

ORDINARY MEETING

AGENDA

16 JANUARY 2024

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 16 January 2024 commencing at 9.00am for transaction of the enclosed business.

Matt Willcocks

Acting CHIEF EXECUTIVE OFFICER

12 January 2024

Next Meeting Date: 20.02.24

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

Acknowledgement of Country

"I would like to take this opportunity to respectfully acknowledge the Darumbal People. The traditional custodians and elders past, present and emerging of the land on which this meeting is taking place today."

Opening Prayer

<NAME> of the <CHURCH> is scheduled to deliver an opening prayer.

2 ATTENDANCE

Members Present:

Mayor, Councillor Andrew Ireland (Chairperson)
Deputy Mayor, Councillor Adam Belot
Councillor Pat Eastwood
Councillor Andrea Friend
Councillor Glenda Mather
Councillor Clint Swadling
Councillor Rhodes Watson

Officers in Attendance:

Matt Willcocks – Acting Chief Executive Officer Chris Ireland – General Manager Communities Michael Kriedemann – General Manager Infrastructure Andrea Ellis – Chief Financial Officer Alister Gill- Chief Technology Officer Kristy Mansfield - Chief Human Resources Officer

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 19 December 2023 Minutes of the Special Meeting held 21 December 2023

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 DEPUTATIONS

Nil

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

7.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: GV13.4

Attachments: 1. Business Outstanding Table - 16 January

2024 5

Responsible Officer: Amanda Ivers - Coordinator Executive Support

Cale Dendle - Chief Executive Officer

SUMMARY

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

OFFICER'S RECOMMENDATION

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

7.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table - 16 January 2024

Meeting Date: 16 January 2024

Attachment No: 1

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.

Item	Date	Report Title	Resolution	Comments
1	16/03/2021	Local Law Reviews	COUNCIL RESOLUTION	05 Jan 2024
			THAT Council	Responses have been received for the State
			1) Resolve to incorporate the proposed amendments to Subordinate Local Laws 2 and 4 as part of the complete review and redrafting of Council's Local Laws which will be commencing late March 2021 with an emphasis placed as priority for Local Laws 2 and 4; and	interest check. Matter to be considered further in the next 3 - 4 months and report to come back after election
			2) Waive the requirement for fees for applications for specified animal permits other than dogs and cats and take no enforcement action where the driver of the motor vehicle is using a boat ramp to launch, retrieve or supply a vessel.	
2	20/04/2021	Response to Notice of	COUNCIL RESOLUTION	11 December 2023
		Motion - Tree protection and replanting	THAT the resolutions concerning significant trees,	Local Law Review – As above.
	ana replanting		tree protection, and replanting be progressed through the drafting, adoption, and implementation	Biodiversity Strategy – Adopted May 2023.
			of four key projects, namely the Local Laws review, Biodiversity Strategy, Open Spaces Masterplan, and Planning Scheme Amendments.	Open spaces Masterplan – Adopted June 2023 Planning Scheme Amendments - to be undertaken in 23/24.
3	20/06/2023	Petition - Enforcement	COUNCIL RESOLUTION	11 December 2023
	of telecommunications individual and cumulative radiation frequency		THAT in accordance with s.5.2.4(2) of the Livingstone Shire Council Petition Guidelines, the petition be received, and referred to a briefing session.	Have sent 4 separate email requests to the appropriate state department to try and arrange a briefing with no reply. Have emailed Michelle Landry's office.

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*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.

4	20/06/2023	Petition - Mobile Phone Base Stations Planning Requirements and Community Consultation	COUNCIL RESOLUTION THAT in accordance with s.5.2.4(2) of the Livingstone Shire Council Petition Guidelines, the petition be received, and contents noted.	11 December 2023 Have sent 4 separate email requests to the appropriate state department to try and arrange a briefing with no reply. Have emailed Michelle Landry's office.
5	24/10/2023	Notice of Motion - Mayor Ireland - Cooee Bay Master Plan Upgrade	COUNCIL RESOLUTION THAT in order to deliver the most relevant and up-to-date Cooee Bay Precinct Concept Master Plan, Council includes a refreshed engagement plan in the 2024/2025 budget prior to formally adopting the Master Plan.	05 Jan 2024 Engagement Plan to be presented at February Council meeting.
6	24/10/2023	Naming of Wetland on Bottlebrush Drive	OFFICER'S RECOMMENDATION THAT "Kedron Park" be renamed to "Kedron Wetland" in accordance with Council's Naming of Infrastructure Assets Procedure. That pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending consultation with our NRM team to provide a report of the flora and fauna within the area to come back to the table.	12 Dec 2023 Officers are reviewing the information regarding flora & fauna assessment and this matter will be included on the January 2024 Ordinary Meeting of Council agenda.
7	21/11/2023	Notice of Motion - Councillor Belot - Daniel Park Master Plan	COUNCIL RESOLUTION THAT: 1. Lot 10 SP251132, Lot 11 SP251132 and Lot 18 SP251132 being 27-31 Matthew Flinders Drive, Cooee Bay and council owned land, be included within the Cooee Bay Masterplan Engagement Process to determine the community's preferred use of these lots; and	05 Jan 2024 Engagement Plan to be presented at February Council meeting.

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*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.

			A wide range of community input be sought to determine the most preferred use of these lots.	
8	19/12/2023	Development Incentive Policy for Reconfiguring a Lot - Policy Update	COUNCIL RESOLUTION THAT Council adopt the revised version of the Development Incentive Policy for Reconfiguring a Lot (version 5).	05 Jan 2024 Updates to policy being enacted will be finalised in week of 8 January 2024
9	19/12/2023	Amendments to Fees and Charges Schedule 2023/2024	COUNCIL RESOLUTION THAT Council adopts the attached amendments to the Fees and Charges Schedule 2023/2024	05 Jan 2024 Update to Fees and Charges being enacted will be finalised in week of 8 January 2024
10	19/12/2023	The Gateway Business and Industry Park Stage 4	COUNCIL RESOLUTION THAT Council resolves to: (1) reallocate remaining funds from the Emu Park West Residential Subdivision to proceed with Stage 4 Operational Works and Detailed Design in quarter one 2024; and (2) allocate capital budget to proceed with the development of Stage 4 of The Gateway in 2024/25.	04 Jan 2024 Request for quote for detailed design stage to be completed in first quarter 2024.

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7.2 LIFTING MATTERS LAYING ON THE TABLE

File No: GV13.04.06

Attachments: Nil

Responsible Officer: Amanda Ivers - Coordinator Executive Support

SUMMARY

This report is being presented to Council in order for the stated matters to be formally lifted from the table prior to being dealt with at this meeting.

OFFICER'S RECOMMENDATION

THAT Council resolves that the following reports which are currently 'laying on the table' within the Business Outstanding Table awaiting return to a Council meeting, be lifted from the table to be dealt with later in this meeting:

1. Naming of Wetlands off Bottlebrush Drive.

BACKGROUND

These matters were presented at previous Council meetings at which time Council resolved to lay each matter on the table pending return to a future Council meeting.

COMMENTARY

These matters are now requested to be formally lifted from the table and brought back for discussion and consideration.

8 PRESENTATION OF PETITIONS

8.1 PETITION - IMPROVEMENTS TO ROAD - VIN E JONES DRIVE, ROSSLYN

File No: GV

Attachments: 1. Petition - Improvements to Vin E Jones,

Rosslyn_U

Responsible Officer: Amanda Ivers - Coordinator Executive Support

SUMMARY

Council has received the following petition from petitioners requesting Improvements to Vin E Jones Drive Rosslyn.

RECOMMENDATION

THAT the petition requesting improvements to Vin E Jones Drive Rosslyn be received.

Council Meeting Standing Orders:

2.9 Petitions

- 2.9.1 Any petition presented to a Meeting must:
 - (a) be in legible writing or typewritten and contain a minimum of ten (10) signatures;
 - include the name and contact details of the principal petitioner (id est, one person who is the organiser and who will act as the key contact for the issue);
 - (c) include the postcode of all petitioners, and
 - (d) have the details of the specific request/matter appear on each page of the petition.
- 2.9.2 Only valid petitions in accordance with the Petitions Guideline will generally be accepted by Council. Other petitions will be received at the discretion of Council, if deemed appropriate.
- 2.9.3 The only motions which will be moved in relation to a petition are that:
 - (a) the petition be received and referred to a Council briefing; or
 - (b) the petition be received and its contents noted.

8.1 - PETITION - IMPROVEMENTS TO ROAD - VIN E JONES DRIVE, ROSSLYN

Petition - Improvements to Vin E Jones, Rosslyn

Meeting Date: 16 January 2024

Attachment No: 1

Office of the Mayor & CEO

Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

Address: PO Box 2292 YEPPOON QLD 4703



PRIVACY NOTICE: Requesting or signing a petition is not anonymous. Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing petitions. Your name, address, email address and signature may be published on Council Meeting agendas, Council's website or other publications. By submitting this information you acknowledge and accept that your personal information will be used by Council, agents and contractors acting on behalf of Council for the purpose of petitions. You agree that Council, agents and contractors are entitled to publish the information provided including your personal information for the purpose of petitions.

All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

Principal Petitioner Details	1		
Name*		Address*	
Rhodes Watson		2 Orchid St, Kinka Beach, QLD 4703	
Daytime Phone Number* Email 0423 566 648 rhodesjwats		son@gmail.com	Signature*
Petition Request			
We the undersigned request the	nat Council give	consideration to*:	
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Enhance the entrance to Rosslyn Bay Harbour & in turn Australia's gateway to Great Keppel Island & the Great Barrier Reef. The harbour sees thousands of private boaties, a fleet of tourist vessels & is a stopping point for visitors. The area of Vin-E-Jones Dr around to Shoreline Ct requires widening & resealing of the road. Alongside of the Rosslyn Bay kiosk on Shoreline Ct needs sealing to provide parking & a view of the ocean.

Petitioner Details and Signatures

(If space for further signatures is required, a copy of this page must be used each time. Photocopies of signatures will not be accepted.)

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Page 14

Attachment 1

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Principal Pe	titioner Details				
Name*			Address*		
Rhodes Watson	n		2 Orchid St, Kinka Beach, QLD 4703		
Daytime Pho	ne Number*	Email	Signat	ure*	
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Attachment 1

Office of the Mayor & CEO

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Principal Peti	tioner Details			
Name*			Address*	
Rhodes Watson			2 Orchid St, Kinka Beach, QLD 4703	
Daytime Phon	e Number*	Email	Signatu	ire
0423 566 648		rhodesjwatso	on@gmail.com	2/
Petition Requ	ıest		对于我们的关系。在是是	
	signed request that (Council give c	onsideration to*:	
Enhance the entra	nce to Rosslyn Bay Harb	our & in turn Aus	tralia's gateway to Great Keppel Island & the Great Ba stopping point for visitors. The area of Vin-E-Jones Dr lay kiosk on Shoreline Ct needs sealing to provide par	around to Shoreline Ct requires
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Daytime Pho	ne Number*	Email		Signature	•
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Petitioner Details and Signatures (If space for further signatures is required, a copy of thi	s page must be used each time. Photocopies of signatures v	vill not be accepted.)		
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Principal Petitioner Details					
Name*			Address*		
Rhodes Watsor	1		2 Orchid St, Kinka Beach, QLD 4703		
Daytime Pho	ne Number*	Email		Signature	*
0423 566 648		rhodesjwats	on@gmail.com	Pa	
Petition Req	Petition Request				
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Principal Pe	titioner Details					
Name*			Address*			
Rhodes Watson	n .		2 Orchid St, Kinka Beach, QLD 47	03		
Daytime Pho	ne Number*	Email		Signature	*	
0423 566 648		rhodesjwatsor	n@gmail.com	On		
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Principal P	etitioner Details				
Name*			Address*		
Rhodes Watso	on		2 Orchid St, Kinka Be	ach, QLD 4703	
Daytime Ph	one Number*	Email		Signature	y .
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Attachment 1 Page 21

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Principal Petitioner Details		THE SHALL SHALL
	Address*	
Name*		
Rhodes Watson	2 Orchid St, Kinka Beach, QLD 4703	
Daytime Phone Number* Emai		2
0423 566 648 rhodes	sjwatson@gmail.com	\sim
Petition Request		
We the undersigned request that Council	give consideration to*:	
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Attachment 1 Page 22

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Principal Pe	titioner Details				
Name*			Address*		
Rhodes Watson	n		2 Orchid St, Kinka Beach, QLD 4	703	
Daytime Pho	ne Number*	Email	,	Signature	*
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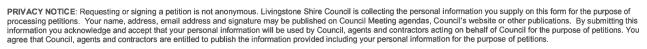
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Petition to Livingstone Shire Council Form

Office of the Mayor & CEO

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Address: PO Box 2292 YEPPOON QLD 4703



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Daytime Phone Number* Email Daytime Phone Number* Email We the undersigned request that Council give consideration to*: Enhance the entrance to Rossyn Bay Harbour & in turn Australia's gateway to Great Keppel Island & the Great Barrier Reef. The harbour sees thousands of private boaties, a fleet of fourist vessels & is a stopping point for visitors. The area of Vinte-Jones Dr around to Shoreline Cit requires witening & research of fourist vessels & is a stopping point for visitors. The area of Vinte-Jones Dr around to Shoreline Cit requires witening & research of for further signatures is required, a copy of this page must be used each time. Photocopics of signatures will not be accepted. Date* Name* Address* Signature* We shall be supply to the supply that supply the supply of the supply to the supply of the supply that the supply supply to the supply of the supply that supply supp	Principal Petitioner Details	
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Attachment 1

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Petition to Livingstone Shire Council Form

Office of the Mayor & CEO

Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

Address: PO Box 2292 YEPPOON QLD 4703



PRIVACY NOTICE: Requesting or signing a petition is not anonymous. Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing petitions. Your name, address, email address and signature may be published on Council Meeting agendas, Council's website or other publications. By submitting this information you acknowledge and accept that your personal information will be used by Council, agents and contractors acting on behalf of Council for the purpose of petitions. You agree that Council, agents and contractors are entitled to publish the information provided including your personal information for the purpose of petitions.

All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

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Daytime Pho	one Number*	Email	Signaty	rej
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Principal Pe	titioner Details			
Name*			Address*	
Rhodes Watsor	n		2 Orchid St, Kinka Beach, QLD 4703	
Daytime Pho	ne Number*	Email	Sign	nature
0423 566 648		rhodesjwats	on@gmail.com	9
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Office of the Mayor & CEO

07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au Enquiries:

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Principal Pe	titioner Details				公共 (1)
Name*			Address*		
Rhodes Watso	n		2 Orchid St, Kinka Beach, QLD 4703	3	
Daytime Pho	ne Number*	Email		Signature	
0423 566 648		rhodesjwats	on@gmail.com	19	
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Principal Pe	titioner Details				
Name*			Address*		
Rhodes Watso	n		2 Orchid St, Kinka Beach, QLD 4	1703	
Daytime Pho	ne Number*	Email		Signature	*
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Office of the Mayor & CEO

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Principal Pe	titioner Details			12.7		
Name*			Address*			
Rhodes Watso	n		2 Orchid St, Kinka	Beach, QLD 47	03	Λ
Daytime Pho	ne Number*	Email			Signature"	
0423 566 648		rhodesjwats	on@gmail.com		197	
Petition Req	uest					
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of the Mayor & CEO

es: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

s: PO Box 2292 YEPPOON QLD 4703



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Office of the Mayor & CEO

Principal Petitioner Details

Enquiries:

PO Box 2292 YEPPOON QLD 4703 Address:



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Name*		Address*	
Rhodes Watsor	1	2 Orchid St, Kinka Beach, QLD 4703	
Daytime Pho	ne Number* Email	Signature)*
0423 566 648	rhodesjwat	son@gmail.com	
Petition Req	uest		
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Office of the Mayor & CEO

Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

Address: PO Box 2292 YEPPOON QLD 4703



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All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

Principal Pe	titioner Details				
Name*		v	Address*		
Rhodes Watson			2 Orchid St, Kinka Beach, QLD 4703		
Daytime Phone Number* / Email				Signature*	
0423 566 648 rhodesjwats			@gmail.com	K	
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Petition Req		With the			14. 智管线压器
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Principal Pe	etitioner Details			
Name*		.,,,	Address*	
Rhodes Watso	n		2 Orchid St, Kinka Beach, QLD 4703	
Daytime Pho	one Number*	Email	Sign	ature*)
0423 566 648		rhodesjwats	on@gmail.com	
Petition Rec	quest			
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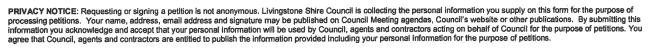
Office of the Mayor & CEO

Enquiries: 07 4913 5000 / 1

Petitioner Details and Signatures

Address:

PO Box 2292 YEPPOON QLD 4703



All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

Name*		Address*	
Rhodes Watson		2 Orchid St, Kinka Beach, QLD 4703	
Daytime Phone Number* 0423 566 648	Email rhodesjwat	tson@gmail.com	Signature*
Petition Request	OFFI STORES		

Enhance the entrance to Rosslyn Bay Harbour & in turn Australia's gateway to Great Keppel Island & the Great Barrier Reef. The harbour sees thousands of private boaties, a fleet of tourist vessels & is a stopping point for visitors. The area of Vin-E-Jones Dr around to Shoreline Ct requires widening & resealing of the road. Alongside of the Rosslyn Bay klosk on Shoreline Ct needs sealing to provide parking & a view of the ocean.

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Office of the Mayor & CEO

Enquiries:

PO Box 2292 YEPPOON QLD 4703 Address:



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Principal Petitioner Details		
Name*	Address*	
Rhodes Watson	2 Orchid St, Kinka Beach, QLD 4703	
Daytime Phone Number* Email	Signature	*
0423 566 648 rhodesj	watson@gmail.com	
Petition Request		
We the undersigned request that Council g		
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Petition to Livingstone Shire Council Form

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Name* Rhodes Watson Daytime Phone Number* Email D423 566 648 Rhodes Watson Retition Request We the undersigned request that Council give consideration to*: Enhance the entrance to Rossyn Bay Harbour & in turn Australia's gateway to Great Keppel Island & the Great Barrier Reef. The harbour sees the undersigned request that Council give consideration to*: Petition Request We the undersigned request that Council give consideration to*: Enhance the entrance to Rossyn Bay Harbour & in turn Australia's gateway to Great Keppel Island & the Great Barrier Reef. The harbour sees the undersigned representation to the retire. The area of Vin-E-Jones Cr around to Shoreline CI requires without the order of the Rossyn Bay Kook on Shoreline CI needs sealing to provide parking & a view of the ocean. Petitioner Details and Signatures (It space for harmon signatures to equivalent the state of the Rossyn Bay Kook on Shoreline CI needs sealing to provide parking & a view of the ocean. Petitioner Details and Signatures (It space for harmon signatures to equivalent the provide parking & a view of the ocean. Petitioner Details and Signatures (It space for harmon signatures) Signature* Address* Signature*	rinciparre	titioner Detai	15		
Daytime Phone Number* Email Modesjwatson@gmail.com Petition Request We the undersigned request that Council give consideration to*: Enhance the entrance to Roselyn Bay Harbour & in turn Australia's gateway to Great Keppel Island & the Great Barrier Reef. The harbour sees thousands of private boelies, a fleet of lourist vessels & is a stopping point for visitors. The area of Vin-E-Jones Dr around to Shoreline Ci requires widering & reseating of the road. Alongside of the Roselyn Bay klosk on Shoreline Ci needs sealing to provide parking & a view of the coean. Petitioner Details and Signatures (if space for further signatures is properted, a copy of this page must be used each time. Photocopies of signatures will not be accepted.) Date* Name* Address* Signature* 31 to 23 FREG WEICR 22 FA & LE HEIGHTS ZRZIF GWEIN 21 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 21 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 21 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 21 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 23 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 23 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 23 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 23 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 23 10 23 FREG WEICR 21 FA & LE HEIGHTS ZRZIF GWEIN 23 10 23 FREG WEICR 21 FREG WEICR 21 FREG WEIN 23 10 23 FREG WEICR 21 FREG WEICR 22 FREG WEIN 23 10 23 FREG WEICR 21 FREG WEICR 22 FREG WEIN 24 10 23 FREG WEINGER 21 FREG WEINGER 22 FREG WEINGER 2	Name*			Address*	
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Office of the Mayor & CEO

Principal Petitioner Details

Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

Address: PO Box 2292 YEPPOON QLD 4703



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All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

Name*	Address*	
Rhodes Watson	2 Orchid St, Kinka Beach, QLD 4703	
Daytime Phone Number* Email	Signature	*)
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Petition Request		
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Petitioner Details and Signatures (If space for further signatures is required, a copy of this pa	age must be used each time. Photocopies of signatures w	ill not be accepted.)
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Name*			Address*		
Rhodes Watson			2 Orchid St, Kinka Beach, QLD	4703	
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8.2 PETITION - D-183-2022 - HIDDEN VALLEY

File No: GV

Attachments: 1. Petition - D-183-2022 - Hidden Valley

Responsible Officer: Amanda Ivers - Coordinator Executive Support

SUMMARY

Council has received the following petition from petitioners requesting Reject Change Representation to exceed allowed 5% traffic increase along Hidden Valley Road and maintain the unanimous council decision/resolution (18/7/2023) with regard to Development Application D-183-2022. Sole access via Hidden Valley Road is not approved.

RECOMMENDATION

THAT the petition requesting reject change representation (regarding D-183-2022) be received.

Council Meeting Standing Orders:

2.9 Petitions

- 2.9.1 Any petition presented to a Meeting must:
 - (a) be in legible writing or typewritten and contain a minimum of ten (10) signatures;
 - include the name and contact details of the principal petitioner (id est, one person who is the organiser and who will act as the key contact for the issue);
 - (c) include the postcode of all petitioners, and
 - (d) have the details of the specific request/matter appear on each page of the petition.
- 2.9.2 Only valid petitions in accordance with the Petitions Guideline will generally be accepted by Council. Other petitions will be received at the discretion of Council, if deemed appropriate.
- 2.9.3 The only motions which will be moved in relation to a petition are that:
 - (a) the petition be received and referred to a Council briefing; or
 - (b) the petition be received and its contents noted.

8.2 - PETITION - D-183-2022 - HIDDEN VALLEY

Petition - D-183-2022 - Hidden Valley

Meeting Date: 16 January 2024

Attachment No: 1

Petition to Livingstone Shire Council Form 08/01/2024 RL

Office of the Mayor & CEO

Principal Petitioner Details

Enquiries:

Address: PO Box 2292 YEPPOON QLD 4703



PRIVACY NOTICE: Requesting or signing a petition is not anonymous. Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing petitions. Your name, address, email address and signature may be published on Council Meeting agendas, Council's website or other publications. By submitting this information you acknowledge and accept that your personal information will be used by Council, agents and contractors acting on behalf of Council for the purpose of petitions. You agree that Council, agents and contractors are entitled to publish the information provided including your personal information for the purpose of petitions.

All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

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Office of the Mayor & CEO

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All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

Principal Pe	titioner Details		
Name*		Address*	
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3/1/24 Steven O'Mora Do Hidden Valley Rd Dylora
3/1/24 ROBER RICHTER 199 HIDDEN VALLEY RD A. Richt
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4.1.24 Probable Stevens-Guney 229

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Office of the Mayor & CEO

Principal Petitioner Details

Name*



Address: PO Box 2292 YEPPOON QLD 4703



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All fields marked * are mandatory and must be filled appropriately in order for the petition to be considered a properly completed

Address*

Kerry Matthews		2 Coucom Road, Hidden Valley, Yeppoon.			
Daytime Phone Nur	mber* Email		Signature*		
07 49392077	mattk@tp	og.com.au			
Petition Request					
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Office of the Mayor & CEO

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Name*			Address*			
Kerry Matthews	S		2 Coucom Road, Hidden Valley, Yeppoon.			
Daytime Pho	ne Number*	Email	Signature*,			
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Attachment 1 Page 45

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Petition to Livingstone Shire Council Form

Office of the Mayor & CEO

Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

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Principal Petitioner Details						
Name*		Address*				
Kerry Matthews		2 Coucom Road, Hidden Valley, Y	eppoon.			
Daytime Phone Number*	Email		Signature	*/ ,		
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Petition Request						
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9 COUNCILLOR/DELEGATE REPORTS

Nil

10 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

10.1 NOTICE OF MOTION - COUNCILLOR FRIEND - SURVEY THE CAVES,
ROCKYVIEW, GLENLEE AND GLENDALE COMMUNITIES FOR EXTENDED
WEEKEND OPERATING HOURS OF THE CAVES TRANSFER STATION

File No: GV

Attachments: 1. NOM - Cr Friend

Responsible Officer: Cale Dendle - Chief Executive Officer

SUMMARY

Councillor Andrea Friend has submitted a 'Notice of Motion' in relation to surveying The Caves, Rockyview, Glenlee and Glendale Communities for extended weekend operating hours of The Caves Transfer Station.

COUNCILLOR RECOMMENDATION

THAT Council conduct a survey of The Caves, Rockyview, Glenlee and Glendale Communities, being for an option of extended weekend operating hours of The Caves Transfer Station and a report returns to Council with options of extended times and details.

COUNCILLOR BACKGROUND

In this last four years residents who utilise The Caves Transfer Station, have consistently requested extended weekend operating hours. Taking into consideration that extending these hours will result in weekday closures, it is important that the residents in the northern suburb areas have their opinions noted and understand what would be required to accomplish this. For every hour of weekend extension on a Saturday ninety minutes would be removed from weekday opening. For each extended hour on a Sunday, two hours would need to be taken away from a weekday opening time. This is because the budget has been set for council's contractor to operate the transfer station. At this time, it must remain cost neutral to the contractor and the council.

OFFICER COMMENTARY

Staffing implications

Officers from Waste Services and Corporate Communications will need to work together to create, distribute, collate and report back to Council on the results of the community survey.

The simplest way to undertake the survey would be to load the questions onto the 'Get Involved' Council webpage and invite residents of the above mentioned suburbs to complete the survey on-line. Invites would be sent via Council's Facebook page and website. This is Officer's preferred option.

Alternatively, the survey could be loaded onto the 'Get Involved' Council webpage and individual letters with a QR code linked to the on-line survey could be printed and mailed to all residential properties in the above mentioned suburbs. This option would require more officer time and be more expensive due to printing and mailing costs. This is not recommended by Officers.

10.1 - NOTICE OF MOTION COUNCILLOR FRIEND - SURVEY THE CAVES, ROCKYVIEW, GLENLEE AND GLENDALE COMMUNITIES FOR EXTENDED WEEKEND OPERATING HOURS OF THE CAVES TRANSFER STATION

NOM - Cr Friend

Meeting Date: 16 January 2024

Attachment No: 1

Chief Executive Officer Livingstone Shire Council Yeppoon Q 4703

Notice of Motion

'Survey The Caves, Rockyview, Glenlee, and Glendale Communities, for Extended Weekend Operating Hours of The Caves Transfer Station'

Dear Mr. Dendle,

I wish to submit this Notice of Motion in relation to a Survey conducted of The Caves, Rockyview, Glenlee, and Glendale communities, for Extended Hours over the weekend for The Caves Transfer Station. May this be included in the Agenda Ordinary Council Meeting dated 16th January 2024.

I give notice of my intention to move the following:

"That council conduct a survey of The Caves, Rockyview, Glenlee, and Glendale Communities, being for an option of extended weekend operating hours of The Caves Transfer Station."

And

"A report returns to council with options of extended times and details."

Background:

In this last four years residents who utilise The Caves Transfer Station, have consistently requested extended weekend operating hours. Taking into consideration that extending these hours will result in weekday closures, it is important that the residents in the northern suburb areas have their opinions noted and understand what would be required to accomplish this. For every hour of weekend extension on a Saturday ninety minutes would be removed from weekday opening. For each extended hour on a Sunday, two hours would need to be taken away from a weekday opening time. This is because the budget has been set for council's contractor to operate the transfer station. At this time, it must remain cost neutral to the contractor and the council.

