Refer to attached Notice of Motion.

**13.2 - NOTICE OF MOTION -
COUNCILLOR ADAM BELOT - DUTY
ECONOMIC DEVELOPMENT OFFICER**

**NOM - Duty Economic Development
Officer**

Meeting Date: 7 August 2018

Attachment No: 1

Chief Executive Officer
Livingstone Shire Council
Anzac Parade
Yeppoon Q 4703

30/07/20

Notice of Motion

To whom it may concern,

I hereby give Notice of my intention to move the following motion at the next Ordinary Meeting of Council.

Chief Executive Officer
Livingstone Shire Council
Anzac Parade
Yeppoon Q 4703

Notice of Motion

To whom it may concern,

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

That LSC provide a report for the provision of the following service;

“Council to broaden the services provided by the Economic Development team, to include a Duty Economic Development officer, similar to the Duty Planner role that Council currently provides to the general public, in order to improve and streamline processes for people wanting to do business within the LSC community.

Background

LSC provides a Duty Planner to the general public and is available between the hours of **9:00am to 12:00pm and 2:00pm to 4:00pm** weekdays (see LSC website for further details) .

This service is a good starting point for persons needing more information about a development proposal. Similarly a Duty Economic Development Liaison officer could be beneficial to persons wanting more information about business opportunities, challenges or issues that they may be considering or experiencing within LSC.

Successful small, medium and large business is critical to the future prosperity of Livingstone Shire and by providing a Duty Economic Development Liaison Officer to assist people at the ‘Coal Face’ could be a very beneficial service.

Sincerely,

Cr Adam Belot

13.3 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - TRACKING BUDGET EXPENDITURE**File No:** GV13.4.4**Attachments:** 1. NOM - Tracking Budget Expenditure [↓](#)**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 7 August 2018, as follows:

RECOMMENDATION

THAT

- a) A monthly report be provided to the table from Infrastructure, giving a progressive expenditure update on all capital projects in the 2018-19 budget, and
- b) Council also be provided with a progressive expenditure update on both the rural and urban roads' maintenance program.

BACKGROUND

Refer to attached Notice of Motion.

**13.3 - NOTICE OF MOTION -
COUNCILLOR GLENDA MATHER -
TRACKING BUDGET EXPENDITURE**

NOM - Tracking Budget Expenditure

Meeting Date: 7 August 2018

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
31 July 2018

Chief Executive Officer
Livingstone Shire Council
Anzac Parade
Yeppoon Q 4703

**Notice of Motion
Tracking Budget Expenditure**

Dear Madam CEO,

I hereby give Notice of my intention to move the following motion at the first available Ordinary Meeting of Council:

- " a) That a monthly report be provided to the table from Infrastructure, giving a progressive expenditure update on all capital projects in the 2018-19 budget,**
- and**
- b) Council also be provided with a progressive expenditure update on both the rural and urban roads' maintenance program."**

Yours faithfully,

Glenda Mather Cllr

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 Questions on Notice - Councillor Glenda Mather - Tenders for Earthworks

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

15.2 Response to Questions on Notice - Tender for Earthworks - Capricorn Homemaker Centre

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

15.3 Distribution of Records

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

15.4 Acquisition of Easements Scenic Highway Statue Bay

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

15.5 Placeholder Report - Capricorn Enterprise Board Membership

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 QUESTIONS ON NOTICE - COUNCILLOR GLENDA MATHER - TENDERS FOR EARTHWORKS

File No: GV13.4.4

Attachments: 1. QoN - Tenders for Earthworks

Responsible Officer: Chris Murdoch - Chief Executive Officer

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

SUMMARY

Councillor Glenda Mather indicated her intention to place the following questions on notice in relation to the tenders for earthworks at the next Council Meeting 7 August 2018.

**15.2 RESPONSE TO QUESTIONS ON NOTICE - TENDER FOR EARTHWORKS -
CAPRICORN HOMEMAKER CENTRE****File No:** FM12.7.1-2017.059**Attachments:** Nil**Responsible Officer:** Dan Toon - Executive Director Infrastructure Services**Author:** Kat Groves - Executive Assistant to Director
Infrastructure Services

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

SUMMARY

This report provides a response to Questions on Notice which Councillor Mather will be tendering to the Council meeting on 7 August 2018.

15.3 DISTRIBUTION OF RECORDS**File No:** GV13.4.1**Attachments:** Nil**Responsible Officer:** Chris Murdoch - Chief Executive Officer**Author:** Chris Murdoch - Chief Executive Officer

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

SUMMARY

Council direction is sought regarding distribution of records detailed the report.

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

Attachments:

1. SP300025 - (*Confidential*)
2. Resumption Agreement - Lot 4 LN1023 - (*Confidential*)
3. SP303478 - (*Confidential*)
4. Resumption Agreement - Lot 5 LN1023 - (*Confidential*)
5. SP305209 - (*Confidential*)
6. Resumption Agreement - Lot 3 LN1023 - (*Confidential*)
7. Confidential Ordinary Agenda and Resolution 10 October 2016 - Report 1 (Lot 4 LN1023) - (*Confidential*)
8. Confidential Ordinary Agenda and Resolution 10 October 2016 - Report 2 (Lot 5 LN1023) - (*Confidential*)

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

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

SUMMARY

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

15.5 PLACEHOLDER REPORT - CAPRICORN ENTERPRISE BOARD MEMBERSHIP**File No:** TBC**Attachments:** Nil**Responsible Officer:** Chris Murdoch - Chief Executive Officer**Author:** Sue Schluter - Executive Assistant to Mayor

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

Officers will present a report (to be tabled) with regarding Capricorn Enterprise Board Membership

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