



# ORDINARY MEETING

## AGENDA

### 20 AUGUST 2024

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 20 August 2024 commencing at 9:00 AM for transaction of the enclosed business.*

Alastair Dawson  
**INTERIM CHIEF EXECUTIVE OFFICER**  
15 August 2024

Next Meeting Date: 17.09.24

**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**

*Pastor Peter Rollo of the Seventh Day Adventist Church is scheduled to deliver an opening prayer.*

## 2 ATTENDANCE

### Members Present:

Mayor, Councillor Adam Belot (Chairperson)  
Councillor Glenda Mather  
Councillor Rhodes Watson  
Councillor Wade Rothery  
Councillor Lance Warcon  
Councillor Andrea Friend  
Councillor Pat Eastwood

### Officers in Attendance:

Alastair Dawson – Interim Chief Executive Officer  
Sonia Tomkinson – Acting General Manager Communities  
Michael Kriedemann – General Manager Infrastructure  
Andrea Ellis – Chief Financial Officer  
Matthew Willcocks - Chief Technology Officer  
Kristy Mansfield - Chief Human Resources Officer



### **3 LEAVE OF ABSENCE / APOLOGIES**

#### **3.1 LEAVE OF ABSENCE FOR DEPUTY MAYOR, COUNCILLOR PAT EASTWOOD**

**File No:** GV14.4.1

**Attachments:** Nil

**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer

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#### **SUMMARY**

*Deputy Mayor, Councillor Pat Eastwood has requested leave of absence for the following dates:*

*25 August 2024 to 8 September 2024*

*12 – 16 September 2024*

#### **RECOMMENDATION**

THAT leave of absence be granted to Deputy Mayor, Councillor Pat Eastwood for the dates requested.

#### **4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of the Ordinary Meeting held 23 July 2024

Minutes of the Special Meeting held 9 August 2024

## **5      DECLARATION OF INTEREST IN MATTERS ON THE AGENDA**

## **6 DEPUTATIONS**

Nil

## **7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS**

### **7.1 LIFTING MATTERS LAYING ON THE TABLE**

**File No:** GV13.04.06

**Attachments:** Nil

**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer

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#### **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 be lifted from the table.

1. Multi Year Event Sponsorship proposal Destination event

#### **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**

The Multi Year Event Sponsorship matter was presented at the Recreation and Culture Committee Meeting on 2 July 2024 and then passed at the Ordinary Council Meeting on 16 July 2024. This matter was not formally lifted from the table at the time. The matter is now dealt with and will not be discussed in today's meeting.

**7.2 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING****File No:** GV**Attachments:** 1. Business Outstanding Table - August 2024 [↓](#)**Responsible Officer:** Amanda Ivers - Coordinator Executive Support

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**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.

## **7.2 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING**

### **Business Outstanding Table - August 2024**

**Meeting Date: 20 August 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	16/01/2024	Notice of Motion - Councillor Friend - Survey The Caves, Rockyview, Glenlee and Glendale Communities for Extended Weekend Operating Hours of The Caves Transfer Station	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.	<b>10 Jul 2024</b> Report presented at Infrastructure Standing Committee on 6 August 2024 – report laying on table pending Councillor consultation with the community at the Caves. Councillor consultation arranged for 24 August.
2	12/03/2024	Notice of Motion - Councillor Adam Belot - Temporary Swimming Facilities	THAT in order to provide continuation of much needed swimming lessons and associated hydro therapy ie. physio, rehabilitation for LSC residents, Council undertake urgent review of options including budgetary options to provide temporary swimming facility throughout duration of Olympic Pool Closure.	<b>11 Jul 2024</b> The Facilities team have prepared a proposal for a temporary facility and a request for quote is proposed to be advertised in July 2024. A brief will be provided to Council in August 2024.
3	18/06/2024	Notice of Motion - Cr Mather - Proposed Highway Upgrade at Bondoola	That Council write to the Department of Transport (DTMR) highlighting the valid concerns of residents and motorists in the Bondoola area, specifically between Cobraball Road and Lindsay Hartwig Bridge. As there are two bus stops, off-set, on each side of the Yeppoon highway between these locations, the visibility is obscured for traffic exiting both Cobraball and Bondoola Roads, and fear it's just a matter of time before a major collision occurs. Given the constant flow of increased traffic on the Rockhampton-Yeppoon Road, and the heightened concerns of local residents, Council requests that this section of highway be prioritised for urgent upgrade in a future state budget. Copies: Minister for DTMR, Member for Keppel.	<b>10 Jul 2024</b> The General Manager Infrastructure sent a letter to TMR outlining the Council's concerns on 4 July 2024 and awaits a response.



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

4	18/06/2024	Petition Requesting Speeding and Traffic Management on Havenwood Drive, Eucalyptus Avenue and Cottesloe Street	THAT the petition be received and referred to the Infrastructure Standing Committee.	<b>10 Jul 2024</b> Officers from Engineering Services are undertaking traffic & speed surveys and will report to the Infrastructure Committee in September 2024.
5	02/07/2024 Infrastructure Committee	Livingstone Shire Council State Election Priority Projects	THAT the committee exercises its delegation under s257c of Local Government Act 2009 and resolves to endorse the Livingstone Shire Council State Election Priority Projects 2024 as detailed in this report, viz: 1. Great Keppel Island, 2. Investment in Critical Road Infrastructure, and 3. Yeppoon Aquatic Centre Stage 1 & 2.	<b>14 Aug 2024</b> State candidates have been contacted to meet with the Mayor and discuss priority projects. Awaiting responses.
6	02/07/2024 Infrastructure Committee	Ocean Park Avenue Traffic Matters	THAT the committee exercises its delegation under s257c of Local Government Act 2009 and resolves to: 1. Rescind the Council Resolution from the Special Council Meeting held on 6 February 2024; 2. Remove the three temporary one-lane slow points currently installed in Ocean Park Avenue; 3. Implement a temporary road closure trial at the western end of Ocean Park Avenue for a period of 8 weeks; 4. Undertake traffic counts during the temporary road closure in order to quantify the outcomes of the trial; 5. Report back to Council at the conclusion of the trial road closure.	<b>11 Jul 2024</b> A letter was issued to all residents of Central Park Estate to notify of the decision. The one-lane slow points were removed on 9 July and the temporary road closure implemented on 10 July.

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

7	16/07/2024	Request to establish a wildlife hospital on trust land in Glendale	<p>THAT the Committee recommends for Council to resolve to:</p> <ol style="list-style-type: none"> <li>1. provide in-principle support to Koala Territory Foundation for the proposed hospital over Lease B on SP290204 in Lot 142 on CP900425 to facilitate securing necessary philanthropic and State funding support;</li> <li>2. provide a notice to the current trustee lessee that Council requests the current trustee surrender its interest in Lease B area; and</li> <li>3. that pursuant to section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i>, Council note that disposal of a valuable non-current asset other than by tender or auction, being the lease of Lease B on SP290204 in Lot 142 on CP900425 to a community organisation (namely Koala Territory Foundation) would require a subsequent resolution of Council.</li> </ol>	
8	6/08/2024	Notice of Motion – Cr Mather – Safety Issue Manns Road <b>Infrastructure Committee</b>	<p>That the Committee recommends Council resolve:</p> <ol style="list-style-type: none"> <li>1. Due to the blind section on the hill on Manns Road which has already been the subject of one bad accident, and several other close encounters, the Infrastructure Department be asked to plan realignment on that hill to improve visibility, and works be placed on a forward works program with the view to placing seal at that location to provide grip on the gravel curve.</li> </ol> <p><b>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 site visit for interested Councillors and Infrastructure Officers and the matter to return to the Standing Committee in September 2024.</b></p>	<p><b>14 Aug 2024</b> Site visit to Manns Road arranged for 5 September 2024.</p>
9	6/08/2024	Questions on Notice – Councillor Glenda Mather – Manns Road Waste Collection <b>Infrastructure Committee</b>	<p>THAT the Questions on Notice and response herein be received and attached to the minutes. And that Council holds a further workshop on this topic.</p>	<p><b>14 Aug 2024</b> Workshop arranged for 19 November 2024.</p>

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

10	6/08/2024	The Caves Waste Transfer Station Operating Hours <b>Infrastructure Committee</b>	<p>THAT the Committee recommends to Council:</p> <ol style="list-style-type: none"> <li>1. Change the existing operating hours at The Caves waste transfer station to the preferred option (Proposal 1), Monday and Friday 2:30-5:00pm, Saturday 12:00pm-3:00pm and Sunday 10:00am-3:00pm; and</li> <li>2. these changes come into effect on Monday 2<sup>nd</sup> September 2024.</li> </ol> <p><b>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 further consultation by Councillors with Northern Suburbs residents (including costing of letter box drop) to return to a future Standing Committee meeting. Community consultation to include a town hall meeting with residents in the Caves community hall within the next 3 weeks.</b></p>	<p><b>14 Aug 2024</b></p> <p>Councillor consultation has been arranged for 24 August 2024.</p>
11	6/08/2024	Closure of Coowonga Green Waste Pad <b>Infrastructure Committee</b>	<p>THAT the Committee recommends to Council to endorse the closure the Coowonga green waste pad effective 30<sup>th</sup> September 2024.</p> <p><b>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 further consultation (covering all options) with the Keppel Sands &amp; Joskeleigh residents to be held at the earliest opportunity to return to a future Standing Committee.</b></p>	<p><b>14 Aug 2024</b></p> <p>Councillor consultation has been arranged for 25 August 2024.</p>

## **8 PRESENTATION OF PETITIONS**

Nil

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

### 9.1 NOTICE OF MOTION - CR ANDREA FRIEND - FENCING OF WARU

File No: qA24221

Attachments: 1. NOM - Waru Fencing [↓](#)

Responsible Officer: Alastair Dawson - Acting Chief Executive Officer

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#### SUMMARY

*Councillor Andrea Friend has submitted a 'Notice of Motion' in relation to the boundary fencing for Waru.*

#### COUNCILLOR RECOMMENDATION

THAT Council supply construction materials for a 45 metre boundary fence to be located at Waru, currently leased to Capricorn Coast Landcare Group.

#### COUNCILLOR BACKGROUND

Please refer to attached NOM.

#### OFFICER COMMENTARY

1. The lease for the property, 92 Tanby Road, Yeppoon was assigned to Capricorn Coast Landcare in July 2023 by Deed of Assignment, having been assigned from Waru Central Queensland Permaculture Group Inc. The lease over the premises expires 14 February 2027.
2. The lease contains Council's standard terms for vacant land property which is leased to a community organisation, including the following terms:-

- a) Clause 4.1(2) Use of the Premises – the Lessor does not warrant the Premises are suitable for any purpose or may be used for the permitted use;
- b) Clause 4.4 – Lessee's Obligation, says the Lessee must: (b) immediately notify the Lessor of any damage to, defect, or disrepair in the Services or the Lessor's Property.

Council could infer the Lessee has notified the Lessor that the fence is in disrepair. Is the fence deemed to be Lessor's Property? The definition for Lessor's Property means any property owned by the Lessor in or on the Premises. If Council considered that the fence is part of Lessor's Property, it is considered that Council (as Lessor) could determine what to do about the fence, remove, replace, or leave as is.

- c) Clause 5.1 – Repair - the Lessee must at its cost: (a) keep the Premises, including all signage, in good repair and condition.
- d) Clause 7.4 – Maintenance - the Lessor must maintain the structural integrity of the Premises (excluding the Lessee's Property). Structural repairs generally do not specifically refer to fencing, but this could be open to interpretation.

Structural repairs generally refer to:-

- the replacement of any external, or internal load bearing structures essential to the stability or strength of the improvements located on the Premises, including foundations, columns, walls, floors, and beams;
  - all replacements necessary to keep the improvements located on the Premises structurally sound and in a weatherproof condition;
  - the replacement of the Air-Conditioning Equipment or Fire Equipment (if owned by the Lessor);
-

- modifications to the Building (if owned by the Lessor);
  - replacement of large plant and equipment (if owned by the Lessor).
3. Under the Neighbourhood Disputes (Dividing Fences and Trees) Act 2011 (the Act) - the dividing fence is between the subject premises and road reserve. As such the Act does not apply to land prescribed under a regulation, being road designated under the Land Act 1994. Council is under no obligation to contribute to a dividing fence in this location.
4. Any decision to assist Capricorn Coast Landcare Group Inc is entirely at Council's discretion and if in-kind assistance is provided, it is recommended it is done on a case-by-case basis without setting a precedent for any possible further requests from other lessees of Council owned and controlled premises which adjoin road reserve.

## **9.1 - NOTICE OF MOTION - CR ANDREA FRIEND - FENCING OF WARU**

### **NOM - Waru Fencing**

**Meeting Date: 20 August 2024**

**Attachment No: 1**

Acting Chief Executive Officer  
Livingstone Shire Council  
Yeppoon Q 4703

**Notice of Motion  
'Fencing of Waru'**

Dear Mr. Dawson,

I wish to submit this Notice of Motion in relation to 'Boundary Fencing for Waru'.

May this be included, on the 20<sup>th</sup> of August 2024, Agenda Ordinary Council meeting. I give notice of my intention to move the following:

"THAT Council supply construction materials for a 45-metre boundary fence to be located at Waru, currently leased to Capricorn Coast Landcare Group".

**Background:**

Capricorn Coast Landcare has taken on the lease of Waru (92 Tanby Road), as the previous group were unable to continue with the maintenance of the property. They have put a tremendous number of hours into tidying up Waru and have received a grant to replace the burnt-out toilet. The fence was falling apart from old age and termite damage when this lease was approved.

Under this lease agreement, on council owned property, it is the responsibility of the lessee to undertake maintenance, however with extremely limited funds, Capricorn Coast Landcare, are unable to pay for construction materials. The Landcare president has indicated that they would gladly remove the existing boundary fence and erect a new fence if necessary. They just require the construction materials to do so.

As this is a boundary fence and not to omit entry, it has been suggested that the fence may be made from basic panelling.

This Councillors concern, under the Recreation and Culture portfolio (Communities) is that Landcare may not wish to continue the lease agreement in the future and with them holding the lease over Waru, we can be rest assured that this council owned area is being kept to the highest standards.

**Councillor Andrea Friend  
Livingstone Shire Council**

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

Email: [andrea.friend@livingstone.qld.gov.au](mailto:andrea.friend@livingstone.qld.gov.au)

Web: [www.livingstone.qld.gov.au](http://www.livingstone.qld.gov.au) | Like us [www.facebook.com/livingstoneshirecouncil](https://www.facebook.com/livingstoneshirecouncil)



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**9.2 NOTICE OF MOTION - CR MATHER - STREET LIGHTING - THE ESPLANADE LAMMERMOOR****File No:** qA24221**Attachments:** 1. NOM - Cr Mather - Street Lighting - Esplanade Lammermoor [↓](#)**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer

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**SUMMARY**

*Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to Street Lighting at The Esplanade Lammermoor.*

**COUNCILLOR RECOMMENDATION**

THAT the lack of street lighting in the vicinity of 76 The Esplanade Lammermoor be investigated and listed for upgrade, and referred to Ergon for future works.

**COUNCILLOR BACKGROUND**

Two previous requests were made to Council to improve the lighting in this area.

(23 January 2023 CR622095 and 23 July 2024 CR670936).

The last call found this request for lighting upgrade was neither listed for referral to Ergon, or even listed on any list for future reference.

Strategic lighting in urban areas is considered a safety issue, given the number of crimes committed in today's society, especially in isolated and shaded areas.

Without the protection of exposure, people are reluctant to visit, or walk their dogs.

I trust this Notice will auger some traction this time.

Many thanks Glenda Clr

**OFFICER COMMENTARY**

Customer Request 622095 was received by Council on 3 January 2023 with the customer calling on behalf of his elderly mum asking if Council could please consider putting in a street light for safety as break ins are increasing in the area.

An officer from Council reviewed the request and called the customer on 20 January 2023 to discuss this matter and provided the following, *Council no longer installs just a single light and we are working towards doing whole streets to standard.*

Customer Request 670936 was received by Council on 23 July 2024 with the same customer calling on behalf of his elderly mum asking if Council could please consider putting in a street light for safety as break ins are increasing in the area. He noted there is no street lights in the street. The customer indicated they were informed that they were going to be installing lights in the street in October 2023. He would like to know when this will be completed?

An officer from Council reviewed the request and called the customer on 24 July 2024 to discuss this matter and provided the following, *advised customer no plans are in the forward works program for street lighting in the area.*

Council allocates \$75,000 per year in the capital budget for a streetlighting program. The purpose of this program is to systematically renew and upgrade streetlighting to comply with current Australian Standards for lighting or to change old inefficient luminaires to LED to reduce electricity usage. The priorities for this program are based around lighting intersections, pedestrian areas and higher order roads to standard. The Esplanade at Lammermoor is considered a low order road in council's road hierarchy and is a lower priority than other areas.

Figure 1 below shows the streetlighting in the Esplanade. This aligns with previous (old) standards that stipulated 1 'flag light' at each intersection in a residential street.



Figure 1: existing streetlighting in the Esplanade – Lammernoor

Figure 2 below shows the streetlighting in a reasonably new subdivision in the Seahaven Estate which complies with the current Australian Standard of a streetlight about every 60m along a residential street.

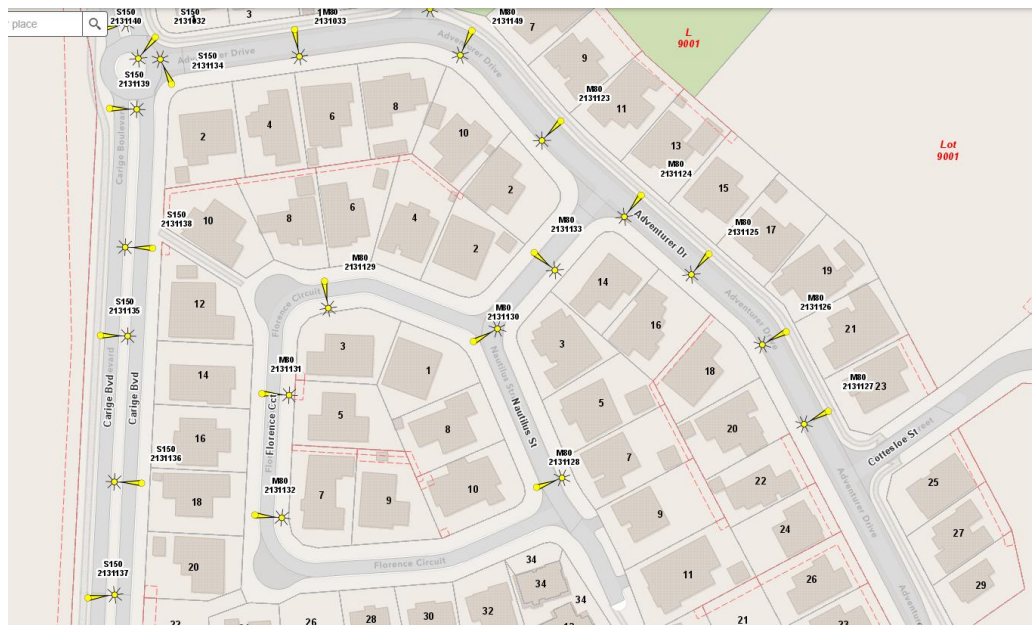


Figure 2: streetlighting spacing in newer subdivision – Seahaven Estate

Streetlighting in residential streets is a Council responsibility. Council partners with Ergon to provide lighting infrastructure whereby Council generally pays for the upfront capital investment and Ergon manages the ongoing maintenance obligations (Council pays an ongoing tariff for the maintenance).

There are many residential streets in our urban areas that have streetlighting that complies with the old standard of 'flag lighting' at intersection. Council is aware that streetlighting expectations have changed over time (together with the Australian Standard) and are systematically working to improve lighting through the Streetlighting Program (\$75,000 per year) with priorities reflective of a risk based assessment.

**9.2 - NOTICE OF MOTION - CR  
MATHER - STREET LIGHTING - THE  
ESPLANADE LAMMERMOOR**

**NOM - Cr Mather - Street Lighting -  
Esplanade Lammermoor**

**Meeting Date: 20 August 2024**

**Attachment No: 1**

PO Box 5186  
Red Hill PO  
Rockhampton Q 4701  
12 August 2024

Chief Executive Officer  
Livingstone Shire Council  
Yeppoon Q 4703

**Notice of Motion**  
**Street Lighting – The Esplanade**

Dear Sir,

I propose the following Notice of Motion as an agenda item for the August Ordinary Meeting.