Councillor Andrea Friend Livingstone Shire Council

Livingstone Shire Council - 4 Lagoon Place, Yeppoon. Ph: 0459392411

Email: andrea.friend@livingstone.qld.gov.au



Web: www.livingstone.qld.gov.au | Like us www.facebook.com/livingstoneshirecouncil

Attachment 1 Page 50

10.2 NOTICE OF MOTION - COUNCILLOR ADAM BELOT - WATER CHARGES

File No: GV

Attachments: 1. NOM - Cr Belot - Water charges

2. Water Price Path Access Att 1. 2023-24_2

3. Water Price Path Consumption Att 2. 2023-

24_1<u>U</u>

Responsible Officer: Cale Dendle - Chief Executive Officer

SUMMARY

Councillor Adam Belot has submitted a 'Notice of Motion' in relation to water charges.

COUNCILLOR RECOMMENDATION

THAT in order to address cost of living pressures, Council reconsiders its price path for water charges (adopted in 2020) as part of 2024/25 budget deliberations with a view to abandoning the proposal to revert to a two-tiered pricing system and reverting instead to the three-tiered system that existed prior to 2020 (ie. 75KL, 150KL and above).

COUNCILLOR BACKGROUND

Nil

OFFICER COMMENTARY - INCLUDING ATTACHMENT 2 AND 3

Water Utility charges consist of both Water Access charges (issued half-yearly) and Water Consumption charges (issued at quarterly intervals). Water access refers to the provision of water to a property. It also covers the costs of maintenance and operation of the water system including the water treatment plant and infrastructure.

Council has been working on reviewing the pricing structure for its water business to ensure overall cost recovery in aggregate across all schemes is in line with commercial cost recovery requirements under full cost pricing principles. In 2019-20 Council proposed phasing in a user pays charging regime over the following five (5) years. This pricing structure includes a transition to a two-tier water consumption model for residential properties, retaining the single tier consumption charge for non-residential and targeting this to be set at the ultimate second-tier residential water charge. Discount will continue to apply on all access charges, however does not apply on consumption charges. The five-year water price path for all water access charges is reviewed annual against forecasted expenditure and economic conditions. The price paths for both water access & consumption were adopted as part of the budget resolution on 13 June 2023.

(i) "Subject to annual review as part of the budget review process, Council endorses the five-year price path to achieve full cost pricing for water access charges as per Attachment 1 and consumption charges as per Attachment 2."

Water use by residential properties is relatively high and there appears to be scope to enhance the focus of consumption charges to further promote demand management. Effective demand management provides a signal that the above average (or excess) water consumption comes at a much higher price, which places an incentive on the household to adjust water use behaviours.

Council is proposing to target a two-tier consumption charge to bring it more in line with industry peers and increase the price point for the first-tier consumption charge to provide greater incentive to conserve water. The ultimate second-tier consumption charge should be two times the first-tier consumption charge and may need to be adjusted annually in line with CPI, the current schedule for 2023-24 is as per Attachment 2.

Future price increases in line with CPI may be required, if no significant additional operating costs and/or capital are envisaged, appear to be sufficient to meet ongoing commercial cost recovery requirements.

Water charges are set to recover all the costs associated with the provision of water services by Council in the financial year. These costs include loan interest, depreciation, the cost of ongoing maintenance and operation of the system including treatment plant operations and the provision of infrastructure. As the water and wastewater functions are a significant business activity under the National Competition Policy requirements, the charges are also made to recover tax equivalents, return on investment and other competitive neutrality adjustments.

Subject to any express provision to the contrary, Council will charge all land connected to its water supply or capable of connection to the supply, a two-part tariff for the period 1 July 2023 to 30 June 2024, comprised of:

- a graduated single tier access charge for land connected to Council's water supply, or capable of connection to the supply; and
- a multi-tiered consumption charge for residential users and a single tier charge for nonresidential users.

The application of the water supply charges (including water consumption) are in accordance with further policy and tables outlined within the Revenue Statement.

For the financial period beginning 1 July 2023 a water supply charge will apply to all land in the Livingstone Shires Water Supply Areas (further detail is contained within the Revenue Statement), either rateable or non-rateable, that is connected or capable of being connected wh June ether occupied or not occupied, including residential and commercial users and community title lots.

The access charge for all properties located within the boundaries and approved properties outside the boundaries of the Shire's Water Supply Areas, will be as detailed in the water access charges tables as identified within the recommendation and contained within the Revenue Statement. Access charges identified are applied per meter or per lot as appropriate for the period 1 July 2023 to 30 June 2024 and will generally be levied on a half yearly basis.

The access charge for unoccupied land that is capable of connection to Council's water supply will be the sum payable for a 20mm residential water meter connection.

The consumption charge for all properties located within the boundaries and approved properties outside the boundaries of the Livingstone Shire Council Water Supply Areas shall be charged an amount per kilolitre as detailed in the consumption charges tables contained within this report and the Revenue Statement. The water period for the consumption charge will be for a period from 1 July 2023 to 30 June 2024 and billing will generally be in arrears on a quarterly basis.

10.2 - NOTICE OF MOTION -COUNCILLOR ADAM BELOT - WATER CHARGES

NOM - Cr Belot - Water charges

Meeting Date: 16 January 2024

Attachment No: 1

Notice of Motion

I Adam Belot submit the following NOM for next Ordinary meeting of Council 16 Jan. 2024

THAT in order to address cost of living pressures, Council reconsiders its price path for water charges (adopted in 2020) as part of 2024/25 budget deliberations with a view to abandoning the proposal to revert to a two-tiered pricing system and reverting instead to the three-tiered system that existed prior to 2020 (ie. 75KL, 150KL and above)."

Background

The reduction in water allocation has been occurring over successive budgets and currently sits at 30 Kilolitres per quarter @ \$1.01/kl. This shows a reduction in first Tier allocation from 75 kl in 2020 down to 30kl 2024. Ultimately this reduction in allocation is driving up the price of water significantly due to many households moving into the Tier 2 price very quickly.

Sincerely,

Cr Adam Belot

Attachment 1 Page 54

10.2 - NOTICE OF MOTION -COUNCILLOR ADAM BELOT - WATER CHARGES

Water Price Path Access Att 1. 2023-24_2

Meeting Date: 16 January 2024

Attachment No: 2

Attachment 1 Page 55

Five (5) Year Water Price Path - Water Access Charges 2023-24

	Council - Capricorn Coast (On-demand potable water schemes [base service]) - CPI Adjusted									
				Price Path						
			YR1	YR2	YR3	YR4	YR5			
		2020/21	2021/22							
Water Access	2019/20	Unit Rates	Unit Rate	2022/23	2023/24	2024/25	2025/26			
20mm	666.00	679.00	663.00	672.00	743.00	819.00	899.00			
25mm	1,039.00	1,061.00	1,034.00	1,049.00	1,160.00	1,278.00	1,404.00			
32mm	1,703.00	1,738.00	1,697.00	1,720.00	1,902.00	2,095.00	2,301.00			
40mm	2,661.00	2,719.00	2,652.00	2,688.00	2,973.00	3,276.00	3,598.00			
50mm	4,158.00	4,244.00	4,144.00	4,199.00	4,644.00	5,118.00	5,621.00			
65mm	7,027.00	7,170.00	7,001.00	7,095.00	7,846.00	8,645.00	9,495.00			
75mm	9,595.00	9,548.00	9,322.00	9,447.00	10,447.00	11,512.00	12,643.00			
80mm	10,918.00	10,864.00	10,608.00	10,750.00	11,889.00	13,101.00	14,388.00			
100mm	16,632.00	16,975.00	16,575.00	16,797.00	18,577.00	20,471.00	22,482.00			
150mm	37,422.00	38,194.00	37,294.00	37,793.00	45,190.00	46,059.00	50,584.00			
200mm	66,526.00	67,900.00	66,300.00	67,188.00	74,307.00	81,882.00	89,926.00			
Vacant	666.00	679.00	663.00	672.00	743.00	819.00	899.00			
	Council	The Course	Marlharaua	h /On dama	nd notable wat	or schomos (baso	samisal\			

	Council - The Caves & Marlborough (On-demand potable water schemes [base service])							
			YR1	YR2	YR3	YR4	YR5	
		2020/21	2021/22					
Water Access	2019/20	Unit Rates	Unit Rate	2022/23	2023/24	2024/25	2025/26	
20mm	459.00	468.00	492.00	537.00	640.00	760.00	899.00	
25mm	718.00	731.00	767.00	838.00	998.00	1,185.00	1,404.00	
32mm	1,175.00	1,198.00	1,259.00	1,375.00	1,637.00	1,944.00	2,301.00	
40mm	1,837.00	1,872.00	1,968.00	2,149.00	2,559.00	3,037.00	3,580.00	
50mm	2,870.00	2,925.00	3,075.00	3,357.00	3,998.00	4,746.00	5,621.00	
65mm	-	4,947.00	5,195.00	5,672.00	6,756.00	8,020.00	9,495.00	
75mm	-	6,586.00	6,917.00	7,553.00	8,995.00	10,679.00	12,643.00	
80mm	-	7,493.00	7,871.00	8,595.00	10,237.00	12,151.00	14,388.00	
100mm	10,946.00	11,700.00	12,299.00	13,429.00	15,994.00	18,986.00	22,482.00	
150mm	25,827.00	26,325.00	27,672.00	30,215.00	35,987.00	42,718.00	50,584.00	
200mm	45,914.00	46,800.00	49,195.00	53,717.00	63,979.00	75,947.00	89,926.00	
Vacant	459.00	468.00	492.00	537.00	640.00	760.00	899.00	

	Council - Nerimbera (Constant flow potable water schemes - 80% of base service)						
			YR1	YR2	YR3	YR4	YR5
		2020/21	2021/22				
Water Access	2019/20	Unit Rates	Unit Rate	2022/23	2023/24	2024/25	2025/26
20mm	438.00	447.00	454.00	479.00	551.00	631.00	719.00
25mm	684.00	698.00	707.00	746.00	857.00	982.00	1,123.00
32mm	-	-	1,161.00	1,224.00	1,409.00	1,612.00	1,841.00
40mm	1,751.00	1,788.00	1,814.00	1,912.00	2,200.00	2,519.00	2,860.00
50mm	-	-	2,834.00	2,988.00	3,437.00	3,935.00	4,497.00
65mm	-	-	4,789.00	5,048.00	5,806.00	6,649.00	7,596.00
75mm	-	-	6,376.00	6,721.00	7,732.00	8,854.00	10,114.00
80mm	-	-	7,256.00	7,648.00	8,798.00	10,075.00	11,510.00
100mm	10,946.00	11,175.00	11,337.00	11,951.00	13,747.00	15,741.00	17,986.00
150mm	-	-	25,509.00	26,889.00	30,930.00	35,419.00	40,467.00
200mm	-	-	45,349.00	57,984.00	66,696.00	76,376.00	71,941.00
Vacant	438.00	447.00	454.00	479.00	551.00	631.00	719.00

	Council - Ogmore (Non-potable water - 60% of base service)							
			YR1	YR2	YR3	YR4	YR5	
		2020/21	2021/22					
Water Access	2019/20	Unit Rates	Unit Rate	2022/23	2023/24	2024/25	2025/26	
20mm	385.00	393.00	386.00	394.00	439.00	487.00	539.00	
25mm	-	-	602.00	615.00	684.00	760.00	842.00	
32mm	-	-	988.00	1,009.00	1,123.00	1,247.00	1,381.00	
40mm	-	-	1,544.00	1,576.00	1,722.00	1,949.00	215.00	
50mm	-	-	2,413.00	2,463.00	2,743.00	3,044.00	3,373.00	
65mm	-	-	4,076.00	4,161.00	4,634.00	5,144.00	5,697.00	
75mm	-	-	5,427.00	5,557.00	5,557.00	6,167.00	7,586.00	
80mm	-	-	6,176.00	6,303.00	7,021.00	7,792.00	8,633.00	
100mm	-	-	9,650.00	9,849.00	10,937.00	12,176.00	13,489.00	
150mm	-	-	21,173.00	22,161.00	24,684.00	27,395.00	30,350.00	
200mm	-	-	38,600.00	39,397.00	43,883.00	48,704.00	53,956.00	
Vacant	385.00	393.00	386.00	394 00	439.00	487.00	539 00	

Attachment 2 Page 56

10.2 - NOTICE OF MOTION -COUNCILLOR ADAM BELOT - WATER CHARGES

Water Price Path Consumption Att 2. 2023-24_1

Meeting Date: 16 January 2024

Attachment No: 3

Attachment 2 Page 57

Attachment 2.

Five (5) Year Water Price Path - Water Consumption Charges 2023-24

Consumption	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
1 st tier charge	\$0.89	\$0.91	\$0.89	\$0.91	\$1.01	\$1.12	\$1.44
1 st tier Quarter threshold (kL)	75kl	75kl	60kl	45kl	30kl	0-15kl	0-75kl
2 nd tier charge	\$1.37	\$1.40	\$1.37	\$1.39	\$1.54	\$1.71	\$2.87
2 nd tier Quarter threshold (kL)	76-150kl	76-150kl	61-135kl	46-120kl	31-105kl	16-90kl	>75kl
Residential Third tier charge	\$2.77	\$2.83	\$2.74	\$2.79	\$3.10	\$3.43	-
3 rd tier quarter threshold (kl)	>150kl	>150kl	>135Kl	>120kl	>105kl	>90kl	-
Non-residential single tier charge	\$2.03	\$2.07	\$2.14	\$2.29	\$2.54	\$2.74	\$2.87

Attachment 3 Page 58

11 REPORTS

11.1 CHANGE OF ORDINARY MEETING DATE - MARCH 2024

File No: GV

Attachments: 1. DSDILGP Section 257 Local Government

Regulation 2012 Council Meetings - 6

October 2023

Responsible Officer: Matthew Willcocks - Acting Chief Executive Officer

Author: Cale Dendle - Chief Executive Officer

SUMMARY

Chief Executive Officer seeking endorsement of actions taken to alter the commencement date and time of the March 2024 Ordinary Meeting.

OFFICER'S RECOMMENDATION

THAT Council endorses the alteration of the March 2024 Ordinary Meeting to the 12 March 2024 Ordinary Council Meeting due to the Local Government Election.

BACKGROUND

As required, Council has resolved to hold its Ordinary Meetings on the third Tuesday of each month.

COMMENTARY

As Council's resolved schedule would have the March 2024 Council meeting falling on 19 March 2024 and the Local Government Election taking place on 16 March 2024, it is requested to alter the Ordinary Council Meeting to 12 March 2024.

PREVIOUS DECISIONS

At its meeting of 16 April 2020, Council resolved:

THAT Council adopt that the Ordinary Council meetings be held on the third Tuesday of every month, commencing at 9.00am.

ACCESS AND INCLUSION

Not applicable.

ENGAGEMENT AND CONSULTATION

There has been no engagement or consultation undertaken regarding the alteration to the date for the Ordinary Council Meeting of March 2024.

HUMAN RIGHTS IMPLICATIONS

Not applicable.

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

In accordance with section 257 of the *Local Government Regulation 2012*, Council must meet at least once in each month.

LEGAL IMPLICATIONS

Council must adhere to the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*. There are no legal implications associated with the rescheduling of the Ordinary Council meeting for March 2024.

STAFFING IMPLICATIONS

Staff resources are deployed to support the Council meeting function in whatever form Councillors resolve.

RISK ASSESSMENT

Not applicable.

CORPORATE PLAN REFERENCE

Leading Livingstone

Community Plan Goal 4.3 - Engagement with the community as advisors and partners

4.3.2 Commit to open and accountable governance to ensure community confidence and trust in Council and its democratic values.

CONCLUSION

Chief Executive Officer seeks endorsement of actions taken to alter the March 2024 Ordinary Meeting due to the Local Government Election.

11.1 - CHANGE OF ORDINARY MEETING DATE - MARCH 2024

DSDILGP Section 257 Local Government Regulation 2012 Council Meetings - 6 October 2023

Meeting Date: 16 January 2024

Attachment No: 1



Our ref: DGBN23/437

Department of

State Development, Infrastructure,
Local Government and Planning

6 October 2023

Mr Cale Dendle Chief Executive Officer Livingstone Shire Council Cale.Dendle@livingstone.qld.gov.au

Dear Mr Dendle

I am writing in relation to concerns expressed by some local governments about their ability to hold a council meeting in March 2024.

Section 257 of the of the Local Government Regulation 2012 (the Regulation) requires councils to hold a council meeting at least once in each month. With the 2024 quadrennial local government election (the election) being held two weeks earlier than usual, there is a shorter window of opportunity to hold a council meeting in March 2024. However, it is possible for councils to hold a council meeting between 1 and 15 March 2024, prior to election day on 16 March 2024. Given the proximity to the election, this could be a very short meeting to accept the minutes of the previous meeting.

The Regulation also provides that the Minister for Local Government may vary the requirement for a council to hold a meeting once in each month. Should a council wish to do so, you may write seeking that a council meeting does not need to be held in March 2024. Applications will then be considered on a case-by-case basis. If that is the council's preferred option, I would ask that you make such an application within four weeks of the date of this letter.

I would also like to take the opportunity to remind you that councils must hold a post-election meeting within 14 days after the conclusion of the election.

I have asked for Ms Bronwyn Blagoev, Executive Director, Strategy and Service Delivery, Local Government Division, in the Department of State Development, Infrastructure, Local Government and Planning to assist you with any further queries. You may wish to contact Ms Blagoev on (07) 3452 6792 or by email at bronwyn.blagoev@dsdilgp.qld.gov.au.

Yours sincerely

Natalie Wilde

Acting Director-General

1 William Street Brisbane Queensland 4000 PO Box 15009 City East Queensland 4002

Telephone 13 QGOV (13 74 68)

Website www.statedevelopment.qld.gov.au

ABN 29 230 178 530

Attachment 1 Page 62

11.2 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023

File No: FM12.14.1

Attachments: 1. Monthly Financial Report 31 December 2023

2. Contract Award Summary U

Responsible Officer: Andrea Ellis - Chief Financial Officer

Author: Caitlyn Good - Management & Treasury Accountant

SUMMARY

Presentation of the Livingstone Shire Council Monthly Financial Report for the Period Ending 31 December 2023 by the Chief Financial Officer.

OFFICER'S RECOMMENDATION

THAT the Livingstone Shire Council Monthly Financial Report for the period ending 31 December 2023 be received (Attachment 1).

BACKGROUND

The attached Financial Report is collated financial data within Council's Finance One and Pathway systems. The report presented includes:

- 1. Executive Summary
- 2. Financial Performance Indicators
- 3. Financial Reports
- 4. Capital Expenditure
- 5. Glossary

The attached financial information presents the year-to-date position of Council's financial performance to the 31 December 2023. All prior financial year-end accounting entries have been completed. Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 24BR1 Adopted by Council on 19 December 2023.

COMMENTARY

The financial report compares actual performance against Council's Budget Review 1 (24BR1) and identifies significant variances or areas of concern. It also provides information about additional areas of financial interest to Council and reinforces sound financial management practices throughout the organisation.

The Council monthly report (attachment one) contains the commentary and analysis and for the sake of brevity, will not be repeated in this cover report.

Additional commentary is disclosed within the report where either the month or year to date variance exceed \$100,000 or 10% of the budget.

- 1. Executive Summary summary of the main financial operating results, capital, cash and borrowings.
- 2. Financial Performance Indicators a summary of financial performance indicator year-to-date results. Indicators are based on achieving benchmark results. These have been aligned to the sustainability measures in the Financial Management (Sustainability) Guideline 2023
- 3. Financial Reports -

- a. Month and year to date results for operating activities. Supplemented by commentary where either a major positive or negative variance exists and supporting graphical summaries or results, or previous information requests.
- b. Balance sheet items with movement on previous month, compared against full year budget. Supplemented by commentary where either a major positive or negative variance exists and supporting graphical summaries of results, or where details were previously provided.
- 4. Capital expenditure
 - a. Summary of overall portfolio of program including capital revenue streams.
 - b. Detail of capital expenditure projects >\$100,000.
- 5. Glossary updated to reflect the current financial performance indicators.

Procurement

Current Contracts >\$200,000 (GST exclusive)

In accordance with section 237 of the *Local Government Regulation 2012*, Council publishes the details of all contracts valued \$200,000 or more. These details are displayed on Council's website (https://www.livingstone.qld.gov.au/doing-business/business-and-regulations/contracts-and-tenders), and on the public notice board located at the Yeppoon Town Hall. In December 2023, seven (7) contracts over the prescribed value were established via purchase order.

Current Tenders

At the end of November there were no (0) open tenders, six (6) tenders evaluated, and four (4) contracts awarded (Attachment 2). The below table is a summary of current tenders to promote oversight of the progress by Councillors.

Once all contract award documentation is completed, the contract details will be added to the published contract listing.

December 2023 - Ope	en Tenders								
December 2023 - Ten	ders Evaluated								
2023.026	Preferred Supplier Arrangement (PSA) Plumbing Water Sewer and	l Pipe Fittings							
2023.027	Preferred Supplier Arrangement (PSA) Supply & Delivery of Precase	st Concrete Pipes							
2023.002R	Register of Pre-Qualified Suppliers (RPQS) Wet Plant Hire Refresh	Register of Pre-Qualified Suppliers (RPQS) Wet Plant Hire Refresh							
2023.028	Preferred Supplier Arrangement (PSA) Specialised Plant Hire	Preferred Supplier Arrangement (PSA) Specialised Plant Hire							
2023.014	Landfill Management & Associated Services	Landfill Management & Associated Services							
2023.024	Lagoon Building A Air-Conditioning Unit Replacement								
December 2023 - Con	tracts Awarded	Successful Tenderer/s	Contract Value (exc GS						
	Preferred Supplier Arrangement (PSA) for the Supply & Delivery of								
2023.023	Corporate & External Uniforms		Schedule of Rates						
		1. Adsun Projects							
		2. Sensortronic Weighing and							
		Inspection Australiasia							
		3. Barrys Weed Spraying							
		4. Capricorn Coast Tree Services							
		5. CQ Soil Testing Pty Ltd							
		6. DB Diesel Repairs Pty Ltd							
		7 Diamond Lawn and Garden							
		Australia							
		8. Tyrepower Yeppoon							
2022.022R	Register of Pre-Qualified Suppliers (RPQS) Trade Services (exc	9. Higgins Coatings Pty Ltd	Register of Pre-Qualific						
2022.022K	Plumbing & Electrical)	10. Linibridge Builders Pty Ltd	Suppliers (RPQS) only						
		11. Moras Contracting Group Pty Ltd							
		12. MR Lindley & SR Lindley							
		13. Mulambin Mowing							
		14. Pat Hudson Concreting							
		15. RE-Pump Australia Pty Ltd							
		16. Poolwerx Rockhampton-							
		Yeppoon							
		17. Purple Patch Services							
		18. Ruswin							
		19. Yeppoon Slashing							
		1. Adsun Energy Pty Ltd							
		2. Downright Plumbing and Gas							
	Register of Pre-Qualified Suppliers (RPQS) Trade Services	3. Flowtec Services Pty Ltd							
2022.023R	(Plumbing & Gas)	4. LNG Plumbing and Gas	Schedule of Rates						
	r range a say	5. RE-Pump Australia Pty Ltd							
		6. Richardson Plumbing and Gas							
		Fitting Pty Ltd							
2022.024R	Register of Pre-Qualified Suppliers (RPQS) Trade Services	1. Barnes Electrical							
	(Electrical & Data)	2. GK Electrical							
		3. Moras Contracting Goup Pty Ltd	Schedule of Rates						
		4. Rilec Electrical Pty Ltd							
		5. Stanke Group Electrics Pty Ltd	1						

Status Legend:

Open – tender has been publicly advertised and suppliers are preparing and submitting tender responses. Officers and Councillors are to apply probity by directing all enquiries to the procurement team while the tender is open.

 $\underline{\text{Evaluation}}$ – the tender is under evaluation by the tender evaluation panel. Officers outside of the evaluation panel and Councillors are restricted from this process.

Contract Award - the evaluation process is completed and approval process to award contract is underway.

Non-Award – a decision is made not to award the contract, as the submission/s received are deemed unsuitable.

<u>Contract</u> – contract issued by letter of award.

PREVIOUS DECISIONS

The 2023-24 Budget was adopted on 13 June 2023.

The 2023-24 Budget Review 1 (24BR1) was adopted on 19 December 2023.

ACCESS AND INCLUSION

This report once adopted by Council will be made publicly available on Council's website.

ENGAGEMENT AND CONSULTATION

Information has been provided by the procurement and revenue functions for this report.

Council conducted community consultation on the 2023-24 budget.

HUMAN RIGHTS IMPLICATIONS

Section 4(b) of the *Human Rights Act 2019* requires public entities such as Council 'to act and make decisions in a way compatible with human rights.

There are no foreseen human rights implications associated with the adoption of this monthly report.

BUDGET IMPLICATIONS

The Monthly Financial Report shows Council's financial position in relation to the Budget Review 1 (24BR1).

LEGISLATIVE CONTEXT

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

Section 170 of the *Local Government Regulation 2012*, states that council may by resolution amend the budget for a financial year at any time, so long as it complies with all the requirements under section 169, which are essentially all the same material as an annual budget except for decision regarding rates and utility charges which can only be adopted as part of the annual budget process.

LEGAL IMPLICATIONS

There are no anticipated legal implications because of this report.

STAFFING IMPLICATIONS

There are no staffing implications because of this report.

RISK ASSESSMENT

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

CORPORATE PLAN REFERENCE

Leading Livingstone

Community Plan Goal 4.3 - Engagement with the community as advisors and partners

4.3.2 Commit to open and accountable governance to ensure community confidence and trust in Council and its democratic values.

Regular monthly reporting of Council's finance performance and financial position promotes open and accountable financial outcomes whilst providing Council and the community with relevant and reliable information on which to base financial decision-making.

CONCLUSION

The financial report provides information about Council's financial performance and position for the period ending 31 December 2023.

11.2 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023

Monthly Financial Report 31 December 2023

Meeting Date: 16 January 2024

Attachment No: 1

1. Executive Summary

This monthly financial report illustrates the financial performance and position of Livingstone Shire Council compared to Councils 2023-24 Revised Budget 1 (24BR1) at an organisational level for the period ended 31 December 2023.

		Month ('\$000s)		YTD	FY ('\$000s)	
Key Financial Results (\$000's)	Actual	23-24 BR1	Variance	Actual	% of Full Year Budget	23-24 BR1
Operating Surplus/(Deficit)	(7,992)	(7,586)	(406)	(64)	5%	(1,370)
Operating Revenue	1,467	1,571	(104)	51,696	47%	109,888
Operating Expenditure	(9,459)	(9,157)	(302)	(51,759)	47%	(111,258)
Capital Works Expenditure	(2,303)	(3,660)	1,357	(15,112)	32%	47,161
Closing Cash & Cash Equivalents	107,957					99,675
Total Borrowings	51,512					59,076

Commentary

The Year-to-date results indicate a deficit with with both operational revenue and expenditurein line with budget expectations.

Total Capital expenditure of \$2.30 million has been spent in December. Year-to-date Capital expenditure of \$15.1 million is 32% of full year budget.

As at 31 December 2023 Council had \$107.96 million in cash and \$51.51 million in total debt borrowings.

2. Financial Management (Sustainability) Performance Indicators

The financial performance indicators have been aligned to the financial sustainability measures that will be calculated and published as part of the annual statutory financial reporting process for 30 June 2024. These are reported as single year to date results compared against the budgeted single-year result.

	YTD Actual	FY Budget	Tier 4 Target	Comment
Financial Capacity				
Council-Controlled Revenue Ratio (%)#	88.8%	87.9%	Contextual	Majority of Council revenue attributed to rates income.
Population Growth Ratio (%) [#]	Data not available	0.6%	Contextual	The population estimate for Livingstone Shire Council area as of the 30th June 2022 is 40,952. Since the previous year, the population has grown by 2.69%. Population growth in Regional QLD was 1.88%. (Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0). Compiled and presented in profile.id by .id (informed decisions).
Operating Performance				
Operating Surplus Ratio (%)* [#]	× -0.1%	× -1.2%	Between 0% and 10%	The negative operating surplus ratio of 0.1% indicates operational expenses have exceeded the operational revenue year to date. There is no surplus to support capital expenditure or debt repayments and or loan repayments.
Operating Cash Ratio (%) [#]	√ 33.3%	√ 31.3%	Greater than 0%	The positive operating cash ratio of 33.3% indicates that council has the ability to self-fund capital expenditure from surplus funds from core operations.
Liquidity				
Unrestricted Cash Expense Cover Ratio (months) [#]	√ 14.2	√ 13.2	Greater than 4 months	Council has sufficient unconstrained cash to meet ongoing and emergent financial demands for 14.2 months. Council has access to a \$10m QTC working capital facility which is equivalent to 1.79 months cover.
Net Financial Liability Ratio (%)*	√ -54.9%	√ -24.5%	Less than 60%	In-line with benchmark. Sufficient operating revenue to service liabilities.
Asset Management				
Asset Sustainability Ratio (%)*#	× 58%	× 70%	Greater than 90%	The extent to which council's existing infrastructure assets are being replaced as they reach the end of their useful lives is 58%.
Asset Consumption Ratio (%) [#]	√ 68%	√ 71%	Greater than 60%	Council's infrastructure assets have been consumed by 68% compared to what it would cost to build a new asset with the same benefit to the community.
Asset Renewal Funding Ratio (%) [#]	Commenc	ing 2025-26	Contextual	This ratio will measure the ability of Council to fund projected infrastructure asset renewal/replacements into the future.
Debt Servicing				
Leverage Ratio (times cover)#	✓ 3.0	√ 1.7	0 - 3 times	Adequate capacity to manage unforeseen financial shocks & meet loan repayments.
*Financial Management (Sustainability) 2013 legisla	ted ratios			

Attachment 1 Page 68

Financial Management (Sustainability) 2023 legislated ratios

3. Financial Reports

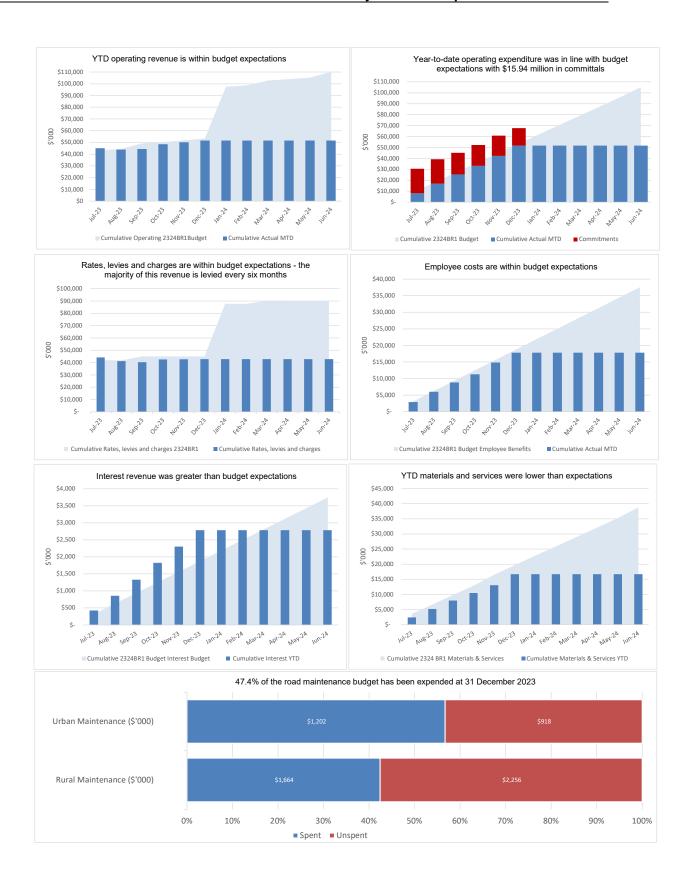
Operating Re 31/12/2023	sult for the p	eriod ending									
	Month ('\$	000s)			YTD 50%					FY	
Actual	23-24 BR1	Variance ¹	>\$100K & 10%		Actual	23-24 BR1	Variance ¹	>\$100K & 10%	% of Full YTD	23-24 BR1	
(\$'000)	(\$'000)	(\$'000)			(\$'000)	(\$'000)	(\$'000)		%	(\$'000)	
				Operating Revenue							
232	38	193	✓	Rates, levies and charges	42,813	44,940	(2,127)	\Leftrightarrow	48%	90,106	
348	529	(181)	*	Fees and charges	3,095	3,177	(82)		49%	6,357	
281	258	23		Sales revenue	1,027	1,124	(98)		40%	2,575	
109	297	(187)	*	Operating grants and subsidies	1,345	1,233	113	\Leftrightarrow	24%	5,523	
479	311	168	✓	Interest received	2,782	1,867	914	✓	74%	3,737	
18	138	(120)	*	Other income	634	795	(161)	*	40%	1,590	
1,467	1,571	(104)	. ⇔	Total Operating Revenue	51,696	53,137	(1,441)	⇔	47%	109,888	
				Operating Expenses							
(2,946)	(3,125)	179	⇔	Employee benefits	(17,803)	(18,775)	972	⇔	47%	(37,551)	
(3,642)	(3,131)	(511)	sc	Materials & services	(16,695)	(19,614)	2,919	✓	43%	(38,806)	
(232)	(244)	12		Finance costs	(1,421)	(1,465)	44		47%	(3,007)	
(2,640)	(2,657)	17		Depreciation & Amortisation	(15,841)	(15,941)	100		50%	(31,894)	
(9,459)	(9,157)	(302)	⇔	Total Operating Expenses	(51,759)	(55,794)	4,034	<i>⇔</i>	47%	(111,258)	
(7,992)	(7,586)	(406)	. ⇔	Net operating result	(64)	(2,657)	2,593	✓	5%	(1,370)	

1 **√** Positive numbers represent under expenditure or additional revenue

Major positive variance, comment required Major negative variance, comment required

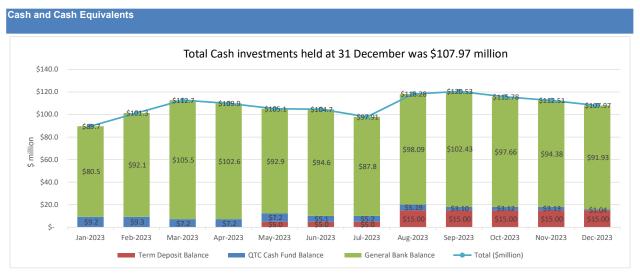
	Major negative variance, comment required
\Leftrightarrow	Within expectations, no comment required
Areas to I	note

Rates, levies and charges	Year-to-date and Rates, levies and charges are within budget expectations. Variance in the month of December amount relates to the timing on the state pensioner subsidy recovery being received. The subsidy was budgeted to be received as \$125k quarterly for the year, however nothing was received in September and \$256k was received in December, bringing the expected amount in line with year-to-date budget. Quarter 2 water consumption notices are to be generated in January.
Fees and charges	Overall Year-to-date fees and charges revenue are within year-to-date budget expectations. The month of December fees and charges were under budget expectations largely due to timing differences, resulting in lower than anticipated Waste & Recycling Fees (\$51k), Development Approval Fees (\$45k), Water Fees (\$40k), Plumbing and Drainage fees (\$22k), Development & Compliance - Building Fees (\$17k) and Local laws fees (\$11k) being received in the month.
Operating grants and subsidies	Operating grants and subsidies are received throughout the year and the December variance relates to timing differences in grants being received in November but budgeted for in December. Year-to-date amount is within budget expectations. Council also received 100% of the 2023-24 financial assistance grant (\$4,482,068) in June 2023. Council will only receive \$204,758 of the 2023-24 allocation in the current financial year. It will be unknown until June 2024 if there will be a continuation of the prepayment approach (50% from 2017-18, increased to 75% 2022-23).
Interest Received	December Interest continue to be favourable against budget expectations, due to the increment in the RBA cash rate leading to the QTC and Councils Banker raising interest rates. See Cash and Cash equivalents for more information on rates.
Other income	Year-to-date Other Income is tracking behind budget. The majority of the variance is attributed to lower than anticipated revenue received from scrap metal recycling for surplus/waste steel materials.
Materials & services	Month of December results are higher than budgeted due to the timing of Audit fees for 2022-23 Financial statements (\$59k), Licenses (including software) (\$915k) and Minor ICT equipment (\$123k) invoices being paid in December. Some of these expenditures will be accrued over the coming months. Year-to-date actuals are below budget expectations largely due to timing differences from when goods/services are received but not yet invoiced, for example there is a one-month delay in receiving electricity bills.



Statement of Financial Position for the 31/12/2023	period ending			
	Month-end Actual	Last month Actual	Movement	Full Year BR1
	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Cash and cash equivalents	107,957	112,512	(4,554)	99,675
Receivables	5,538	6,675	(1,137)	10,099
Inventories	467	358	109	3,012
Land held for development or sale	4,763	4,763	-	-
Contract assets	3,416	3,416	-	-
Other assets	1,076	950	126	4,484
Property, plant & equipment	1,215,149	1,217,783	(2,634)	1,305,746
Intangibles	253	259	(6)	7,719
Capital works in progress	47,173	44,592	2,581	
TOTAL ASSETS	1,385,792	1,391,308	(5,516)	1,430,735
Payables	8,972	7,428	1,544	5,247
Contract liabilities	5,719	5,623	96	485
Borrowings	51,512	53,398	(1,886)	59,076
Provisions	19,510	19,634	(124)	19,943
Other liabilities	4,369	4,369	0	3,781
TOTAL LIABILIITIES	90,082	90,452	(371)	88,532
Asset revaluation surplus	260,563	260,563	-	297,181
Retained surplus/(deficiency)	1,035,147	1,040,292	(5,145)	1,045,022
TOTAL COMMUNITY EQUITY	1,295,710	1,300,855	(5,145)	1,342,203

Areas to note	
Cash and cash equivalents	Cash balances have decreased by \$4.55 million compared to the previous month. This is consistent with ongoing operating expenditure in December and no rates or water consumption notices issuing or falling due in the month.
Receivables	\$1.14 million decrease in receivables mostly attributed to the reciept of payment for the final instalment of grant funding, issued to The Department of Transport and Main roads (\$965k). This is for the final instalment of the Western Yeppoon - Emu Park Road, Cycling Upgrade (On and Off Road) Tanby Road Shared Path.
Inventories	Increase in inventories associated with the increased use of gravel stock on capital projects during December compared to the prior month.
Other assets	Increase in current month due to timing of BAS refund from the ATO.
Property, plant and equipment	Movement relates to the monthly depreciation allocation and associated increase in accumulated depreciation.
Capital works in progress	\$2.58 million increase due to continued capital expenditure in December. Refer to the capital expenditure reports for further detail on the capital works program for 2023-24. Increase in Capital Works in Progress is expected as no works have yet been Capitalised in the 2023-24 financial year.
Payables	Payables have increased in December due to the timing of pay runs falling due and invoices payable being committed to our system. The final payment run occurred on 20th December, one week earlier than normal.
Borrowings	Decrease due to quarterly QTC repayment being made in December. Monthly interest and administration charges accrued on total borrowings with the total movement in borrowings reflecting the net result.
Provisions	The change in provisions reflects the net movement in accrued employee leave entitlements.

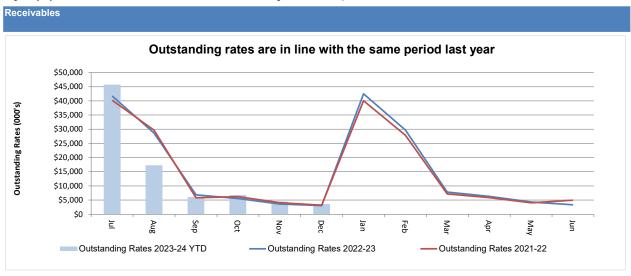


Investments are held with Council's general banker and in the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund. Council's interest earning rate as at 31 December 2023 is 5.03% p.a. (net of 0.12% administration fees) with the QTC and 4.85% p.a. with CBA. In November, the weighted average interest rate was 4.90% which is marginally above the target rate of 4.85%, which is 0.5%+ RBA Cash Rate (4.35%).

Term deposit rates are monitored regularly by Council officers to identify investment opportunities to ensure Council maximises its interest earnings balanced against the need to invest cash for a fixed term.

The amount of interest earned from month-to-month is indicative of both the interest rate and the surplus cash balances held, the latter of which is affected by Council's cash flow requirements on a monthly basis as well as the rating cycle.

Cash needed for day-to-day requirements is deposited with the QTC or Council's general banker. Interest rates from both facilities are monitored regularly by Council finance officers to maximise interest earnings as much as possible.

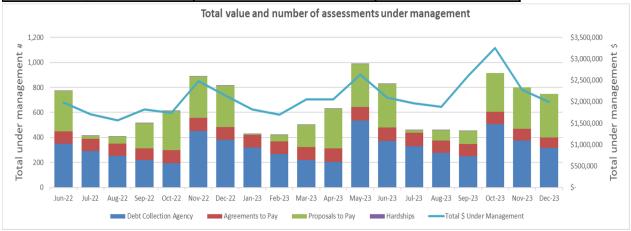


Ageing of Rates Receivable at Month End						
Total Rates Outstanding	\$3,631,329					
Less Current Levy	\$0					
Total Eligible for Collection	\$3,631,329					
Current	\$1,655,184	45.58%				
1 years	\$1,124,088	30.96%				
2 years	\$330,782	9.11%				
3 years	\$147,633	4.07%				
4 years	\$86,418	2.38%				
5 years	\$287,224	7.91%				
Total Eligible for Collection	\$3,631,329	100.0%				

Ratepayers have the option to enter into formal payment arrangements, preventing legal action being progressed by Council's debt collection agency. Council resolved to charge 7% per annum on overdue rates and utility charges in 2023-24, applied monthly, on all overdue balances, including those under a formal payment agreement. This percentage rate has remained the same since the 2018-19 Financial Year and Council have ensured that this has remained unaffected by recent large increases in CPI.

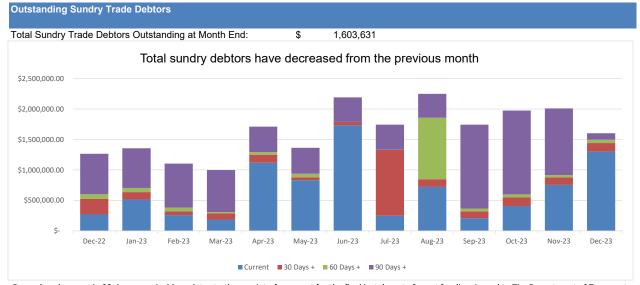
55% of the total balances eligible for collection are under management; this reflects 748 assessments out of all 18,367 rateable assessments (4.1%).

	As at Dece	mber 2022	As at December 2023		
	#	\$	#	\$	
Debt Collection Agency	329	\$ 257,733	315	\$ 1,325,580	
Agreements to pay	100	\$ 446,656	85	\$ 444,694	
Proposals to Pay	384	\$ 1,415,723	348	\$ 225,727	
Council Hardship	2	\$ 21,725	0	\$ -	
Total under management	815	\$ 2,141,837	748	\$ 1,996,001	



There was a decrease in the number of assessments under management on last month (decrease of 51), with the value of the assessments under management decreasing by \$277k. Compared to the same time last year, there is a decrease of 67 assessments and \$146k less under management. Council officers are committed to working with any ratepayer who is experiencing difficulty in paying their rates & charges and strongly encourages anyone in this position to make early contact with Council.

Council has now paused all active debt recovery activities in December until the new year.



December decrease in 90 days+ receivables relates to the receipt of payment for the final instalment of grant funding, issued to The Department of Transport and Main roads (\$965k). This is for the final instalment of the Western Yeppoon - Emu Park Road, Cycling Upgrade (On and Off Road) Tanby Road Shared Path

Payables

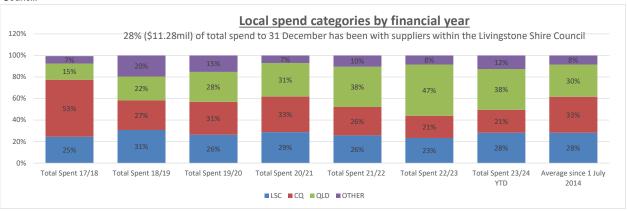
Procurement

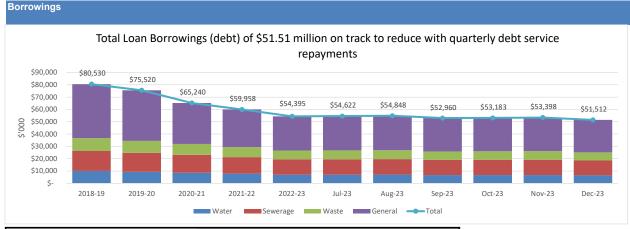
Council strongly supports locally owned and operated businesses, including those with an office or branch in our region. Council is able to report on direct local spend for both operational and capital expenditure in addition to employee salaries & wages.

Total expenditure with businesses located within the Shire boundaries, in the current financial year to date, is 28% or \$11.28 million.

	TD Spend (\$million)	%
LSC - Business located within the shire boundaries.	\$ 11.28	28%
CQ - Business completely set up and run outside of LSC boundaries but within the Central Queensland region.	\$ 8.57	21%
QLD - Business based outside of Central Queensland but within Queensland.	\$ 15.18	38%
OTHER - Business based outside of Queensland.	\$ 5.00	12%
	\$ 40.03	100%

The bar graph below summarises the allocation by local spend categories for the previous seven (7) financial years. Council has since 1 January 2014 procured, on average, 62% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.





Debt Position	YTD Actual (\$'000)	Budget
Total Debt held as at 1 July 2023	\$54,395	\$54,395
New borrowings drawn down in 2023-24	-	\$10,574
Interest & administrative charges	\$1,326	\$2,628
Total debt service payments	(\$4,211)	(\$8,520)
Total Debt held at reporting period	\$ 51,512	\$ 59,076

In-line with Council's debt policy, a debt service payment of \$2,105,500 (being approximately \$1,890,500 repayment of principal and \$215,000 interest and administrative charges) is to be paid quarterly during 2023-24. Interest accrues monthly calculated on a daily basis until the next debt service payment. New borrowings are planned to be drawn down at the end of the 2023-24 financial year.

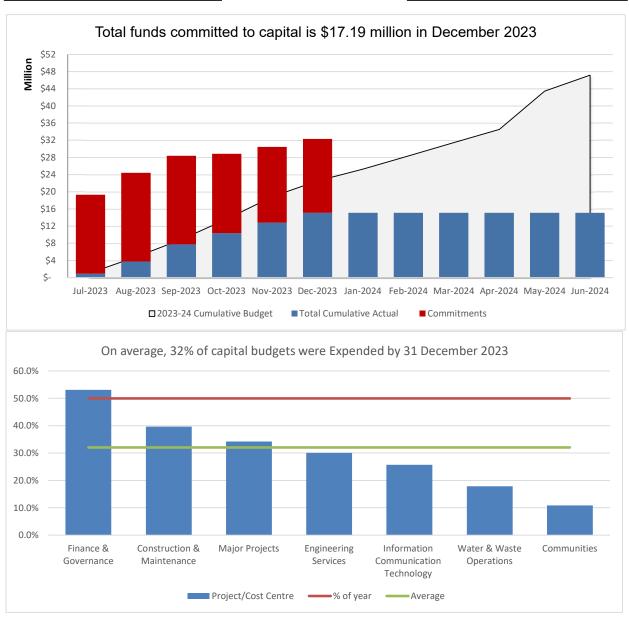
As at 31December 2023 the weighted average interest rate of all Council debt is approximately 4.84%.

Council has forecast an addition \$9.7m in new borrowings for the current financial year to acquire a water allocation from Rookwood Weir and upgrade the Emu Park Sewerage Treatment Plant. These borrowings are likely to be drawn down in quarter 4 of the financial year.

The Department of State Development, Infrastructure, Local Government and Planning has approved a working capital facility of \$10 million on a permanent basis subject to an annual review by the Queensland Treasury Corporation in consultation with the department. Council has not accessed the available funds in the working capital facility.

4. Capital Expenditure

Month ('\$000s)				YTE	50%	Full year (\$000's)
Actual	Budget	Variance		Actual	% of Full year Budget	23-24 RB1
			Capital expenditure			
2,088	3,394	(1,306)	Materials & services	13,212	30%	44,086
215	266	(51)	Internal employee costs	1,900	62%	3,076
2,303	3,660	(1,357)		15,112	32%	47,161
			Capital Revenue			
261	1,260	(999)	Capital grants & subsidies	1,996	13%	15,115
394	342	` 53́	Infrastructure contributions	1,332	32%	4,100
(16)	6	(22)	Other Capital Income	162	214%	76
639	1,608	(968)		3,490	18%	19,291



Capital Project (>\$100,000) Expenditure for the Period 31/12/2023

Project/Cost Centre Description	23-24 Adopted Budget \$'000	23-24 Budget Revision 1 \$'000	CAPEX Spent YTD \$'000	YTD % Budget (50% of year)	Remaining Budget/(Over Budget)	% Project Complete as at 30 November 23
Information Communication Technology						
(R) CIT-Switches-Routers-UPS replacement	100	100	0	0%	100	0%
Various ICT Projects <\$100,000	186	249	90	36%	159	48%
Subtotal	286	349	90	31%	259	
Finance & Governance						
(R)-Fleet Renewal Annual Program	2,700	2,700	1,470	54%	1,230	54%
(N)-Fleet-Bushfire mitigation and Suppression	220	420	187	45%	232	85%
	2,920	3,120	1,657	57%	1,463	
Construction & Maintenance						
(N)-UC-NC-Jabiru Drive Extension T-130	1,560	1,556	506	33%	1,050	30%
(N)-RC-FW-Artillery Rd FW1 Ch1775-Ch2217	1,500	1,436	767	53%	669	35%
(U) RC-Normanby St 22-020 Upgrade	1,334	1,357	74	5%	1,284	0%
(U)-SEW-71-SGM-Scenic Hwy 375 dia gravit	1,200	1,065	762	72%	303	80%
(N)-UC-NC Arthur St carpark and stormwat	1,000	1,075	383	36%	692	40%
(U) UC-RC-Queen St (Arthur to Mary Upgra	800	400	317	79%	83	100%
(R)-WP-Normanby Street (Mary Street - Be	766	893	665	74%	228	60%
(R)-DESIGN-WP-WMR-Farnborough Rd 200mm W	650	656	2	0%	653	0%
(R)-RC-PR-Etna Creek Road (Ch5900-8000)	600	600	21	3%	579	0%
(N)-Design-UC-PW-Taranganba Rd Tanby-Car	570	607	656	108%	(48)	100%
(U)-SP-SEW-60 450 SRM new SPS to Shaw Av	546	247	11	5%	236	0%
[R] Cordingley St Works Depot reseal acc	500	100	1	1%	99	0%
(N)-UC-Misc-Hartley St Pedestrian Facili	300	0	0	0%	-	0%
(R)- PR Pavement rehab Daniel Park to Sc	150	150	4	3%	146	2%
(R)-WP-Normanby Street (Hill Street - Be	150	150	1	1%	149	0%
(R)-WP-Brae St Flinders Nth and Elma St	100	359	15	4%	344	0%
(U)-RC-FW-Artillery Rd FW2 Ch6300-Ch6350	0	270	42	16%	228	0%
(U)-RC-FW-Artillery Rd FW# Ch6525-Ch6575	0	265	46	18%	219	0%
(R)-UC-SW-Renewal Program-\$305K	0	180	2	1%	178	0%
(R) UC-Barmaryee restoration & capability	0	164	157	96%	6	0%
CP419 CAPITAL CONTROL RURAL RESEAL PROGRAM	0	0	2	0%	(2)	0%
CP419 CAPITAL CONTROL RURAL RESEAL PROGRAM	600	600	0	0%	600	0%
CP422 CAPITAL CONTROL RURAL GRAVEL RESHEETS	1,620	1,620	1,403	87%	217	87%
CP423 CAPITAL CONTROL BEACH ACCESS RENEWAL PROGRAM	100	48	57	118%	(9)	57%
CP423 CAPITAL CONTROL FLOODWAY RENEWAL PROGRAM	150	213	111	52%	102	100%
CP428 CAPITAL CONTROL URBAN RESEAL PROGRAM	770	770	2	0%	768	0%
Various construction projects <\$100,000	203	523	65	12%	458	0
Subtotal	15,168	15,304	6,073	40%	9,231	
Waste Water and Sewer						
Rookwood Weir Water Allocation	7,500	7,500	0	0%	7,500	0%
(R)-WP-Meikleville Reservoir Roof Replac	653	750	283	38%	466	55%
(R)-WP-WWTP clarifier scraper replacement	450	447	20	5%	426	30%
(R)-WP- 2324 Active Water renewals \$252.	253	253	18	7%	235	7%
(R) SEW - 2324 Passive Sewer Renewals \$2	200	165	0	0%	165	0%
(R)-SP-2324 Active Sewer Renewals \$200K	200	200	80	40%	120	40%
(R)-SEW-Sewer Relining Passive Sewer ren	0	401	606	151%	(205)	
(N)-SP-YSTP membrane augmentation \$600k	0	353	177	50%	176	0%
(N)-WP-WAT-26-Reservoir West Emu Park LZ	0	295	430	146%	(135)	
(N)-W&R-Caves Waste Transfer Station Upg	100	104	79	76%	25	99%
Various water & waste projects <\$100,000	424	694	297	43%	397	
Subtotal	9,780	11,160	1,990	6	9,170	

Capital Project (>\$100,000) Expenditure for the Period 31/12/2023

Project/Cost Centre Description	23-24 Adopted Budget \$'000	23-24 Budget Revision 1 \$'000	CAPEX Spent YTD \$'000	YTD % Budget (50% of year)	Remaining Budget/(Over Budget)	% Project Complete as at 30 November 23
Major Projects						
(U)-SP-Emu Pk STP Process Upgrade 19-128	5,534	6,271	1,377	22%	4,894	65%
(N) SEW-65-66-86-121-Tanby Rd South PFTI	4,960	1,064	173	16%	891	8%
(U)-RC-RC-Stanage Bay Rd 20-012 design &	2,800	0	39	0%	(39)	99%
(N)-MP-Station Quarter Community Recover	2,022	2,411	808	33%	1,604	50%
(U)-FC-Yeppoon Aquatic Centre Upgrade es	950	986	160	16%	826	4%
(N)-E&P-Gateway Stages 2B&3 Gateway Busi	740	1,172	1,249	107%	(77)	99%
(R)-SEW-2324 Sewer Relining Program Pass	650	450	200	45%	250	80%
(N)-W&R-Yeppoon Landfill Cell extension	600	622	85	14%	537	40%
(U)-WC-Kellys Dam Seepage Measurement Wor	550	733	396	54%	337	99%
(R) RC-BDG-Doonside Rd Canal Ck Ch6325 T	420	50	3	6%	47	40%
(N)-SP-Yeppoon STP Solar Array	315	304	306	101%	(3)	99%
(R)-RC-BDG-Werribee Rd Replace Timber Br	270	50	21	41%	29	44%
(N) Cap Coast Cemetery Internal works PC	135	0	2	0%	(2)	100%
(N)-E&P-West Emu Park Res Devp \$157k	70	88	43	48%	46	99%
Various CP424 projects <\$100,000	0	0	0	0%	(0)	0%
Subtotal	20,016	14,202	4,864	24%	9,339	
		, -	,			-
Engineering Services						
(N)-SW-Yeppoon Crk D-13 Q100 L700 SP2968	101	0	0	0%	-	0%
Various CP431 projects <\$100,000	646	634	190	0	444	42%
Subtotal	747	634	191	0	444	
Community Wellbeing						
Lagoon Pebblecrete & Softfall Rectification	0	400	0	0%	400	0%
(R)-FC-Lagoon Building 'A' Air Con Repla	365	371	0	0%	371	35%
(N)-SP-GKI WWTP - Design and Project Mgm	0	350	11	3%	339	0%
(N) CCMG Plinths and Landscaping PCL-530	0	348	166	48%	181	0%
(R)-FC-Amenities Merv Anderson Annual P	332	337	1	0%	336	40%
Cooee Bay Tennis court resurface	0	200	0	0%	200	0%
Various Facility projects <\$100,000	270	259	69	27%	190	26%
Various Community projects <\$100,000	0	0	0	0%	-	90%
Various Park projects <\$100,000	0	0	0	0%	-	0%
Various Community & Wellbeing projects <\$100,000	0	0	0	0%	-	0%
Various Economic Development projects <\$100,000	0	0	0	0%	-	0%
GKI WWTP Design & Project Mgt	0	0	0	0%	-	1%
Subtotal	967	2,264	246	25%	2,018	
Provision for project inflation risk	1,314	128			128	
TOTAL CAPITAL PROGRAM	51,198	47,161	15,111	32%	32,050	