**“That the lack of street lighting in the vicinity of 76 The Esplanade Lammermoor be investigated and listed for upgrade, and referred to Ergon for future works.”**

**Background:**

Two previous requests were made to Council to improve the lighting in this area  
(23 January 2023 CR 622095 and 23 July 2024 CR 670936).

The last call found this request for lighting upgrade was neither listed for referral to Ergon ,  
or even listed on any list for future reference.

Strategic lighting in urban areas is considered a safety issue, given the number of crimes  
committed in today's society, especially in isolated and shaded areas.

Without the protection of exposure, people are reluctant to visit, or walk their dogs.

I trust this Notice will auger some traction this time.

Many thanks Glenda Clr

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**9.3 NOTICE OF MOTION - CR MATHER - CROCODILES - ETNA CREEK BOAT RAMP****File No:** qA24221**Attachments:** 1. Notice of Motion - Cr Glenda Mather - Crocodiles Etna Creek Boat Ramp [↓](#)**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer

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**SUMMARY**

*Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to Crocodiles at the Etna Creek Boat Ramp.*

**COUNCILLOR RECOMMENDATION**

THAT Council contact National Parks & Wildlife Department, and any other appropriate body, to seek their assistance in removing the threat of resident Crocodiles in the area of the Etna Creek boat ramp.

**COUNCILLOR BACKGROUND**

It is well known to locals that the Etna Creek boat ramp is approximate to the junction of the Alligator Creek / Fitzroy River junction.

It is also well known that at least one 5mtr crocodile resides on and around this boat ramp.

Dogs and cattle have been known to be taken and threatened in this location.

Council's own roadworks gang draws water from this boat ramp to fill the tanker.

This requires an officer to manually submerge and retrieve the hose at the boat ramp.

This is not acceptable while it is known the reptiles are known to be present.

Another alternative to pump the water needs to be explored ie a permanent pump in the water with the manual operations taking place on land, similar to local residents.

**OFFICER COMMENTARY**Crocodile Management

The Queensland Government is committed to a crocodile management program that delivers appropriate protection of public safety while enabling the ongoing survival of estuarine crocodiles in the wild.

If you live in or are visiting Croc Country, it is your responsibility to be Croc Wise and aware of the different levels of risk so you can make informed decisions, for example, when considering entering the water. Refer to website link below for more information

<https://environment.desi.qld.gov.au/wildlife/animals/living-with/crocodiles/management>

Crocodile Sightings

If you see a crocodile in Queensland **report it to the Department of Environment, Science and Innovation** by using the QWildlife app for iOS and Android, accessing the sighting report online or calling 1300 130 372. Refer to website link below for more information

<https://environment.desi.qld.gov.au/wildlife/animals/living-with/crocodiles/sightings>

The department records and investigates all crocodile reports made by the public and will take appropriate action in accordance with the Queensland Crocodile Management Plan. Your reports help in determining crocodile presence and movement in the area. To make a report, access the following link

<https://survey123.arcgis.com/share/3fd056c3593a4b3a81f9e298089d4acf?portalUrl=https://spatial.information.qld.gov.au/arcgis>

When reporting a sighting, the public is required to answer about 10 questions specific to the animal sighted.

Officers recommend that the community access the state government website to notify of any crocodile sighting in 'Croc country', which includes Livingstone Shire.

**9.3 - NOTICE OF MOTION - CR  
MATHER - CROCODILES - ETNA  
CREEK BOAT RAMP**

**Notice of Motion - Cr Glenda Mather -  
Crocodiles Etna Creek Boat Ramp**

**Meeting Date: 20 August 2024**

**Attachment No: 1**



PO Box 5186

Red Hill PO Q 4701

Chief Executive Officer  
Livingstone Shire Council  
Yeppoon Q 4703

**Notice of Motion &  
Question on Notice**

Dear Sir,

In the interests of public health and safety, would you please include these two items in the Ordinary Meeting Agenda set down for 20 August 2024.

**Notice of Motion:**

“That Council contact National Parks & Wildlife Department, and any other appropriate body, to seek their assistance in removing the threat of resident crocodiles in the area of the Etna Creek boat ramp.”

**Background:**

It is well known to locals that the Etna Creek boat ramp is approximate to the junction of the Alligator Creek / Fitzroy River junction.

It is also well known that at least one 5mtr crocodile resides on and around this boat ramp.

Dogs and cattle have been known to be taken and threatened in this location.

Council's own roadworks gang draws water from this boat ramp to fill the tanker.

This requires an officer to manually submerge and retrieve the hose at the boat ramp.

This is not acceptable while it is known the reptiles are known to be present.

Another alternative to pump the water needs to be explored ie a permanent pump in the water with the manual operations taking place on land, similar to local residents.

**Question on Notice:**

I understand the safety of staff due to the presence of crocodiles at the Etna Creek boat ramp was raised at the last Toolbox meeting.

**Question:** As the matter was not identified in the weekly “dot points” under Infrastructure, what action has been taken to address these concerns?

Many thanks, Glenda Mather CLr

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**9.4 QUESTIONS ON NOTICE - CR MATHER - CROCODILES - ETNA CREEK BOAT RAMP****File No:** qA24221**Attachments:** 1. QON - Cr Glenda Mather - Crocodiles - Etna Creek Boat Ramp [1](#)**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer

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**SUMMARY**

*Councillor Glenda Mather has submitted 'Questions on Notice' in relation to Crocodiles at the Etna Creek boat ramp.*

**COUNCILLOR RECOMMENDATION**

THAT the Questions on Notice and officer responses be received.

**COUNCILLOR BACKGROUND**

I understand the safety of staff due to the presence of Crocodiles at the Etna Creek boat ramp was raised at the last Toolbox meeting.

It is well known to locals that the Etna Creek boat ramp is approximate to the junction of the Alligator Creek / Fitzroy River junction.

It is also well known that at least one 5mtr crocodile resides on and around this boat ramp.

Dogs and cattle have been known to be taken and threatened in this location.

Council's own roadworks gang draws water from this boat ramp to fill the tanker.

This requires an officer to manually submerge and retrieve the hose at the boat ramp.

This is not acceptable while it is known the reptiles are known to be present.

Another alternative to pump the water needs to be explored ie a permanent pump in the water with the manual operations taking place on land, similar to local residents.

The Question on Notice is detailed in Attachment One.

**Officer Commentary:**

**Question:** As the matter was not identified in the weekly "dot points" under Infrastructure, what action has been taken to address these concerns?

**Response:** At the Caves Depot toolbox meeting held on Thursday 8<sup>th</sup> August 2024, the team was reviewing the updated Job Safety Analysis document for *Maintenance Grading and Re-Sheeting of Unsealed Roads*. The document details the job steps generally involved in undertaking this activity. One of these job steps is the 'water truck attending hydrant valve or waterway'. One of the identified hazards is 'wildlife', with a hazard control specifically that workers do not draw water where there is evidence of crocodile habitation / movement. Additionally, workers need to communicate wildlife hazards to leading hand and other workers. If there is evidence of crocodile movement near the Etna Creek boat ramp then the water truck operator needs to report this to the team leader and travel back to the reticulated water main near the highway to draw water which is a return trip of about 18km when grading roads in the Lindleys Road area.

This matter was not identified in the weekly 'dot points' to Councillors on Friday 9<sup>th</sup> August as this was an operational matter (safety toolbox discussion & documentation refresh at team level not requiring commentary to the Councillors).

**9.4 - QUESTIONS ON NOTICE - CR  
MATHER - CROCODILES - ETNA  
CREEK BOAT RAMP**

**QON - Cr Glenda Mather - Crocodiles -  
Etna Creek Boat Ramp**

**Meeting Date: 20 August 2024**

**Attachment No: 1**

PO Box 5186

Red Hill PO Q 4701

Chief Executive Officer  
Livingstone Shire Council  
Yeppoon Q 4703

**Notice of Motion &  
Question on Notice**

Dear Sir,

In the interests of public health and safety, would you please include these two items in the Ordinary Meeting Agenda set down for 20 August 2024.

**Notice of Motion:**

“That Council contact National Parks & Wildlife Department, and any other appropriate body, to seek their assistance in removing the threat of resident crocodiles in the area of the Etna Creek boat ramp.”

**Background:**

It is well known to locals that the Etna Creek boat ramp is approximate to the junction of the Alligator Creek / Fitzroy River junction.

It is also well known that at least one 5mtr crocodile resides on and around this boat ramp.

Dogs and cattle have been known to be taken and threatened in this location.

Council's own roadworks gang draws water from this boat ramp to fill the tanker.

This requires an officer to manually submerge and retrieve the hose at the boat ramp.

This is not acceptable while it is known the reptiles are known to be present.

Another alternative to pump the water needs to be explored ie a permanent pump in the water with the manual operations taking place on land, similar to local residents.

**Question on Notice:**

I understand the safety of staff due to the presence of crocodiles at the Etna Creek boat ramp was raised at the last Toolbox meeting.

**Question:** As the matter was not identified in the weekly “dot points” under Infrastructure, what action has been taken to address these concerns?

Many thanks, Glenda Mather Cllr

## **10 COUNCILLOR REPORTS**

Nil

## 11 COMMITTEE REPORTS

### 11.1 INFRASTRUCTURE COMMITTEE MINUTES 6 AUGUST 2024

File No: INF

Attachments: Nil

Responsible Officer: Michael Kriedemann - General Manager Infrastructure

Author: Michael Kriedemann - General Manager Infrastructure

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#### SUMMARY

*This report is of the Infrastructure Standing Committee Meeting held on 6 August 2024. The recommendations are presented for the determination by the Council.*

#### COMMITTEE RECOMMENDATION

THAT Council receives the report of the Infrastructure Committee meeting held on 6 August 2024 and adopts the recommendations contained therein.

- Notice of Motion – Cr Mather – Safety Issue Manns Road
- Questions on Notice – Councillor Glenda Mather – Manns Road Waste Collection
- Emu Park Foreshore Revitalisation Project Stage 2: Surf Life Saving Club Revetment Wall and Emu Park Memorial Walkway Extension
- The Caves Waste Transfer Station Operating Hours
- Road Closure Application – Adjacent to 64387 Bruce Highway Milman (Lot 3 RP848802)
- Closure of Coowonga Green Waste Pad

#### COMMENTARY

#### **COMMITTEE RECOMMENDATIONS DETAILED BELOW FOR EASE OF REFERENCE**

##### **NOTICE OF MOTION – CR MATHER – SAFETY ISSUE MANNS ROAD**

THAT the Committee recommends Council resolve:

1. Due to the blind section on the hill on Manns Road which has already been the subject of one bad accident, and several other close encounters, the Infrastructure Department be asked to plan realignment on that hill to improve visibility, and works be placed on a forward works program with the view to placing seal at that location to provide grip on the gravel curve.

##### **PROCEDURAL MOTION**

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 site visit for interested Councillors and Infrastructure Officers and the matter to return to the Standing Committee in September 2024.

##### **QUESTIONS ON NOTICE – COUNCILLOR GLENDA MATHER – MANNS ROAD WASTE COLLECTION**

THAT the Questions on Notice and response herein be received and attached to the minutes. And that Council holds a further workshop on this topic.

**EMU PARK FORESHORE REVITALISATION PROJECT STAGE 2: SURF LIFE SAVING CLUB REVETMENT WALL AND EMU PARK MEMORIAL WALKWAY EXTENSION**

THAT the Committee recommends to Council:

1. The information contained in this report regarding the Emu Park Surf Life Saving Club Revetment Wall and the Emu Park Centenary of ANZAC Memorial Walk Extension be received by Council.
2. The information contained in this report assist in determining whether Council supports each individual project under the banner of the Emu Park Foreshore Revitalisation Project Stage 2 (as requested by the Mayor).
3. Council provide Letters of Support to both the Emu Park Surf Life Saving Club and the Emu Park RSL branch for use in future advocacy efforts for funding, with a focus on the pending State Government election.

**THE CAVES WASTE TRANSFER STATION OPERATING HOURS**

THAT the Committee recommends to Council:

1. Change the existing operating hours at The Caves waste transfer station to the preferred option (Proposal 1), Monday and Friday 2:30-5:00pm, Saturday 12:00pm-3:00pm and Sunday 10:00am-3:00pm; and
2. these changes come into effect on Monday 2<sup>nd</sup> September 2024.

**PROCEDURAL MOTION**

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 further consultation by Councillors with Northern Suburbs residents (including costing of letter box drop) to return to a future Standing Committee meeting.

Community consultation to include a town hall meeting with residents in the Caves community hall within the next 3 weeks.

**ROAD CLOSURE APPLICATION – ADJACENT TO 64387 BRUCE HIGHWAY MILMAN (LOT 3 RP848802)**

THAT the Committee recommends Council resolve:

1. To authorise the Chief Executive Officer to sign a 'Statement in relation to an application under the *Land Act 1994* over State land (Part C)' stating that Council, as road manager, does not object to the proposed permanent closure of road reserve between Lot 3 RP848802 and Lot 24 SP178472; and
2. That a copy of the Part C be provided to the Department of Resources and the applicant.

**CLOSURE OF COOWONGA GREEN WASTE PAD**

THAT the Committee recommends to Council to endorse the closure the Coowonga green waste pad effective 30<sup>th</sup> September 2024.

**PROCEDURAL MOTION**

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 further consultation (covering all options) with the Keppel Sands & Joskeleigh residents to be held at the earliest opportunity to return to a future Standing Committee.





**11.2 RECREATION & CULTURE COMMITTEE MINUTES 6 AUGUST 2024**

**File No:** GV

**Attachments:** Nil

**Responsible Officer:** Sonia Tomkinson - Acting Manager Economy and Places

**Author:** Sonia Tomkinson - Acting Manager Economy and Places

**SUMMARY**

*This report is of the Recreation and Culture Standing Committee Meeting held on 6 August 2024. The recommendations are presented for the determination by the Council.*

**OFFICER'S RECOMMENDATION**

THAT Council receives the report of the Recreation & Culture Committee meeting held on 6 August 2024 and adopts the recommendations contained therein.

- Policy Review – Media Policy
- Policy Review – Arts and Cultural Policy
- Communities Portfolio Management Report
- Domestic and Family Violence Prevention Council Membership and Yeppoon Womens Refuge Foundation Limited Request for Support
- Australia Day Awards
- Barmaryee Multisports Precinct concept plan review
- Australian Local Government Women's Association Queensland Branch (ALGWA) State Conference – 26-27 August 2024 - Attendance

**COMMENTARY****COMMITTEE RECOMMENDATIONS DETAILED BELOW FOR EASE OF REFERENCE****POLICY REVIEW – MEDIA POLICY**

THAT the Committee recommends Council adopt the revised Media Policy (v2.2).

**POLICY REVIEW – ARTS AND CULTURAL POLICY**

THAT the Committee recommends Council adopt the revised Arts and Cultural Policy (v2.0).

**COMMUNITIES PORTFOLIO MANAGEMENT REPORT**

THAT the Communities portfolio management report for Economy and Places, Community and Cultural Services and Open Spaces and Facilities Business Units for the period 1 April 2024 to 30 June 2024 be received.

**DOMESTIC AND FAMILY VIOLENCE PREVENTION COUNCIL MEMBERSHIP AND YEPPOON WOMENS REFUGE FOUNDATION LIMITED – REQUEST FOR SUPPORT**

THAT the committee recommends to Council that;

- 1) Council joins the Local Government and Family Violence Prevention Champions Network and nominates Cr Warcon, Cr Friend, the Manager of Community and Cultural Services and the Community Centre Social Worker as Council's Champion Network representatives.
- 2) Council recognises the need for a Domestic and Family Violence refuge in Livingstone Shire and supports the actions being taken by the Yeppoon

Women's Refuge Foundation Limited.

**AUSTRALIA DAY AWARDS**

THAT the Committee recommends Council;

- a) Adopts the Terms of Reference for the Livingstone Australia Day Awards Advisory Committee 2025;
- b) Adopt the recommended model for the delivery of the Livingstone Australia Day Awards 2025;
  - i) Conduct a public expression of interest for up to five (5) community members to join the Australia Day Awards Committee 2024 (if expressions of interest are low, Councillors will be asked to fill the committee vacancy);
  - (ii) Promote the Australia Day Awards nomination process to the community encouraging nominations.
  - (iii) The committee sends a formal letter to the nominee asking for acceptance of nomination.
  - (iv) The committee assesses nominations and recommends the recipient for each of the below award categories;
    - Sports/Recreation
    - Arts/Culture
    - Business/Innovation/Corporate Social Responsibility
    - Rural/Agriculture
    - Community
    - Citizen of the Year
    - Young Citizen of the Year
  - (v) The Mayor nominates a person for the Mayoral Award.
  - (vi) All nominees invited to an awards ceremony.
- c) Appoints Cr Andrea Friend as the chair of the Livingstone Australia Day Awards Advisory Committee; and
- d) Appoints Cr Lance Warcon as a member of the Livingstone Australia Day Awards Advisory Committee.

**BARMARYEE MULTISPORTS PRECINCT CONCEPT PLAN REVIEW**

THAT the Committee recommends to Council that the Barmaryee Multisport Precinct Concept Plan 2024 is endorsed.

**AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND BRANCH (ALGWA) STATE CONFERENCE – 26-27 AUGUST 2024 – ATTENDANCE**

THAT the committee exercises its delegation under s257c of *Local Government Act 2009* and resolves to endorse the attendance of Councillor Andrea Friend at the 2024 *Australian Local Government Women's Association Queensland Branch (ALGWA) State Conference* at Brisbane on 26 - 27 August 2024.

**11.3 DEVELOPMENT & ENVIRONMENT COMMITTEE MINUTES 6 AUGUST 2024**

**File No:** GV

**Attachments:** Nil

**Responsible Officer:** Sonia Tomkinson - Acting Manager Economy and Places

**Author:** Sonia Tomkinson - Acting Manager Economy and Places

**SUMMARY**

*This report is of the Development and Environment Standing Committee Meeting held on 6 August 2024. The recommendations are presented for the determination by the Council.*

**OFFICER'S RECOMMENDATION**

THAT Council receives the report of the Development & Environment Committee meeting held on 6 August 2024 and adopts the recommendations contained therein.

- Response to Notice of Motion – Yaamba rest stop and mobile food van
- Backflow prevention devices and on-site sewerage systems
- Parking arrangements
- Weed management resourcing – Cr Mather request
- Communities management portfolio report
- Request for renewal of trustee lease to Indara Corporation Pty Ltd over part of lot 50 CP866044 – Great Keppel Island

**COMMENTARY****COMMITTEE RECOMMENDATIONS DETAILED BELOW FOR EASE OF REFERENCE****RESPONSE TO NOTICE OF MOTION – YAAMBA REST STOP AND MOBILE FOOD VAN**

THAT the response is received and it is recommended that Council Officers contact Department of Transport and Main Roads to request additional bins at the site

**BACKFLOW PREVENTION DEVICES AND ON-SITE SEWERAGE SYSTEMS**

THAT the report be received and its contents noted.

**PARKING ARRANGEMENTS**

THAT the report be received and its contents noted

**WEED MANAGEMENT RESOURCING – CR MATHER REQUEST**

THAT the report be received and its contents noted.

**COMMUNITIES MANAGEMENT PORTFOLIO REPORT**

THAT the Communities portfolio management report for Development and Environment, Disaster Management and Community Resilience business units for the period 1 April 2024 to 30 June 2024 be received.

**REQUEST FOR RENEWAL OF TRUSTEE LEASE TO INDARA CORPORATION PTY LTD OVER PART OF LOT 50 CP866044 – GREAT KEPPEL ISLAND**

THAT the committee recommends for Council to resolve:

1. that the exception mentioned in Section 236(1)(c)(vi) of the *Local Government Regulation 2012* may apply in its dealing with Indara Corporation Pty Ltd over Lease B SP215179 in Lot 50 CP866044;
2. pursuant to section 236(2) of the *Local Government Regulation 2012* to apply section 236(1)(c)(vi) of the *Local Government Regulation 2012* in its dealing with Indara Corporation Pty Ltd over Lease B SP215179 in Lot 50 CP866044;
3. to provide a trustee lease to Indara Corporation Pty Ltd in accordance with section 236(3) of the *Local Government Regulation 2012* where rent will be equal to, or more than the market value of the interest in the land, over Lease B SP215179 in Lot 50 CP866044; and
4. to delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the *Local Government Act 2009*, to negotiate the terms and conditions of the trustee lease provided to Indara Corporation Pty Ltd.