5. Glossary

J. Glossary				
	Key Terms			
Operating Result	Total operating revenue less total operating expenses			
Total Operating Expenditure	All council expenses minus capital items such as:			
	- losses on disposal of assets, and			
	- impairment losses			
	- depreciation on right of use assets			
	- interest on finance leases associated with right of use assets			
	- other capital expenditure items as identified by Council			
	All and all in a second and a second a second and a second a second and a second a second and a second and a second and a			
Total Operating Revenue	All council income minus capital items such as;			
	- capital grants, subsidies, contributions and donations			
	- gains on disposal of assets			
	- other capital revenue items as identified by Council			
	Definition of Ratios			
Financial Capacity				
Council-Controlled Revenue Ratio				
	icator of a council's financial flexibility, ability to influence its operating			
income, and capacity to respond to t	unexpected financial shocks.			
	indicates a stronger ability to generate operating revenue without	Net rates,		
relying on external sources. Councils	s with a high ratio generally have a healthy rate base and are better	levies and + Total Fees & charges		
able to respond to unexpected finan-	cial obligations such as natural disaster recovery.	charges		
		Total operating revenue		
A lower council-controlled revenue re	atio indicates that a council has limited capacity to influence its	rotal operating revenue		
operating revenue and that it is more	e reliant on external (and usually less reliable) sources of income such			
as operating grant funding, sales and	d recoverable works contracts, and rental income.			
#				
Population Growth Ratio (%)#				
	a council's operating income, service needs and infrastructure			
requirements into the future.		Drian vacan active ato disposition		
		Prior year estimated population -1		
	es a greater capacity to generate its own source revenue through rates	Previous year estimated population		
	tion growth also puts additional pressure on councils to invest in new			
community infrastructure to support	community infrastructure to support service needs.			
Operating Performance				
Operating Surplus Ratio (%)*#				
	which operating generated cover operational expenses. Any operating			
surplus would be available for capita				
carpiae meala se avallasio lei sapila	a ranang or outer parposes.	Operating result		
An operating surplus ratio above 0%	is an indication that council is managing its finances within its existing	Total operating revenue		
	rplus funds for capital funding or other purposes.	, 3		
Tunding onvelope and generating out	Total funds for supplier funding or other purposes.			
An operating surplus ratio below 0%	is an indication that a council's operating expenses exceed its revenue.			
	is not a cause for concern, if over the long term, a council achieves a			
	urplus. Operating deficits over the long term affect a council's ability to			
internally fund its capital requirements and other initiatives as and when they fall due, potentially requiring external funding support.				
external funding support.				
Operating Cash Ratio (%)#				
	re of councils ability to cover its core operational expenses and			
	epreciation, amortisation and finance costs.			
Samples standing a	,	Operating result add Depreciation and amortisation add finance		
A positive operating cash ratio indica	ates that a council is generating surplus cash from its core operations,	costs		
which suggests that council has the ability to self-fund its capital expenditure requirements.		Total operating revenue		
and a second files and a second files and				
A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential				
	ngs being equal, a negative results means that a council's cash position			
	fsetting the cost of core operational requirements.			
as a comming and a constance and not one office of one operational requirements.				

Liquidity Unrestricted Cash Expense Cover Ratio (months)# The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the (Total Cash and Equivalents add Current investments add number of months a council can continue operating based on current monthly expenses available ongoing QTC working capital facility limit less Externally Restricted Cash) A higher unrestricted cash expense cover ratio indicates that a council has sufficient free cash available to (Total Operating Expenditure less Depreciation and amortisation contribute to the cost of future planned and unplanned expenditures such as infrastructure investment or disaster recovery. An excessively high ratio may be indicative of cash hoarding, poor cash management, or less Finance Costs) large upcoming capital investment requirements A low ratio suggests limited unconstrained liquidity available to council to use for capital investment or in an emergency. For councils with efficient cash management practices and strong borrowing capacity, this is not a concern. Where a council also has a negative operating cash ratio, a very low or negative unrestricted cash expense cover ratio is an indicator of potential solvency concerns. Net Financial Liability Ratio (%)* This is an indicator of the extent to which the net financial liabilities of Council can be serviced by operating Current revenues. A ratio greater than zero (0) implies liabilities exceed current assets Liabilities Assets Total operating revenue This ratio is no longer reported against under the new financial management sustainability guideline Asset Sustainability Ratio (%)*# The asset sustainability ratio approximates the extent to which the infrastructure assets managed by a council are being replaced as they reach the end of their useful lives Capital expenditure on replacement of Infrastructure Assets (Renewals) An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its Depreciation expenditure on Infrastructure Assets assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation, Asset Consumption Ratio (%)# The asset consumption ratio approximates the extent to which council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community. Written down replacement cost of depreciable infrastructure The minimum target of 60% indicates that a council's assets are being broadly consumed in line with their Current replacement cost of depreciable infrastructure assets estimated useful lives. Councils with lower than target ratio will need to invest more in those assets (in terms of replacement or maintenance) to ensure they are maintained at a standard that will meet the needs of their communities. On the other hand, if the ratio is much higher than the target ratio, councils may need to revisit their asset management plans to asset their current service levels or whether their estimates of the assets useful lives are appropriate. Asset Renewal Funding Ratio (%)# The asset renewal funding ratio measures the ability of a council to fund its projected infrastructure asset renewal/replacements in the future. Total of Planned Capital Expenditure on Infrastructure Asset Renewals over 10 years ldeally, the asset renewal funding ratio should be as close to 100% as possible, as this indicates that a Total of **Required** Capital Expenditure on Infrastructure Asset council is appropriately funding and delivering the entirety of its required capital program as outlined by its Renewals over 10 years asset management plans A ratio that is too far in excess of 100% indicates capital spending above and beyond what is proposed by a council's asset management plans. A ratio that is too far below 100% may indicate an underfunded capital program and therefore a potentially increasing infrastructure backlog and asset failures. Either scenario suggests a mismatch between a council's capital requirements and forecast capital program, whether due to poor planning and/or limited resources or skills to deliver the assets required by the community. Leverage Ratio (times cover)# The leverage ratio is an indicator of a council's ability to repay its existing debt. It measures the relative size of the councils debt to its operating performance Book Value of Debt Total Operating Revenue less Total Operating Expenditure add A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to Depreciation and Amortisation already high debt levels and/or decreasing operational performance, while a lower ratio indicates the A lower leverage ratio is not itself a guarantee that further debt will be approved for a council, while councils with higher leverage ratios are not necessarily precluded from having additional borrowings approved due to other mitigating circumstances. *Financial Management (Sustainability) 2013 legislated ratios Financial Management (Sustainability) 2023 legislated ratios 6. Reference Material https://www.statedevelopment.qld.gov.au/local-government/for-councils/finance/local-government-sustainability-framework Local government sustainability framework Sustainability Framework Financial Management (Sustainability) Guideline Risk Framework

Attachment 1 Page 79

requently Asked Questions

https://www.livingstone.gld.gov.au/current-budget

Budget 2023-24

Estimated Resident Population (ERP)

11.2 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023

Contract Award Summary

Meeting Date: 16 January 2024

Attachment No: 2

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December 2023 - Contract Award Summaries

2023.023 - Preferred Supplier Arrangement Corporate & External Uniforms

Council approached the market for a separable portions contract (two separate contracts) to deliver supply and embroidery of uniforms for both corporate and external. The tender received five (5) conforming submissions and one (1) non-conforming submission, the panel selected an assortment of four (4) items from each submission per the specification to provide comparative pricing and assist in the tender evaluation process. The panel shortlisted two (2) submissions for both separable portions internal, and corporate, with the highest weighted score being Seaside Embroidery and Oz Safety Products.

The panel entered into a secondary evaluation process which reviewed the submissions experience, pricing and capabilities. It was noted that the panel discussed dual award and the implications this may have in contractor management as well as supply and volumes. The panel confirmed both companies could delivery to the specification and are equal on many points however nothing Oz Safety Products scored higher in technical criteria on both separable portions. The panel entered into a final review of reference checks. Upon completion the panel unanimously determined to award both internal and external uniform contracts to Oz Safety Products.

2022.022R – Register of Pre-Qualified Suppliers (excluding Electrical & Plumbing) Refresh Council received twenty-three (23) submissions, with nineteen (9) deemed conforming and the remaining nonconforming.

The refresh was designed to encourage new businesses the opportunity to tender to be available on the register of pre-qualified suppliers. Areas of service this contract includes range from (including but not limited to) building, fencing, open spaces, automotive, painting, and concreting to name a few. The tender required submissions to meet a technical, financial and managerial capacity and does not hold tenderers to a pricing structure.

The refresh was positive and through the evaluation process determined to appoint all nineteen (19) conforming submissions to 2022.022R — Register of Pre-Qualified Suppliers (excluding Electrical & Plumbing) Refresh.

Adsun Projects	MR Lindley & SR Lindley
Sensortronic Weighing and Inspection Australiasia	Mulambin Mowing
Barrys Weed Spraying	Pat Hudson Concreting
Capricorn Coast Tree Services	Re-Pump Australia Pty Ltd
CQ Soil Testing Pty Ltd	Poolwerx Rockhampton-Yeppoon
DB Diesel Repairs Pty Ltd	Purple Patch Services
Diamond Lawn and Garden Australia	Ruswin
Tyrepower Yeppoon	Yeppoon Slashing
Higgins Coatings Pty Ltd	
Linbridge Builders Pty Ltd	
Moras Contracting Group Pty Ltd	

PO Box 2292 Yeppoon Qld 4703 Phone 07 4913 5000 or 1300 790 919 www.livingstone.qld.gov.au enauiries@livingstone.ald.gov.au

ABN 95 399 253 048



2022.023R - Register of Pre-Qualified Suppliers (Plumbing & Gas) Refresh

Council received nine (9) submissions, with six (6) deemed conforming and the remaining non-conforming.

The refresh was designed to encourage new businesses the opportunity to tender to be available on the register of pre-qualified suppliers. Areas of service this contract includes range from (including but not limited to) general plumbing, backflow prevention, CCTV inspection or testing, supply and installation of roofing, gas fitting, irrigation, compliance testing to name a few. The tender required submissions to meet a technical, financial and managerial capacity and does not hold tenderers to a pricing structure.

The refresh was positive and through the evaluation process determined to appoint all six (6) conforming submissions to 2022.023R – Register of Pre-Qualified Suppliers (Plumbing & Gas) Refresh.

Adsun Energy Pty Ltd
Downright Plumbing and Gas
Flowtek Services Pty Ltd
LNG Plumbing and Gas
Re-Pump Australia Pty Ltd
Richardson Plumbing and Gas Fitting Pty Ltd

2022.024R - Register of Pre-Qualified Suppliers (Electrical & Data) Refresh

Council received five (5) conforming submissions.

The refresh was designed to encourage new businesses the opportunity to tender to be available on the register of pre-qualified suppliers. Areas of service this contract includes range from (including but not limited to) electrical, data communications, compliance and testing, repairs and installation, rebuild and rewiring to name a few. The tender required submissions to meet a technical, financial and managerial capacity and does not hold tenderers to a pricing structure.

The refresh was positive and through the evaluation process determined to appoint all five (5) conforming submissions to 2022.024R – Register of Pre-Qualified Suppliers (Electrical & Data) Refresh

Barnes Electrical
GK Electrical
Moras Contracting Group Pty Ltd
Rilec Electrical Pty Ltd
Stanke Group Electrics Pty Ltd

11.3 EXTERNAL AUDIT FINANCIAL MANAGEMENT REPORT 2022-23

File No: qA24384

Attachments: 1. Final Management Letter - LSC 2023 (14-12-

2023)

Responsible Officer: Matthew Willcocks - Acting Chief Executive Officer

Author: Andrea Ellis - Chief Financial Officer

SUMMARY

Presentation of the Final Management Report (Observation Report) from the Queensland Audit Office following the completion of the 2022-23 financial audit for Livingstone Shire Council.

OFFICER'S RECOMMENDATION

THAT Council notes the observations contained within the Final Management Report (Observation Report) from the Queensland Audit Office for the 2022-23 financial year.

BACKGROUND

Each financial year Council's financial statements must be audited and for the 2022-23 financial year Council's external audit was undertaken by Deloitte Touche Tohmatsu as the contract auditors on behalf of the Queensland Audit Office. Section 54 of the *Auditor-General Act 2009* enables the Queensland Audit Office to prepare a final management report containing observations and suggestions about anything arising out of the audit. Where those observations or suggestions require further attention, the Queensland Audit Office is required to provide a copy of the report to the Mayor.

Under the provisions of Section 213 of the *Local Government Regulation 2012* (the Regulation) this report is known as the Auditor-General's Observation Report, and it must be presented to the next ordinary meeting of Council. It is important to note that the Observation Report is additional to the Independent Auditor's Report that is provided with Council's certified set of general-purpose financial statements (with the latter being included in Council's Annual Report and referenced in Section 182 of the Regulation in relation to the timing of the adoption of Council's Annual Report).

COMMENTARY

The 2022-23 financial statements were presented to Council as part of the 2022-23 Annual Report adopted by Council on 21 November 2023. This report is tabled separately as it contains observations and suggestions that require further attention following the finalisation of the 2022-23 financial statement process.

The financial reporting audit undertaken by the Queensland Audit Office was completed in October and Council was provided with an unmodified (unqualified) audit opinion (Independent Auditor's Report) on 25 October 2023.

The attached report contains details of the component (and rating), issue, Queensland Audit Office recommendation, management response and status for the issue identified. These issues were communicated to the with the Audit, Risk and Improvement Committee on 20 October 2023 via flying minute.

PREVIOUS DECISIONS

The Audit, Risk and Improvement Committee endorsed the Mayor and Chief Executive Officer to sign the management representation letter and audited financial statements for 2022-23 on 20 October 2023.

ACCESS AND INCLUSION

Council's financial management and reporting will consider access and inclusion requirements where relevant to the deliverables.

ENGAGEMENT AND CONSULTATION

In preparing the 2022-23 general purpose financial statements, Council's accounting team collaborated with key stakeholders internally and externally. Council's Chief Financial Officer provided input into the 2022-23 general purpose financial statement preparation process, whilst the Acting Coordinator Accounting Services, and our external consultant, liaised with Queensland Audit Office and Deloitte Touche Tohmatsu representatives, the Queensland Department of State Development, Infrastructure, Local Government and Planning and other professional accountants in the Queensland local government sector on various technical matters.

HUMAN RIGHTS IMPLICATIONS

Council's financial management and reporting will be undertaken in accordance with the commitments and principles of Council's human rights' obligations.

BUDGET IMPLICATIONS

The final total external audit fees were \$211,550 (Net of GST). This final fee includes additional fees of \$21,250 above estimated fees due to variations for the additional work completed over General IT Controls (including IT infrastructure upgrades) and audits of Phases 1 – 3 of the Local Roads and Community Infrastructure Program. Total audit fees in 2021-22 were \$181,650 (Net of GST).

LEGISLATIVE CONTEXT

Section 213 of the *Local Government Regulation 2012* requires the Auditor-General's observation report to be tabled at the next Council meeting.

Section 182 of the *Local Government Regulation 2012* requires Council to adopt the Annual Report (which includes the audited financial statements) within one month after the day the Auditor General provides the report to Council. Council adopted the annual report on xx November 2023.

LEGAL IMPLICATIONS

There are no foreseen legal implications from this report.

STAFFING IMPLICATIONS

There are no foreseen staffing issues from this report.

RISK ASSESSMENT

The external audit of the annual general purpose financial statements focuses on key financial risks for the organisation and key internal controls around the financial operations and management of Council's operations. This report completes a legislative requirement for the final management report to be provided to Council.

CORPORATE PLAN REFERENCE

Leading Livingstone

Community Plan Goal 4.1 - Innovative and accountable leadership to achieve a shared future

4.1.2 Council produces and delivers against sustainable financial forecasts as a result of best practice Capital and Asset Management Plans which guide project planning and service delivery across the Shire.

The attached report from the Queensland Audit Office ensures full, accurate and timely disclosure of the results of the 2022-23 financial year external audit of Council.

CONCLUSION

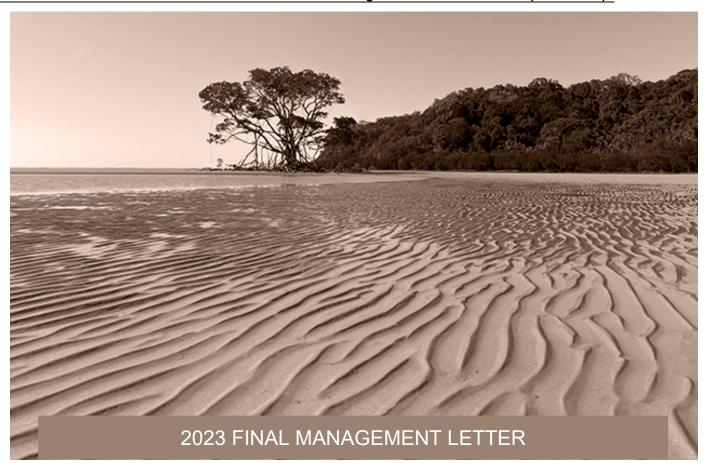
Council has received an unqualified audit opinion for the 2022-23 general purpose financial statements. The Queensland Audit Office has issued the attached observation report on the results and findings of the 2022-23 external audit process.

11.3 - EXTERNAL AUDIT FINANCIAL MANAGEMENT REPORT 2022-23

Final Management Letter - LSC 2023 (14-12-2023)

Meeting Date: 16 January 2024

Attachment No: 1



Livingstone Shire Council

14 December 2023





Better public services

RS/JH

14 December 2023

Councillor A Ireland Mayor Livingstone Shire Council PO Box 2292 YEPPOON QLD 4703

Dear Councillor Ireland

Final management report for Livingstone Shire Council

Our ref:

We have completed our 2023 financial audit for Livingstone Shire Council. The Auditor-General issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we issued our closing report to the audit committee on 25 October 2023.

Reporting on issues identified after the closing report

I can confirm that we have not identified significant issues since the presentation of our closing report. The issues and other matters we have formally reported to management and an update on management's actions taken to resolve these issues is included as <u>Appendix A</u>.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Report to parliament

Each year we report the results of all financial audits and significant issues to parliament.

We intend to include the results of our audit of Livingstone Shire Council in our report to parliament Local Government 2023. We will comment on the results of our audit of your financial report, any significant internal control issues we identified, and the overall results of the sector, including major transactions and events. We will discuss the proposed content of our report with your Chief Financial Officer and continue to consult as we draft our report. Formally, you will have an opportunity to comment on our report, and for these comments to be included in the final version tabled in parliament.

Audit fee

The final audit fee for this year is \$211,550.00 exclusive of GST (2022: \$181,650.00). This fee is higher than the \$190,300.00 estimated in our external audit plan. The fee increase is due to variations for the additional work completed over General IT Controls (including IT infrastructure upgrades) and audits of Phases 1-3 of the Local Roads and Community Infrastructure Program.

We would like to thank you and your staff for their engagement in the audit this year.

If you have any questions about this letter or would like to discuss any matters regarding our services and engagement, please do not hesitate to contact me on 07 3308 7235 or Joshua Hui, Director on 07 3308 7236.

Yours sincerely

Tendai Mkwananzi

Partner

Attachment 1

Deloitte Touche Tohmatsu

cc. Mr C Dendle, Chief Executive Officer

Mr P Sheville, Audit, Risk and Improvement Committee, Chair

Appendix A1 – Status of issues

This section provides an update on the financial reporting issues we identified in our closing report. It includes a response from management.

Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.







High

21FMR-1 Capital grants revenue recognition – determination of project completion status percentage

Note: This matter is a continuation of the control deficiency raised initially in the Closing report as part of the FY21 audit as noted in **Appendix A2 - Matters previously reported**.

Observation

During our testing of capital grants revenue recognition, we identified within our sample of in-progress and completed projects:

- significant in-progress capital grant project which had the incorrect percentage complete applied. This
 was due to a miscommunication of the percentage from the project manager which only applied to a
 subset of the overall project, i.e. planning and design stage rather than the entire project as whole,
 including construction; and
- a project was marked as 100% complete whereas the actual percentage should have been substantially lower. The previous project manager resigned resulting in uncertainty on the percentage to be applied when the register was updated at year end. Subsequently, an officer set the project to 100% completion without substantiating the project's progress.

As a result of the above, a material misstatement in capital grants revenue was identified and subsequently corrected by management. The internal controls implemented relating to capital grants did not effectively prevent or detect the errors identified.

Implication

If inaccurate or inappropriate percentages are applied to capital grants, there is a risk that revenue recognised on capital grants is incorrect resulting in misstatement in Council's financial statements.

QAO recommendation

We recommended Council:

- reinforce with project managers the capital grants revenue recognition policy requirements when
 percentages are communicated to the finance team so that the correct percentage is applied within the
 grant register; and
- re-assign a new project manager in a timely manner where a previous project manager resigns and
 ensure that appropriate attention and scrutiny are applied to these projects so that percentages used are
 fully substantiated and supported.

Management response

Management agrees with the recommendation.

The implementation of Project FocusHQ will enable better management of projects with multiple stages and multiple tasks which will assist in obtaining the overall percentage complete. In the interim, additional explanatory comments will be included in the request for the quarterly update of percentage completions.

The percent of work complete will remain as the method of calculating capital grants revenue, officers will continue validating the percentage against the substance of the contract.

Responsible officer: Chief Financial Officer

Status: Work in progress Action date: 30 June 2024



Medium

23-CR01 Preparation of accounting position paper on landfill restoration remeasurement

Observation

A misstatement was identified during the FY23 audit relating to the corresponding change in the remeasurement of the provision for landfill restoration which was recorded against property, plant and equipment (site improvements) rather than the asset revaluation surplus as required by Interpretation 1 *Changes in Existing Decommissioning, Restoration and Similar Liabilities* under the revaluation model. The misstatement was subsequently corrected by management in the financial statements.

This was identified as a historic practice which had occurred over a number of years although the cumulative carry forward impact was not material as at 1 July 2022. The cause of the misstatement was that the application of the accounting framework requirements had not been formally analysed and documented and had been carried forward from year to year.

Implication

There is a risk that without formal analysis and documentation of the application of the accounting requirements for the provision for landfill restoration, this may result in the incorrect accounting treatment applied and therefore, undetected misstatement within Council's financial statements.

QAO recommendation

We recommend that Council prepare a formal accounting position paper on its application of the accounts and requirements for the provision for landfill restoration that is updated annually or as required.

Management response

Management agrees with the recommendation.

The original position paper was developed in June 2015. A revised position paper will be prepared for the 2024 financial audit.

Responsible officer: Chief Financial Officer

Status: Work in progress
Action date: 28 February 2024



Low

23-CR02 Contributed assets calculation of dimensions

Observation

We identified within our sample of contributed assets selected for testing an instance where the incorrect dimensions were used in calculating the fair value of the asset. Further investigation by Council identified additional assets within the development that were impacted by the incorrect dimensions used. This resulted in a misstatement in contributed assets that was subsequently corrected by management.

The cause of the incorrect dimensions used was not known as the officer that calculated the dimensions did not retain a copy of the workings. The error in the calculation was not identified by the former Manager of Assets & GIS as part of the review process.

Implication

There is a risk that contributed asset values are misstated which could result in misstatement within the Council financial statements.

QAO recommendation

We recommend that Council reinforce practices around review of contributed asset calculations by the Coordinator - Assets and that relevant documentation is retained for any calculations required.

Management response

Management agrees with the recommendation.

The process for recognising contributed assets will be reviewed to ensure that the retention of documentation and appropriate checking of calculations are clearly identified and communicated.

Through the uplift provided by project Merlin this process will become more streamlined with fewer opportunities for human error. The project will also offer the opportunity for an enforced review stage between when the assets are created in the GIS and when the GIS pushes these assets to the Asset Management Module for automatic creation. Management will review this proposed workflow to make sure it is an appropriate control.

Responsible officer: Coordinator - Assets

Status: Work in progress
Action date: 30 June 2024

Appendix A2 – Matters previously reported

The following table summarises the status of all control deficiencies and other matters that have previously been raised including issues from our report this year and those issues raised in prior years.



Ref.	Rating	Issue	Status
21IR-5	0	Internal rate of return capitalised to the cost of assets Recommendations on the methodology used for the inputs to the revised rate model and inputs. (Initially raised in final management letter 2019)	Resolved
21FMR-1	0	Capital grants revenue recognition – determination of project completion status percentage We note that the completion status of projects determines how much revenue is required to be recognised. However, there is no clear audit trail to show how the Project Manager arrives at the completion percentage.	Open – refer to section 3. Status of issues under Financial reporting issues.
22-CR-1	D	General ledger application – Incomplete User Access Reviews We identified two instances where the general ledger application system security role membership user access review did not have documented evidence of review.	Resolved
22-CR-3	D	Reconciliation of capital grant revenue to the general ledger Although the grant register reconciles the contract asset/liability for current projects to the general ledger, it does not include all projects including those that have been completed during the year. Therefore, it does not reconcile the capital grant revenue recognised in profit or loss for the period.	Resolved

Ref.	Rating	Issue	Status
22-CR-5	0	Supplier performance evaluations Although supplier performance evaluations are carried out, the process is not formalised and is not maintained centrally	Resolved
23-IR-1	D	General ledger application – Insufficient evidence for User Access Reviews (UAR) We noted an instance of the quarterly user access review did not have supporting evidence.	Resolved
23-IR-2	•	Database - Password policy not enforced for seven database vendor (third party IT consultants) accounts and insufficient monitoring over the vendor's privileged access We noted that the LSC password policy was not enforced for seven database vendor (third party IT consultants) accounts that authenticate to the database using SQL authentication. We also noted that the vendor has standing access to the database and vendor access is not monitored on an ongoing basis by management.	Resolved These SQL local accounts have all been identified as service type accounts used only for the purpose of running the software applications and are not used for access to the database by a vendor. The vendor has advised that it is strongly recommended that we do not change these service account passwords and our mitigating controls include monitoring and that vendor is not given access to the accounts.
23-IR-3	D	General ledger application, database & active directory – Terminated users not removed in a timely manner We noted that terminated users were not removed in a timely manner relating to the general ledger application and the active directory.	Resolved
23-IR-4	D	Database and operating system – System support is no longer provided by vendor The database and operating system supporting the general ledger application is no longer being supported by its vendor. Accordingly, there are no longer security patches being released by the vender.	Resolved



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11.4 2023-24 DEBT POLICY

File No: FM12.5.1

Attachments: 1. Debt Policy (Version 13.0) - clean version

↓

2. Debt Policy (Version 13.0) - tracked

changes !

Responsible Officer: Matthew Willcocks - Acting Chief Executive Officer

Author: Andrea Ellis - Chief Financial Officer

SUMMARY

This report presents the revised 2023-24 Debt Policy for Council's adoption in accordance with Section 192 of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT pursuant to Section 192 of the *Local Government Regulation 2012*, Council adopts the 2023-24 Debt Policy.

BACKGROUND

Council is required under Section 192 of the *Local Government Regulation 2012* to adopt a Debt Policy on an annual basis. The attached Policy provides Council with a contemporary Debt Policy for responsible financial management of loan funding for infrastructure capital projects by ensuring the level of Council indebtedness is within acceptable limits to Council, its ratepayers and interested external parties. Council will restrict all borrowings to expenditure on identified capital projects that are considered by Council to be of the highest priority, and which cannot be funded from other funding sources.

This policy has been amended in line with the revised budget, adopted by Council on 19 December 2023.

COMMENTARY

Borrowing for long-term assets is an effective way of spreading the cost of community infrastructure over the life of the assets in such a way that those deriving a benefit from the investment pay for it as it is being used.

With \$10.6 million new borrowings forecast in the 2023-24 financial year, Council's overall debt balance will increase by \$4.6 million to \$59.1 million. Since de-amalgamation, Council's debt has reduced by \$26.8 million (to 30 June 2023). Council is forecasting to borrow \$31.8 million in the over the forecast period to fund capital expansion of sewerage, waste and council facilities for a growing community.

The only change from the current adopted policy is to increase the borrowings required for the Emu Park Sewerage Treatment Plant in 2023-24.

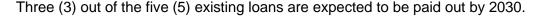
The balance of total borrowings on 1 July 2023 was \$54.4 million. The 2023-24 revised budget made provision for interest expense of \$2.6 million and redemption payments of \$5.9 million. The estimated book balance of total borrowings on 30 June 2024 is \$59.1 million.

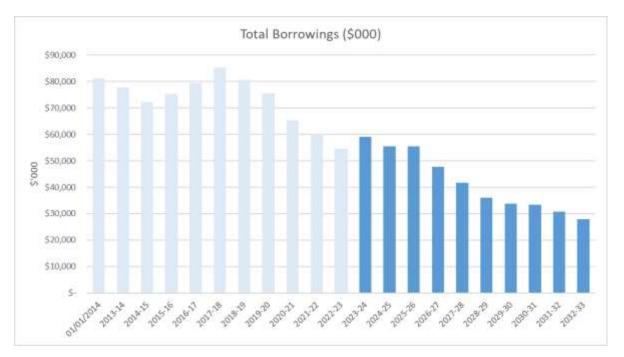
Over the forecast ten-year period of the 2023-24 Long Term Financial Forecast – Revised Budget 1 (through until the 2032-33 financial year), outlines that \$32.7 million in new borrowings is required to fund planned capital expansion of sewerage, waste and council facilities. The future borrowings are identified for the following capital projects:

- 2023-24 \$10.6m
 - \$7.5m Rookwood Weir Water Allocation (intangible asset) (unchanged)
 - \$3.1m Emu Park Sewerage Treatment Plant upgrade (increase of \$0.9m)
- 2024-25 \$2.9m Yeppoon Landfill Cell expansion (unchanged)

- 2025-26 \$7.0m
 - \$4.0m Yeppoon Landfill Cell expansion (unchanged)
 - \$3.0m Farnborough Road Sewer network upgrade (unchanged)
- 2027-28 \$2.2m Taroomball Sewer PFTI (unchanged)
- 2028-29 \$3.0m Yeppoon Depot Relocation (unchanged)
- 2029-20 \$5.0m Yeppoon Depot Relocation (unchanged)
- 2030-31 \$2.0m Yeppoon Depot Relocation (unchanged)

The below graph illustrates debt balances since 1 January 2014 and out over the ten-year forecast period. Whilst new borrowings are required, the total level of future borrowings will remain at a total value lower than previous years.





PREVIOUS DECISIONS

Council resolved to adopt version 12 of the 2023-24 Debt Policy at the special budget meeting on 13 June 2023. The projects to which have been identified to be funded via borrowings are consistent with this previous decision.

Council resolved to adopt the 2023-24 Revised Budget 1 – Budget and Long-Term Financial Forecast at the ordinary meeting held on 19 December 2023. This policy had been amended to reflect this resolution.

ACCESS AND INCLUSION

This report once adopted by Council will be made publicly available on Council's website.

ENGAGEMENT AND CONSULTATION

Council finance officers in consultation with Council's Chief Financial Officer have reviewed the attached policy.

HUMAN RIGHTS IMPLICATIONS

Section 4(b) of the *Human Rights Act 2019* requires public entities such as Council 'to act and make decisions in a way compatible with human rights.

There are no foreseen human rights implications associated with the adoption of the attached policy.

BUDGET IMPLICATIONS

The first table in Attachment one (1) outlines the total debt repayments to be made over the forecast 10 years of the 2023-24 Long Term Financial Plan. The second table in Attachment one (1) outlines that total interest expense and administration fees payable during the 2023-24 financial year is approximately \$2.6 million.

Council also has access to a \$10.0 million working capital facility. The ongoing requirement for this facility will be assessed through the 2024-25 budget process.

LEGISLATIVE CONTEXT

The adoption of an annual Debt Policy is required in accordance with Section 192 of the *Local Government Regulation 2012*. In accordance with Section 199 of the *Local Government Regulation 2012*, Council must allow the public to inspect the Debt Policy at the Local Government's Public Office, on the Local Government's website and to purchase copies of this policy if desired.

LEGAL IMPLICATIONS

There are no foreseen legal implications associated with the adoption of this Policy.

STAFFING IMPLICATIONS

There are no foreseen staffing implications associated with the adoption of this Policy.

RISK ASSESSMENT

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

CORPORATE PLAN REFERENCE

Leading Livingstone

Community Plan Goal 4.1 - Innovative and accountable leadership to achieve a shared future

4.1.2 Council produces and delivers against sustainable financial forecasts as a result of best practice Capital and Asset Management Plans which guide project planning and service delivery across the Shire.

The adoption of a revised Debt Policy promotes accountability and the implementation of good governance and risk management pertaining to the borrowing of debt for the funding of infrastructure capital projects.

CONCLUSION

In accordance with Section 192 of the *Local Government Regulation 2012* Council is required to adopt a Debt Policy on at least an annual basis. This policy has been amended to be consistent with the revised budget adopted on 19 December 2023.

11.4 - 2023-24 DEBT POLICY

Debt Policy (Version 13.0) - clean version

Meeting Date: 16 January 2024

Attachment No: 1



DEBT POLICY

(STATUTORY POLICY)

1. Scope

The Debt Policy (this 'Policy') applies to the use of loan borrowings to fund infrastructure and other important capital projects.

2. Purpose

This Policy provides Council with a contemporary Debt Policy for responsible financial management on the loan funding of infrastructure capital projects by ensuring the level of Council indebtedness is within acceptable limits to Council, its ratepayers and interested external parties.

3. References (legislation/related documents)

Legislative reference

Local Government Act 2009 Local Government Regulation 2012 Statutory Bodies Financial Arrangements Act 1982

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
The Act	Local Government Act 2009.
The Regulation	Local Government Regulation 2012.

5. Policy Statement

As a general principle, Council recognises that loan borrowings for capital works are an important funding source for Local Government and that the full cost of infrastructure should not be borne entirely by present-day ratepayers but be contributed to by future ratepayers who will also derive benefits (i.e. intergenerational equity).

Whilst recognising the importance of loan borrowings, Council should not place undue reliance upon loans as a source of income.

Council will restrict all borrowings to expenditure on identified capital projects that are considered by Council to be of the highest priority, and which cannot be funded from revenue, as identified by the adopted budget.

Under no circumstances should Council use long-term debt to finance operating activities or recurrent expenditure.

Debt Policy

Adopted/Approved: DRAFT

Version: 13.0

Portfolio: Office of the CEO **Business Unit:** Finance and Governance

A working capital facility or overdraft may be utilised to assist in funding short term cash flow requirements that may arise.

The basis for determination of the utilisation of loan funds will be as follows:

- Borrowings are considered to be a financial funding last resort and only as a tool to be used in a strategic perspective to achieve the provision of services to the community;
- Borrowings for infrastructure that provides a return on assets will generally take priority
 over borrowing for other assets. Where a capital project for a service that is funded by
 utility or user charges e.g. water, sewer or waste, is determined to be funded by way of
 loans, the user charge should reflect the cost of providing the service including the loan
 servicing costs;
- Other specific capital projects, not funded by user charges, should only be considered for loan funding where the project is considered by Council to be of long term benefit to the majority of ratepayers;
- Prior to undertaking any borrowing, Council shall assess its capacity to repay the loan, to ensure that the community is not burdened with unnecessary risk and rate/charge increases.
- The term of any loan should not exceed the expected life of the asset being funded;
- All borrowings will be considered in line with Council's long term financial forecast.

5.1 Ten Year Loan Programme Forecast

Council utilises loan borrowings to fund major capital and infrastructure works. Repayments are spread over a long period of up to twenty (20) years as capital works projects all have long useful lives.

This Policy includes the following information:

- a) New borrowings for the current and the next nine (9) financial years; and
- b) A repayment schedule for all new and existing borrowings.

The following ten (10) year program is proposed by Council, although allocations in future years are revised on an annual basis in conjunction with the review of Council's short-term and long-term budgets:

TABLE (1)
TEN YEAR BORROWING AND REPAYMENT SCHEDULE

Financial year	New borrowing amount (\$)	Loan redemption amount (\$)	Repayment period (years)
2023-24	10,566,505	5,886,518	20
2024-25	2,900,000	6,459,212	10
2025-26	7,000,000	7,031,306	10 - 20
2026-27	-	7,803,869	-
2027-28	2,211,000	8,216,458	20
2028-29	3,000,000	8,726,812	20
2029-30	5,000,000	7,182,347	20
2030-31	2,000,000	2,463,451	20
2031-32	-	2,632,144	-
2032-33	-	2,767,374	-

Debt Policy

Adopted/Approved: DRAFT

Version: 13.0

Portfolio: Office of the CEO **Business Unit:** Finance and Governance

5.2 Repayment Schedule

The loan portfolio of Council is raised solely with the Queensland Treasury Corporation.

The Queensland Treasury Corporation maintains Council debt as the book debt plus a market provision, to market value the total liability outstanding.

The provision is principally a result of past movements in the market value of the liabilities within each debt pool.

If the Council was to liquidate this debt it would be required to pay the market value of the loan portfolio.

Council intends maintaining a repayment schedule consistent with an interest and principal repayment calculation so that the exposure to interest rate fluctuations are minimised.

The budgeted loan portfolio of Council for 2023-24 is as follows:

TABLE (2) BUDGETED INTEREST AND REDEMPTION FOR THE PERIOD TO 30 JUNE 2024

	Α	В	С	D	E
					(A – C + D)
FUNCTION DESCRIPTION	EST BALANCE 01-07-2023	ADMIN & INTEREST	REDEMPTION	NEW ADVANCES	EST BOOK DEBT BALANCE 30-06-2024
Water and Sewerage	19,520,250	924,630	1,937,002	7,679,005	25,262,253
Waste	7,105,784	380,050	974,980	0	6,130,804
Other Infrastructure	27,769,429	1,340,788	2,974,536	2,887,500	27,682,393
TOTAL	54,395,463	2,645,467	5,886,518	10,566,505	59,075,450

6. Changes to this Policy

This Policy will be reviewed when any of the following occur:

- 1. As required by legislation, this Policy is to be reviewed at least annually in conjunction with the budget;
- 2. The related information is amended or replaced; or
- 3. Other circumstances as determined from time to time by the Council.

7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Debt Policy (v12.0)'.

Version	Date	Action
1.0	14/01/2014	Adopted
2.0	22/07/2014	Amended Policy Adopted
3.0	24/07/2015	Amended Policy Adopted
4.0	12/07/2016	Amended Policy Adopted
5.0	27/06/2017	Amended Policy Adopted

Debt Policy

Adopted/Approved: DRAFT

Version: 13.0

Portfolio: Office of the CEO Business Unit: Finance and Governance

6.0 24/07/2018 Amended Policy Adopted 7.0 11/07/2019 Amended Policy Adopted 8.0 28/07/2020 Amended Policy Adopted 9.0 16/03/2021 Amended Policy Adopted 10.0 29/06/2021 Amended Policy Adopted 11.0 26/07/2022 Amended Policy Adopted 12.0 13/06/2023 Amended Policy Adopted 13.0 Draft Budget Review 1			
8.0 28/07/2020 Amended Policy Adopted 9.0 16/03/2021 Amended Policy Adopted 10.0 29/06/2021 Amended Policy Adopted 11.0 26/07/2022 Amended Policy Adopted 12.0 13/06/2023 Amended Policy Adopted	6.0	24/07/2018	Amended Policy Adopted
9.0 16/03/2021 Amended Policy Adopted 10.0 29/06/2021 Amended Policy Adopted 11.0 26/07/2022 Amended Policy Adopted 12.0 13/06/2023 Amended Policy Adopted	7.0	11/07/2019	Amended Policy Adopted
10.0 29/06/2021 Amended Policy Adopted 11.0 26/07/2022 Amended Policy Adopted 12.0 13/06/2023 Amended Policy Adopted	8.0	28/07/2020	Amended Policy Adopted
11.0 26/07/2022 Amended Policy Adopted 12.0 13/06/2023 Amended Policy Adopted	9.0	16/03/2021	Amended Policy Adopted
12.0 13/06/2023 Amended Policy Adopted	10.0	29/06/2021	Amended Policy Adopted
	11.0	26/07/2022	Amended Policy Adopted
13.0 Draft Budget Review 1	12.0	13/06/2023	Amended Policy Adopted
	13.0	Draft	Budget Review 1

CALE DENDLE
CHIEF EXECUTIVE OFFICER

Version: 13.0

Portfolio: Office of the CEO **Business Unit:** Finance and Governance

11.4 - 2023-24 DEBT POLICY

Debt Policy (Version 13.0) - tracked changes

Meeting Date: 16 January 2024

Attachment No: 2



DEBT POLICY

(STATUTORY POLICY)

1. Scope

The Debt Policy (this 'Policy') applies to the use of loan borrowings to fund infrastructure and other important capital projects.

2. Purpose

This Policy provides Council with a contemporary Debt Policy for responsible financial management on the loan funding of infrastructure capital projects by ensuring the level of Council indebtedness is within acceptable limits to Council, its ratepayers and interested external parties.

3. References (legislation/related documents)

Legislative reference
Related Documents

Local Government Act 2009

Local Government Regulation 2012 Statutory Bodies Financial Arrangements Act 1982

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
The Act	Local Government Act 2009.
The Regulation	Local Government Regulation 2012.
SBFAA	Statutory Bodies Financial Arrangements Act 1982.

5. Policy Statement

As a general principle, Council recognises that loan borrowings for capital works are an important funding source for Local Government and that the full cost of infrastructure should not be borne entirely by present-day ratepayers but be contributed to by future ratepayers who will also derive benefits (i.e. intergenerational equity).

Whilst recognising the importance of loan borrowings, Council should not place undue reliance upon loans as a source of income.

Debt Policy

Attachment 2

Adopted/Approved: DRAFT Adopted, 26 July 2022

Version: 41.0 DRAFT13.0 Business Unit: Finance and Business Excellence Governance

Portfolio: Office of the CEO

Council will restrict all borrowings to expenditure on identified capital projects that are considered by Council to be of the highest priority, and which cannot be funded from revenue, as identified by the adopted budget.

Under no circumstances should Council use long-term debt to finance operating activities or recurrent expenditure.

A working capital facility or overdraft may be utilised to assist in funding short term cash flow requirements that may arise.

The basis for determination of the utilisation of loan funds will be as follows:

- Borrowings are considered to be a financial funding last resort and only as a tool to be used in a strategic perspective to achieve the provision of services to the community;
- Borrowings for infrastructure that provides a return on assets will generally take priority
 over borrowing for other assets. Where a capital project for a service that is funded by
 utility or user charges e.g. water, sewer or waste, is determined to be funded by way of
 loans, the user charge should reflect the cost of providing the service including the loan
 servicing costs;
- Other specific capital projects, not funded by user charges, should only be considered for loan funding where the project is considered by Council to be of long term benefit to the majority of ratepayers;
- Prior to undertaking any borrowing, Council shall assess its capacity to repay the loan, to ensure that the community is not burdened with unnecessary risk and rate/charge increases.
- The term of any loan should not exceed the expected life of the asset being funded;
- All borrowings will be considered in line with Council's long term financial forecast.

5.1 Ten Year Loan Programme Forecast

Council utilises loan borrowings to fund major capital and infrastructure works. Repayments are spread over a long period of up to twenty (20) years (20) as capital works projects all have long useful lives.

This Policy includes the following information:

- a) New borrowings for the current and the next nine (9) financial years; and
- b) A repayment schedule for all new and existing borrowings.

The following ten (10) year program is proposed by Council, although allocations in future years are revised on an annual basis in conjunction with the review of Council's short-term and long-term budgets:

TABLE (1)
TEN YEAR BORROWING AND REPAYMENT SCHEDULE

Financial year	New borrowing amount (\$)	Loan redemption amount (\$)	Repayment period (years)
<u>2023-24</u> 2022-23	9,713,45010,566,5 05 -	5,886,518 5,892,27 0,5,563,930	<u>20</u> -
<u>2024-25</u> 2023-24	2,900,000 3,400,0 00	6,459,212 6,477,32 0,5,852,660	<u>10</u> 20
<u>2025-26</u> 2024-25	7,000,000 8,341,3 00	7,031,306 7,062,00 <u>0</u> 6,285,390	<u>10 - 20 10 - 20</u>
<u>2026-27</u> 2025-26	<u>- 9,380,000</u>	7,803,869 7,862,04 <u>0</u> 7,091,490	<u>- 10 - 20</u>

Debt Policy

Adopted/Approved: DRAFT Adopted, 26 July 2022

Version: 41.0<u>DRAFT13.0</u>

Portfolio: Office of the CEO

Business Unit: Finance and Business Excellence Governance

<u>2027-28</u> 2026-27	<u>2,200,300</u> 211,000	8,216,458 8,264,60 0,7,981,060	<u>20</u> -
<u>2028-29</u> 2027-28	3,000,000 -	8,726,812 8,771,21 0_8,382,880	<u>20</u> -
<u>2029-30</u> 2028-29	5,000,000 -	7,182,347 7,157,53 0_8,818,020	<u>20</u> -
<u>2030-31</u> 2029-30	2,000,000 -	2,463,451 2,587,44 0,7,107,210	<u>20</u> -
<u>2031-32</u> 2030-31	=-	2,632,144 2,670,71 <u>0</u> 2,372,650	<u></u>
<u>2032-33</u> 2031-32	==	2,767,374 2,783,63 0,2,376,100	<u></u>

5.2 Repayment Schedule

The loan portfolio of Council is raised solely with the Queensland Treasury Corporation.

The Queensland Treasury Corporation maintains Council debt as the book debt plus a market provision, to market value the total liability outstanding.

The provision is principally a result of past movements in the market value of the liabilities within each debt pool.

If the Council was to liquidate this debt it would be required to pay the market value of the loan portfolio.

Council intends maintaining a repayment schedule consistent with an interest and principal repayment calculation so that the exposure to interest rate fluctuations are minimised.

The budgeted loan portfolio of Council for 20223-234 is as follows:

TABLE (2)
BUDGETED INTEREST AND REDEMPTION
FOR THE PERIOD TO 30 JUNE 20243

	Α	В	С	D	E
					(A – C + D)
FUNCTION DESCRIPTION	EST BALANCE 01-07-202 <u>32</u>	ADMIN & INTEREST	REDEMPTION	NEW ADVANCES	EST BOOK DEBT BALANCE 30-06-202 <u>4</u> 3
Water and Sewerage	19,476,840 520,250 21, 302,875	914,083_969, 821 <u>877,2609</u> 24,630	1,940,343 1, 823,974 <u>1,91</u> 6,5501,937,0 02	6,825,950 0 7,679,005	24,362,447_1 9,478,90125_ ,262_,253
Waste	7,086,330_8 ,009,699 <u>7,1</u> 05,784	383,550_432, 465 <u>380,050</u>	971,487_922, 565 <u>974,980</u>	<u>0</u> 0	6,114,843_7, 087,1346,13 0,804
Other Infrastructure	27,830,840 30,646,308 27,769,429	1,330,397_1, 455,494 <u>1,34</u> 0,788	2,980,440 2, 817,3912,97 4,536	<u>2,887,500</u> 0	27,737,900 2 7,828,91727, 682,393
TOTAL	54,394,010 59,958,882 54,395,463	2,628,030 2, 857,7802,64 5,467	5,892,270 5, 563,9305,88 6,518	9,713,450_0 10,566,505	58,215,200_5 4,394,95259, 075,450

Attachment 2

Version: 41.0DRAFT13.0

Portfolio: Office of the CEO

Business Unit: Finance and Business Excellence Governance

6. Changes to this Policy

This Policy will be reviewed when any of the following occur:

- 1. As required by legislation,— this Policy is to be reviewed at least annually in conjunction with the budget;
- 2. The related information is amended or replaced; or
- 3. Other circumstances as determined from time to time by the Council.

7. Repeals/Amendments

This Policy repeals the former Livingstone Shire Council Policy titled 'Debt Policy (v912.0)'.

Version	Date	Action
1.0	14/01/2014	Adopted
2.0	22/07/2014	Amended Policy Adopted
3.0	24/07/2015	Amended Policy Adopted
4.0	12/07/2016	Amended Policy Adopted
5.0	27/06/2017	Amended Policy Adopted
6.0	24/07/2018	Amended Policy Adopted
7.0	11/07/2019	Amended Policy Adopted
8.0	28/07/2020	Amended Policy Adopted
9.0	16/03/2021	Amended Policy Adopted
10.0	29/06/2021	Amended Policy Adopted
11.0	26/07/2022	Amended Policy Adopted
<u>12.0</u>	13/06/2023	Draft Policy Amended Policy Adopted
<u>13</u>	<u>Draft</u>	Amended Policy Adopted - Budget Review 1

CALE DENDLE
CHIEF EXECUTIVE OFFICER

CALE DENDLE
CHIEF EXECUTIVE OFFICER

Portfolio: Office of the CEO **Business Unit:** Finance and **Business Excellence Governance**

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11.5 COMMUNITIES PORTFOLIO MANAGEMENT REPORT

File No: qA82782

Attachments: Nil

Responsible Officer: Chris Ireland - General Manager Communities

Author: Jo McLennan - Executive Officer

SUMMARY

This report provides a summary of a range of strategic and operational activities within the Communities portfolio for the period 1 October 2023 to 31 December 2023

OFFICER'S RECOMMENDATION

THAT the Communities portfolio management report for the period 1 October 2023 to 31 December 2023 be received.

COMMENTARY

ECONOMY AND PLACES

Stage One Emu Park West – For sale by tender



In 2022 an audit of Council's land portfolio identified opportunities to develop underutilised Council owned land at Emu Park West for residential subdivision. Stage One of the project comprises three large residential lots in Fountain Street Emu Park. In December 2023 Yeppoon Real Estate were selected to offer these lots for sale by tender. The tender closes 15 January 2024. Lots comprise:

- Lot 1/134 Fountain Street 1989 m²
- Lot 2/126-128 Fountain Street 1628 m²
- Lot 3/122-124 Fountain Street 2328 m²

Growing the Northern Corridor

Members of the Northern Corridor Reference Group provided input into Stage One of the Growing the Northern Corridor Project. The purpose of the project is to identify place based economic development opportunities in the localities of Glenlee, Rockyview, Glendale, The Caves and Etna Creek.

Stage One identified the following opportunities:

 Irrigated agriculture: With the development of the Rookwood Weir and increase in water allocation in the Lower Fitzroy, there is an apportunity to develop irrigated agriculture on good quality agricultural soils.

Some soils are located inland from the Fitzroy River and would require water distribution infrastructure to access water for irrigation.

This land should also be protected from future fragmentation.

- · The Caves: The region with multiple opportunities:
 - Expansion of the township additional rural residential housing would support the long-term viability of existing social and commercial services.
 - Realising this opportunity would require planning scheme changes and potential expansion of capacity in municipal infrastructure (water and sewer).
 - Leveraging The Caves development of the tourism offering, to include accommodation and additional food and beverage outlets.

Realising this opportunity would require planning scheme changes.

 Review and update of the Central Queensland Regional Plan 2013: The Queensland Government led review can be used to identify the future opportunities and guide development fringing the Rockhampton and Livingstone boundary.

With a larger residential population in Gleniee, Glendale and Rockyview, there are also opportunities to develop commercial offerings to support local resident needs. Realising these opportunities would require planning scheme changes and potential expansion of capacity in municipal infrastructure (water and server).

- Transport related development: The Bruce Highway and North Coast Rail Line run parallel throughout the Northern Corridor, with many areas of adequate distance between the rail line and highway to support multi-modal logistics businesses.
 - However, most general freight to and from the Rockhampton/Livingstone region is transported from the south, meaning the northern corridor does not have a competitive advantage over similar opportunities south of Rockhampton.
- · Defence: This sector presents multiple opportunities:
 - The development of long-term vehicle storage and/or maintenance facilities in the vicinity of Shoatwater Bay would provide value logistical benefits to Defence.
 Realising this opportunity would require planning scheme changes (rural to light industrial or special size).
 - The development of an army barracks to accommodation a combat brigade (and potentially a US or UK marine rotation is an identified opportunity.
 Realising this opportunity would require planning scheme changes (rural to light special use) and potential expansion of capacity in municipal infrastructure.
- . Medium & Heavy Industry: A number of opportunities exist, including:
 - · Concrete product manufacturing for major regional construction projects
 - · Mineral processing of locally mined nickel and cobalt.
 - · Processing of locally produced shale oil (test facility in Yarwun, Gladstone)
 - · Food product (abattoir) of additional cattle or alternative livestock
 - . Sawmilling of locally harvested timbers (assuming access is granted by QLD Gov)
 - · Machinery and equipment manufacturing/assembly for resource projects

Realising these opportunities would require planning scheme changes (rural to medium/heavy industrial) and potential expansion of capacity in municipal infrastructure.

Stage Two will commence early 2024 and is focused on prioritising the preferred development opportunities and creating structure plans for the areas that would best accommodate these opportunities.

Neuron successful E-Scooter operator



Having trialed a successful E-Scooter offering in the local area for the past 12 months. Council invited submissions from experienced E-Scooter hire businesses to provide an E-Scooter hire service in the Livingstone Shire. Two submissions were received and in December 2023 a 3-year agreement was awarded to Neuron Mobility (Australia).

Neuron's usage figures for November 2023 showed a total of 5,312 trips taken with a total of 1,248 hrs. in ride time, with the longest charged ride at 6hrs, and 1,426 unique active users.

Neuron Mobility launched their Shared Rides, Shared Wealth Prosperity Report in 2022, which showed a huge \$70,000 spent at local businesses each year by Neuron riders per E-Scooter deployed. Potentially over \$7 million dollars a year is injected into the Capricorn Coast economy by people using the E-Scooters that we didn't have previously (based on 100 E-Scooters in operation on the Coast). Importantly, approximately 46% of E-Scooter trips replace a car trip.

Priority Projects Endorsed

The <u>Priority Projects 2023-24 Advocacy document</u> was endorsed by Council in November 2023. The document aligns with the goals of the Livingstone Community Plan Towards 2050, focusing on projects that can have a transformative impact on the region's social and economic prosperity.