## 12 REPORTS

### 12.1 MULTISTAGE TENDER PROCESS FOR THE CONSTRUCTION OF TAROOMBALL TRUNK SEWER INFRASTRUCTURE

File No:	23-077
Attachments:	Nil
Responsible Officer:	Michael Kriedemann - General Manager Infrastructure Arvind Singh - Manager Infrastructure Projects
Author:	Dev Krishnasamy - Infrastructure Project Engineer/Project Manager

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#### SUMMARY

*The following report seeks to obtain a Council Resolution to undertake a multistage Tender process for the above-mentioned Project. Initially to complete an Expression of Interest (EOI) and then Invitation to Tender for selected pre-qualified specialist Contractors in accordance with Section 228 of the Local Government Regulations 2012.*

#### OFFICER'S RECOMMENDATION

THAT the Council exercises its delegation under s257c of *Local Government Act 2009* and resolves that:

1. Under s228 of the *Local Government Regulation 2012*, it is in the public interest to invite Expressions of Interest for the construction of the Taroomball Trunk Sewer Infrastructure Project before inviting written tenders for the following reasons:
  - a. this will allow the Council to undertake early contractor involvement;
  - b. undertake market sounding to understand who is available to complete the work;
  - c. Evaluate responses to understand the capability & capacity of contractors.
2. The invitation for an Expression of Interest for the construction of the Taroomball Trunk Sewer Infrastructure is approved.
3. The preparation of a shortlist from the tenderers who responds to the invitation for Expression of Interest in order to invite written tenders from those tenderers is approved.

#### BACKGROUND

To comply with the Local Government Regulation 2012- REG 228 Tender Process, the Council must resolve to undertake an Expression of Interest process.

The adopted project budget is \$ 7,110,302 and will be sourced from the Council CAPEX budget.

The scope of works include:

- Construction of new Tanby Sewerage Pump Station (SPS)
  - Decommissioning of existing Tanby Road SPS
  - Upgrading of existing Carige BlvD SPS
  - Construction of 450mm Dia Gravity Main
  - Construction of approx. 1.4 Km section of Rising Main (DN 315 mm)
  - Construction of Carige Blvd Rising Main (DN 225 mm)
-

- Construction of 150mm Dia Gravity Main

The Project is scheduled to be completed by early March 2026.

### COMMENTARY

The EOI is the first stage of a multi-stage tender process. It is proposed to undertake a two-stage process to select the suitably qualified Contractor to complete the Work. The objective of the EOI process is to identify organisations that are interested in tendering and (if successful) entering the proposed contract with the Council based on specified criteria at each stage of the process. The EOI process will help us to gain an understanding of suitable contractors, and the second stage would be an invitation to provide a written priced tender.

The EOI process will review each interested entity and assess their previous experience, ensure they have the sufficient financial capacity to undertake the works, check licenses and ensure they meet the evaluation criteria.

The second stage of the process will allow assessment of priced criteria to assist in the pre-qualified selection of contractors for the Project by reviewing methodology, pricing, and program, then appointing them.

The multi-stage tendering process is expected to gain a more focused response from suitably qualified contractors who have proven capability and capacity to successfully complete the work. It is also believed to aid in the overall delivery program of the Project to ensure early engagement and interest of Contractors to ensure they are ready for the project delivery milestones.

The tentative process timeframe, provided as a guide only, is as follows:

No	Task	Date
2	Expression of Interest advertised	27 August 2024
4	EOI closes. <i>(Must be advertised for 21 days minimum)</i>	17 September 2024
5	Tender Evaluation and report preparation	04 October 2024
6	Recommended shortlisted companies reported to the Council	15 October 2024
6	Shortlisted companies notified	17 October 2024
7	Selective Invitations to Tender dispatched to shortlisted companies	24 October 2024
8	Selective Tender closes <i>(21 days required for response)</i>	14 November 2024
9	Clarification with tenderer and evaluation complete	12 December 2024
10	Recommended tenderer reported to Council for resolution	17 December 2024
11	Letter of Acceptance to Successful Tenderer	19 December 2024
12	Correspondence to unsuccessful Tenderers	20 December 2024

The following evaluation criteria is proposed to evaluate the EOI's.

Qualitative Evaluation Criteria (Non-Price)	Weighting
<b><u>Corporate Capacity</u></b> Council requires the Participant to provide evidence of the following: <ul style="list-style-type: none"> <li>a) Corporate &amp; Financial capacity: The Participant shall supply audited annual financial statements for the last three (3) years.</li> <li>b) Details of participating partners, consultants and sub-contractors.</li> <li>c) Quality, Safety and Environmental Management Systems: The Participant shall provide details of their quality safety and environmental management plans associated with the Offer. (Limit 20 pages maximum)</li> </ul>	25%
<b><u>Previous Experience</u></b> The Council requires the Respondent to provide evidence of the following on similar projects: <ul style="list-style-type: none"> <li>a) Evidence of demonstrated experience and ability to construct works under this contract.</li> <li>b) Project Personnel: The Respondent shall provide details and experience of the key personnel to be involved in delivering the Project.</li> <li>c) List of similar projects over the last three (3) years.</li> <li>d) Three references (including telephone contact details). (Limit 20 pages maximum)</li> </ul>	30%
<b><u>Project Program and Plans</u></b> <ul style="list-style-type: none"> <li>a) The Participants proposal works area and diagrammatic sequencing of works.</li> <li>b) Proposed sequenced program detailing completion date prior to March 2026 . Program to include minimum 3 weeks wet weather allowance. (If successful contractors will be required to submit a full detailed program work breakdown structure level 4 in PDF and native program files in MS project or P6) (Limit 20 pages maximum)</li> </ul>	30%
<b><u>Local Preference</u></b> (Schedule 3)	15%
<b>Total</b>	100%

## PREVIOUS DECISIONS

The Detailed Design Contract was awarded to McMurtrie Consulting Engineers in early December 2022. The Design Development phase of the Taroomball Trunk Sewer Infrastructure Project is 90% completed.

## ENGAGEMENT AND CONSULTATION

Engagement with property owners of Lot 4 SP 213135, Lot 6000 SP 329791, and Lot 17 RP 843223, Lot 80 LN 2470, Lot 31 CP 899138 has occurred to secure easements.

**HUMAN RIGHTS IMPLICATIONS**

N/A

**BUDGET IMPLICATIONS**

The total allocated capital budget for the Project is \$ 7,110,302. Detailed below:

FY 2024-25 : \$2,110,302

FY 2025-26 : \$5,000,000

Additionally, the Council has submitted a funding application seeking \$ 7,387,200 under the Local Government Grants and Subsidies Program. The funding outcome will be announced by the end of September 2024

**LEGISLATIVE CONTEXT**

Section 228 of the Local Government Regulations 2012 sets out the process that local government must follow for large-sized contractual arrangements.

Specifically Section 228(3)(a) states that *a local government may invite expressions of interest only if the local government decides by resolution, that it would be in the public interest to invite expressions of interest before inviting written tenders.*

Further, Section 228(3)(b) states that a local government *must record its reasons for making the resolution in the minutes of the meeting at which the resolution was made.*

Additionally, Section 228(7)(a) states that a local government may prepare a shortlist from the persons who respond to the invitation for expression of interest.

**LEGAL IMPLICATIONS**

N/A

**STAFFING IMPLICATIONS**

Nil. External consultants will be engaged to provide the owner's engineer and contract Superintendent services for the Project.

**RISK ASSESSMENT**

Risks include:

- Scope creep due to Project requirements are not adequately being addressed within design documents. Infrastructure Projects team is in the process of engaging a suitably qualified Consultant to undertake a peer review of the full design documents. This will ensure completeness of the design documents, constructability of the design, safety in design, and ensure design documents provide full clarity of the project scope and minimise the likelihood of scope creep during the construction stage.
- Construction taking longer than the anticipated project duration. The multi-stage tender process would ensure early engagement and interest of Contractors to ensure they are ready for the project delivery milestones. Further, liquidated damages will be included in the contract.



- Cost over-run due to unforeseen site conditions. As part of the detailed design potholing and geotechnical assessments have been carried out. Further, 15% contingency has been incorporated to address risk during construction.
- Tendered cost exceeds allowable budget: Infrastructure Projects team is in the process of seeking additional funds via the Local Government Grants and Subsidies Program.

## CORPORATE PLAN REFERENCE

### ***Thriving Livingstone***

*Community Plan Goal 2.3 - A welcoming and desirable place to visit*

*2.3.2 Council provides and maintains infrastructure which encourages business and tourism growth.*

## CONCLUSION

The Design Development phase of the Taroomball Trunk Sewer Infrastructure Project is nearing completion. Officers recommend that a multi-stage tender process (Expression of Interest – Invitation to Tender) be adopted as the procurement strategy for this Project.

**12.2 EXTENSION OF STRATEGIC DEVELOPMENT CONSULTANT**

**File No:** GV  
**Attachments:** Nil  
**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer  
**Author:** Alastair Dawson - Acting Chief Executive Officer

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**SUMMARY**

*Chief Executive Officer reporting on Progress of strategic Development consultant work and seeking extension of contract.*

**OFFICER'S RECOMMENDATION**

THAT Council authorise the Interim Chief Executive Officer to extend to Strategic Development Consultant contract (GSA Zilzie Pty Ltd) by a period of 6 months to facilitate short term Planning and Development projects underway, with a review of future timeframes to be undertaken based on performance and outcomes achieved in that time frame.

**BACKGROUND**

Council, at its ordinary meeting of 18 June 2024 authorized the Chief Executive Officer to appoint Strategic Development Consultant, Mr. Graham Scott for an initial period of three months. The appointment was made to address a number of short term issues involving growth management challenges where it was believed additional assistance was required for Officers to chart a number of solutions for current planning issues.

It is recommended that, due to the importance in providing a consistent and timely solution to a number of projects assigned to Mr Scott, an extension of six months to the consultancy contact is approved by Council.

**COMMENTARY**

Council officers in planning face a number of immediate challenges in regards to resourcing but also in relation to strategic review of the Planning instruments used by Council to facilitate orderly and sustainable growth of the region. It was considered by Council at the time of Mr Scott's appointment that a short-term consult would help facilitate some more timely resolution of a range of planning and development issues.

Councillors have subsequently participated in a range of discussions in relation to some of those issues and Planning officers have identified the need for extensive future work on the Planning instruments. In the meantime, Mr Scott, who reports directly to the Chief Executive's Office, will facilitate a number of activities to provide development solutions in the short term whilst also facilitating some of the critical planning discussions underway across the Planning and Engineering portfolios of Council.

Whilst Council initially approved a three-month appointment, some of the work being undertaken clearly expands beyond that time frame and requires a stable commitment of time to undertake key works, without overstressing limited council resources involved in core business activity. As per the initial appointment, Mr Scott has been tasked with a number of key projects which are critical activities for Council's development future, including Homemaker II, Depot relocation, Planning scheme amendments or temporary Land Plan instruments (TLPI) to increase the spread of residential product in the region. These projects are complex and require consistency in execution. It is believed an extension of Mr Scott's contract will assist significantly in bringing some of the projects for Council to fruition more rapidly, whilst giving Officers more capacity to concentrate on core critical development review activity. It is important to note, the work carried out through the consultancy will enable Council to fast-track key projects of significance for the region, which will support sustainable growth.

**PREVIOUS DECISIONS**

On 18 June 2024 Council resolved the following:

THAT:

1. In accordance with s235 of the *Local Government Regulation 2012*, Council resolves that it is satisfied that there is only one supplier reasonably available to it for the provision of strategic development consultancy services due to the unique combination of professional expertise and local background knowledge sought and that it would be disadvantageous to invite quotes or tenders.
2. Accordingly, Council authorises the Chief Executive Officer to engage GSA Zilzie Pty Ltd (Graham Scott) to provide strategic development consultancy services for a period of three months.

**Moved by:** Deputy Mayor, Councillor Eastwood

**Seconded by:** Councillor Rothery

**MOTION CARRIED**

Crs A Belot, P Eastwood and W Rothery voted in the affirmative.

Crs A Friend, L Warcon and R Watson voted in the negative.

**MAYOR USED HIS CASTING VOTE**

**ACCESS AND INCLUSION**

Nil relevant

**ENGAGEMENT AND CONSULTATION**

Mr Scott has engaged extensively with Councillors and Staff on identified projects and it is believed consistency in approach will facilitate more timely resolution of those projects.

**HUMAN RIGHTS IMPLICATIONS**

Nil relevant

**BUDGET IMPLICATIONS**

Extension of the contract is expected to cost in the order of \$133,000 for a period of 26 weeks with budget being identified from general salary savings.

**LEGISLATIVE CONTEXT**

An engagement of this nature is contemplated by s235 of the *Local Government Regulation 2012*, viz:

**235 Other exceptions**

*A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if—*

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or*
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or*
- (c) a genuine emergency exists; or*
- (d) the contract is for the purchase of goods and is made by auction; or*
- (e) the contract is for the purchase of second-hand goods; or*
- (f) the contract is made with, or under an arrangement with, a government agency.*

**LEGAL IMPLICATIONS**

If Council accepts the recommendation, Mr Scott's engagement would be captured in a standard consulting agreement.

**STAFFING IMPLICATIONS**

Nil relevant.

**RISK ASSESSMENT**

Nil relevant.

**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**

Councillors recognize a need to supplement current growth management effort with additional expertise and resources. This transaction is proposed to give effect to that outcome.

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**12.3 128TH LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE - 21 - 23 OCTOBER 2024 - ATTENDANCE**

**File No:** CR2.2.13  
**Attachments:** 1. 128th LGAQ Annual Conference [↓](#)  
**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer  
**Author:** Lucy Walker - Executive Support Officer

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**SUMMARY**

*This report is seeking a decision regarding elected member attendance at the 128<sup>th</sup> Local Government Association Queensland Annual Conference, which is being held in Brisbane on 21 - 23 October 2024.*

**OFFICER'S RECOMMENDATION**

THAT Council endorse the below:

- 1 – Nomination as delegate for Mayor Adam Belot and Councillor Lance Warcon at the 128<sup>th</sup> Local Government Association Queensland Annual Conference in Brisbane on 21 - 23 October 2024.
- 2 – All Councillors have choice to attend the 128<sup>th</sup> Local Government Association Queensland Annual Conference in Brisbane on 21 - 23 October 2024.

**BACKGROUND**

The 2024 Local Government Association Queensland Annual Conference has been announced for 21 – 23 October 2024. As a member Council, Livingstone Shire Council is allocated two complimentary delegate passes. Program for the conference is attached.

**COMMENTARY**

A Council resolution is sought regarding elected members to attend the 2024 Local Government Association Queensland Annual Conference. Livingstone Shire Council is allocated two complimentary delegate passes. Consequently, if additional members attend, Council will be responsible for their registration costs.

Livingstone Shire Council in conjunction with Central Queensland Regional Organisation of Councils (CQROC) have submitted one motion to the 2024 LGAQ Conference for consideration in regards to local housing action plans.

**PREVIOUS DECISIONS**

In 2023, previous Mayor and Councillors all attended, except Councillor Mather.

**ACCESS AND INCLUSION**

There are no foreseen access and inclusion implications associated with Councillor attendance to the Annual Conference.

**ENGAGEMENT AND CONSULTATION**

No engagement or consultation has been undertaken regarding this matter.

**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 human rights implications associated with Councillor attendance to the Annual Conference.

**BUDGET IMPLICATIONS**

Early bird fees (paid prior to 23 September 2024) is \$1700.00 or \$1550.00 for 5 or more Council observers. The fee for the gala dinner is \$195.00. Accommodation etc. will incur additional costs.

**LEGISLATIVE CONTEXT**

There is no legislative context associated with the consideration of this matter.

**LEGAL IMPLICATIONS**

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

**STAFFING IMPLICATIONS**

There are not staffing implications associated with the consideration of this matter.

**RISK ASSESSMENT**

If Council does not attend the conference, it misses an opportunity to advocate on behalf of any motions it may propose. It also misses an opportunity to discuss the business of local government with representatives from nearly eighty other Councils, other levels of government and private enterprise.

**CORPORATE PLAN REFERENCE*****Leading Livingstone***

*Community Plan Goal 4.2 - Collaboration and partnerships to advocate for the needs of the community*

*4.2.1 Build and maintain strong, collaborative, and co-operative relationships across all levels of government, industry, business and community.*

As a member Council, Livingstone Shire maintains a strong collaboration with many local governments in Queensland and the continued involvement in the subject Annual Conference will enable future partnerships to be generated thus increasing the ability for Councillor's to advocate for Livingstone.

**CONCLUSION**

A Council resolution is sought regarding elected member attendance at the 2024 Local Government Association Queensland Annual Conference.

**12.3 - 128TH LOCAL GOVERNMENT  
ASSOCIATION OF QUEENSLAND  
ANNUAL CONFERENCE - 21 - 23  
OCTOBER 2024 - ATTENDANCE**

**128th LGAQ Annual Conference**

**Meeting Date: 20 August 2024**

**Attachment No: 1**



**LGAQ** | Every Queensland community deserves to be a liveable one










**128th  
LGAQ  
ANNUAL  
CONFERENCE**

Don't Leave Local Communities Behind

**Program**

21-23 October 2024  
Brisbane Convention and Entertainment Centre

**#LGAQ2024**
















## PLATINUM



## GOLD



## SILVER



Part of Energy Queensland



ICE-CREAM  
PARTNER

COFFEE  
PARTNER





## WELCOME TO BRISBANE

Welcome to Brisbane for the 128th Local Government Association of Queensland Annual Conference.

Whether it's roads, rubbish, playgrounds or community events, local government has an impact on almost everything people interact with on a day-to-day basis.

As Australia's largest local government, I'm proud to welcome you to our city so we can learn from each other and advocate together to make our communities better.

Brisbane is one of Australia's fastest growing capital cities and our state is growing too with more people choosing to live and work here.

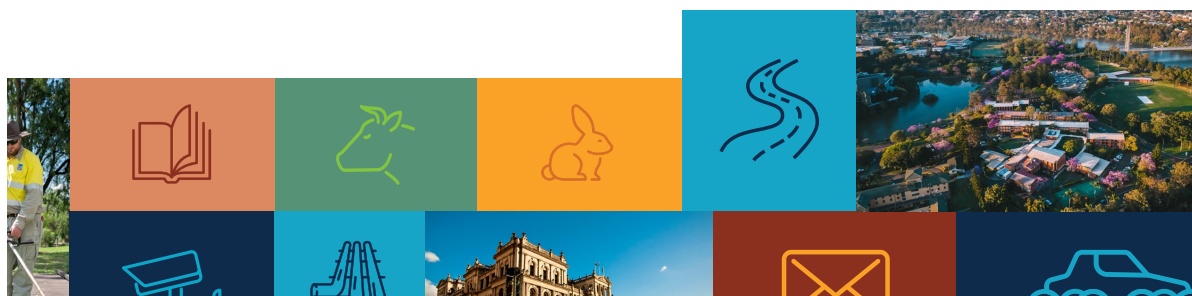
Councils are closest to their community and we continue to take on more costs and responsibilities while the Federal and State governments collect 97 per cent of all taxation revenue.



Over the next few days, I look forward to discussing how we can work together to advocate for better outcomes for our community and build on the great momentum our state is experiencing to make our communities even better.

I hope you enjoy Brisbane's incredible lifestyle while you're here and take the time to support local business while exploring everything our city has to offer during your stay.