Small business growth



Five **new** businesses were featured in Discover Capricorn Coast. Investment in new business contributes to growing our local economy and creating local jobs:

- Reef Distillers;
- Crimson Finch;
- Yeppoon Music;
- CocoBrew Express; and
- Mr. Jerry Cocktail Bar.

Property Leasing

	Apr – Jul	Jul – Sep	Oct - Dec
Completed per Quarter	4	8	4
Currently In Progress / Negotiation	18	13	14
In Holding Over Clauses, Awaiting New Lease Template Review to be Completed	6	6	6
Expiry Dates Approaching by End 2023 to Action	5	3	8

COMMUNITY AND CULTURAL SERVICES

The Community and Cultural Services statistics are:

Activity	April – June 2023	July – Sept 2023	Oct – Dec 2023
Engagement and Events			
Number events/activities	30	12	33
Bookings Hall, Venues, Temporary,	85	40	183

Activity	April – June 2023	July – Sept 2023	Oct – Dec 2023
Gallery and Banners			
Get Involved – total visits		3,426	1,265
Libraries			
Door Counts (Visitations)	23,128	25,101	21,672
Number of loans digital	10,404	14,597	11,722
Number of loans physical	30,839	32,692	30, 255
Total Library members/new	14017 total 447 new	14645 total 389 new	14, 935 total 284 new
Total Home Library deliveries	136	141	139
PC Activity (Yeppoon) Users	1606	1502	1386
New Library App (Installations running total)	1664	2110	2243
Community Development Sport and Recreation including Youth			
FB Youth - Engagement (Clicks, Reactions, Comments, PM, Shares)	35,182	44,529	39431
Published items	41	41	49
Community Centre			
Information desk occurrences	2706	3341	2393
Project attendances	2276	2990	1997
Room visitations	4220	4218	4591
ICare interactions	260	225	183
Strengthening Family Connections			
Number of service users	103	124	148
Number of hours	1053	1254	1211

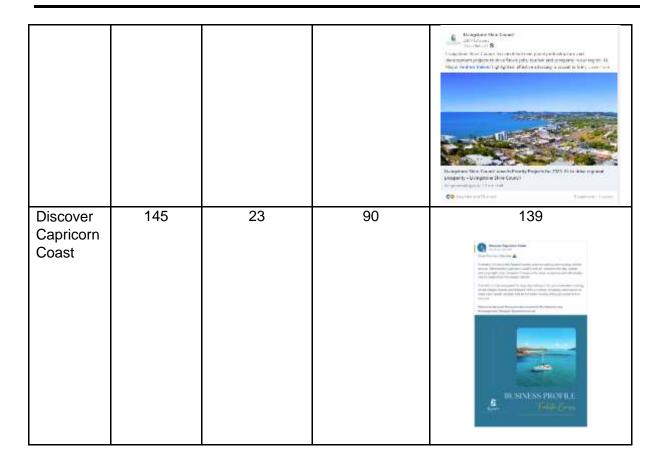
Social Media

Facebook	Followers	Posts	Engagement (Interactions)	Most Reach
LSC Corporate	16,181	243	34,851	76,725

				The contract of the contract o
Youth in Livingstone	2,667	51	683	14,051 Let I from fine interpretation (III Common III Collection III III III III III III III III III I
Yeppoon Lagoon	10,782	29	22,405	86,552 Pageoon Lagoes On 1 and definition of a particul day on parallel Prove this is and definition of a particul day on parallel Prove this is and definition of a particul day on parallel Prove this is an an extended the second of a particul day of parallel Proventing things deliver yet and the second of the seasons of the second of the
Discover Capricorn Coast	162	34	313	1,127 The continued base in the continued b

Instagram	Followers	Posts	Engagement (Interactions)	Most Reach
LSC Corporate	2560	77	1,815	1,582
Yeppoon Lagoon	4,000	22	1,049	1,299
Discover Capricorn Coast	463	85	240	269 Tidy vine Finen Fonds of an exact 2000 a year Ange of land between the winder of land between the winder of an extre ST william a four with our committee, of winder of a suite ST william a four with our committee, or wind Sold of a suite of an extre Sold of a suite out of Sold of a suite out of Sold out out of Sold out of a suite out of Sold out

LinkedIn	Followers	Posts	Engagement	Most Impressions
LSC Corporate	2,970	35	784	1,408



Community Engagement

- Farnborough Beach Masterplan
- Australia Day Committee Meeting

Get Involved Platform - Projects

- Australia Day Awards Nominations
- Ocean Park Avenue Traffic Survey
- 2023 Emu Park Accessibility Awareness Tour Participant Survey

Reference Group Meetings

- Southern Beaches Reference Group X 2
- Byfield Reference Group
- Northern Corridor Reference Group
- Farnborough Beach Reference Group

Community and Cultural Services alignment to Community Plan: Towards 2050:

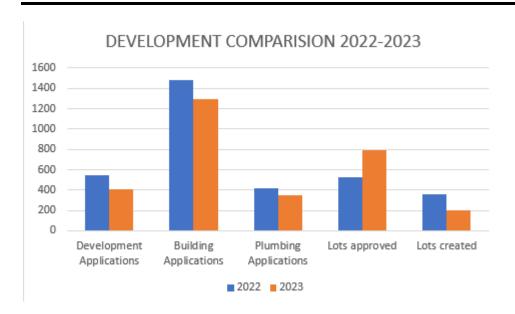
Future	 Administration of the Livingstone Shire
Ensuring good governance and exploring opportunities for further grant funding and business opportunities for our community	Community Grants Scheme, including assistance to groups seeking to apply. Round Two of Event Sponsorship opened. Library Policy and Procedure reviewed and updated.
Liveable	Delivery of the 'Fishing Friendzies' program
Partnering with not for profits and other State and non-government agencies to advocate for services	to foster more responsible behaviours in young people who fish. • Street Libraries partnership with local

and activities for our community.	 business and Men's Shed Inc. New partnership with Yeppoon State High School commenced. Community Centre led Tropical Seniors Month events/activities (20 events). LSC sponsored events – Emu Park Winter Swim Meet, Yeppoon Running Festival, Marlborough Campdraft, Emu Park Vets Golf Open, Yeppoon Triathalon Festival, Choral Society Wizard of Oz, Yeppoon Vets Golf Open, Smoke Wars, Fantasy Festival, Beachside Twilight Markets.
Leading Ensuring that activities are targeted towards the sectors of the community that are in need.	 Youth services facilitated 'Rhythm to Regulation' workshops throughout term 3 at Yeppoon State High School. CDSR presented 'Healthy Relationships' workshop to year 9 at Yeppoon State High School. Strengthening Family Connections to support clients with a case management approach which will ensure clients are supported holistically. Strengthening Family Connections are now providing appointments from 8.00am to 5.30pm to be more accessible to community. Budget communication campaign. Change of opening hours at Byfield library to be more accessible to community.
Thriving Ensuring that programs and activities are aligned to the demographic and geographic of our community.	 Support for successful delivery of NAIDOC Week events (7 July) and Beach Day Out Event (15 September) Delivery of a full school holiday calendar in September, with over 350 participants in total. Strengthening Family Connections and Youth Services attended R U OK day at YSHS. St Christopher's Chapel Independence Day Service delivered.
Natural Ensuring effective use of council's digital resources by embracing and then promoting the benefits of digital to our community.	 Delivery of a range of sustainable-themed activities during September School Holidays, including nature art and craft, reef activities, suitcase rummage (clothing swap) and Green Bingo. All Community Centre rooms now accessible with electronic swipe card rather than key system supporting data collection. Strengthening Family Connections to commence using new cloud database CSNet for clients over the next few months. Supporting/improving data collection and risk management.

DEVELOPMENT AND ENVIRONMENT

The Development Assessment, Built Environment, Growth Management and Natural Resource Management, Development Engineering statistics are:

Activity	April – June 2023	July-Sept 2023	Oct – Dec 2023
Building			
Customer Requests	118	108	131
Application Lodged Building (Council)	134	191	119
Application Lodged Building (Private Certifier)	155	196	142
Applications decided Building (Council)	134	162	120
Application decided Building (Private Certifier)	101	151	122
Building (average) days	2	34	28
Building and Plumbing Searches	118	116	120
Building Inspections	506	524	623
Plumbing			
Customer Requests	52	36	33
Applications Lodged Plumbing	74	125	66
Applications decided Plumbing	68	23	51
Plumbing (average) days	1	1	1
Plumbing Inspections	303	335	310
Development			
Customer Requests	623	632	517
Applications Lodged	109	76	107
Applications decided	101	89	
Development (average) days	55	23	
Development Engineering			
Customer Requests	14	26	21
Applications Received	2	4	2
Applications Completed	2	4	0
Growth Management			
Limited Planning Certificates	54	54	70
Standard Planning Certificates	1	0	1
Full Planning Certificates	0	0	0



Over the past two years, development in certain areas remained consistently steady. The approval of a significant number of lots in 2023 serves as an indicator of forthcoming development in the area.

Public Environments

Activity	April – June 2023	July-Sept 2023	Oct – Dec 2023
Environmental Health			
Customer Requests	99	106	77
Licenced Food Premises	13	6	9
Permits – Food Temporary Events	0	10	4
Personal appearance services	0	0	1
Licenced Water Carriers	0	0	1
Public Health Complaints	3	3	8
Food Complaints	1	4	6
Environmental Nuisance	27	15	5
Animal Stock Control			
Proportion of impounded	Dogs	Dogs	Dogs
animals returned to owners	91%	86%	96%
or rehomed	Cats	Cats	Cats
	83%	100%	97%
Local Laws			
Customer Requests	876	1144	768
Parking Infringements Issued	534	402	459
Illegal Littering and dumping infringements	6	5	4
Beach driving infringements	162	222	90
Other Infringements	20	15	23
Permits for use of Council			
controlled areas (decisions	12	14	12
made)			
Animal Registration			
New Dogs	269	305	264

New Cats	82	38	22
Vector Management Disease Notification			
Barmah Forest virus	0	1	0
Ross River virus	1	1	2
Pest Management Plants			
Giant rats tail grass	8	5	0
Lantana	4	0	1
Leucaena	15	8	3
Parthenium	0	0	2
Other species	7	7	6
Pest Management Animals			
Wild Dog/Dingo	3	8	3
Fox	4	8	10
Deer	1	0	2
Feral Cat	4	3	3
Feral Pig	8	7	4
Common Myna Bird	2	11	0
Other	1	4	2
Natural Resource Management			
Vegetation Management	19	23	17
Beach Rehabilitation	9	8	2
Sustainability	1	1	1
Wildlife (including Flying Foxes)	5	10	10
Fire Hazard	7	6	7

PARKS AND FACILITIES

The Parks and Facilities team has experienced a high level of activity this quarter.

- CCTV service maintenance contract has been awarded
- Merv Anderson Park Amenity Tender has been awarded, with work proposed to commence in February 2024
- The Rock's air conditioning tender has closed and the tender is being evaluated.
- A plaque unveiling ceremony recognising the graves of South Sea Islander peoples
 was held in December at Emu Park Cemetery. The plaque was erected by
 Livingstone Shire Council and authored by Mr. Herbert William (Bill) Power. The
 plaque recognises the segregation of burials on racial and religious grounds at Emu
 Park Cemetery.
- Open Spaces together with the Executive Leadership Team participated in a team

exercise in December planting 60 native trees sourced from Council's Nursery to screen the area between the Yeppoon STP and the Keppel Coast Dirt Bike Club. Council had cleared trees to provide access to install solar panels at the STP. The dirt bike club requested replanting and offered to maintain the trees through the establishment phase.



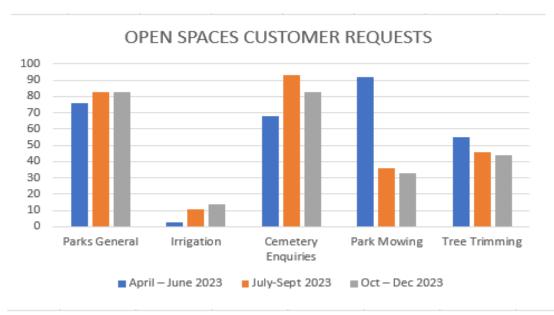


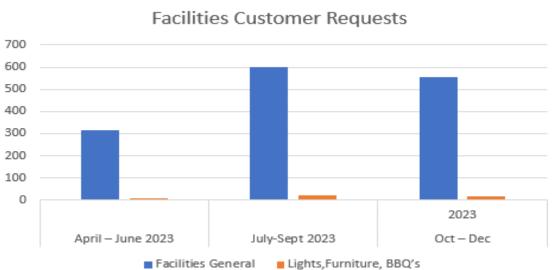
 The toddler pool at Yeppoon Lagoon was resurfaced using commercial pool grade chlorinated rubber. Officers resolved to use the chlorinated rubber to replace the soft fall as the chlorinated rubber has a longer life, is designed specifically for aquatic environments, is preferred over soft fall due to soft fall crumb being considered a contributor to marine plastics, and the failing soft fall caused issues with the pool filtration system. Additionally, the soft fall is cost prohibitive and comes with limited warranty.

- A hot water system has been installed to the amenities at Emu Park Swimming Pool providing hot water to amenity showers.
- The Facilities team received a big thank you to the team the work on the footpath in front of the Figtree Gallery precinct is now safe. Thanks to all for making it happen so quickly.
- Playground Team was thanked for the new playground equipment at the Community Development Centre.

PARKS AND FACILITIES CUSTOMER REQUESTS

Service	Activity	April – June 2023	July-Sept 2023	Oct – Dec 2023
Customer	Parks General	76	83	83
Requests	Irrigation	3	11	14
	Cemetery Enquiries	68	93	83
	Park Mowing	92	36	33
	Tree Trimming	55	46	44
	Facilities General	314	600	557
	Lights, Furniture, BBQ's	10	22	15
Cemetery	Burials	7	23	21
Applications	Ashes	1	4	6
	Install Plaques	8	11	22
	Reservations	7	9	13





DISASTER MANAGEMENT AND COMMUNITY RESILIENCE

Service	Activity	Oct – Dec 2023
Local Disaster Management Group meeting	 Quarterly meeting, including season outlook from Bureau of Meteorology 	29 November

- Probus presentation Zilzie
- Get Ready Day 20 years of Touch on the Coast
- Level Up The Hub
- Urban Agri Sustainability Day at Tanby Nursery
- Disability Inclusive Disaster Risk Reduction - community action forum
- Sunset ridge presentation Zilzie
- Lions Christmas in the Park

- 12 October 14 October
- 2 November
- 11 November
- 17 November
- 1 December
- 2 December

Community Education and Engagement



Get Ready Day - 20 years of Touch on the Coast



Get Ready Day - 20 years of Touch on the Coast



Get Ready Day - 20 years of Touch on the Coast



Disability Inclusive Disaster Risk Reduction community action forum



	 Situation Report Cell Session Tour of Hub for Department of Environment and Science 	26 October
	Livingstone Disaster Management	8 November
	Arrangements - new employee training • Yeppoon Public Cyclone Shelter	15 November
	ExerciseLocal Disaster Coordination Centre Weather Briefing	6 December
	lamer zam	27 December
	Hazard and Risk Assessment Desktop assessment of 1100 parcels of land	27 November
	Life Flight community trauma training: when first minutes matter. Marlborough, Adelaide Park, Byfield and the Caves	8, 9, 10 and 11 December
Mitigation and Preparedness	FIRST MINUTES MATTER THEE trouses training	
	When minutes matter,	
	are you prepared?	
	FREE trauma training with LifeFlight in your region!	
	Drowing on Unificiality decades of experiment providing integrate which care to be included in the community trained training program that will explay so with providing and providing the first devades which there is not the community training training program that will explay so with providing and providing the first devades with training social section devaders where professional help is self-or the community. Sign up at British in the second social first section in the second social section of the second section of the s	
	Upcoming to person workshops: The Comm is Yeards. The Remarker Half, 4 Bach Septem. The Comm Morelay 15 December 2025. 8 Short is A Migns This has produced a benefit of the September 1995.	
	The first particular a benefit to the second of the second	

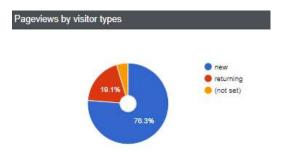
Activations

The Livingstone Local Disaster Management Group was activated to LEAN FORWAD at 1700hrs on Tuesday 14 November for the Miller Rd fire. An operation was established in Guardian with logs, emails and bulletins produced. The fire was contained overnight and the LDMG reverted to STAND DOWN at 0951 hrs on Wed 15 November.

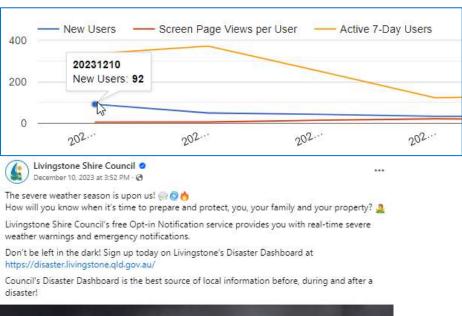
Tropical Cyclone Jasper

When the Bureau of Meteorology began monitoring the tropical low which would later form into Tropical Cyclone Jasper there was a considerable increase in visitors to the Livingstone

Disaster Dashboard. During the period of 4 December and 13 December (when TC Jasper made landfall) the dashboard had 420 users. Of those users, 362 were new to the site.



The highest number of new visitors was on 10 December which coincided with a LSC Facebook post with a link to the Dashboard.





Livingstone Community Volunteer Program

Livingstone community volunteers were invited to attend an end of year thank you celebration on Saturday, 3 December. Forty-five volunteers enjoyed a meal at the Chinese restaurant before listening to the Festival of Small Halls international and Australian artists perform folk and contemporary music.





11.6 REGIONAL ARTS DEVELOPMENT FUND ROUND ONE 2023/2024

File No: GS115.2.5

Attachments: Nil

Responsible Officer: Chris Ireland - General Manager Communities

Author: Molly Saunders - Manager Community and Cultural

Services

SUMMARY

Four applications were received for Round One of the 2023/2024 Livingstone Regional Arts Development Fund which closed 3 December 2023. Budget available for Round One is \$21,828.00.

The Regional Arts Development Fund assessment panel assessed the applications and recommended a total funding amount of \$17,783.50.

OFFICER'S RECOMMENDATION

THAT in accordance with the recommendation of the Livingstone Shire Regional Arts Development Fund Assessment Panel, the following grant applications be funded from the Regional Arts Development Fund Budget Round One 2023/2024:

Name	Purpose of Grant	Total	Grant	Grant
		Project	Requested	Recommended
		Expenses		_
Caitlyn Lever	Participation in the 'Thriving	\$4,250.00	\$4,250.00	\$2,762.00
(IPD)	Muralist' course for			
	professional development of			
	mural artists.			
Aphrodite Art	'Common Ground'. Planning	\$14,226.00	\$10,716.00	\$3,771.00
School	and delivery of fortnightly			
	art/community meet ups to			
	encourage getting creative in			
	natural spaces.			
Yeppoon Little	Youth theatre production of	\$7,400.00	\$5,180.00	\$4,250.00
Theatre	Ivy Shambitt and the Sound			
	Machine'.			
, ,	Various arts and cultural	\$48,450.00	\$7,000.00	\$7,000.00
Permaculture	components of the High Valley			
Farm	Dawn Festival 2024.			
TOTAL				\$17,783.50

BACKGROUND

The Regional Arts Development Fund is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

The Regional Arts Development Fund promotes the significance and value of arts, culture and heritage as the key to;

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

COMMENTARY

Four applications were received for Round One of the 2023/2024 Livingstone Regional Arts Development Fund which closed 3 December 2023.

The Livingstone Regional Arts Development Fund assessment panel assessed the applications and determined that the four applications met the program criteria and recommend they be funded for the total amount of \$17.783.50.

PREVIOUS DECISIONS

There have been no previous decisions in relation to this matter.

ACCESS AND INCLUSION

Regional Arts Development Fund rounds are open for any arts and/or cultural activities which occur within the Shire. Each round is advertised and open for approximately one month and submissions are assessed by the Regional Arts Development Fund Assessment Panel.

ENGAGEMENT AND CONSULTATION

The Engagement and Events team are available to provide support to applicants to submit their application. Members of the Regional Arts Development Fund Assessment Panel promote, engage and consult with the community to encourage and support applications.

HUMAN RIGHTS IMPLICATIONS

Regional Arts Development Funding rounds are undertaken in accordance with the commitments and principals of Council's Human Rights obligations.

BUDGET IMPLICATIONS

The total budget available for 2023/2024 Livingstone Regional Arts Development Fund Grants is \$41,828.00 (comprising of \$20,000 from the State Government body Arts Queensland, \$20,000 from Livingstone Shire Council and \$1,828.00 carryover from the last round).

The proposed recommendation leaves \$4,044.50 remaining in Round One. It is recommended this amount be 'rolled over' into Round Two 2023/204, scheduled to be available to applications in February 2024.

LEGISLATIVE CONTEXT

There is no identified legislative context in considering this matter.

LEGAL IMPLICATIONS

There are no identified legal implications associated with considering this matter.

STAFFING IMPLICATIONS

Actions required as a result of this report can be accommodated within existing staff capacity.

RISK ASSESSMENT

The principal risk associated with the administration of Regional Arts Development Funding is the misappropriation of funds. Strict acquittal processes are established to ensure grant funding is spent in accordance with its designated purpose.

CORPORATE PLAN REFERENCE

Thriving Livingstone

Community Plan Goal 2.4 - Arts and cultural activities and facilities that strengthen social connections

2.4.3 Foster access, collaboration, community connectedness, wellbeing and creativity by supporting arts and cultural activities within the Shire.

The Livingstone Regional Arts Development fund provides opportunity for local artists and the community to produce and participate in arts and cultural activities that strengthen social connections.

CONCLUSION

The Livingstone Regional Arts Development Fund Assessment Panel considers that the recommended applications fulfil the criteria for the grants program and that the proposed projects will provide benefit to Livingstone Shire.

11.7 NAMING OF WETLAND OFF BOTTLEBRUSH DRIVE

File No: qA24494

Attachments: 1. Kedron Park Biodiversity Survey Summary

Responsible Officer: Sean Fallis - Manager Engineering Services

Michael Kriedemann - General Manager Infrastructure

Author: Jo Fursman - Administration Officer

SUMMARY

This report involves a request for the renaming of Kedron Park. Given the environmental features of the park, it was suggested that the name "Kedron Wetland" may be more appropriate.

OFFICER'S RECOMMENDATION

THAT the area currently named Kedron Park be changed to Kedron Wetland.

BACKGROUND

The parcel of land known as Kedron Park is a Reserve for Park and Recreation described as Lot 141 RP 890732 and was named at Council's General Meeting on 10/11 May 1994. The area is low lying and naturally swampy so not practical to be used for recreation purposes. There was a suggestion that the name Kedron Wetland would be more appropriate given the eco system, flora and fauna in the area. The change of name would not change the official title of "Reserve for Park and Recreation".

At the Ordinary Meeting of Council held on 24 October 2023, Council resolved THAT pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending consultation with our NRM team to provide a report of the flora and fauna within the area to come back to the table.

COMMENTARY

In accordance with Council's *Naming of Infrastructure Assets Procedure*, section 5.1, the naming of an asset may be initiated by the following:

- a) By resolution of Council.
- b) When the Manager Engineering Services:
 - Authorises a request from a member of the community to be processed under this procedure.
 - Determines it is in the public interest to undertake the process outlined in the procedure; or
 - Is required to assign a number under item 5.5 of the procedure.

In accordance with the procedure, an advertisement was placed in the Saturday's edition of *The Morning Bulletin* (Digital only) on Saturday 29 April 2023 together with publication on Council's website and social media pages. Nominations closed on 1 May 2023.

In response to the call for nominations, Council received 2 submissions.

Proposed Name	No
Kedron Wetlands	1
Lammermoor Gardens Blue Butterfly Reserve	1

There was 1 alternative to the original request. In accordance with the procedure, names should be simple, concise and easy to recognize, spell and pronounce. The alternative name does not fit with this requirement.

A Flora and Fauna report has been provided by Council's Natural Resource Management team (see attached Biodiversity Survey Summary). The survey demonstrates diverse flora and fauna typical of a wetland environment which could justify the renaming to "Wetland".

There is some concern that the renaming to "Wetland" may create a perception that the area will be left in a natural state and receive less maintenance. This is not the case, as the area is on a maintenance program administered by Council's Open Spaces Team.

Although the renaming procedure has been undertaken, Council is not bound to rename the asset.

PREVIOUS DECISIONS

At the Ordinary Meeting of Council held on 24 October 2023, Council resolved as follows:

That pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending consultation with our NRM team to provide a report of the flora and fauna within the area to come back to the table.

ACCESS AND INCLUSION

Nil

ENGAGEMENT AND CONSULTATION

Community engagement has taken place in accordance with the *Naming of Infrastructure* Assets Procedure

HUMAN RIGHTS IMPLICATIONS

Nil

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Council's *Naming of Infrastructure Assets Procedure* has been followed in this instance, which sits under the *Road Related Management and Functions Policy*.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Staff have undertaken this process through their normal roles.

RISK ASSESSMENT

If the name is changed to "Wetland", there is a risk of creating a perception that the area will receive less maintenance. This will be mitigated by explaining to the community that this area will remain on Council's maintenance management plan administered by the Open Spaces Team.

CORPORATE PLAN REFERENCE

Leading Livingstone

Community Plan Goal 4.3 - Engagement with the community as advisors and partners

4.3.2 Commit to open and accountable governance to ensure community confidence and trust in Council and its democratic values.

By engaging the community and inviting submissions, Council is supporting the community's desire for greater transparency and partnership in decision making for activities that influence the *look and feel* of Livingstone.

CONCLUSION

The Biodiversity Survey Summary indicates a wide variety of flora and fauna within the Kedron Park environs. After Community engagement in accordance with the *Naming of Infrastructure Assets Procedure*, Officers consider changing the name to Kedron Wetlands is appropriate.

11.7 - NAMING OF WETLAND OFF BOTTLEBRUSH DRIVE

Kedron Park Biodiversity Survey Summary

Meeting Date: 16 January 2024

Attachment No: 1

Kedron Park Biodiversity Survey Summary



Contents

Introduction	2
Geology	2
Climate	2
Remnant Flora & Fauna	3-5
Appendix	6-12

1. Introduction

Kedron Park is located on the western side of the Scenic Highway, along Bottlebrush Drive, approximately 3 kilometres south of Yeppoon. The total area of this site is 1.03 hectares open space adjacent to residential areas, a local school, natural wetland, and significant remnant vegetation communities.

The property Lot 141 RP890732 is a Reserve tenure with Council as Trustee. Stormwater flows from residential areas, and roads enter this area increasing the overall soil moisture replicating a seasonal wetland system due to the local topography of the site (Image 1).



Image 1 Kedron Park LSC Biodiversity and wetlands overlay map.

2. Geology

Kedron Park is dominated by hydrosol soils, seasonally or permanently saturated for periods, mostly occur in lower-lying depressions and/or swamps composed of high organic materials, coarse sand to silty clays. Soil characteristics at the site demonstrate strong connectivity to the adjacent palustrine (inland freshwater) wetland by filtering flows that move throughout the freshwater aquatic system into the marine environment.

3. Climate

Climatic conditions comprise of average high temperature of $29.4^{\circ}c$ in Summer and $21^{\circ}c$ in winter. Average rainfall is approximately 989.4mm, with usually a wet summer and dry winter period.

4. Remnant Flora and Fauna

Flora

Kedron Park is an integral part of a local natural corridor, providing connectivity for flora and fauna across the landscape.

- The State Regional Ecosystem mapping identifies the wetland area on the east of adjacent to Kedron Park is classified as a palustrine wetland of concern consisting of Eucalyptus sp, Corymbia sp and Melaleuca species, RE 8.3.13 (Appendix 1).
- A diverse range of aquatic flora species are established across different ecotones within the
 wetland area and Kedron Park during seasonally wet periods. Corridor linkages to
 Lammermoor Native Gardens highlights the significance of biodiversity connectivity to low
 microphyll rainforest, grassy woodlands, coastal beaches, hinterland, and National Parks of
 local, state, and regional values (Image2).
- Introduced flora species are present throughout Kedron Park particularly near stormwater drainage outlets where soil moisture is moderate to high, creating challenges in maintaining this area in its current state as open space for community (Image 3).



Image 2. - Regional Ecosystems map



Image 3. – Kedron Park during rainfall event

Fauna

Bird surveys conducted at Kedron Park and surrounds identified fifty-six bird species sighted and recorded by local birdwatching enthusiasts' group (Appendix 2).

Kedron Park is also ideal habitat for a diverse range of wetland birds visiting this area for foraging, breeding, and nesting throughout the year. Potentially an estimated twenty-four species are possibly benefiting from this wetland area, due to the available water resource, food supply and vegetation types for nesting (Appendix 3).

Freshwater turtles, macroinvertebrates and fish species also reside at the Kedron wetland site as habitat from the different ecotones/vegetation providing areas of protection from predatory species.

Community has reported sightings of kangaroos grazing on native and exotic species in the woodland areas surrounding the wetlands, indicating the biodiversity values of the Kedron Park area, the connectivity of different ecosystems throughout the landscape. Future flora and fauna surveys will enhance the knowledge of this site for our community as a nature recreational hub.

Appendix 1

Species

SPECIES LAMMERMOOR NATIVE GARDENS AND ADJACENT SURROUNDING AREA

Compiled list 1995 to 1999

E = emergent C = canopy U = upper stratum M = midstratum L = lower stratum G = ground * = exotic

Family

Bottlebrush Drive/ Kedron Park NW end Behind LNG

Common Name

Site 30

Strata

Centella asiatica	Pennywort	APIACEAE		X
Chamaecrista mimosoides	Dwarf cassia	CAESALPINIACEAE		X
Chloris truncata	Windmill grass	POACEAE		X
Corymbia tessellaris	Moreton bay ash	MYRTACEAE	E+C+G	X
Cyperus polystachyos	Bearded flatsedge	CYPERACEAE		X
Eleocharis sp.	Sedge	CYPERACEAE		X
Eragrostis sororia	Woodland lovegrass	POACEAE		X
Ficus sp	Fig	MORACEAE	E	
Fimbristylis ferruginea	Sedge	CYPERACEAE		X
Ludwigia peploides	Water primrose	ONAGRACEAE	L	X
Ludwigia sp		ONAGRACEAE		X
Marsilea mutica	Shiny nardoo	MARSILEACEAE	+	X
Melaleuca sp	Paperbark	MYRTACEAE	L	X

SPECIES LAMMERMOOR NATIVE GARDENS AND ADJACENT SURROUNDING AREA

Compiled list 1995 to 1999

 $\mathbf{E} = \text{emergent}$ $\mathbf{C} = \text{canopy}$ $\mathbf{U} = \text{upper stratum}$ $\mathbf{M} = \text{midstratum}$ $\mathbf{L} = \text{lower stratum}$ $\mathbf{G} = \text{ground}$ * = exotic

Corner Bottlebrush drive and Old Scenic Highway

Site 31

Species	Common Name	<u>Family</u>	<u>Strata</u>	
Glochidion lobocarpum	Findlay's silky oak	PHYLLANTHACEAE	C+M+L	X
Indigophera pratensis	Forest indigo	FABACEAE	G	X
Livistona decora	Weeping cabbage palm	ARECACEAE	C + L	X
Ludwigia peploides	Water primrose	ONAGRACEAE	L	X
X				***
Melaleuca quinquenervia	Swamp paperbark	MYRTACEAE	С	X
	Narrow-leaved			
Typha domingensis	cumbungi	ТҮРНАСЕАЕ	L	X

Appendix 2

23.3 LAMMERMOOR NATIVE GARDENS BIRDLIST 1993 -1997

Australian Bush Turkey	Olive backed Oriole
Australian magpie	
Australian Magpie Lark	Pacific Baza
	Pale Headed Rosella
Bar breasted Honeyeater	Peaceful Dove
Bar shouldered Dove	Pheasant Coucal
Black faced Cuckoo Shrike	Pied Butcherbird
Black Faced Monarch	
Blue faced Honeyeater	Rainbow Bee-eater
Brahminy Kite	Rainbow Lorikeet
Brown Honeyeater	Red backed Fairy Wren
	Red tailed Black Cockatoo
Common Koel	Red Winged Parrot
	Rose Crowned Fruit Dove
Double barred Finch	Rufus Whistler
Dusky Honeyeater	
	Sacred Kingfisher
Fan tailed Cuckoo	Satin Flycatcher
Figbird	Scarlet Honeyeater
Forest Kingfisher	Southern Boobook
	Spangled Drongo
Grey Fantail	Spectacled Monarch
Grey Shrike Thrush	Striated Pardalote
Intermediate Egret	Tawny Frogmouth
	Tawny Grassbird
Laughing Kookaburra	Torresian Crow

Page 141 Attachment 1

Leaden Flycatcher	
Lewins Honeyeater	Varied Triller
Little Friarbird	
Little Shrike Thrush	Welcome Swallow
Little Bronze Cuckoo	Whistling Kite
	White bellied Cuckoo Shrike
Mistletoe bird	White throated Honeyeater
Noisy Friarbird	Yellow bellied Sunbird
Nutmeg Mannikin	

Appendix 3
Wetland Bird Species – Kedron Park

	Kingdo									
ArealD	m	Class	Family	ScientificName	CommonName	Supersede	NCA	EPBC	Endemic	WetlandStat
queensland	animals	birds	Alcedinidae	Ceyx azureus	azure kingfisher		С		QAI	I
queensland	animals	birds	Alcedinidae	Ceyx pusillus	little kingfisher		С		QAI	I
				Elseyornis	black-fronted					
queensland	animals	birds	Charadriidae	melanops	dotterel		С		QAI	I
queensland	animals	birds	Rallidae	Fulica atra	Eurasian coot		С		QAI	I
				Gallinula						
queensland	animals	birds	Rallidae	tenebrosa	dusky moorhen		С		QAI	I
queensland	animals	birds	Threskiornithidae	Platalea regia	royal spoonbill		С		QAI	I
				Ardea alba						
queensland	animals	birds	Ardeidae	modesta	eastern great egret		С		QAI	1
queensland	animals	birds	Ardeidae	Ardea intermedia	intermediate egret		С		QAI	1
					white-necked					
queensland	animals	birds	Ardeidae	Ardea pacifica	heron		С		QA	I
queensland	animals	birds	Ardeidae	Egretta garzetta	little egret		С		QAI	I
			Phalacrocoracida	Microcarbo	little pied					
queensland	animals	birds	е	melanoleucos	cormorant		С		QAI	1
			Phalacrocoracida	Phalacrocorax						
queensland	animals	birds	e	carbo	great cormorant		С		QAI	I
			Phalacrocoracida	Phalacrocorax	little black		_			
queensland	animals	birds	e	sulcirostris	cormorant		С		QA	I
			Phalacrocoracida	Phalacrocorax			•		0.41	
queensland	animals	birds	е	varius	pied cormorant		С		QAI	I
aa.a.ala.a.d	مام معام	مامينام	A mhinaide e	Anhinga	Australasian dantar		C		041	
queensland	animals	birds	Anhingidae	novaehollandiae	Australasian darter		С		QAI	I
queensland	animals	hirds	Podicipedidae	Tachybaptus novaehollandiae	Australasian grebe		С		QAI	1
•	animals	birds	•		•					1
queensland	animals	birds	Anatidae	Anas castanea	chestnut teal		С		QA	l

				Anas				
queensland	animals	birds	Anatidae	platyrhynchos	northern mallard		II	I
queensland	animals	birds	Anatidae	Anas superciliosa	Pacific black duck	С	QAI	1
queensland	animals	birds	Anatidae	Aythya australis Dendrocygna	hardhead wandering	С	QAI	I
queensland	animals	birds	Anatidae	arcuata Nettapus	whistling-duck green pygmy-	С	QAI	I
queensland	animals	birds	Anatidae	pulchellus Spatula	goose Australasian	С	QAI	I
queensland	animals	birds	Anatidae	rhynchotis Anseranas	shoveler	С	QAI	I
queensland	animals	birds	Anseranatidae	semipalmata	magpie goose	С	QAI	I

11.8 REQUEST FOR FEE REDUCTION - D-369-2023 MATERIAL CHANGE OF USE FOR RELOCATABLE HOME PARK (286 DWELLINGS)

File No: x

Attachments: 1. Locality Plan

2. Concept Master Plan

Responsible Officer: Chris Ireland - General Manager Communities

Author: Greg Abbotts - Manager Development and Environment

SUMMARY

Capricorn Survey Group on behalf of their client, Keppel Developments Pty Ltd, have made representations to Council seeking a reduction in development application fees for Material Change of Use for a Relocatable Home Park (286 Dwellings), located at Lot 6000 Carige Boulevard, Taroomball, described as Lot 6000 on SP329791. The application was lodged with Council on 6 November 2023 and the fee of \$77,041.00 paid on 14 November 2023. This fee was paid to ensure that the application was properly made and could progress, the applicant now seeks a fee reduction. A fee reduction would result in a refund to the applicant.

OFFICER'S RECOMMENDATION

THAT Council resolve to accept an application fee of \$45,941.00 for the Development Application, on the basis of the proposed fee representing the cost recovery allowable under section 97(4) of the *Local Government Act 2009*, with the fee reduction being valid for the 2023/24 financial year only.

BACKGROUND

The site is currently vacant and holds related approvals – D-342-2021 & D-398-2021 both being MCU/ROL for a combined 47 lots. The land is zoned Emerging Community.

The site also has the following constraints which all require detailed consideration during any assessment process, and will result in some external consultant engagement:

- Overlay Map OM01 Acid sulfate soils;
- Overlay Map OM02 Agricultural land classification;
- Overlay Map OM07 Biodiversity Habitat and Vegetation of Significance (Matters of State Environmental Significance – Wildlife Habitats), Matter of Local Environmental Significance – Habitat and Vegetation and Biodiversity Corridor);
- Overlay Map OM11 Biodiversity Waterway potential assessment area;
- Overlay Map OM12 Bushfire hazard area;
- Overlay Map OM15 Drainage problem area;
- Overlay Map OM17 Flood hazard area;
- Overlay Map OM18 Landslide hazard area; and
- Overlay Map OM20 Road hierarchy.

COMMENTARY

The applicant has made representations to Council seeking a reduction of the total development application fee which totals \$77,041.00, citing the fee is not considered cost recovery. The applicant has proposed a reduction in the application fee to \$26,541.00 as appropriate for the level of assessment on a cost recovery basis.

Officer's do not agree with the proposed fee reduction request however, have reviewed the fee and provide the following information.

Based on the proposal, the following is a calculation of the full development application fee with the applicant's proposal:

Description of fee for Material Change of Use	Current Fees	Proposed Fee by Applicant
Relocatable Home Park – base fee	\$1,991.00	\$1,991.00
Plus per dwelling (286 dwellings) Cost per dwelling \$454.00 (1-100) x 100 Cost per dwelling \$200.00 (101-200) x 100 Cost per dwelling \$100 (201-400) x 86	\$45,400.00 \$20,000.00 \$8,600.00	\$23,500.00 (cost per dwelling of \$82.7)
Impact assessment fee (applied for entire DA)	\$1,050.00	\$1,050.00
Total fees MCU	\$77,041.00	\$26,541.00

On consideration of the request by the applicant along with the current fees and charges, and the cost-recovery fee applicable for the application, it is proposed that Council agree to reduce the overall per dwelling charge to \$150.00, this overall charge represents a reduction to approximately 60% of the original total application fee.

Details of the proposed reduced fee payable is outlined below:

Description of fee for Material Change of Use	Proposed Fee by Applicant	Proposed Fee by Council
Relocatable Home Park – base fee	\$1.991.00	\$1,991.00
Plus per dwelling (286 dwellings) Cost per dwelling \$454.00 (1-100) x 100 Cost per dwelling \$200.00 (101-200) x 100 Cost per dwelling \$100 (201-400) x 86	\$23,500.00	\$42,900.00 (286 dwellings @ 57% total cost)
Impact assessment fee (applied for entire DA)	\$1,050.00	\$1,050.00
Total fees MCU	\$26,541.00	\$45,941.00

During course of assessment officers have reviewed the following:

- Planning matters such as code assessment;
- Engineering matters such as traffic impacts, sewer, water and stormwater;
- Environmental health aspect of the proposal such as Environmental Management Plans; and
- Environmental management of the proposal such as ecological assessment.

As a result of the above, an information request was issued on 11 December 2023 and involved the following items:

- · Stormwater and flood management;
- Sewer;
- · Bushfire Hazard; and
- Environmental management.

All of these items are considered to be higher risk matters requiring further detailed assessment prior to progression of the application.

The application was also referred to the State Assessment and Referral Agency (SARA) for assessment, who also issued an information request relating to traffic

Pursuant to section 97(4) of the *Local Government Act 2009* the fee which Council can charge must be based on cost-recovery. On consideration of the request by the applicant and the cost-recovery fee applicable for the application it is proposed that Council accepts a reduced application fee of \$45,941.00 for the entire proposal. The proposed fee represents a reasonable reduction but will not result in Council being left exposed to a financial liability. This would result in a refund to the applicant of \$31,100.00

PREVIOUS DECISIONS

Council has considered and applied fee reductions over the past several years for a variety of development applications including preliminary approvals and development permits. These application fees have been reduced based on detailed assessments of sites and in line with reasonable cost-recovery considerations. Considerations in determining whether the fee reduction is appropriate include:

- type/complexity of application/assessment required;
- physical location and infrastructure considerations;
- · strategic framework integration;
- referral agencies involved;
- pre-existing assessments of the site (not withstanding that each application must be assessed on its own merits); and
- whether external consultancy assistance is required.

Council has agreed to reduce the fees for the below development applications over the previous four (4) years:

- D-253-2023 Reconfiguring a Lot (1 lot into 128 lots plus 4 drainage/enviro lots);
 and Preliminary approval (variation request) to include a Supplementary Table of Assessment (Low Density Residential Zone provisions) – Council Resolution 19 September 2023:
 - Reduced fee from \$305,639.25 to \$213,065.25;
- ii) D-514-2022 Preliminary approval, Material Change of Use for Relocatable home park and Reconfiguring a Lot (one lot into two lots and access easement) and (one lot into 129 lots)– Council resolution 25 October 2022:
 - Reduced fee from \$366,530.00 to \$95,500.00;
- iii) D-364-2022 Material Change of Use for a Relocatable home park and Reconfiguring Lot (one lot into two lots) Council resolution 20 September 2022:
 - Reduced fee from \$134,678.00 to \$68,822.00;
- iv) D-207-2022 Reconfiguring a Lot (three lots into 404 lots and two (2) balance lots) and Preliminary approval Council resolution 21 June 2022:
 - Reduced fee from \$502,937.00 to \$150,000.00;
- v) D-439-2021 Material Change of Use for a Relocatable home park Council resolution 19 April 2022:
 - Reduced fee from \$217,163.00 to \$31,791.00 (75%);
- vi) D-239-2021 Material Change of Use for a High impact industry for Clarke Creek Wind Farm Council resolution 20 July 2021:
 - Reduced fee from \$80,893.00 to \$20,000.00;

- vii) D-120-2021 Preliminary approval, Material Change of Use and Reconfiguring a Lot (Surf Lakes) Council resolution 20 April 2021:
 - Reduced fee from \$120,988.00 to \$100,000.00; and
- viii) D-113-2020 Material Change of Use for Canal Creek Extractive industry Council resolution 19 May 2020:
 - Reduced fee from \$934,967.00 to \$20,000.00.

ACCESS AND INCLUSION

There are no identified access and inclusion issues associated with this matter

ENGAGEMENT AND CONSULTATION

There has been consultation with the Development Assessment team in relation to this matter. In addition, the development application is required to be publicly notified.

HUMAN RIGHTS IMPLICATIONS

There are no Human Right implications associated with this report.

BUDGET IMPLICATIONS

Council must be cognisant that budgets are developed based upon the need to recuperate operating costs associated with the administration of the development assessment processes. However, in relation to this proposed application, officers consider that the recommended reduction is appropriate and adequate to cover the cost of the assessment associated with this matter.

LEGISLATIVE CONTEXT

The consideration of this request is pursuant to the *Planning Act 2016* and the *Local Government Act 2009*.

LEGAL IMPLICATIONS

Legal implications are not applicable to the determination of a fee reduction.

STAFFING IMPLICATIONS

There are no significant staffing implications for Council associated with the provision an assessment or a determination on fees and charges.

RISK ASSESSMENT

A financial risk applies to this request in terms of not recuperating the full fee as prescribed under the fees and charges and possible precedent set by such a determination.

CORPORATE PLAN REFERENCE

Future Livingstone

Community Plan Goal 5.1 - Balanced environmental and development outcomes

5.1.2 Balance development within Livingstone Shire in accordance with the community's desired environmental and economic outcomes.

CONCLUSION

In relation to the request to reduce the application fee for the proposed development, officers have considered the request by the applicant and support a reduced fee as appropriate and adequate to cover the cost of the assessment associated with the Development application. Whilst the fee proposed by the applicant does not align with officers' assessment, it is concluded that a fee reduction in this instance can be accommodated.

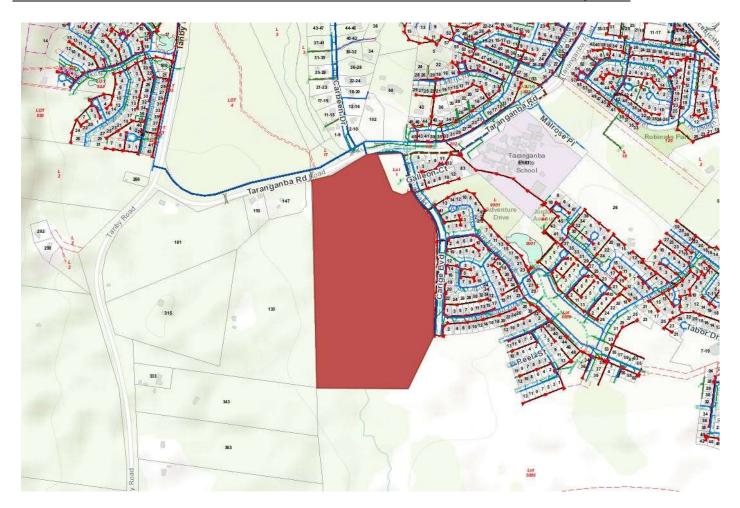
11.8 - REQUEST FOR FEE REDUCTION - D-369-2023 MATERIAL CHANGE OF USE FOR RELOCATABLE HOME PARK (286 DWELLINGS)

Locality Plan

Meeting Date: 16 January 2024

Attachment No: 1

Item 11.8 - Attachment 1 Locality Plan

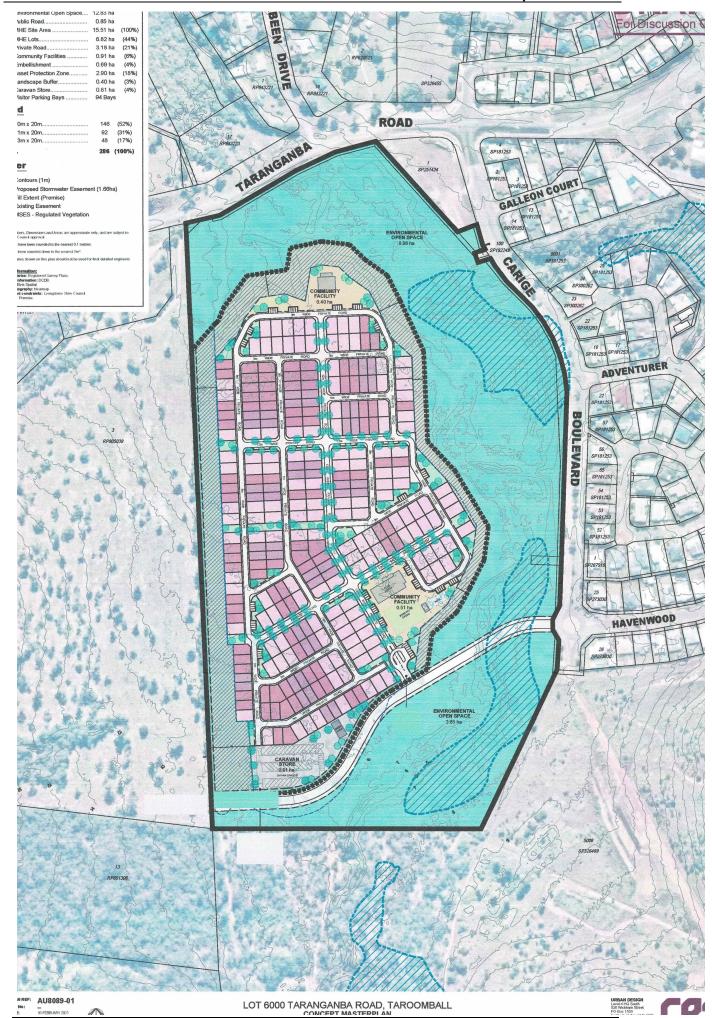


11.8 - REQUEST FOR FEE REDUCTION - D-369-2023 MATERIAL CHANGE OF USE FOR RELOCATABLE HOME PARK (286 DWELLINGS)

Concept Master Plan

Meeting Date: 16 January 2024

Attachment No: 2



11.9 SUCCESSFUL 2023 TRANSLINK BUS STOP UPGRADE PROGRAM

File No: A1813319

Attachments: 1. Attachment 1 - 440 Bus Route Map &

TimeTable !!

2. Attachment 2 - Email from Keppel Electoral

Office U

Responsible Officer: Michael Kriedemann - General Manager Infrastructure

Author: Jake Taylor - Principal Transport Engineer

SUMMARY

Livingstone Shire Council has secured \$300,000 in funding from the State Government, via TransLink, a branch of the Department of Transport and Main Roads, for the construction of five new bus stops with shelters. This project, planned for the 2023-2025 budget, will improve local community infrastructure without imposing any financial strain on the Council's budget, as the capital cost is fully funded by the State.

The planned bus stops will be situated along public bus route 440, a key transit route facilitating community travel for business, tourism, education, and healthcare, stretching from Zilzie to the Yeppoon CBD, and further to Rockhampton CBD and airport (see attachment A for route map and timetable). These bus stops have been a subject of numerous requests from the public, indicating that their implementation is likely to be positively received by the community.

OFFICER'S RECOMMENDATION

THAT Council approves the \$300,000 Bus Stop Upgrade program, fully funded by TransLink, with detailed design in 2023/2024 and construction in 2024/2025.

COMMENTARY

Council Infrastructure Planning Officers have been working with TransLink to deliver additional bus stops along Clayton Road, Lammermoor and Mulambin Road, Rosslyn (Refer Attachment 1). Correspondence was also received from Keppel Electoral Office regarding a bus shelter upgrade request from the Progress Association of Keppel Cove (Refer Attachment 2). The request expressed the desire for a shelter to be established adjacent No. 6 Falcon Crest and stated the shelter would service 15 students per day.

Council was successful in gaining funding for five Bus Stop projects (Supply & Install 4 x new intermediate stops with shelters and the relocation of an existing stop #860526), totalling \$300,000. The identified Bus Stop Locations are:

Clayton Road & Mulambin Road

- 1. Starfish Drive in Lammermoor (#860532) formalise existing hail 'n' ride to intermediate standard (PTIM) with shelter;
- 2. Starfish Drive in Lammermoor (#860530) formalise existing hail 'n' ride to intermediate standard (PTIM) with shelter;
- 3. Parkview Drive in Rosslyn (New) new bus stop to intermediate standard (PTIM) with shelter:
- 4. Parkview Drive in Rosslyn (New) new bus stop to intermediate standard (PTIM) with shelter.



Figure 1 - Clayton Road & Mulambin Road Layout.

<u>Zilzie</u>

1. Relocation of (#860526) in Eagle Heights to new location in Falcon Crest, including installing new shelter. Relocate bus stop to opposite Lot 373 Falcon Crest to intermediate standard (PTIM) with shelter.



Figure 2 – Keppel Cove Bus Stop Layout.

PREVIOUS DECISIONS

Nil

ACCESS AND INCLUSION

The Commonwealth Disability Discrimination Act 1992 (DDA) outlines the legal obligations regarding access to public transport. The specific requirements and details are provided in the Disability Standards:

- Disability Standards for Accessible Public Transport 2002 (Transport Standards)
- Disability (Access to Premises Buildings) Standards 2010 (Premises Standards).

ENGAGEMENT AND CONSULTATION

During the detailed design phase, additional consultation may be necessary with relevant user groups, Translink service providers and the broader community.

HUMAN RIGHTS IMPLICATIONS

Section 4(b) of the Human Rights Act 2019 requires public entities such as Council 'to act and make decisions in a way compatible with human rights'.

BUDGET IMPLICATIONS

The five bus stops and shelters are 100% funded by the State Government through Translink.

LEGISLATIVE CONTEXT

Local councils are required to ensure public bus stop infrastructure complies with Disability Discrimination Act (DDA) (1992) requirements. The Disability Discrimination Act 1992 (DDA) makes it unlawful to discriminate against a person, in many areas of public life, including employment, education, getting or using services, renting or buying a house or unit, and accessing public places, because of their disability.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

The Bus Stop projects are scheduled for design in the 2023/24 program and construction in 2024/25, with plans for their inclusion in the approved budget. If necessary, these projects can be contracted out. Designing and constructing the bus stops is expected to be a relatively straightforward process as there are well defined Translink standards and specifications that need to be followed.

RISK ASSESSMENT

The following risks have been identified if the recommendation is not adopted:

- Compromised customer safety, accessibility, and comfort in public transport, leading to possible accidents and injuries.
- Loss of fully funded State Government grants, causing financial strain for future bus stop improvements.

The following risks have been identified if the recommendation is adopted:

- Temporary traffic disruptions;
- Financial risk if the projects cost more than the approved grant. To mitigate against this risk, the estimates are based on standards and specifications approved by Translink and estimates include contingencies.

CORPORATE PLAN REFERENCE

Future Livingstone

Community Plan Goal 5.2 - Connected places, people and services

5.2.1 Implement an integrated transport strategy which encourages alternative transport usage to maximum economic, environmental, and liveability outcomes.

CONCLUSION

The Livingstone Shire Council, in partnership with TransLink, is set to upgrade passenger transport infrastructure to improve safety, accessibility, and comfort. This entails the construction of five new bus stops with shelters, fully financed by \$300,000 in State Government funding. The design phase is scheduled for 2023/2024, with construction following in 2024/2025. This project supports the objectives of encouraging non-vehicular transport and fostering connected communities and can be progressed without any funding commitment from Council general revenue.

11.9 - SUCCESSFUL 2023 TRANSLINK BUS STOP UPGRADE PROGRAM

Attachment 1 - 440 Bus Route Map & TimeTable

Meeting Date: 16 January 2024

Attachment No: 1

w to calculate your fare?

es are calculated based on the nber of zones you travel through ing your journey.

calculate your fare, subtract the lowest ne you have travelled in or through, nother through, and add one zone.

It will determine the correct number of

s will determine the correct number of nes you will be charged.

sy-travel Fare Card

ung's Bus Service offers an easyvel Fare Card, making fare payment cker and easier. Add credit to your sy-travel Fare Card onboard or at the ckhampton or Yeppoon offices.