**Lord Mayor Adrian Schrinner**  
City of Brisbane

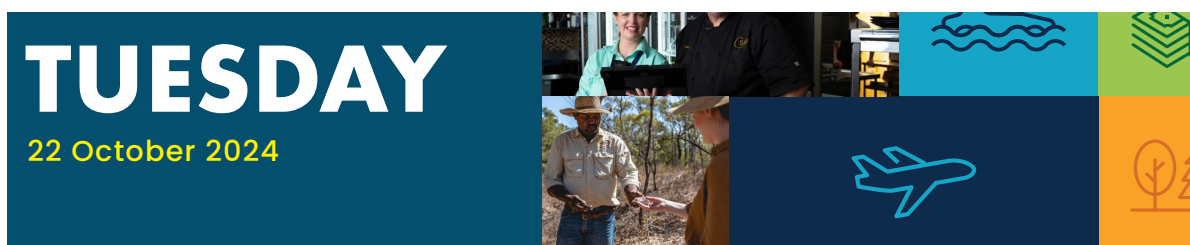




Time	Topic
12:00pm – 4:30pm	<b>Policy Executive Meeting</b>
9:00am – 10:30am	<b>Peak Services Professional Development Courses</b>  <b>Dealing with Confrontational People</b> <p>The 21st century has been coined the 'Age of Rage'. With ongoing pressures in work, social, financial and personal lives, people can become verbally volatile and demonstrate their annoyance towards our leaders. Learning how to manage confrontational people is an essential skill. By teaching effective listening and responding, participants will learn how to neutralise anger and increase safety for themselves and the community at large.</p>
1:00pm – 4:00pm	<b>Rates and Charges for Elected Members</b> <p>For many councils, rates, levies, fees and charges are their main source of revenue besides Queensland and Australian government grant funding.</p> <p>Our program covers how rates and charges are calculated, the Acts and Regulations that apply to the decision-making process and how to evaluate and determine the range of services required by councils to help establish rates charges. Topics covered include the relevant legislation, revenue raising and rating scenarios. This rates and charges foundation skills program will provide an overall understanding of your responsibilities as a Queensland elected member.</p>
2:00pm – 5:00pm	<b>Registration</b> <p>Delegates, observers, trade, corporate and accompanying persons</p>



Time	Topic
<b>8:00am – 5:00pm</b>	<b>Registration</b> Delegates, observers, trade, corporate and accompanying persons
<b>10:00am – 2:00pm</b>	<b>Indigenous Leaders Forum</b>
<b>11:30am – 12:30pm</b>	<b>Lunch</b>
<b>12:15pm – 12:30pm</b>	<b>New attendee session: What you need to know about the LGAQ Annual Conference</b>
<b>12:30pm – 2:30pm</b>	<b>Roads and Transport Forum</b>
<b>2:30pm – 3:00pm</b>	<b>Optional Sessions</b> <b>Session 1:</b> The employee value proposition – leveraging your council as a great place to work!  <b>Session 2:</b> Newly elected mayors – strategies for successful leadership
<b>3:00pm – 3:30pm</b>	<b>Afternoon Tea</b>
<b>3:30pm – 5:00pm</b>	<b>Council Segment Forums</b> Rural and Remote councils Resources councils SEQ councils Coastal councils
<b>Welcoming Ceremony</b>	
<b>5:20pm – 5:50pm</b>	<b>5:20pm</b> <b>Welcome to Country</b>
	<b>5:30pm</b> <b>Welcome to Brisbane</b> Cr Adrian Schrinner, Lord Mayor of Brisbane
	<b>5:35pm</b> <b>Response</b> Mayor Matt Burnett, Gladstone Regional Council and Acting President, LGAQ
	<b>5:45pm</b> <b>Sponsor Address</b> Tim Fynes-Clinton, Executive Partner, King & Company
<b>5:50pm – 7:30pm</b>	<b>Networking Event</b> Trade Exhibition Hall
<b>7:15pm</b>	<b>Young Councillor Cohort Networking Event</b> Sponsored by Brighter Super



Time	Topic
7:00am – 8:30am	<b>CEO Breakfast</b> Sponsored by Telstra
8:00am – 5:00pm	<b>Registration</b> Delegates, observers, trade, corporate and accompanying persons
8:30am	<b>Welcome</b> Master of Ceremonies Tim Cox, Communications Advisor, LGAQ
8:35am	<b>Call to Order and Acting President Address</b> Mayor Matt Burnett, Gladstone Regional Council and Acting President, LGAQ
8:45am	<b>Presentation of the Policy Executive</b>
8:55am	<b>CEO Reflection and scene setting</b> Alison Smith, Chief Executive Officer, LGAQ
9:00am	<b>Official Opening</b>
9:15am	<b>Cruel Summer</b> – Lessons learned from the 2023/24 disaster management season Major General Jake Ellwood, CEO, Queensland Reconstruction Authority Cr Tom Tate, Mayor, City of Gold Coast Brendan Moon, CEO, National Emergency Management Agency
9:45am	<b>Emerging issue</b>
9:55am	<b>Don't leave local communities behind with insurance –</b> A better deal for local communities in Australia's most disaster-prone state <b>Facilitated by:</b> Alison Smith, CEO, LGAQ  Cr Shaun (Zoro) Radnedge, Mayor, Murweh Shire Council Cr Amy Eden, Mayor, Cairns Regional Council Cr Peter (Zoro) Smith, Mayor, Cairns City Council

<b>10:25am</b>	<b>Sponsor Address – Telstra</b>
<b>10:30am</b>	<b>Morning Tea</b>
<b>11:00am</b>	<b>Council Showcases Part 1</b> Coastal Rural & Remote First Nations
<b>12:00pm</b>	<b>Sponsor Address – Department of Housing, Local Government Planning and Public Works</b>
<b>12:05pm</b>	<b>Lunch</b>
<b>1:05pm</b>	<b>Council Showcases Part 2</b> Resources SEQ CEO's pick
<b>1:35pm</b>	<b>Sponsor Address – Brighter Super</b>
<b>1:40pm</b>	<b>State Opposition update</b> David Crisafulli MP, Leader of the Opposition, Shadow Minister for Tourism, Shadow Minister for Olympics and Paralympics
<b>1:55pm</b>	<b>Stop the Cost Shift to communities</b>
<b>2:20pm</b>	<b>ALGA update</b>
<b>2:30pm</b>	<b>Federal Opposition update</b>
<b>2:40pm</b>	<b>Afternoon Tea</b>
<b>3:10pm</b>	<b>Vote for Local Scorecard Analysis</b>
<b>3:40pm</b>	<b>Peak Services update</b>
<b>3:50pm</b>	<b>Emerging Issue</b>
<b>4:15pm</b>	<b>Close day 2</b>
<b>6:15pm</b>	<b>Awards Ceremony and Gala Dinner</b> Dinner theme: Choose Local Dress code: After 5 wear
<b>11:30pm</b>	<b>Dinner concludes</b>

# WEDNESDAY

23 October 2024



Time	Topic
8:15am	Conference Resumes
8:20am	<b>Federal Government update</b> Kristy McBain, Minister for Regional Development, Local Government and Territories
8:30am	Sponsor Address
8:35am	<b>Annual General Meeting – voting overview</b> Darren Leckenby, Chief Financial Officer & Company Secretary, LGAQ
8:40am	Motions Debate
10:15am	Sponsor Address
10:20am	Morning Tea
10:50am	Motions Debate
12:30pm	Lunch
1:30pm	Motions Debate
3:00pm	Emerging Issue
3:10pm	Motions Debate
4:10pm	Close of Conference



# MONDAY

21 October 2024

## INDIGENOUS LEADERS FORUM

Since 2011, the Indigenous Leaders Forum (ILF) has been a valuable way for First Nations councils to come together to share their successes, discuss specific challenges and put forward issues they would like the LGAQ's support to address. The Forum is held twice-yearly.

## ROADS AND TRANSPORT FORUM

Queensland's transport network serves as the backbone of our economic vitality and community wellbeing. At this year's Roads and Transport forum, experts will delve into crucial themes such as sustainability in infrastructure, enhancing disaster resilience and response and the role of technology in modernising our transport systems. Each of these essential topics drives forward the progress of our transport networks to meet the dynamic needs of Queensland's communities.

## COUNCIL FORUMS

Join your council peers in one of four forums to explore, share and discuss key issues. This is also your opportunity to talk with each other and your Policy Executive members about how the LGAQ can assist and support your council.

Please register for the forum you believe will most benefit your council and, if you can't decide, you are most welcome to send delegates from your council to different forums.





# CONFERENCE REGISTRATION (GST incl)

Early Bird Registration – prior to and including 23 September 2024	
Council or State Government observer	\$ 1700.00
5 or more observers from one Council/Government Department	\$ 1550.00
Corporate (Private Sector)	\$ 3300.00
After 23 September 2024	
Council or State Government observer	\$ 1800.00
5 or more observers from one Council/Government	\$ 1650.00
Department Corporate (Private Sector)	\$ 3400.00
Early Bird One Day Registration – prior to and including 23 September 2024	
Council or State Government observer	\$ 850.00
Corporate (Private Sector)	\$ 1330.00
After 23 September 2024	
Council or State Government observer	\$ 1060.00
Corporate (Private Sector)	\$ 1760.00
Functions	
Welcoming Ceremony (accompanying persons, day registrations and additional trade exhibitors)	\$ 85.00
Dinner	
Gala Dinner – Tuesday evening (22 October 2024)	\$ 195.00

Please note that the Welcoming Ceremony on Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference. Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.

Register via links below or online at  
[www.lgaq.asn.au](http://www.lgaq.asn.au) under the Events Tab  
128th LGAQ Annual Conference.

Delegate/Observer Individual

**Registration  
Booking**

Delegate Observer Group

**Registration  
Booking**

Corporate

**Registration  
Booking**

# CONFERENCE SHIRT

(Council delegates/observers only)

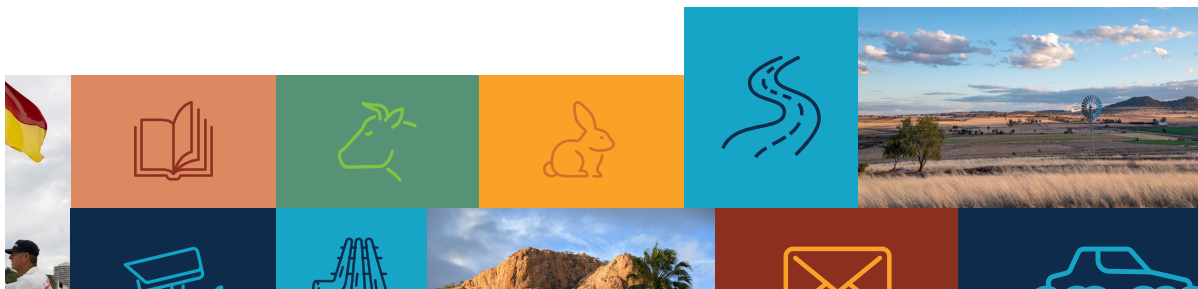
Council delegates and observers will be issued with ONE shirt whilst at conference. These need to be ordered online as part of your conference registration.

**The sizing is as follows:**

MEN'S SHIRT SIZING	S	M	L	XL	2XL	3XL	5XL
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WOMEN'S SHIRT SIZING	8	10	12	14	16	18	20	22	24
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Please select your size carefully as there wont be the opportunity to change your size once at conference.



# ACCOMMODATION

## **RYDGES SOUTH BANK**

is in the heart of Brisbane's arts and entertainment precinct, only minutes away from the Brisbane Convention & Exhibition Centre and South Bank Parklands, and is offering Annual Conference delegates and attendees 10% off the best flexible rate at the time of booking.

<https://lgaq.news/Rydges-South-Bank>

## **CLLIX APARTMENTS AND HOTELS**

has eight sites across central Brisbane and is offering Annual Conference delegates and attendees a 12% discount on advertised rates for stays between October 18-25 2024 when using the promo code **LGAQ2024**.

<https://lgaq.news/CLLIX>

## **HYATT REGENCY**

is a premium retreat located on Queen Street Mall in the heart of Brisbane's Central Business District and premium shopping mall, with a 20% discount off the best flexible rate for Annual Conference delegates and attendees.

<https://lgaq.news/Hyatt-Regency>

## **NOVOTEL SOUTH BANK**

is conveniently located in South Brisbane, just steps from the Brisbane Convention and Exhibition Centre, and is an ideal base for exploring Brisbane and experiencing its culture and nightlife. Annual Conference delegates and attendees receive 15% off the hotel's best daily rate.

<https://lgaq.news/Novotel>

## **Conference & Exhibition enquiries:**

**Phone:** 1300 542 700

**Email:** [events@lgaq.asn.au](mailto:events@lgaq.asn.au)



Every Queensland  
community deserves  
to be a liveable one

**CONTACT US**

**ENQUIRIES**  
1300 542 700

**EMAIL:**  
events@lgaq.asn.au



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LINKEDIN

local-government-association-of-queensland/

**12.4 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2024****File No:** FM12.14.1**Attachments:**

1. **Monthly Financial Report 31 July 2024**[↓](#)
2. **July 2024 Contract Award Summary**[↓](#)

**Responsible Officer:** Louda Mandy - Support Services Officer  
Andrea Ellis - Chief Financial Officer**Author:**

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**SUMMARY**

*Presentation of the Livingstone Shire Council Monthly Financial Report for the Period Ending 31 July 2024 by the Chief Financial Officer.*

**OFFICER'S RECOMMENDATION**

THAT the Livingstone Shire Council Monthly Financial Report for the period ending 31 July 2024 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 July 2024. Commitments are excluded from the reported operating & capital expenditures.

At the time of preparing this report, Council should note that various year-end accounting entries were being completed which will affect these financial results. These entries are to be finalised throughout July and August 2024.

All variances are reported against the 2024-25 Budget adopted by Council on 23 July 2024.

**COMMENTARY**

The financial report compares actual performance against Council's 2024-25 budget and identifies significant variances or areas of concern. It also provides information about additional areas of financial interest to Council and reinforces sound financial management practices throughout the organisation.

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 2024

## 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 July 2024, eleven (11) contracts over the prescribed value were established via purchase order.

**Current Tenders**

At the end of July there was one (1) open tender, one (1) tender evaluated, and five (5) contracts awarded. 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.

July 2024 - Open Tenders			
2024.008	Design & Construct Great Keppel Island Sewage Treatment Plant		
July - Tenders Evaluated			
2024.011	Yeppoon Aquatic Centre - Expression of Interest		
July 2024 - Contracts Awarded		Successful Tenderer/s	Contract Value (exc GST)
2024.002A	Yeppoon Landfill Stage 3 - Cell Construction	Calibre Earthmoving & Environmental Pty Ltd	\$3,923,548.60
2024.002B	Yeppoon Landfill Stage 3 - Quality Assurance & Superintendency Services	Moloney & Sons Engineering Pty Ltd	\$223,572.00
2024.003	PSA Traffic Control Services	1. Altus Traffic Pty Ltd 2. Arid to Oasis Traffic Solutions Pty Ltd 3. East Coast Traffic Control 4. Evolution Traffic Managemen Pty Ltd	Schedule of Rates
2024.005	Design & Construct Adelaide Park Road Pedestrian Bridge and Footpath Approaches	Yeppoon Metal Industries	\$278,494.15
2024.010	Emu Park Pool Management Agreement	MPB Management Group Pty Ltd	\$15,000.00 Monthly Retainer Fee

**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.

**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.

**Contract** – contract issued by letter of award.

**PREVIOUS DECISIONS**

The 2024-25 Budget was adopted on 23 July 2024.

**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.

**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 2024-25 Budget. At the time of reporting, the current reporting period (July) is subject change due to the finalisation of the financial year statements for 2023-24.

**LEGISLATIVE CONTEXT**

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

**LEGAL IMPLICATIONS**

There are no 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.

Council continues to have a working capital facility of \$10 million which is a tool available to manage operating liquidity requirements if required.

**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 July 2024.



## **12.4 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2024**

### **Monthly Financial Report 31 July 2024**

**Meeting Date: 20 August 2024**

**Attachment No: 1**

## 1. Executive Summary

This monthly financial report illustrates the financial performance and position of Livingstone Shire Council compared to the Adopted Budget at an organisational level for the period ended 31 July 2024.

	Month (\$'000s)			YTD 8.3%		FY (\$'000s)
Key Financial Results (\$'000's)	Actual	Budget	Variance	Actual	% of Full Year Budget	Budget
Operating Surplus/(Deficit)	41,421	33,730	7,692	41,421	-23825.60%	(174)
Operating Revenue	50,510	43,835	6,674	50,510	42.05%	120,131
Operating Expenditure	(9,088)	(10,106)	1,018	(9,088)	7.55%	(120,305)
Capital Works Expenditure	(869)	(1,643)	774	(869)	1.81%	(48,100)
Closing Cash & Cash Equivalents	119,724					122,569
Total Borrowings	48,737					42,370

### Commentary

Council should note that various year-end accounting entries are to be completed which will affect these financial results.

The Year-to-date results indicate a surplus with operational revenue ahead of budget expectations and operating expenditure being slightly behind year-to-date expectations.

Total Capital expenditure of \$869 thousand has been spent in July which is 1.81% of the full year budget.

As at 31 July 2024 Council had \$119.72 million in cash and \$48.74 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 2025. These are reported as single year-to-date results compared against the budgeted single-year result.

	YTD Actual	FY Budget	Tier 4 Target	Comment
<b>Financial Capacity</b>				
Council-Controlled Revenue Ratio (%) <sup>#</sup>	90.8%	85.2%	Contextual	Majority of Council revenue attributed to rates income.
Population Growth Ratio (%) <sup>#</sup>	Data not available	2.2%	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).
<b>Operating Performance</b>				
Operating Surplus Ratio (%) <sup>*#</sup>	✓ 82.0%	✗ -1.0%	Between 0% and 10%	The positive surplus ratio of 82% indicates operational expenses are coverable and remaining surplus can support capital expenditure and meet loan repayments.
Operating Cash Ratio (%) <sup>#</sup>	✓ 88.2%	✓ 31.0%	Greater than 0%	The positive operating cash ratio of 88.2% indicates that council has the ability to self-fund capital expenditure from surplus funds from core operations.
<b>Liquidity</b>				
Unrestricted Cash Expense Cover Ratio (months) <sup>#</sup>	✓ 16.3	✓ 15.0	Greater than 4 months	Council has sufficient unconstrained cash to meet ongoing and emergent financial demands for 16.3 months. Council has access to a \$10m QTC working capital facility which is equivalent to 1.6 months cover.
Net Financial Liability Ratio (%) <sup>*</sup>	✓ -186.7%	✓ -58.8%	Less than 60%	In-line with benchmark. Sufficient operating revenue to service liabilities.
<b>Asset Management</b>				
Asset Sustainability Ratio (%) <sup>*#</sup>	✗ 15%	⚠ 74%	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 15%.
Asset Consumption Ratio (%) <sup>#</sup>	✓ 69%	✓ 62%	Greater than 60%	Council's infrastructure assets have been consumed by 69% compared to what it would cost to build a new asset with the same benefit to the community.
Asset Renewal Funding Ratio (%) <sup>#</sup>	Commencing 2025-26	81.1%	Contextual	This ratio will measure the ability of Council to fund projected infrastructure asset renewal/replacements into the future.
<b>Debt Servicing</b>				
Leverage Ratio (times cover) <sup>#</sup>	✓ 1.1	✓ 1.1	0 - 3 times	Adequate capacity to manage unforeseen financial shocks & meet loan repayments.