Young's bus tracker

Scan this code to track your Young's bus in real time.

k up and set down

outbound journeys from ckhampton, Young's Bus Service so not set passengers down within the ckhampton urban area. On inbound rneys to Rockhampton, Young's Bus rvice does not pick up passengers hin the Rockhampton urban area.

ockland Rockhampton

e bus stop for Stockland Rockhampton ocated in the shopping centre, not on sqrave St.

Isover Street bus stop

rvices to Gracemere, Yeppoon, Emurk and Mt Morgan depart from stop B, side Rockhampton Police Complex. rvices for Rockhampton depart from p A, outside the Bolsover Street cark.

Translink single:

One-way ticket to reach your destination, including transfers within two hours on any Translink service.

Translink daily:

Unlimited travel within the zones purchased until the last service scheduled on the day of issue, valid on all Translink services.

Translink weekly:

Unlimited travel within the zones purchased for one week (seven consecutive days) from the date of issue, valid on all Translink services.

Concessions

Information on discounts and concessions is available at translink.com.au

Timetables

All timetables are available at: translink.com.au

Due to unforeseen circumstances, details on this timetable may change.



Download the MyTranslink app for the most up-to-date bus information on bus timetables, maps and journey planning.





Translating and Interpreting Service 131 450.

Your Rockhampton to Zilzie and Keppel Sands bus operator

How to read this timetable

- 1. Use the route map to the two timing points your stop is located between.
- 2. Find these points on the timetable. Your bus is scheduled to arrive between the times shown for these points. For example, if your bus stop is situated between timing points and on the map, then the bus is scheduled to arrive between the times listed for and and . Please be advised that the times shown are approximate. We ask that passengers be at the bus stop no less than five minutes prior to the scheduled departure time.

Travel tips

- Pre-plan your trip with MyTranslink app, visit translink.com.au or call 1312 30.
- 2. If you have a concession card, have it ready to show the driver.
- Read the number top right on the approaching bus to check it's the service you want.
- 4. Raise your hand to signal to the driver that you want the bus to stop.
- 5. On the bus, find your seat. If you need to stand, hold on to a handle.
- 6. Ring the bell to let the driver know your stop is next, and remain seated until the bus stops.
- Wait for the bus to move away and check the road is clear before crossing the road. If you are within 20m of a designated crossing, you must use that crossing.





441 Rockhampton to Keppel Sand

442 Rockhampton to Zilzie via Carrawal and Emu Park

Effective from 26 September 20

Route descriptions

440 Rockhampton to Zilzie via Yeppoon servicing airport, Central Oueensland University

servicing airport, Central Queensland University, Yeppoon, Cooee Bay, Lammermoor, Rosslyn Bay, Mulambin Beach, Kinka Beach, Emu Park and Zilzie. Operates 7 days.

441 Rockhampton to Keppel Sands

servicing Stockland Rockhampton, Nerimbera and Tungamull. Operates 5 days.

Rockhampton to Zilzie via Carrawal and Emu Park

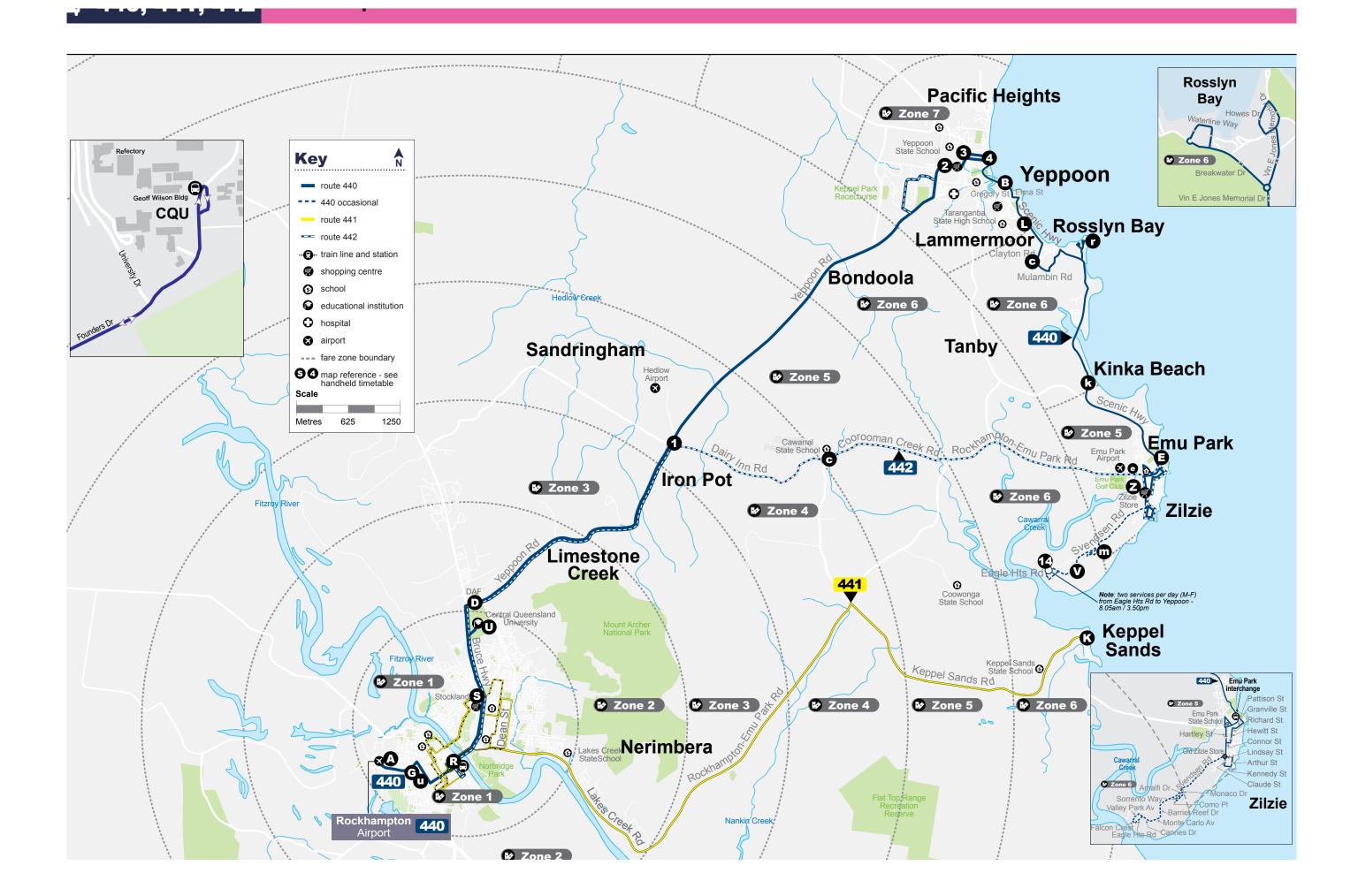
servicing Stockland Rockhampton, Limestone Creek and Iron Pot. Operates 5 days.











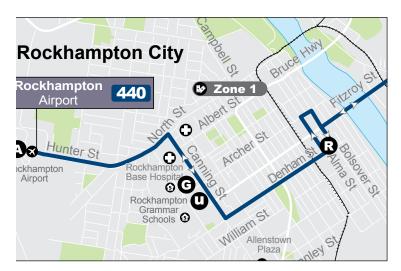


Rosslyn Bay, Mulambin Beach, Kinka Beach, Emu Park and Zilzie

Monday to Friday																				
Route number	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440
	am	am NT	am	am	am	am	am	am	am 	am 	am	am 	pm	pm	pm	pm 💁	pm G G	pm	pm	pm
Rockhampton Airport Canning St at CQ University									8:30 8:35	9:30 9:35		11:45 11:50		1:30 1:35				2:55	4:10 4:15	5:15 5:20
Rockhampton Airport Rockhampton Girls Grammar																	 3:15	3:00		
School																				
Rockhampton Police Complex	5:18	6:30			6:20		7:40		9:00	9:45	11:05	12:05		1:40			3:20	3:30	4:30	5:30
Stockland Rockhampton	5:26				6:28		7:48		9:08	9:53	11:13	12:13		1:48				3:38	4:38	5:38
CQ University Rockhampton North												40.00						3:46	4:45	5:45
Yeppoon, Cawarral Rd	5:38			7.04	6:42		8:02		9:24	10:09	11:29	12:29	4.07	2:04			4.07	3:59	4:54	5:54
Yeppoon Central Shopping Centre Yeppoon, Keppel Bay Plaza	5:53 5:56			7:04 7:06	7:02	7:29 7:32	8:18 8:22	8:58 9:01	9:43 9:47	10:27	11:47 11:52	12:47 12:52	1:27 1:31	2:23 2:27	2:30 2:33	2:50 2:52	4:07 4:09	4:13 4:17	5:13 5:17	6:13 6:17
Yeppoon, Hill St	5:57		6:41	7:09	7:10	7:34	8:25	9:06	9:50	10:35	11:55	12:55	1:34	2:30		2:55\$	4:10	4:20	5:20	6:20
Cooee Bay	6:02		6:46	7:14		7:39	8:30	9:11	9:55	10:40	12:00	1:00	1:39	2:35	2:40			4:25	5:25	6:25
Lammermoor	6:05		6:49	7:17		7:42	8:33	9:14	9:58	10:43	12:03	1:03	1:42	2:38	2:43	3:25		4:28	5:28	6:28
Lammermoor, Clayton Road	6:09		6:53	7:21		7:45	8:37	9:18	10:02	10:47	12:07	1:07	1:46	2:42	2:47	3:34		4:32	5:32	6:32
Rosslyn Bay	6:18		7:02	7:30		7:53	8:46	9:27	10:11	10:56	12:16	1:16	1:55	2:51	2:56	3:48		4:41	5:41	6:41
Kinka Beach	6:26	7.45	7:10	7:38		8:01	8:54	9:35	10:19	11:04	12:24	1:24	2:03	2:59	3:04	3:56		4:49	5:49	6:49
Emu Park	6:32	7:15	7:16	7:45		8:06	8:59	9:40	10:24	11:09	12:29	1:29	2:08	3:06	3:14	4:01		4:56	5:56	6:54
Zilzie	6:36		7:20					9:45	10:29	11:14		1:34	2:13			4:06		5:03	6:03	
Emu Park Primary School Zilzie						8:08								3:09	3:21 3:39					••••
Zilzie Resort, Monaco Dr				7:54											3:47					
Keppel Cove				8:03											3:54					

Saturday						
Route number	440	440	440	440	440	440
	am	am	am	pm	pm	pm
Rockhampton Airport			9:24	12:54		
Rockhampton Police Complex	6:54	7:34	9:39	1:09	3:34	6:30
Stockland Rockhampton	7:02	7:42	9:47	1:17	3:42	6:38
Yeppoon, Cawarral Rd	7:16	7:56	10:03	1:33	3:58	7:02
Yeppoon Central Shopping Centre	7:32	8:12	10:22	1:52	4:17	7:10
Yeppoon, Keppel Bay Plaza	7:36	8:16	10:26	1:56	4:21	7:13
Yeppoon, Hill St	7:39	8:19	10:29	1:59	4:24	7:15
Cooee Bay	7:44	8:24	10:34	2:04	4:29	7:20
Lammermoor	7:47	8:27	10:37	2:07	4:32	7:23
Lammermoor, Clayton Road	7:51	8:31	10:41	2:11	4:36	7:27
Rosslyn Bay	8:00	8:40	10:50	2:20	4:45	7:36
Kinka Beach	8:08	8:48	10:58	2:28	4:53	7:44
Emu Park	8:13	8:53	11:03	2:33	4:58	7:54

Sunday						
map ref Route number	440	440	440	440	440	440
	am	am	am	pm	pm	pm
Rockhampton Police Complex	6:54	7:34	9:44	1:09		6:30
Stockland Rockhampton	7:02	7:42	9:52	1:17		6:38
Yeppoon, Cawarral Rd	7:16	7:56	10:08	1:33		7:02
Yeppoon Central Shopping Centre	7:32	8:12	10:27	1:52	4:17	7:10
Yeppoon, Keppel Bay Plaza	7:36	8:16	10:31	1:56	4:21	7:13
4 Yeppoon, Hill St	7:39	8:19	10:34	1:59	4:24	7:15
Cooee Bay	7:44	8:24	10:39	2:04	4:29	7:20
Lammermoor	7:47	8:27	10:42	2:07	4:32	7:23
 Lammermoor, Clayton Road 	7:51	8:31	10:46	2:11	4:36	7:27
Rosslyn Bay	8:00	8:40	10:55	2:20	4:45	7:36
Kinka Beach	8:08	8:48	11:03	2:28	4:53	7:44
Emu Park	8:13	8:53	11:08	2:33	4:58	7:54



planations

FE: On outbound journeys from Rockhampton Youngs Bus Service does not set down passengers within the Rockhampton urban area

- Service operates via Nerimbera and Tungamull
- Service operates on school days only

Service operates on school days only and travels via Yeppoon Schools and Sacred Heart and Taranganba School

G Service operates on school days only. Limited stops service. Service commences from Rockhampton Grammar Schools



Cooee Bay, Yeppoon, Central Queensland University and airport

Monday to Friday																					
Route number	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440	440
	am	am	am É G	am	am <u></u>	am 	am	am	am	am	am 	am <u>+</u>	pm <u></u>	pm	pm	pm	pm	pm	pm	pm	pm
Keppel Cove Zilzie		 6:15		6:37	 7:15	7:30		8:05 8:20		9:45	10:33	 11:22		1:38	2:13		3:56 4:12		 5:04	6:04	
Emu Park Primary School Emu Park	5:22	6:22		6:42	7:20	7:40	8:10 8:15	8:25 8:30	9:03	9:50	10:38	 11:27	12:33	1:43	2:18	3:15 3:20	 4:21	4:33	5:09	6:09	6:56
Kinka Beach Rosslyn Bay	5:27 5:35	6:27 6:35		6:47 6:55	7:25 7:33	7:45 7:53	8:21	8:36 8:44	9:08 9:18	9:55 10:03	10:45 10:53	11:32 11:40			2:23		4:33 4:41		5:14 5:22	6:14 6:22	7:01 7:09
Lammermoor, Clayton Road Lammermoor	5:44 5:48	6:44 6:48		7:04 7:08	7:43	8:02 8:06 D	8:36 8:41 D	8:53	9:28 9:32	10:12 10:16	11:02	11:49	12:55	2:05	2:40 2:44	3:45	4:44 4:48	4:55 4:59		6:31 6:35	7:18 7:22
Cooee Bay Yeppoon, Hill St	5:51 5:56	6:51 6:56	7:15	7:15 7:25	7:53	8:18 8:36 E	8:50	9:00 9:05	9:37 9:42	10:19 10:24		11:56 12:01	1:02		2:47	3:52	4:51 4:57	5:02 5:07	5:38 5:43	6:38 6:43	7:25 7:30
Yeppoon, Keppel Bay Plaza	5:58	6:58	7:18	7:28	8:06	8:38	8:53	9:08	9:44	10.21	11:16		1:10				4:59		5:46	6:46	
Yeppoon Central Shopping Centre	5:59	6:59	7:20	7:29	8:07	8:40	8:55	9:10		10:28			1:11		2:56		5:01			6:47	
Yeppoon, Cawarral Rd CQ University Rockhampton	6:19	7:19		7:49	8:31 8:40				10:05		11:37	12:27	1:33	2:43		4:28		5:33	6:09	7:09	7:56
North Stockland Rockhampton	6:35	7:42		8:08	8:47				10:24		11:53	12:43	1:49	2:57		4:44		5:49	6:25	7:25	8:07
Rockhampton Girls Grammar School			8:00																		
Rockhampton Police Complex Canning St at CQ University	6:43	7:48		8:17	8:55 8:58				10:32		12:01 12:04	12:51 12:54	1:57 2:00			4:52 4:55		5:57	6:33	7:33	
Rockhampton Airport					9:03						12:09		2:10			5:12					

Saturday								
Route number	440	440	440	440	440	440	440	440
	am	am	am	am	pm	pm	pm	pm
				本				
Emu Park	5:22	8:18	8:57	11:07	2:35		5:03	7:56
Kinka Beach	5:27	8:23	9:02	11:12	2:40		5:08	8:01
Rosslyn Bay	5:35	8:31	9:10	11:20	2:48		5:16	8:09
Lammermoor, Clayton Road	5:44	8:40	9:19	11:29	2:57		5:25	8:18
Lammermoor	5:48	8:44	9:23	11:33	3:01		5:29	8:22
Cooee Bay	5:51	8:47	9:26	11:36	3:04		5:32	8:25
Yeppoon, Hill St	5:56	8:52	9:31	11:41	3:09	4:30	5:37	8:30
Yeppoon, Keppel Bay Plaza	5:58	8:55	9:34	11:44	3:12	4:33	5:40	8:33
Yeppoon Central Shopping Centre	5:59	8:56	9:35	11:45	3:13	4:34	5:41	8:35
Yeppoon, Cawarral Rd	6:19	9:18		12:07	3:35	4:56	6:00	
Stockland Rockhampton	6:35	9:34		12:23	3:51	5:10	6:14	
Rockhampton Police Complex	6:43	9:42		12:31	3:59	5:17	6:22	
Rockhampton Airport				12:38				

Sunday							
ref Route number	440	440	440	440	440	440	Z
	am	am	am	am	pm	pm	ī
Emu Park	5:22	8:18	8:57	11:40	2:35	5:03	7
Kinka Beach	5:27	8:23	9:02	11:45	2:40	5:08	8
Rosslyn Bay	5:35	8:31	9:10	11:53	2:48	5:16	8
Lammermoor, Clayton Road	5:44	8:40	9:19	12:02	2:57	5:25	ξ
G Lammermoor	5:48	8:44	9:23	12:06	3:01	5:29	ξ
Cooee Bay	5:51	8:47	9:26	12:09	3:04	5:32	8
4 Yeppoon, Hill St	5:56	8:52	9:31	12:14	3:09	5:37	8
3 Yeppoon, Keppel Bay Plaza	5:58	8:55	9:34	12:17	3:12	5:40	ξ
2 Yeppoon Central Shopping Centre	5:59	8:56	9:35	12:18	3:13	5:41	8
Yeppoon, Cawarral Rd	6:19	9:18		12:40	3:35	6:00	
Stockland Rockhampton	6:35	9:34		12:56	3:51	6:14	
Rockhampton Police Complex	6:43	9:42		1:04	3:59	6:22	



Rockhampton to Zilzie via Cawarral and Emu Park

servicing Stockland Rockhampton, Limestone Creek and Iron Pot

Monday to Friday		
Route number	442	442
	am	pm
Rockhampton Police Complex	6.03	3.25
Stockland Rockhampton Department of Agriculture and Fisheries, DAF	6.11 6.17	3.33 3.45
Cawarral State School Zilzie Store	6.30 6.55	4.01 4.20
Zilzie Store	6:55	4:20
Emu Park	7:00	4:30
Cawarral State School	7:18	4:45
Department of Agriculture and Fisheries, DAF Stockland Rockhampton	7:35 7:46	4:58 5:05
Rockhampton Police Complex	7:54	5:15

planations

TE: On inbound journeys to Rockhampton Youngs Bus Service does not pick up passengers within the Rockhampton urban area

- Service operates on school days only
- **G** Service operates on school days only. Limited stops service. Service continues to Rockhampton Grammar Schools
- During School Terms Service operates via Sacred Heart School and Taranganba School
 - Service operates School Terms only and travels via Yeppoon Schools

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servicing Stockland Rockhampton, Nerimbera and Tungamull

Monday to Friday				
Route number	441	441	441	441
	am 1shr	am	pm	pm 1SH
Rockhampton Police Complex Keppel Sands	6.40 7.15		3.00 4.15	3.35
Keppel Sands Rockhampton Police Complex	7.15 8.00	7.30 8.45	4.20 5.05	4.20 5.05

planations

- Service operates on school days only
- Service operates during school holidays only
- 3: On inbound journeys to Rockhampton Youngs Bus Service does not pick up passengers within the Rockhampton urban area.
- : On outbound journeys from Rockhampton Youngs Bus Service does not set down passengers within the Rockhampton urban area.



11.9 - SUCCESSFUL 2023 TRANSLINK BUS STOP UPGRADE PROGRAM

Attachment 2 - Email from Keppel Electoral Office

Meeting Date: 16 January 2024

Attachment No: 2

 From:
 TMR_CLO

 To:
 TMR_DLO

Subject: EE14805 - FW: Bus shelter request

Date: Tuesday, 22 March 2022 10:36:38 AM

For action taken or advice please

Thx,

ΚN

From: Keppel Electorate Office < Keppel@parliament.qld.gov.au>

Sent: Tuesday, 22 March 2022 9:39 AM

To: TMR CLO < TMR CLO@ministerial.qld.gov.au>

Cc: External - Keppel Electorate Office <keppel@parliament.qld.gov.au>

Subject: Bus shelter request

Hi Frank

The Progress Association of Keppel Cove in the electorate of Keppel is asking for a bus shelter for up to 15 kids a day to be established adjacent No. 6 Falcon Crest, Keppel Cove.

I know bus shelters are a combo of TMR and councils, but can you give me a tip on how to kickstart this process for them please?

Thanks

Kind Regards
John Schalch
Electorate Officer
M: 0400 787 037



Brittany Laugamp B UITD DOV (UITD&ROG PIAN)(HORS), C.DOC MEMBER FOR KEPPEL AND ASSISTANT MINISTER FOR EDUCATION



ELECTORATE OFFICE Shop 6, Yeppoon Central

Shopping Centre
42 Park St, Yeppoon QLD 4703

POSTAL ADDRESS PO Box 1474 Yeppoon QLD 4703 (07) 4913 1500

keppel@parliament.qld.gov.au

brittanylauga.com.au brittanylaugamp

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12 AUDIT, RISK AND IMPROVEMENT COMMITTEE REPORTS

Nil

13 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

14 CLOSED SESSION

In accordance with the provisions of section 254J 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 254J of the *Local Government Regulation* 2012, for the reasons indicated.

15.1 Landfill Management and Associated Services

This report is considered confidential in accordance with section 254J(3)(g), of the *Local Government Regulation 2012*, as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.

15.2 System Implementation Project (Merlin) Phase Three

This report is considered confidential in accordance with section 254J(3)(c) (g), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.

15 CONFIDENTIAL REPORTS

15.1 LANDFILL MANAGEMENT AND ASSOCIATED SERVICES

File No: 2023.014

Attachments: Nil

Responsible Officer: Michael Kriedemann - General Manager Infrastructure

Author: Chris Hocking - Manager Water and Waste Operations

This report is considered confidential in accordance with section 254J(3)(g), of the *Local Government Regulation 2012*, as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.

SUMMARY

This report is for the recommendation to Councillors to enter into contract with Outlook (Aust) Ltd to deliver the contract for the 2023.014 – Landfill Management & Associated Services.

15.2 SYSTEM IMPLEMENTATION PROJECT (MERLIN) PHASE THREE

File No: fA23755

Attachments: Nil

Responsible Officer: Matthew Willcocks - Acting Chief Executive Officer

Author: Alister Gill - Project Implementation Manager

This report is considered confidential in accordance with section 254J(3)(c) (g), of the *Local Government Regulation 2012*, as it contains information relating to the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interest of the local government.

SUMMARY

The project is approaching the full execution of phases one and two. The project is seeking approval from the council to proceed with phase three of the staged implementation, in order to be considered in the 24-25FY and 25-26FY budgets.

16 CLOSURE OF MEETING

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.

Item	Date	Report Title	Resolution	Comments
1	16/03/2021	Local Law Reviews	COUNCIL RESOLUTION	05 Jan 2024
			THAT Council	Responses have been received for the State
			1) Resolve to incorporate the proposed amendments to Subordinate Local Laws 2 and 4 as part of the complete review and redrafting of Council's Local Laws which will be commencing late March 2021 with an emphasis placed as priority for Local Laws 2 and 4; and	interest check. Matter to be considered further in the next 3 - 4 months and report to come back after election
			2) Waive the requirement for fees for applications for specified animal permits other than dogs and cats and take no enforcement action where the driver of the motor vehicle is using a boat ramp to launch, retrieve or supply a vessel.	
2			COUNCIL RESOLUTION	11 December 2023
		Motion - Tree protection and replanting	THAT the resolutions concerning significant trees,	Local Law Review – As above.
	tree protection, and replanting be progressed	tree protection, and replanting be progressed through the drafting, adoption, and implementation	Biodiversity Strategy – Adopted May 2023.	
		of four key projects, namely the Local Laws review, Biodiversity Strategy, Open Spaces Masterplan, and Planning Scheme Amendments.		Open spaces Masterplan – Adopted June 2023 Planning Scheme Amendments - to be undertaken in 23/24.
3	20/06/2023	Petition - Enforcement	COUNCIL RESOLUTION	11 December 2023
		of telecommunications individual and cumulative radiation frequency	THAT in accordance with s.5.2.4(2) of the Livingstone Shire Council Petition Guidelines, the petition be received, and referred to a briefing session.	Have sent 4 separate email requests to the appropriate state department to try and arrange a briefing with no reply. Have emailed Michelle Landry's office.

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*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.

4	20/06/2023	Petition - Mobile Phone Base Stations Planning Requirements and Community Consultation	COUNCIL RESOLUTION THAT in accordance with s.5.2.4(2) of the Livingstone Shire Council Petition Guidelines, the petition be received, and contents noted.	11 December 2023 Have sent 4 separate email requests to the appropriate state department to try and arrange a briefing with no reply. Have emailed Michelle Landry's office.
5	24/10/2023	Notice of Motion - Mayor Ireland - Cooee Bay Master Plan Upgrade	COUNCIL RESOLUTION THAT in order to deliver the most relevant and up-to-date Cooee Bay Precinct Concept Master Plan, Council includes a refreshed engagement plan in the 2024/2025 budget prior to formally adopting the Master Plan.	05 Jan 2024 Engagement Plan to be presented at February Council meeting.
6	24/10/2023	Naming of Wetland on Bottlebrush Drive	OFFICER'S RECOMMENDATION THAT "Kedron Park" be renamed to "Kedron Wetland" in accordance with Council's Naming of Infrastructure Assets Procedure. That pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending consultation with our NRM team to provide a report of the flora and fauna within the area to come back to the table.	12 Dec 2023 Officers are reviewing the information regarding flora & fauna assessment and this matter will be included on the January 2024 Ordinary Meeting of Council agenda.
7	21/11/2023	Notice of Motion - Councillor Belot - Daniel Park Master Plan	COUNCIL RESOLUTION THAT: 1. Lot 10 SP251132, Lot 11 SP251132 and Lot 18 SP251132 being 27-31 Matthew Flinders Drive, Cooee Bay and council owned land, be included within the Cooee Bay Masterplan Engagement Process to determine the community's preferred use of these lots; and	05 Jan 2024 Engagement Plan to be presented at February Council meeting.

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*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.

			A wide range of community input be sought to determine the most preferred use of these lots.	
8	19/12/2023	Development Incentive Policy for Reconfiguring a Lot - Policy Update	COUNCIL RESOLUTION THAT Council adopt the revised version of the Development Incentive Policy for Reconfiguring a Lot (version 5).	05 Jan 2024 Updates to policy being enacted will be finalised in week of 8 January 2024
9	19/12/2023	Amendments to Fees and Charges Schedule 2023/2024	COUNCIL RESOLUTION THAT Council adopts the attached amendments to the Fees and Charges Schedule 2023/2024	05 Jan 2024 Update to Fees and Charges being enacted will be finalised in week of 8 January 2024
10	19/12/2023	The Gateway Business and Industry Park Stage 4	COUNCIL RESOLUTION THAT Council resolves to: (1) reallocate remaining funds from the Emu Park West Residential Subdivision to proceed with Stage 4 Operational Works and Detailed Design in quarter one 2024; and (2) allocate capital budget to proceed with the development of Stage 4 of The Gateway in 2024/25.	04 Jan 2024 Request for quote for detailed design stage to be completed in first quarter 2024.

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