<sup>\*</sup>Financial Management (Sustainability) 2013 legislated ratios

<sup>#</sup>Financial Management (Sustainability) 2024 legislated ratios

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### 3. Financial Reports

Operating Result for the period ending  
31/07/2024

Month (\$'000s)				YTD 8.3%				FY	
Actual	Budget	Variance <sup>1</sup>	>\$100K & 10%	Actual	Budget	Variance <sup>1</sup>	>\$100K & 10%	% of Full YTD	Budget
(\$'000)	(\$'000)	(\$'000)		(\$'000)	(\$'000)	(\$'000)		%	(\$'000)
				<b>Operating Revenue</b>					
45,902	42,153	3,749	⇌	Rates, levies and charges	45,902	42,153	3,749	48%	95,954
(14)	539	(553)	*	Fees and charges	(14)	539	(553)	0%	6,362
80	405	(325)	*	Sales revenue	80	405	(325)	2%	5,000
3,830	241	3,589	✓	Operating grants and subsidies	3,830	241	3,589	55%	6,954
544	384	161	✓	Interest received	544	384	161	13%	4,158
168	114	54		Other income	168	114	54	10%	1,704
<b>50,510</b>	<b>43,835</b>	<b>6,674</b>	✓	<b>Total Operating Revenue</b>	<b>50,510</b>	<b>43,835</b>	<b>6,674</b>	<b>42%</b>	<b>120,131</b>
				<b>Operating Expenses</b>					
(3,376)	(3,274)	(102)	⇌	Employee benefits	(3,376)	(3,274)	(102)	9%	(39,501)
(2,581)	(3,697)	1,116	✓	Materials & services	(2,581)	(3,697)	1,116	6%	(43,056)
(203)	(206)	3		Finance costs	(203)	(206)	3	8%	(2,583)
(2,929)	(2,929)	0		Depreciation & Amortisation	(2,929)	(2,929)	0	8%	(35,165)
<b>(9,088)</b>	<b>(10,106)</b>	<b>1,018</b>	✓	<b>Total Operating Expenses</b>	<b>(9,088)</b>	<b>(10,106)</b>	<b>1,018</b>	<b>8%</b>	<b>(120,305)</b>
<b>41,421</b>	<b>33,730</b>	<b>7,692</b>	✓	<b>Net operating result</b>	<b>41,421</b>	<b>33,730</b>	<b>7,692</b>	<b>-23826%</b>	<b>(174)</b>

- <sup>1</sup> Positive numbers represent under expenditure or additional revenue  
 ✓ Major positive variance, comment required  
 \* Major negative variance, comment required  
 ⇌ Within expectations, no comment required

#### Areas to note

At the time of reporting, the current reporting period (July) is subject change due to the finalisation of the financial year statements for 2023-24. The statements, and final results, are subject to audit certification.	
Fees and charges	The unfavourable variance is largely due to accrued revenue on infringements notices for the year ended 30th June 2024 which has been actioned.
Sales revenue	The unfavourable variance is due to the timing of invoices being issued and accruals being taken up for the year ended 30 June 2024. Sales revenue is made up of RMPC claims and other private works. Private works invoices are issued as projects progress or upon completion. July sales revenue claim to be raised in August.
Operating grants and subsidies	Operating grants and subsidies are received throughout the year. The Commonwealth Financial Assistance Grant of \$3,709,470 was received in July. The grant was budgeted to be received periodically throughout the year.
Interest Received	Interest received is favourable against budget expectations, due to the increment in the RBA cash rate leading to the QTC and Council's Banker raising interest rates. See Cash and Cash equivalents for more information on rates.
Materials & services	The underspend is largely due to the timing of invoices received and those taken up as accruals for the 2024 financial year. Many invoices were received in July for June goods or services expenditure and were accrued in the 2024 financial year.



Statement of Financial Position for the period ending  
31/07/2024

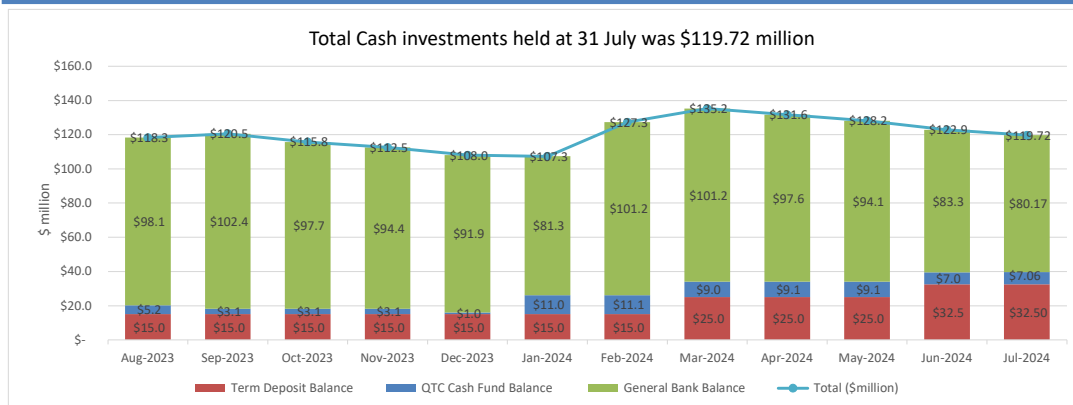
	Month-end Actual	Last month Actual	Movement	Full Year Adopted Budget
	(\$'000)	(\$'000)	(\$'000)	(\$'000)
Cash and cash equivalents	119,724	122,854	(3,130)	122,569
Receivables	48,011	6,897	41,114	9,532
Inventories	1,033	447	586	6,481
Land held for development or sale	2,764	2,764	-	-
Contract assets	5,329	5,329	-	-
Other assets	1,143	3,612	(2,469)	4,484
Property, plant & equipment	1,262,973	1,265,901	(2,928)	1,304,964
Intangibles	287	288	(1)	207
Capital works in progress	28,634	27,562	1,072	-
<b>TOTAL ASSETS</b>	<b>1,469,898</b>	<b>1,435,653</b>	<b>34,245</b>	<b>1,448,237</b>
Payables	4,902	14,030	(9,128)	5,717
Contract liabilities	3,270	3,109	161	-
Borrowings	48,737	48,537	200	42,370
Provisions	19,851	19,896	(45)	19,950
Other liabilities	3,583	3,785	(202)	2,686
<b>TOTAL LIABILITIES</b>	<b>80,343</b>	<b>89,357</b>	<b>(9,014)</b>	<b>70,723</b>
Asset revaluation surplus	260,563	260,563	0	297,598
Retained surplus/(deficiency)	1,128,992	1,085,733	43,259	1,079,916
<b>TOTAL COMMUNITY EQUITY</b>	<b>1,389,555</b>	<b>1,346,296</b>	<b>43,259</b>	<b>1,377,514</b>

## Areas to note

The current balances reflect the closing balances of the draft financial statements for year ending 30 June 2024. The statements, and final results, are subject to audit certification.

<b>Cash and cash equivalents</b>	Cash balances have decreased by \$3.13 million compared to the previous month. This is consistent with the timing of Council's half-yearly rates and quarterly water billing which is councils main source of income.
<b>Receivables</b>	\$41.11 million increase in receivables relates to the system generation of the Quarter 4 2023-24 water consumption and the first half-yearly rates and utility notices. Water and general rates were generated in the finance system in July to be issued on 25 August 2024 and due for payment on 26 September 2024.
<b>Other assets</b>	Decrease in current month due to timing of BAS refund from the ATO.
<b>Property, plant and equipment</b>	Movement relates to the monthly depreciation allocation and associated increase in accumulated depreciation.
<b>Capital works in progress</b>	\$1.07 million increase due to continued capital expenditure in July. Refer to the capital expenditure reports for further detail on the capital works program for 2024-25. Capitalisations to be completed for the year ended 30th June 2024.
<b>Payables</b>	Payables decrease due to timing of payment runs falling due and invoices payable being committed to the finance system prior to 30th June that were paid in July 2024. Accrued expenditure recognised at 30 June 2024 is released in full, in July 2024.
<b>Contract Liabilities</b>	Increase in contract liabilities in July relates to capital grants that have received funding in advance of the associated work completed. Capital grants are held as a contract liability and as works are completed, the equivalent portion of the grant will be released and recognised as capital revenue.
<b>Borrowings</b>	The increase in borrowings reflects the application of monthly interest and administration charges accrued on total borrowings in the month.
<b>Other Liabilities</b>	The decrease in other liabilities relates to the reversal of June 2024 lease accruals, as well as the Waste Management Levy being released monthly. The annual advance payment of the Waste Management Levy was received in prior years and the upfront payments held by Council are to cover the next three financial years.

## Cash and Cash Equivalents



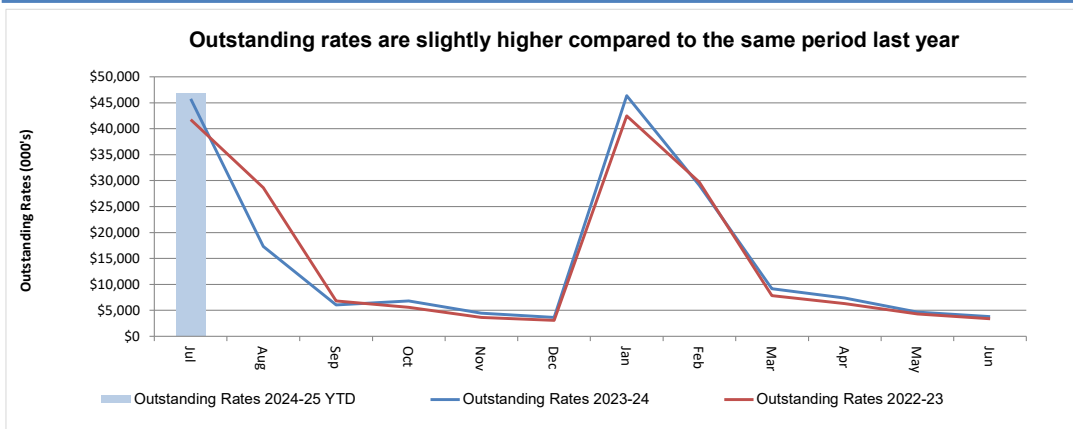
Investments are held with Council's general banker and in the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund. Council's interest earning rate as at 31 July 2024 is 5.15% p.a. (net of 0.12% administration fees) with the QTC and 4.85% p.a. with CBA. In July, the weighted average interest rate was 4.97% which is marginally above the target rate of 4.85%, which is 0.5%+ RBA Cash Rate (4.35%). The weighted average interest rate includes the interest rates on term deposits.

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's finance officers to maximise interest earnings.

## Receivables



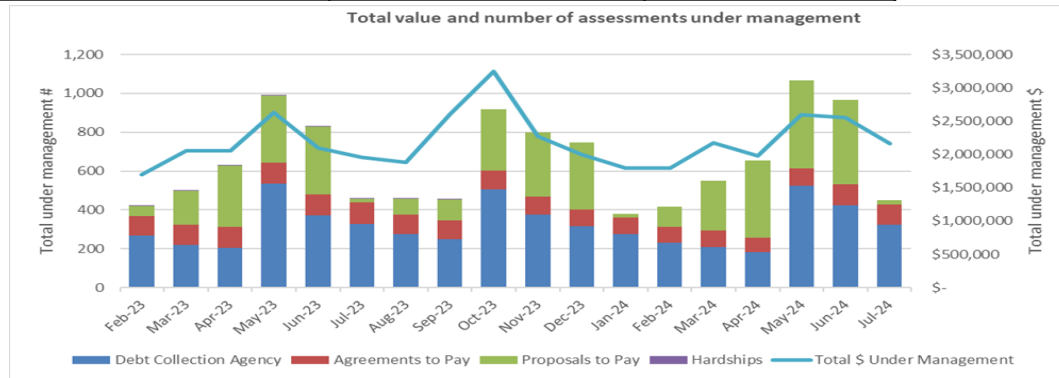
## Ageing of Rates Receivable at Month End

Total Rates Outstanding	\$46,813,634	
Less Current Levy	-\$42,191,611	
Total Eligible for Collection	\$4,622,023	
Current	\$1,395,417	30.19%
1 years	\$2,116,323	45.79%
2 years	\$580,008	12.55%
3 years	\$192,318	4.16%
4 years	\$88,177	1.91%
5 years	\$249,780	5.40%
Total Eligible for Collection	\$4,622,023	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 2024-25, 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.

Of the 18,538 rateable assessments, 450 (2.4% of ratepayers) are currently under management. This equates to 47% of the total value that is eligible for collection.

	As at July 2023		As at July 2024	
	#	\$	#	\$
Debt Collection Agency	329	\$ 71,923	323	\$ 1,432,996
Agreements to pay	109	\$ 617,716	106	\$ 675,118
Proposals to Pay	20	\$ 1,238,048	21	\$ 50,234
Council Hardship	2	\$ 30,580	0	\$ -
<b>Total under management</b>	<b>460</b>	<b>\$ 1,958,267</b>	<b>450</b>	<b>\$ 2,158,348</b>



Assessments with debt collection agencies decreased by \$261k on the prior month and there was a decrease in the number of assessments with debt collection agencies of 102 assessments. Proposals to pay increased by \$172k.

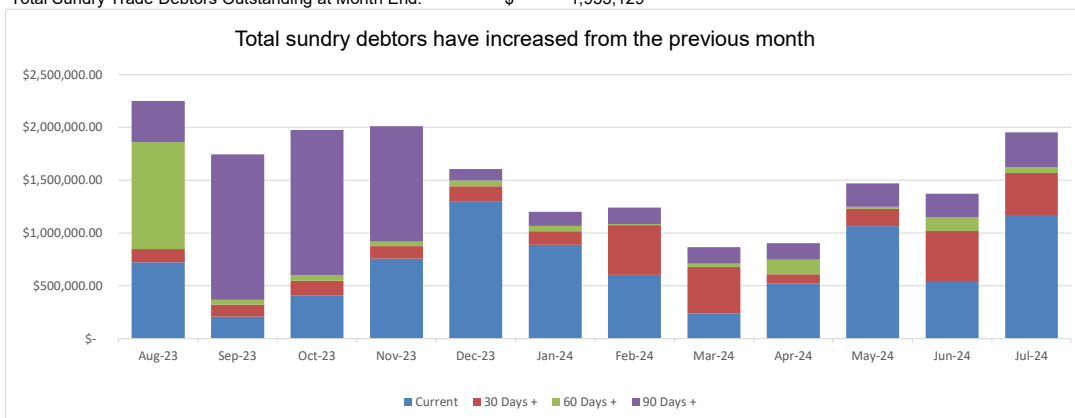
There was a decrease in the total number of assessments under management on last month (decrease of 416 assessments), with the total value of the assessments under management decreasing by \$309k.

Compared to the same time last year, there is a decrease of 10 assessments and \$200k more 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.

#### Outstanding Sundry Trade Debtors

Total Sundry Trade Debtors Outstanding at Month End: \$ 1,953,129



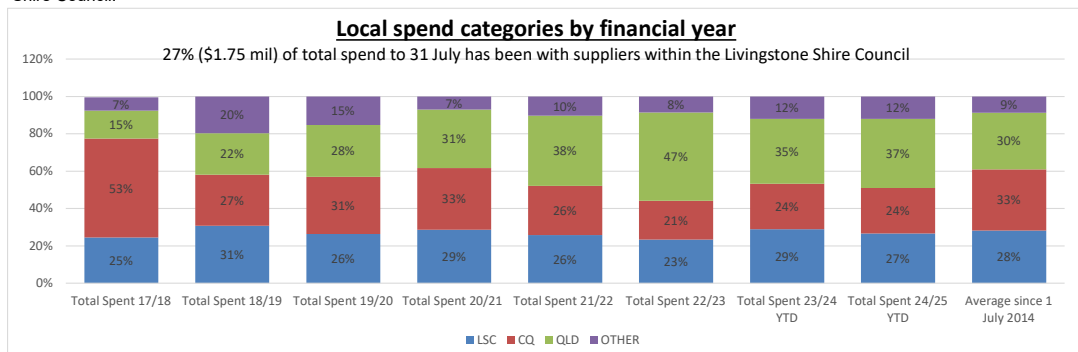
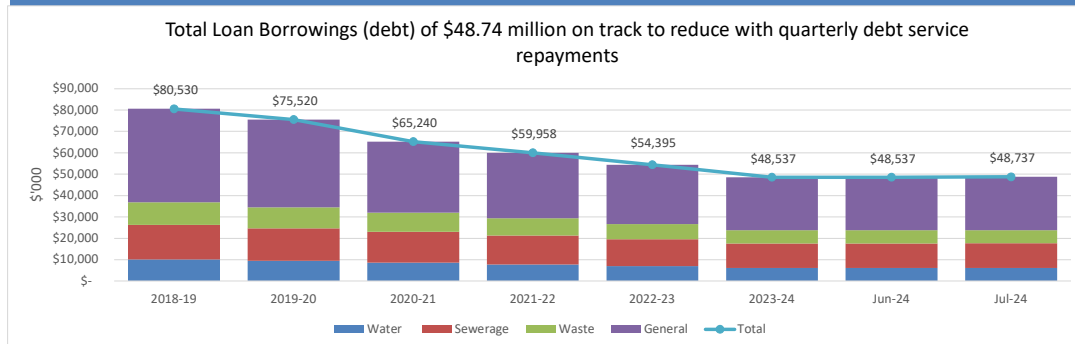
**Payables****Procurement**

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, was 27% or \$1.75 million.

	YTD Spend (\$million)	%
LSC - Business located within the shire boundaries.	\$ 1.75	27%
CQ - Business completely set up and run outside of LSC boundaries but within the Central Queensland region.	\$ 1.60	24%
QLD - Business based outside of Central Queensland but within Queensland.	\$ 2.44	37%
OTHER - Business based outside of Queensland.	\$ 0.79	12%
	<b>\$ 6.57</b>	<b>100%</b>

The bar graph below summarises the allocation by local spend categories for the previous seven (7) financial years. Since 1 January 2014 council has procured, on average, 61.1% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.

**Borrowings**

Debt Position	YTD Actual (\$'000)	Budget
Total Debt held as at 1 July 2024	\$48,536	\$48,543
New borrowings drawn down in 2024-25	-	-
Interest & administrative charges	\$200	\$2,250
Total debt service payments	-	(\$8,422)
<b>Total Debt held at reporting period</b>	<b>\$ 48,737</b>	<b>\$ 42,370</b>

In-line with Council's debt policy, a debt service payment of \$2,105,500 (being approximately \$1,908,000 repayment of principal and \$197,500 interest and administrative charges) is to be paid quarterly during 2024-25. Interest accrues monthly calculated on a daily basis until the next debt service payment. No new borrowings are budgeted to be drawn down throughout the 2024-25 financial year.

As at 30 July 2024 the weighted average interest rate of all Council debt is approximately 4.81%.

The Department of Housing, 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.

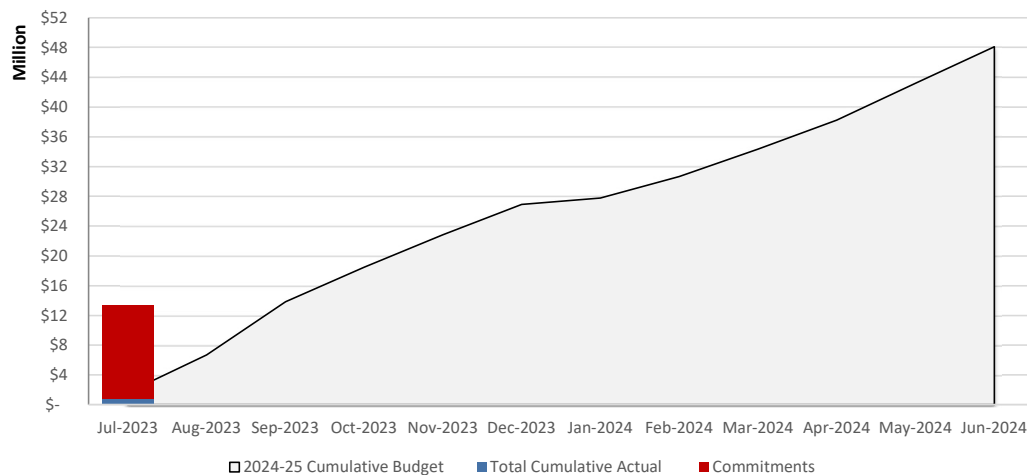


#### 4. Capital Expenditure

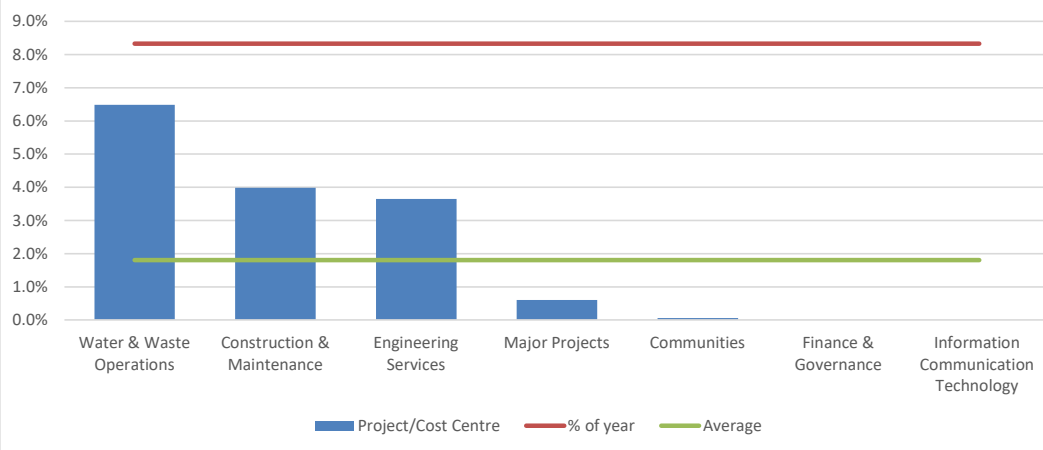
Capital revenue and expenditure report (all projects) for period ending 31/07/2024

Month ('\$000s)			YTD 8.3%		Full year (\$'000's)
Actual	Budget	Variance	Actual	% of Full year Budget	24-25 Budget
<b>Capital expenditure</b>					
482	1,098	(616)	482	1.2%	41,940
387	544	(158)	387	6.3%	6,159
<b>869</b>	<b>1,643</b>	<b>(774)</b>	<b>869</b>	<b>1.8%</b>	<b>48,100</b>
<b>Capital Revenue</b>					
500	1,287	(787)	500	3.2%	15,450
492	339	153	492	12.1%	4,062
0	23	(23)	0	0.0%	270
<b>992</b>	<b>1,648</b>	<b>(657)</b>	<b>992</b>	<b>5.0%</b>	<b>19,782</b>

Total funds committed to capital is \$12.46 million as at 31 July 2024



On average, 1.8% of capital budgets were Expended by 31 July 2024



**Capital Project (>\$100,000) Expenditure for the Period**  
**31/07/2024**

Project/Cost Centre Description	24-25 Adopted Budget \$'000	CAPEX Spent YTD \$'000	YTD % Budget (8.3% of year)	Remaining Budget/(Over Budget)	Project Life To Date Costs \$'000
<b>Information Communication Technology</b>					
(R) CIT-Switches-Routers-UPS replacement	11	0	0%	11	0
Various ICT Projects <\$100,000	0	0	0%	(0)	0
<b>Subtotal</b>	<b>11</b>	<b>0</b>	<b>0%</b>	<b>10</b>	<b>0</b>
<b>Finance &amp; Governance</b>					
(R)-Fleet Renewal Annual Program	2,500	0	0%	2,500	0
<b>Subtotal</b>	<b>2,500</b>	<b>0</b>	<b>0%</b>	<b>2,500</b>	<b>0</b>
<b>Construction &amp; Maintenance</b>					
(N)-RC-NC-Farnborough Rd 19-013 Blackspot 2324 \$255k	242	1	0%	242	8
(N)-RC-FW-Artillery Rd FW1 Ch1775-Ch2217	233	55	24%	178	1,904
(U) RC-Normanby St 22-020 est \$7.339m Up	2,110	9	0%	2,101	286
(R)- PR Pavement rehab Daniel Park to Scenic Highway	775	0	0%	775	30
(N)-DESIGN-UC-Yeppoon State HS carpark	680	0	0%	680	19
(N)-UC-NC Scenic Hwy 22-166 Blackspot 23	516	0	0%	516	17
(N)-UC-PW Clayton Rd-Lyndall Dr Lammermoor Stg1 22-111	425	0	0%	425	0
(N)-UC-NC-Jabiru Drive Extension T-130	400	170	43%	230	1,660
(N)-UC-NC-VinEJones Drv Car Parking 17-0	330	3	1%	327	3
(N)-BS- Clayton Rd and Keppel Dve bus stops TMR/Tranzlink funding	285	5	2%	280	15
(N)-UC-NC Arthur St carpark and stormwater	236	26	11%	210	1,193
(N)-UC PW Yeppoon State PS footpath 23-121 STIP	205	0	0%	205	22
(R)-UC-SW-Renewal Program-\$305K	150	0	0%	150	148
(R)-RC-PR-Etna Creek Road	800	193	24%	607	455
CP419 CAPITAL CONTROL RURAL RESEAL PROGRAM	0	0	0%	0	623
CP422 CAPITAL CONTROL RURAL GRAVEL RESHEETS	2,250	15	1%	2,235	1,640
CP423 CAPITAL CONTROL BEACH ACCESS RENEWAL PROGRAM	100	0	0%	100	0
CP423 CAPITAL CONTROL FLOODWAY RENEWAL PROGRAM	250	0	0%	250	0
CP428 CAPITAL CONTROL URBAN RESEAL PROGRAM	1,630	4	0%	1,626	848
Various construction projects <\$100,000	610	7	1%	603	663
<b>Subtotal</b>	<b>12,228</b>	<b>488</b>	<b>4%</b>	<b>11,740</b>	<b>9,535</b>
<b>Waste Water and Sewer</b>					
(R)-WN-WV&H Valves & Hydrants Annual Pro	172	7	4%	166	17
(R)-WP-WMR-Farnborough Rd 200mm Water Ma	650	0	0%	650	50
(R)-WP-Brae St Flinders Nth and Elma St	320	5	2%	315	60
(R)-WP-Normanby St (Hill-Ben) AC Mains replacement	150	0	0%	150	1
(R) SEW-Passive Sewer Renewals \$200K	200	102	51%	98	193
(U) SC-SEW-55 SRM-Hartley Street sewer rising main	270	4	1%	266	4
(U)-SEW-71-SGM-Scenic Hwy 375 dia gravity main upgrade,	255	0	0%	255	2,454
(U)-SP-SEW-60 450 SRM new SPS to Shaw Av	100	1	1%	99	71
(R)-SP-Active Sewer Renewals \$200K	200	21	10%	179	252
Various Waste Water and Sewer projects <\$100,000	348	34	55%	314	1,976
<b>Subtotal</b>	<b>2,666</b>	<b>173</b>	<b>6%</b>	<b>2,493</b>	<b>5,078</b>

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**Capital Project (>\$100,000) Expenditure for the Period  
31/07/2024**

Project/Cost Centre Description	24-25 Adopted Budget \$'000	CAPEX Spent YTD \$'000	YTD % Budget (8.3% of year)	Remaining Budget/(Over Budget)	Project Life To Date Costs \$'000
<b>Major Projects</b>					
(U)-SP-Emu Pk STP Process Upgrade 19-128	4,600	5	0%	4,595	2,944
(U)-FC-Yeppoon Aquatic Centre Upgrade	3,800	3	0%	3,797	456
(N)-SP-GKI WWTP - Plant and network construction	3,000	0	0%	3,000	0
(N)-E&P-Gateway Stage 4 est.\$2.2M	2,200	0	0%	2,200	1
(N) SEW-65-66-86-121-Tanby Rd South PFTI	2,110	31	1%	2,079	560
(U)-RC-Artillery Greenlake Rd Int Upgrade	1,472	0	0%	1,472	55
(N)-SP-GKI WWTP - Design and Project Mgm	1,190	48	4%	1,142	275
(U)-RC-Greenlake Rd Align Site A Ch2100-Ch2300 est\$1m ROSI	1,000	1	0%	999	40
(N)-W&R-Yeppoon Landfill Cell extension	921	29	3%	892	721
(R) RC-BDG-Doonside Rd Canal Ck Ch6325 Timber Bridge replacement	625	0	0%	625	526
(R) SN-2425 Sewer Relining Program Passive	500	0	0%	500	0
(R)-RC-BDG-Werribee Rd Replace Timber Bridge	500	1	0%	499	474
(N)-W&R-Emu Park Transfer Station Upgrade	490	0	0%	490	1
(U)-MC-Wadallah Creek Crossing 24-030	400	0	0%	400	0
(N)-GKI Gateway Arrival Precinct Planning and Delivery	400	1	0%	399	1
(R)-Design-UC BDG Adelaide Pk bridge replacement	347	0	0%	347	5
(U)-DESIGN-EPSLC Revetment wall 24-036	140	0	0%	140	0
Various CP424 projects <\$100,000	30	24	81%	6	8,616
<b>Subtotal</b>	<b>23,725</b>	<b>143</b>	<b>1%</b>	<b>23,582</b>	<b>14,675</b>
<b>Engineering Services</b>					
(N)-DESIGN-PW-Rail Trail to Pines Design	322	0	0%	322	0
(R) WC-WMR Rosslyn Bay Trunk 17-114	210	4	2%	206	60
(R)-DESIGN-HZ-Inverness Reticulation 24-	195	0	0%	195	0
(N)-DESIGN-Taranganba State PS Bus Shelter	163	42	26%	121	150
(R)-WN-WAT-33 Pacific Heights HZ Booster	150	0	0%	150	24
Various CP431 projects <\$100,000	723	18	0	705	747
<b>Subtotal</b>	<b>1,763</b>	<b>64</b>	<b>0</b>	<b>1,699</b>	<b>981</b>
<b>Community Wellbeing</b>					
(R)-FC-Lagoon Building 'A' Air Con Replacement	550	0	0%	550	35
(N) FC-Paramount Park Playground Rockyview	350	0	0%	350	0
(N) FC-Thwaite Park Amenities block est	215	0	0%	215	0
(R)-FC-2425 Cooe Bay Tennis court resurface	200	0	0%	200	0
(R)-FC-2425 Switchboard renewals	140	0	0%	140	1
(R)-FC-Amenities Annual Program Renew & Upgrade	100	0	0%	100	0
(R) FC-30 Raymond Tce renovation est\$100	100	0	0%	100	0
(U) FC-Fuel Pods Yeppoon and Caves Depot	100	0	0%	100	0
Various Facility projects <\$100,000	444	1	0%	443	863
Various Community projects <\$100,000	65	0	0%	65	487
<b>Subtotal</b>	<b>2,264</b>	<b>1</b>	<b>0%</b>	<b>2,263</b>	<b>1,386</b>
Provision for project inflation risk	2,944			-	
<b>TOTAL CAPITAL PROGRAM</b>	<b>48,100</b>	<b>869</b>	<b>1.81%</b>	<b>44,286</b>	<b>31,655</b>

## 5. 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
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	
<b>Council-Controlled Revenue Ratio (%)<sup>#</sup></b>	
Council-controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.	$\frac{\text{Net rates, levies and charges} + \text{Total Fees \& charges}}{\text{Total operating revenue}}$
A higher council- controlled revenue indicates a stronger ability to generate operating revenue without relying on external sources. Councils with a high ratio generally have a healthy rate base and are better able to respond to unexpected financial obligations such as natural disaster recovery.	
A lower council-controlled revenue ratio indicates that a council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income such as operating grant funding, sales and recoverable works contracts, and rental income.	
<b>Population Growth Ratio (%)<sup>#</sup></b>	
Population growth is a key driver of a council's operating income, service needs and infrastructure requirements into the future.	$\frac{\text{Prior year estimated population}}{\text{Previous year estimated population}} - 1$
A growing council population indicates a greater capacity to generate its own source revenue through rates as well as statutory charges. Population growth also puts additional pressure on councils to invest in new community infrastructure to support service needs.	
Operating Performance	
<b>Operating Surplus Ratio (%)<sup>#</sup></b>	
This is an indicator of the extent to which operating generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.	$\frac{\text{Operating result}}{\text{Total operating revenue}}$
An operating surplus ratio above 0% is an indication that council is managing its finances within its existing funding envelope and generating surplus funds for capital funding or other purposes.	
An operating surplus ratio below 0% is an indication that a council's operating expenses exceed its revenue. An operating deficit in any one year is not a cause for concern, if over the long term, a council achieves a balanced operating result or small surplus. 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.	
<b>Operating Cash Ratio (%)<sup>#</sup></b>	
The operating cash ratio is a measure of councils ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.	$\frac{\text{Operating result add Depreciation and amortisation add finance costs}}{\text{Total operating revenue}}$
A positive operating cash ratio indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund its capital expenditure requirements.	
A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential future liquidity issues, as all other things being equal, a negative result means that a council's cash position is declining and revenues are not offsetting the cost of core operational requirements.	

Liquidity	
<b>Unrestricted Cash Expense Cover Ratio (months)<sup>#</sup></b>	
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 number of months a council can continue operating based on current monthly expenses.	$\frac{\text{(Total Cash and Equivalents add Current investments add available ongoing QTC working capital facility limit less Externally Restricted Cash)}}{\text{(Total Operating Expenditure less Depreciation and amortisation less Finance Costs)}}$
A higher unrestricted cash expense cover ratio indicates that a council has sufficient free cash available to 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 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.	
<b>Net Financial Liability Ratio (%)<sup>*</sup></b>	
This is an indicator of the extent to which the net financial liabilities of Council can be serviced by operating revenues. A ratio greater than zero (0) implies liabilities exceed current assets.	$\frac{\text{Total Liabilities} - \text{Current Assets}}{\text{Total operating revenue}}$
This ratio is no longer reported against under the new financial management sustainability guideline.	
Asset Management	
<b>Asset Sustainability Ratio (%)<sup>#</sup></b>	
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.	$\frac{\text{Capital expenditure on replacement of Infrastructure Assets (Renewals)}}{\text{Depreciation expenditure on Infrastructure Assets}}$
An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation.	
<b>Asset Consumption Ratio (%)<sup>#</sup></b>	
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.	$\frac{\text{Written down replacement cost of depreciable infrastructure assets}}{\text{Current replacement cost of depreciable infrastructure assets}}$
The minimum target of 60% indicates that a council's assets are being broadly consumed in line with their 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.	
<b>Asset Renewal Funding Ratio (%)<sup>#</sup></b>	
The asset renewal funding ratio measures the ability of a council to fund its projected infrastructure asset renewal/replacements in the future.	$\frac{\text{Total of Planned Capital Expenditure on Infrastructure Asset Renewals over 10 years}}{\text{Total of Required Capital Expenditure on Infrastructure Asset Renewals over 10 years}}$
Ideally, the asset renewal funding ratio should be as close to 100% as possible, as this indicates that a council is appropriately funding and delivering the entirety of its required capital program as outlined by its 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.	
<b>Debt Servicing Capacity</b>	
<b>Leverage Ratio (times cover)<sup>#</sup></b>	
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.	$\frac{\text{Book Value of Debt}}{\text{Total Operating Revenue less Total Operating Expenditure add Depreciation and Amortisation add finance costs}}$
A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to already high debt levels and/or decreasing operational performance, while a lower ratio indicates the opposite.	
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.	
<sup>#</sup> Financial Management (Sustainability) 2013 legislated ratios	
<sup>#</sup> Financial Management (Sustainability) 2023 legislated ratios	
6. Reference Material	
Local government sustainability framework	<a href="https://www.statedevelopment.qld.gov.au/local-government/for-councils/finance/local-government-sustainability-framework">https://www.statedevelopment.qld.gov.au/local-government/for-councils/finance/local-government-sustainability-framework</a>
	<a href="#">Sustainability Framework</a>
	<a href="#">Financial Management (Sustainability) Guideline</a>
	<a href="#">Risk Framework</a>
	<a href="#">Frequently Asked Questions</a>
Budget 2023-24	<a href="https://www.livingstone.qld.gov.au/current-budget">https://www.livingstone.qld.gov.au/current-budget</a>
Estimated Resident Population (ERP)	<a href="https://profile.id.com.au/livingstone/population-estimate">https://profile.id.com.au/livingstone/population-estimate</a>

# **12.4 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2024**

## **July 2024 Contract Award Summary**

**Meeting Date: 20 August 2024**

**Attachment No: 2**



## July 2024 - Contract Award Summary

### 2024.002A – Yeppoon Landfill Stage 3 – Cell Construction

Council is expanding the functionality of the Yeppoon Landfill by construction of the Yeppoon Landfill Stage 3 Cell. This project involves the construction of a new cell to the west of the existing Stage 2 cell and will increase the landfill ground space by 18,600m<sup>2</sup> and increase the airspace by 335,801m<sup>3</sup>. The purpose of the 2024.002A – Yeppoon Landfill Stage 3 – Cell Construction tender was to procure a suitably qualified Civil Contractor to undertake the construction of the new Stage 3 cell as per the GHD Technical Specification.

The tender was advertised on Tuesday, 7<sup>th</sup> of May 2024 in the digital Morning Bulletin. It was also posted on VendorPanel Public Tenders, the Livingstone Shire Council website and Council's Facebook page. The tender closed at 2:00pm on Thursday, 6<sup>th</sup> of June 2024 and was open for 30 days.

The Panel arrangement was amended during the tender process prior to the tender submission evaluation phase due to the change in staff positions. One panel member identified a perceived conflict of interest whereby they had completed the Construction Quality Assurance activities whilst employed by a neighbouring Council and one tenderer was the Construction Contractor. Council took this into consideration, however as no direct relationship was established, it was determined that there was no reason to restrict the panel members involvement in the process. No further conflicts were documented.

Eight (8) tenderers submitted prices for the Yeppoon Landfill Stage 3 – Cell Construction, seven (7) of the submissions were conforming with one (1) being deemed as non-conforming due to a partial submission received and was not considered further in the assessment. The conforming seven (7) submissions were evaluated against the following criteria – 1. Project Understanding & Methodology (20%), 2. Program (10%), 3. Previous Experience & Key Personnel (20%), 4. Local Content (10%) and 5. Price (40%).

The evaluation panel assessed each offer individually against the criteria and assessments were compiled into a summary to facilitate panel evaluation discussions. All contractors had engaged specialist subcontracts to complete the critical liner installation tasks on their behalf and in all cases, the geomembrane installation subcontractor was sourced from outside the Central Queensland region as there are no local subcontractors qualified and experienced for these liner installation works.

The submission received by the successful tenderer provided a comprehensive methodology detailing each phase and with time allocated for testing and delivery of the liner materials. The submission outlined procedures and demonstrated the required experience for each of the major tasks to be undertaken during the project. An assessment of the pricing was undertaken and from the close grouping of the prices received, it has demonstrated that the pricing offered is at the current market rate.

When the panel considered local content, they did so with locally sourced resources and products in mind, in addition to the business location. One (1) conforming tender submission was received from Livingstone Shire, two (2) from the wider CQ region and four (4) from Queensland based organisations. Notably tenderers based outside of the Central Queensland



region indicated sourcing of materials and earthmoving equipment from local suppliers, but supplemented operations with their own staff.

Through extensive evaluations of the seven (7) conforming tender submissions received, the panel recommended for resolution to proceed to award based on an approved budget of \$5,000,000 to Calibre Earthmoving & Environmental Pty Ltd for a contract sum of \$3,923,548.60 (Ex GST).

#### **2024.002B – Yeppoon Landfill Stage 3 – Quality Assurance & Superintendency Services**

Council approached the market simultaneously for a suitably qualified and experienced consultant to provide the Superintendency services and monitor the contractor's adherence to quality during the construction of the Yeppoon Landfill Stage 3 Upgrade Project as per the GHD Construction Assurance Plan.

The tender request was open for 30 days and was advertised on Tuesday, 7<sup>th</sup> of May 2024 in the digital Morning Bulletin. It was also posted on VendorPanel Public Tenders, the Livingstone Shire Council website and Council's social media pages. The tender closed at 2:00pm on Thursday, 6<sup>th</sup> of June 2024.

The panel arrangement was amended during the tender process prior to the tender submission evaluation phase and panel member functions were transferred due to the change in staff positions. The evaluation panel, probity advisor and relevant delegated authority completed Conflict of Interest disclosures and no conflicts were documented. A related parties check was undertaken, and no findings were noted.

Six (6) Tenderers submitted prices for the Yeppoon Landfill Stage 3 – Quality Assurance & Superintendency Services, four (4) of the submissions were conforming with two (2) being deemed non-conforming and not considered further in the evaluation process. The four (4) remaining tenderer's responses were assessed against the following criteria 1) Project Methodology & Understanding, 2) Previous Experience & Key Personnel, 3) Local Preference and 4) Price.

The evaluation panel assessed each offer against the criteria and individual assessments were then compiled into a summary to assist the panel discussion. Upon review of the submissions, the panel indicated concerns regarding the hours allowed for and great variance between submissions. The panel sought clarifications from all conforming Tenderers to ensure a fair and equal opportunity to provide a review allocation and costing.

Whilst the panel agreed the tender responses received were of a high quality, evidenced suitable capability, certification and demonstrated comprehensive experience, it was agreed that from analysing comments for criteria and pricing there was one company providing the best value for money for Council.

Based on the evaluation scores and the valued offered to Council, the panel unanimously agreed to award the 2024.002B – Yeppoon Landfill Stage 3 – Quality Assurance & Superintendency Services contract to Moloney & Sons Engineering for a contract sum of \$223,572.00 (ex GST).

PO Box 2292 Yeppoon Qld 4703  
Phone 07 4913 5000 or 1300 790 919

[www.livingstone.qld.gov.au](http://www.livingstone.qld.gov.au)  
[enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au)

ABN 95 399 253 048



**2024.003 – PSA Supply & Delivery of Traffic Control Services**

The Preferred Supplier Arrangement Supply & Delivery of Traffic Control Services seeks to establish a preferred supplier arrangement for the supply of Traffic Control providers to provide services to Livingstone Shire Council as required.

The tender was advertised on "22 May 2024" in the digital Morning Bulletin. It was also posted on VendorPanel Public Tenders, the Livingstone Shire Council website and Council's Facebook page. The tender closed at 2:00PM on "20 June 2024".

The tender received six (6) submissions, one (1) submission failed to provide appropriate documentation and notably could only supply Traffic Management design services. This provider was deemed non-conforming and did not proceed to the evaluation stage. Of the remaining five (5) submissions, four (4) of the submissions overall technical score was above 90 and provided a high standard of quality in submission.

The evaluation panel assessed each offer individually against the criteria. The individual assessments were then compiled into a summary to assist panel discussion. The team agreed that from analysing comments for criteria and pricing, the top four (4) companies are recommended for award as per [s233] demonstrating the local government is able to obtain better value for money by accumulating the demand or the goods and services in large volume with frequency.

Formed on the above evaluation and tender submission reviews, the panel recommend that the Preferred Supplier Arrangement be awarded to Altus Traffic Pty Ltd, Arid to Oasis Traffic Solutions Pty Ltd, East Coast Traffic Control & Evolution Traffic Management.

**2024.005 – Design & Construct Adelaide Park Road Pedestrian Bridge and Footpath Approaches**

The purpose of this Tender is to replace the existing aged timber structure at Adelaide Park pedestrian bridge and provide a low maintenance structure capable of withstanding appropriate design loads.

The tender was advertised on "20th May 2024" in the digital Morning Bulletin. It was also posted on VendorPanel Public Tenders, the Livingstone Shire Council website and Council's Facebook page. The tender closed at 2:00PM on "25th June 2024".

The tender process saw 7 conforming submissions received with 2 companies providing additional alternative submissions; each submission saw a significant variance in pricing.

The evaluation panel assessed each offer individually against the criteria being Demonstrated Experience and Key Personal 30%, Project Understanding Methodology and Program 20%, Local Content 10% and Price weighting at 40%. The individual assessments were then compiled into a summary to assist panel discussion. The team agreed that from analysing comments for criteria and pricing there was one company providing the best outcome.

PO Box 2292 Yeppoon Qld 4703  
Phone 07 4913 5000 or 1300 790 919

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After reviewing all Evaluation Spreadsheets received it was evident that the 3 panel members were able to agree that 2024.005 - Design & Construct Adelaide Park Road Pedestrian Bridge & Approaches should be awarded to Yeppoon Metal Industries.

Reasons being included: Local supplier, Program has a quick turnaround time, Experience working with Council and Value for money.

#### **2024.010 – Emu Park Pool Management Agreement**

Livingstone Shire Council requires a suitable contractor to manage the everyday operations of the Emu Park Pool facility.

The tender was advertised on "27 June 2024" in the digital Morning Bulletin. It was also posted on VendorPanel Public Tenders, the Livingstone Shire Council website and Council's Facebook page. The tender closed at 2:00PM on "18 July 2024".

After advertising the Tender for a 21-day period, two (2) submissions were received. Unfortunately, one (1) submission was deemed non-Conforming as the submission was of poor quality and mandatory documentation was not provided. One (1) conforming submission was received from the current provider, which provided a high-quality and detailed submission.

The evaluation panel assessed each offer individually against the criteria being Demonstrated Experience 40%, Business Capacity 20%, Local Content 10% and price weighting 30%. The individual assessments were then compiled into a summary to assist panel discussion. The team agreed that from analysing comments for criteria and pricing that the 1 submission was suitable for Councils current requirements.

After reviewing all evaluation spreadsheets and overall technical scoring it was agreed that the current provider and only conforming submission met Councils requirements, the panel were all happy to award to MPB Management Group Pty Ltd.

PO Box 2292 Yeppoon Qld 4703  
Phone 07 4913 5000 or 1300 790 919

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[enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au)

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**12.5 2024 INTERIM REPORT - FINANCIAL YEAR ENDING 30 JUNE 2024**

**File No:** FM12.9.1  
**Attachments:** 1. 2024 Interim Report [↓](#)  
**Responsible Officer:** Alastair Dawson - Acting Chief Executive Officer  
**Author:** Andrea Ellis - Chief Financial Officer

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**SUMMARY**

*The 2024 Interim Management Report is presented to Council for noting. The report also contains the status of current and prior year issues.*

**OFFICER'S RECOMMENDATION**

THAT Council notes the observations contained within the Livingstone Shire Council 2024 Interim report to the Mayor (observation report) from the Queensland Audit Office for the 2023-24 financial year.

**BACKGROUND**

Each financial year Council's financial statements must be audited and for the 2023-24 financial year the audit is being undertaken by Queensland Audit Office.

Section 54 of the *Auditor-General Act 2009* enables the Queensland Audit Office to prepare an interim report containing the observations on the design and implementation of internal controls and the operating effectiveness of the relevant internal controls.

Section 213 of the *Local Government Regulation 2012* requires this report to be presented at the next ordinary meeting of Council.

It is important to note that the interim report is additional to the Independent Auditor's Report that is provided with Council's set of certified financial statements.

A final management report will be provided by the Queensland Audit Office upon the completion of the annual audit.

**COMMENTARY**

The external audit plan was issued on 26 March 2024. The interim testing for Livingstone Shire Council was a result of the audit work performed up to 28 June 2024.

The Interim Report contains any issues identified during this interim audit and categorises these issues into either 'Internal Control Issues' (assessed as 'significant deficiency', 'deficiency' or 'other matter').

Section 1 summarises the audit progress and outlines emerging risks. The report notes four (4) deficiencies, with no matters unresolved from the prior year.

- Four (4) deficiencies identified
  - One (1) raised during interim, relating to the payroll control environment and resolved pending audit clearance
  - Three (3) raised during planning, 2 of which are resolved pending audit clearance
- Four (4) other matters identified
  - Two (2) raised at interim
  - Two (2) raised during planning, one is resolved, and the other is resolved pending audit clearance.

Section 2 summarises the matters previously reported in prior years.

### **PREVIOUS DECISIONS**

The 2023-24 Planning report was received by Council on the 18 June 2024.

### **ACCESS AND INCLUSION**

There are no access and inclusion implications associated with this report.

### **ENGAGEMENT AND CONSULTATION**

The Planning Report was tabled at the Audit, Risk and Improvement Committee meeting held on 6 June 2024.

### **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 this report.

### **BUDGET IMPLICATIONS**

External audit work has been performed in line with milestones identified in the external audit plan. Progress against these milestones and audit fees are on track. Total external audit fees are estimated to be \$190,300 (excluding GST).

### **LEGISLATIVE CONTEXT**

Section 54 of the *Auditor-General Act 2009*

Section 213 of the *Local Government Regulation 2012*

### **LEGAL IMPLICATIONS**

There are no legal implications because of this report. Type text

### **STAFFING IMPLICATIONS**

There are no staffing implications because of this report.

### **RISK ASSESSMENT**

The Audit, Risk and Improvement Committee will provide regular oversight and monitoring of all audit findings.

The planning and interim audit work allows testing on Councils financial systems and processes to ensure that the internal control environment can support an audit strategy where the auditors can rely upon Council's controls.

### **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 Queensland Audit Office assess internal controls, performance against sustainability ratios and emerging risks, including going concern and liquidity. Monitoring these measures will ensure Council can remain financially sustainability into the long term

### **CONCLUSION**

The Queensland Audit Office Interim Management Report is presented to Council for noting of their observations.

# **12.5 - 2024 INTERIM REPORT - FINANCIAL YEAR ENDING 30 JUNE 2024**

## **2024 Interim Report**

**Meeting Date: 20 August 2024**

**Attachment No: 1**



## 2024 INTERIM REPORT

# Livingstone Shire Council

8 August 2024



Councillor Adam Belot  
Mayor  
Livingstone Shire Council

Dear Councillor Belot

### 2024 Interim report

We present our interim report for Livingstone Shire Council for the financial year ended 30 June 2024. This report details the results of our interim work performed to 28 June 2024. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

#### Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

#### Deficiencies:

- 1 raised during interim, relating to the payroll control environment
- 3 raised during planning, 2 of which are resolved pending audit clearance

#### Other matters:

- 2 raised at interim, relating to the contracts register, and lack of review of the IT Change Management Plan
- 2 raised during planning, one is resolved and the other is resolved pending audit clearance

Based on the results of our testing completed to date, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

Refer to [Section 2: Status of issues](#) and [Section 3: Matters previous reported](#) for further details.

If you have any questions or would like to discuss the audit report, please contact me on 3149 6066 or Jessica Rossouw on 3149 6157.

We would like to thank Andrea, Tony, and the wider finance team, as well as all other management and staff involved for their positive engagement and assistance during the interim audit.

Yours sincerely

*Jacques Coetzee*

Jacques Coetzee  
Director

Enc.

cc. Mr A Dawson, Acting Chief Executive Officer  
Mr P Sheville, Chair of the Audit, Risk and Improvement Committee

Queensland Audit Office  
Level 13, 53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

Phone 07 3149 6000  
Email [qao@qao.qld.gov.au](mailto:qao@qao.qld.gov.au)  
Web [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
 Queensland Audit Office (QAO)

2024 Interim report

# 1. Status of issues

## Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to [Section 3: Matters previously reported](#) for the status of previously raised issues.

Year and status	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	4	4
Prior year issues – unresolved	-	-	-
<b>Total issues</b>	-	4	4

Note: \*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

The following section details control deficiencies and other matters identified as at 28 June 2024. It includes a response from management.

Our 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](http://www.qao.qld.gov.au/information-internal-controls) or scan the QR code.



## D Deficiency

### 24IR-6 Weakness in payroll controls review documentation and timeliness

#### Observation

We identified the following matters in relation to the evidence supporting the independent review and timeliness of payroll controls:

#### New starters

- For three of twelve new starters tested, the new employee forms were stamped as 'checked' however the form did not contain the name of the reviewer or date of review. The task of the reviewer is to check whether the employee details on the new starter form have been correctly entered into the payroll system, Aurion.

#### Review of monthly reconciliation of Aurion to FinanceOne

- For three of four months selected for testing, the monthly reconciliations were prepared between 53 and 114 days (8-12 weeks) after the month being reconciled. The subsequent independent review was therefore also not on a timely basis.

#### Fortnightly review of employee masterfile changes report

- For our eight sample items, the independent review process concluded 23 to 67 days (3-10 weeks) after the fortnight in which the masterfile changes were made
- For six of the eight samples selected, the evidence supporting the review of changes made to the masterfile was the reviewer's name typed into an Excel spreadsheet.



## 2024 Interim report

## Implication

Timely preparation and review of key controls is important to enable the early detection of payroll errors or potential fraudulent payments.

Without reliable evidence documented to support the operation of the control, we are unable to verify whether the control operated as intended and was approved by an authorised senior staff member.

## QAO recommendation

We recommend that:

- key payroll controls are performed and reviewed in a timely manner
- review of these controls be dated and evidenced using a method that can be verified to the owner, such as electronical approvals, signatures or emails.

## Management response

Management agree with the recommendations and the following actions will be implemented to improve the controls:

- Procedure will be updated to ensure all new employee forms are stamped 'checked' and the full name of reviewer and date of review is included on the form.
- The Masterfile Maintenance report is processed early in the non-pay week after the previous pay has been processed and forwarded to the Coordinator HR and Payroll for review. The Payroll Officer emails the report and the documents to the Coordinator HR and Payroll for review and approval in which they respond by email. The owner is verified by using the email signature and the date of the email when it is sent from the Payroll Officer and returned by the Coordinator HR and Payroll. This process has been implemented since QAO's interim visit.

Management agree that the timely completion of the monthly reconciliation of Aurion to FinanceOne is important and will endeavour to complete it along with other end of month reconciliations subject to staff availability and other competing priorities. During the 2023-24 financial year, the adoption of STP Phase 2 reporting caused delays in the completion of the reconciliations as Council had to engage a consultant to develop new reports to accommodate the STP2 changes. These reports were completed in January 2024 with the July to December reconciliations being completed shortly thereafter. It is not anticipated that significant delays will be experienced in future financial years.

Responsible officer: Coordinator HR and Payroll (Coordinator Accounting for Review of monthly reconciliation of Aurion to FinanceOne)

Status: Resolved pending audit clearance

Action date: 29 July 2024



## Other matter

## 24IR-7 Lack of complete contracts register

## Observation

Under the Local Government Regulations 2012 s237, Council needs to publish details of all awarded contractual agreements over the value of \$200,000. Council has complied with this requirement. We did however note that not all published contracts were recorded in Council's contracts register.

From our communication with management, the contracts register is used to only capture services procured through a tendering process and does not represent a complete list of current, executed contracts.

## 2024 Interim report

## Implication

By not having a centralised register containing all of Council's executed contracts, there is an increased risk that Council:

- may not be able to accurately monitor contracts for compliance with performance obligations
- does not identify expiring contracts in a timely manner, resulting in contracts being at greater risk of lapsing without renewals or new contracts in place to avoid potential costs for delays
- may report inaccurate commitments in their financial statements.

## QAO recommendation

We recommend Council enters all contracts into their contracts register to ensure they have oversight of all key milestones, renewals and performance measures. Our blog titled [A contract register is more than a list from November 2022](#) discusses the importance and value of a comprehensive contract register.

## Management response

Management agree in principle with the recommendation and believe that the current process of recording and managing contracts is sufficient for Council's monitoring and reporting purposes. At present, key contract arrangements are recorded and monitored using VendorPanel's "Contract Monitor" which maintains a listing of all contract arrangements that have been placed using VendorPanel. The Procurement Team monitor contract dates and renewal options to ensure that the contracts are managed appropriately on a risk based approach relative to the value and criticality of the goods or services being provided. Where VendorPanel is not used for procurement, a purchase order is raised and sent to the supplier with Council's standard procurement terms and conditions. The Procurement Team monitor purchase orders for compliance with Council's procurement requirements and provide regular reports to Management.

Responsible officer: Coordinator Procurement

Status: Resolved



## Other Matter

## 24IR-8 Lack of review of IT Change Management Plan

## Observation

During our interim visit we identified that the ICT Change Management Plan was last revised in January 2020. Having an up to date plan is also relevant as Council progresses through their new Oracle system implementation.

## Implication

By not performing a periodic review of the Change Management Plan, there is a risk that it no longer supports the current IT environment of the Council. This may expose Council to inappropriate change management practices and security breaches.

## QAO recommendation

We recommend Council reviews its ICT Change Management Plan on a periodic basis to ensure it remains fit for purpose and relevant to the operations of Council.

## Management response

Management agree with the recommendation and a review will be conducted during the 2024-25 financial year, with an annual review to be scheduled thereafter.

Responsible officer: Chief Information Officer






Status: Work in progress

Action date: 31 March 2025

2024 Interim report

## 2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
24IR-1		Payroll electronic fund transfer (EFT) files are able to be edited prior to payment	<b>Resolved pending audit clearance</b> Responsible officer: Coordinator Human Resources and Payroll Action date: 28 April 2024
24IR-2		No control in place to confirm the accuracy of fees and charges uploads	<b>Work in progress</b> Responsible officer: Revenue Coordinator Action date: 30 September 2024
24IR-3		IT Privileged user access activity is not monitored	<b>Resolved pending audit clearance</b> Responsible officer: Coordinator Information and Technology Action date: 31 May 2024
24IR-4		Review of payroll masterfile changes is not wholly independent	<b>Resolved pending audit clearance</b> Responsible officer: Coordinator Human Resources and Payroll Action date: 1 May 2024
24IR-5		Aurion controls assurance reports are not reviewed	<b>Resolved</b> Responsible officer: Coordinator Information and Technology Action date: 19 April 2024



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T: 3149 6066  
E: [jacques.coetzee@qao.qld.gov.au](mailto:jacques.coetzee@qao.qld.gov.au)

**12.6 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 6 JUNE 2024****File No:** A1761309**Attachments:** 1. **Audit, Risk & Improvement Committee Minutes - Thursday, 6 June 2024 - UNCONFIRMED - (Confidential)****Responsible Officer:** Nicole Carr - Support Services Officer  
Andrea Ellis - Chief Financial Officer**Author:** Louda Mandy - Support Services Officer

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**SUMMARY**

*The Audit, Risk and Improvement Committee (ARaIC) met on 6 June 2024 and this report provides the recommendations from the Committee for consideration and adoption by Council. The reports from the meeting are available for viewing by Councillors on the Audit, Risk and Improvement Committee and Councillor portals.*

**OFFICER'S RECOMMENDATION**

THAT the unconfirmed meeting minutes of the Audit, Risk and Improvement Committee held on 6 June 2024 be received.

**BACKGROUND**

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

**COMMENTARY**

Below is a summary of the Committee meeting held on 6 June 2024:

1. Apologies were noted and there were no Conflicts of Interest to be declared.
2. Minutes of the Audit, Risk and Improvement Committee Meeting held on 12 February 2024 were approved.
3. The following papers were presented to the Committee:
  - a. CEO Update on emerging issues – was received
  - b. CFO Update – previous period monthly financial report was received. A discussion was held on the challenges with delivering the capital program with resourcing and action being taken to address the risks.
  - c. Asset management update – a discussion was held on the progress made against the asset management maturity assessments.
  - d. Risk Management Update – included an update on workplace health and safety matters.
  - e. ICT Security and Controls Report – was received
  - f. Quarter 3 2023-24 Operational Plan Performance Report – was received
4. External audit  
The Queensland Audit Office provided an overview of the briefing paper and spoke about upcoming performance audits for the sector on local government audit committees and cyber security, and future considerations for climate reporting.

## 5. Internal audit

An update on progress of the approve 2023-24 Internal audit plan was provided.

A discussion on the open audit actions was provided. The committee sought further information on open audit actions exceeding timeframes and any residual risks that require mitigation.

A discussion was held on the 'Conflicts of Interest and Related Parties Disclosure Management' internal audit. The draft internal audit on 'Data Analytics and Reporting' be tabled at the next meeting and include the management responses.

## 6. Financial reports

The shell General Purpose Financial Statements for 2023-24 was provided.

## 7. Officers' reports

Transformation Project Update – the Committee were updated on the progress of the project and discussed the risks, controls and reporting updates for future Committee briefings.

## 8. There were no council referrals.

## 9. There were no items of General business.

## 10. A closed session with audit representatives was not required.

**PREVIOUS DECISIONS**

Each report on a Committee meeting is considered separately from previous reports.

**ACCESS AND INCLUSION**

There are no foreseen access and inclusion implications associated with this report.

**ENGAGEMENT AND CONSULTATION**

There are no engagement and consultation implications associated with this report.

**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 content of this report.

**BUDGET IMPLICATIONS**

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

**LEGISLATIVE CONTEXT**

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

Section 211(1)(c) the audit committee must, as soon as practicable after a meeting, give a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

**LEGAL IMPLICATIONS**

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

**STAFFING IMPLICATIONS**

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

**RISK ASSESSMENT**

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

**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.*

Council is committed to an open and accountable system of governance, as such Council resolved to adopt a Policy to establish the audit committee in accordance with *section 105* of the *Local Government Act 2009* and *section 209-211* of the *Local Government Regulation 2012*.

**CONCLUSION**

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

**12.7 OPERATIONAL PLAN 2023-2024 Q4 PERFORMANCE REPORT**

**File No:** CM4.6.2

**Attachments:** 1. Q4 2023-2024 Operational Plan [↓](#)

**Responsible Officer:** Poala Santini - Coordinator Governance  
Andrea Ellis - Chief Financial Officer

**Author:** Ursula Sleeman - Governance Officer

**SUMMARY**

*The 2023-2024 Operational Plan progress report for Quarter 4 as at 30 June 2024 is presented, pursuant to Section 174(3) of the Local Government Regulation 2012.*

**OFFICER'S RECOMMENDATION**

THAT Council receive the 2023-2024 Operational Plan Performance Report as at 30 June 2024.

**BACKGROUND**

The *Local Government Act 2009* requires Council to adopt an Operational Plan each year. The Operational Plan 2023-2024 formed an important part of Council's strategic planning process and set out the key projects and priorities that Council planned to deliver towards achievement of the Corporate Plan 2030.

The *Local Government Act 2009* also requires the Chief Executive Officer to present a written assessment of Council's progress towards implementing the annual Operational Plan at meetings of Council, at least quarterly.

The 2023-2024 Operational Plan provided the detail of the key programs and identified outcomes to be achieved against the Corporate Plan for the 2023-2024 financial year.

**COMMENTARY**

The Operational Plan Performance Report June 2024 reports on the progress of the significant activities that Council undertook during the year. Each action item has a key performance indicator and progress is measured against budget, timing, scope and risk. Table 1 provides a summary of performance to 30 June 2024 against the progress indicators.

The attached Operational Plan Quarter Performance Report 30 June 2024 provides a status update and comments for each action item summarising the progress for each of the activities in Quarter 4.

**Table 1 – Status of Planned Activities:**

Status	Liveable Livingstone	Thriving Livingstone	Natural Livingstone	Leading Livingstone	Future Livingstone	Total
On Time	0	0	0	0	0	0
Item Completed	10	6	10	18	7	51
Rescheduling Expected	0	0	0	0	0	0
To be deferred	6	2	2	7	2	19
Total	16	8	12	25	9	70

Of the 70 activities, 51 (73%) were completed and 19 (27%) were required to be deferred.



“Rescheduling expected” is identified for items that are to be delivered at a later time during the financial year. As such, any items in progress, that are now to be delivered in the subsequent financial year, have been noted as “To be deferred”.

### **PREVIOUS DECISIONS**

The 2023-2024 Operational Plan was adopted by Council on 13 June 2023.

Quarter 1 2023-2024 Progress Report was adopted by Council on 21 November 2023.

Quarter 2 2023-2024 Progress Report was adopted by Council on 20 February 2024.

Quarter 3 2023-2024 Progress Report was adopted by Council on 16 June 2024.

### **ACCESS AND INCLUSION**

The activities in this report are undertaken in accordance with the commitments and principles within Council’s Inclusive Community Policy.

### **ENGAGEMENT AND CONSULTATION**

Consultation has taken place with internal stakeholders.

### **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 activities in the Operational Plan 2023-2024 are funded from the 2023-2024 Annual Budget.

### **LEGISLATIVE CONTEXT**

Section 104(5) of the *Local Government Act 2009* and section 174 of the *Local Government Regulation 2012* require a Local Government to prepare an Operational Plan that is consistent with the annual budget and progresses the implementation of the Corporate Plan.

Section 174 of the *Local Government Regulation 2012* states:

*(3) The chief executive officer must present a written assessment of the local government’s progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.*

### **LEGAL IMPLICATIONS**

There are no legal implications associated with this matter.

### **STAFFING IMPLICATIONS**

Activities listed in the Operational Plan 2023-2024 are managed by the responsible Council areas. The status and comments for each activity in the attached report are provided by the relevant area. Although the delivery of the plan itself is dependent on staff resources and some significant activities relate to people issues, there are no direct impacts on staff resulting from this report.

### **RISK ASSESSMENT**

The risk of not delivering against Council’s Operational Plan is that Council does not achieve the commitments set out in the longer-term Corporate Plan. Each significant activity has associated risks which are managed by the relevant area and reported on through the performance reports.

Legislation requires Council to discharge its responsibilities in a way that is consistent with the annual operational plan and the operational plan sets out a fairly specific level of detail of what Council is planning to deliver and prioritise in the current financial year. The budget has been developed around the operational plan to match the required expenditure with available revenue sources.

**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 Operational Plan 2023-2024 is a key strategic document that outlines the key objectives for Council's annual program and aligns with the budget.

**CONCLUSION**

Quarterly reporting against the 2023-2024 Operational Plan is a statutory requirement and informs Council and the community on the performance of Council against yearly programs and activities in line with Council's Corporate Plan 2030.

## **12.7 - OPERATIONAL PLAN 2023-2024 Q4 PERFORMANCE REPORT**

### **Q4 2023-2024 Operational Plan**

**Meeting Date: 20 August 2024**

**Attachment No: 1**

## Quarter 4 2023-2024 Operational Plan

Livingstone Shire Council Working together for a thriving Livingstone											
LIVEABLE LIVINGSTONE											
A "Liveable Livingstone" will support and advocate for services for the wellbeing of the people of Livingstone at any age and with any ability.											
Community Plan Goal 1.1 Access to quality housing & healthcare											
Council's role - Advocate & Facilitator											
1.1.1 Foster development to promote a range of housing options by reviewing existing planning and development policies to ensure that Council's development controls facilitate housing choice											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Progress Indicators			Comments
	Performance Indicator	Target	Data Validation Source					Budget	Scope	Risk	
1.1.1.a	Complete a structure plan for Taroomball and Hidden Valley	Structure plan completed	Council business papers	Principal Strategic Planner	Q2 (December 2023)	25%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Report delivered on process at June Standing Committee. Workshop scheduled with Councillors on 16 July 2024. Further workshops and planning to be undertaken in conjunction with Strategic Development Consultant.
1.1.1.b	Development and sale (off the plan) for the Emu Park West Residential Subdivision - Stages one to four	13 lots developed and sold (off the plan) - Stage 1 and 2	Land sales	Manager Economy & Places	Q4 (June 2024)	100%	Item completed	Budget on track	Item completed benefits achieved	Identified risk/s within appetite	Stage 1 (3 lots) all sold. Stage 2 sold, sale conditioned to purchaser to develop 10 lots in 2 years
1.1.1.c	Complete structure plan for northern Yeppoon	Structure plan completed	Council business papers	Principal Strategic Planner	Q4 (June 2024)	0%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Due to other priority areas of growth within LSC the structure plan for northern Yeppoon will be rescheduled for later in the financial year.
1.1.1.d	Review of secondary dwelling rating structures and fees and charges	Review is completed	Council business papers	Infrastructure Charges Officer/Coordinator Revenue & Rates	Q4 (June 2024)	N/A	Item completed	Budget on track	Benefits to be achieved	Identified risk/s within appetite	Rating structures discussed on 5 December 2023 (Multi-Res Cats and single utility). Further workshop being held early in the new term to discuss infrastructure charges on new dwellings. As part of the Planning Scheme Amendments process and LGIP review a body of work needs to be undertaken to understand the demand and cost to networks as a result of moving the infrastructure charge away from the 80sq.m rule. Budget deliberations have taken into consideration changes in utility charges for secondary dwellings <80m2.
1.1.1.e	Undertake a review of the current Planning Scheme and implement necessary changes to ensure long term prosperity within the region	Review of Planning Scheme completed	Project Plan	Manager Development & Environment	Q4 (June 2024)	25%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Workshops scheduled for August and September 2024 - process is expected to take between 1.5 to 2 years to complete.
1.1.1.f	Collaborate with State and Federal Government and Community Housing Providers to identify opportunities for increasing the supply of affordable housing	Increased supply of affordable housing	Building applications	Manager Economy & Places	Q4 (June 2024)	N/A	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Local housing action plan was completed in collaboration with LGAQ and State Government. Workshopped with Councillors in June 2024, before Council resolve to adopt the LHAAP as the guiding vehicle for Council's response to the housing crisis and endorse the COBOC Motion to LGAQ advocating support for local government housing resourcing in July 2024.
1.1.2 Align community programs to social needs, funding opportunities and/or partnerships											
Reference	Performance Measurement			Responsibility	Timeframe	Result	Timing	Progress Indicators			Comments
	Performance Indicator	Target	Data Validation Source					Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-						
Community Plan Goal 1.2 Supporting healthy living at any age											
Council's role - Provider & Facilitator											
1.2.1 Build capacity to improve health and wellbeing in the community by providing fair and reasonable access to services and facilities											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Progress Indicators			Comments
	Performance Indicator	Target	Data Validation Source					Budget	Scope	Risk	
1.2.1.a	Proportion of formal beach accesses that have all ability access	2 constructed per annum	Council business papers	Manager Construction & Maintenance	Q4 (June 2024)	6%	To be deferred	Budget underspent	Benefits won't be achieved	Identified risk/s within appetite	Proportion increased from 4% to 6% in 22/23. This item was discussed at the Briefing Session held on 1 August 2023 and it was decided to hold off on constructing any further all ability beach accesses in the current financial year due to sufficient coverage along the foreshore.
1.2.2 Plan for Livingstone's ageing demographics and partner with regional health and aged care sectors											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Progress Indicators			Comments
	Performance Indicator	Target	Data Validation Source					Budget	Scope	Risk	
1.2.2.a	Progress actions identified in the Livingstone Senior Needs Analysis 2022	100% of actions identified for 2023-24 completed	Council business papers	Principal Community Development & Engagement Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Actions for 2023-24 delivered.
1.2.3 Plan, design and deliver community infrastructure which connects communities and encourages non-vehicular transport											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Progress Indicators			Comments
	Performance Indicator	Target	Data Validation Source					Budget	Scope	Risk	
1.2.3.a	Undertake a review of the current E-scooter trial	Completed two (2) months prior to trial ending	Council business papers	Economic Development Officer	Q1 (September 2023)	100%	Item completed	Budget on track	Item completed benefits achieved	Identified risk/s within appetite	Neuron appointed as e-scooter commercial operator paying an annual fee per scooter. Signed agreement, commenced November 2023.

## Quarter 4 2023-2024 Operational Plan

1.2.4 Take action to enable the implementation of the Active Livingstone Strategy											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
1.2.4.a	Progress actions identified in the Active Livingstone Strategy	100% of actions identified for 2023-24 completed	Council business papers	Principal Community Development & Engagement Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Actions for 2023-24 delivered.
Community Plan Goal 1.3 - Places for active & passive recreation											
Council's role - Provider & Facilitator											
1.3.1 Undertake planning in conjunction with the review of Council's Local Government Infrastructure Plan to provide adequate open space and recreation areas to meet the future growth needs of the Shire											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
1.3.1.a	Progress actions identified in the Sporting Needs Strategy	100% of actions identified for 2023-24 completed	Council business papers	Principal Community Development & Engagement Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Actions for 2023-24 delivered.
1.3.2 Optimise community benefit from the use of parklands and facilities by improving the quality, access to, and shared use of, public spaces and facilities for cultural, recreational, and community activities											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
1.3.2.a	Weekend occupancy rate for Yepoon Town Hall	80% per annum	Pathway Booking Module	Coordinator Communications & Engagement	Q4 (June 2024)	93%	Item completed	Budget overspent	Item completed benefits achieved	Identified risk/s within appetite	Town Hall continues to be consistently booked throughout the year with over 90% each weekend of the quarter in 2024. Q1 -92.85%, Q2 - 92.30%, Q3 - 92.30%. Q4 - 92.85%
1.3.2.b	Review an options paper for Councillors identifying strategies for community group development assistance	Review completed	Council business paper	Manager Development & Environment	Q1 (September 2023)	25%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Workshop scheduled for August 18 2024 to discuss options.
1.3.3 Support community groups (including the arts, cultural, sport, and recreation groups) through advocacy and by helping them identify and secure funding streams and develop skills (including networking, governance, engaging volunteers, and business management)											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
1.3.3.a	Diversity in recipients of Council's grant and sponsorship programs	Increase in the number of first time recipients	Council business papers	Principal Community Development & Engagement Officer	Q4 (June 2024)	Increased by 16	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	In 2023 - 2 x first time Community Grants recipients; 3 x first time RADF recipients; 2 first time event sponsorship requests. In 2024 - 6 x first time Community Grants Recipients; 4 x first time RADF recipients; 13 x first time event sponsorship recipients
1.3.3.b	Maintain volunteer programmes and partnership projects	4 projects per year	Volunteer registrations ECM	Coordinator Natural Resource Management	Q4 (June 2024)	4	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Continue to work with Landcare, Capricornia Catchments and other volunteer groups within the Shire to deliver projects. Locations include, foreshores and Mulambin, Farnborough and Seaview Hill. Emu Park Bush Care Group at Fisherman's Beach and Friends of the Beach Volunteer Program at multiple sites including Lammermoor and Native Gardens.
1.3.3.c	Undertake an assessment of current community and sporting facility support	Assessment completed	Council business paper	Manager Community & Cultural Services	Q2 (December 2023)	N/A	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Draft assessment provided to officers from consultant for review. Anticipate final version to be presented to Council in September 2024.

## Quarter 4 2023-2024 Operational Plan

THRIVING LIVINGSTONE

The "Thriving Livingstone" will prioritise the Traditional Owners and the importance of the place and country of Indigenous people; offer a diverse range of cultural activities and events; and develop and sustain a diverse economy.

Community Plan Goal 2.1 - Recognition, respect and support for Indigenous people, history and culture

Council's role - Facilitator, Regulator/Provider

2.1.1 Implement Livingstone's Reconciliation Action Plan to increase Council's organisational and staff capacity to deliver position outcomes for Indigenous people, including the Darumbal and Woppaburra people

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.1.1.a	Reconciliation Action Plan adopted by Council	Plan adopted by Council	Council business papers	Principal Community Development & Engagement Officer	Q2 (December 2023)	N/A	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Draft complete and in review with Traditional Owners.

2.1.2 Foster partnerships to celebrate Council's and the community's respect and understanding of the Darumbal and Woppaburra People's relationship with their traditional land and waters through culturally appropriate facilities and services

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-						

Community Plan Goal 2.2 - Diverse business, industry & employment

Council's role - Provider, Facilitator

2.2.1 Growth in key sectors identified in the Invest Capricorn Coast Region Economic Development Plan is supported through the development and implementation of action plans by Capricorn Enterprise and other advisory groups

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.2.1.a	Growth in Gross Regional Product (%)	Above the Queensland Average	Economy ID	Manager Economy & Places	Q4 (June 2024)	+1.52%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	\$1.93 billion (3.92% growth), compared to Qld average of 2.4%.

2.2.2 Foster development of high performing local business capability and diversity

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.2.2.a	Progress actions identified in the Livingstone Blueprint for Growth	100% of actions identified for 2023-24 completed	Council business papers	Manager Economy & Places	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Ongoing initiatives being delivered (refer Communities Quarterly Report and Operational Plan).

2.2.3 Implement a Council-endorsed priority land development plan to deliver a return on the community's investment in land development to enhance economic and community outcomes

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.2.3.a	Council property portfolio development delivers a positive cash return on investment	>10% cash return	Council ledger	Manager Economy & Places	Q4 (June 2024)	22%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	All 10 lots in Gateway Stage 2b and 3 sold resulting in a cash return of 22%. Planning for Gateway Stage 4 has commenced.

2.2.4 Support the growth of education and employment opportunities for the community

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-		-	-	-	-	

Community Plan Goal 2.3 - A welcoming & desirable place to visit

Council's role - Provider, Facilitator

2.3.1 Provide support to market Livingstone as a destination for commerce, tourism, and lifestyle

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.3.1.a	Activities and performance measures as described in the Capricorn Enterprise Partnership Agreement 2022-2026 are delivered	100% of performance measures reached	Council business papers	Manager Economy & Places	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Monthly catchups held to monitor performance. All KPI's have been achieved. Formal presentation by Capricorn Enterprise to Council July 2024.

2.3.2 Council provides and maintains infrastructure which encourages business and tourism growth

Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-		-	-	-	-	

## Quarter 4 2023-2024 Operational Plan

Community Plan Goal 2.4 - Arts & cultural activities and facilities that strengthen social connections											
Council's role - Provider, Facilitator											
2.4.1 Deliver events, activities, and performances which bring economic and social benefits to the community											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.4.1.a	Increased patronage at events, activities and performances	5% increase	Council business papers	Coordinator Communications & Engagement	Q4 (June 2024)	30.16% increase	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Increased from 6,100 attendees in 2023 to 7,940 attendees in 2024.
2.4.2 Implement the action plan from the Invest Capricorn Coast Region Events Strategy 2025											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.4.2.a	Capricorn Coast Region Events Strategy 2025 actions	100% of actions completed for 2023-24	Council business papers	Manager Community & Cultural Services	Q4 (June 2024)	90%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Council continues to ensure events are aligned with the strategy. Council decided to not pursue a Destination Event.
2.4.3 Foster access, collaboration, community connectedness, wellbeing and creativity by supporting arts and cultural activities within the Shire											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
2.4.3.a	Revise the Arts and Cultural Policy	Council resolution	Council business papers	Manager Community & Cultural Services	Q4 (June 2024)	N/A	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Draft Policy going to 6 August 2024 Committee Meeting.

## Quarter 4 2023-2024 Operational Plan

<b>NATURAL</b> A 'Natural Livingstone' will protect, sustainably manage and enhance the natural beauty, landscapes and resources of the country of the Darumbal and Woppaburra people in order to safeguard the sustainability and environmental resilience of the region into the future											
<b>Community Plan Goal 3.1 - Enhanced reuse and recycling of resources</b> Council's role - Advocate/Provider, Facilitator											
<b>3.1.1 Enable and support sustainable waste management technologies, services and facilities which provide innovative and compliant solutions to reduce the environment impacts of Council's waste collection and resource recovery options</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
3.1.1.a	Waste Strategy actions completed	100% of actions completed for 2023-24	Council business papers	Principal Waste Officer	Q4 (June 2024)	75%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	75% of the action completed, including : policy on kerbside collection service expansion completed, reuse of waste increasing due to Resource Recovery Facility, Caves Transfer Station upgrades completed and Emu Park Transfer Station upgrades designed in preparation for construction in 24/25.
3.1.1.b	Volume of waste diverted as a percentage of total waste stream collected or received	25%	Council business papers	Principal Waste Officer	Q4 (June 2024)	64%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Volume of waste diverted as a percentage of total waste stream collected or received for 2023-24 is 64%.
<b>3.1.2 Partner with the community to divert and minimise waste and invest in renewable energy</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Budget	Scope	Risk	Comments
	Performance Indicator	Target	Data Validation Source								
-	Delivered as part of normal business activities	-	-	-	-						
<b>3.1.3 Incentivise the community to invest in reuse, recycling, energy and water saving practices</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Budget	Scope	Risk	Comments
	Performance Indicator	Target	Data Validation Source								
3.1.3.a	Sustainable Livingstone Program delivered	100% of program delivered within timeframe and budget	ECM Project Plan	Principal Sustainability Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	The focus of the Sustainable Livingstone Program this year was the Urban Agriculture and Sustainability Expo which was held on 12 November 2023. Other initiatives included training opportunities for staff and the collaboration with Lendlease Springboard program.
<b>3.1.4 Promote and develop a resource recovery centre to deliver education and behavioural change</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Budget	Scope	Risk	Comments
	Performance Indicator	Target	Data Validation Source								
-	Delivered as part of normal business activities	-	-	-	-						
<b>Community Plan Goal 3.2 - Protection of coastlines &amp; waterways</b> Council's role - Provider, Advocate, Regulator, Facilitator											
<b>3.2.1 Assess alternative options to increase water sources</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Budget	Scope	Risk	Comments
	Performance Indicator	Target	Data Validation Source								
-	Delivered as part of normal business activities	-	-	-	-						
<b>3.2.2 Progress and support plans which protect coastal and marine environments</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Budget	Scope	Risk	Comments
	Performance Indicator	Target	Data Validation Source								
3.2.2.a	Actions identified in the Livingstone Reef Guardian Action Plan completed	100% of actions identified for 2023-24 completed	Council business papers	Coordinator Natural Resource Management	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Paper presented to Development and Environment Committee 4 June 2024, adopted Ordinary Meeting 18 June 2024.
3.2.2.b	Actions within Shoreline Management Plan implemented	100% of actions within plan implemented within identified timeframes and budget	Council business papers	Principal Sustainability Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Paper presented to Development and Environment Standing Committee - 2 July 2024.
<b>3.2.3 Collaborate with partners to reduce sediments and nutrients in waterways</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Timing	Budget	Scope	Risk	Comments
	Performance Indicator	Target	Data Validation Source								
3.2.3.a	Deliver events or clean-up projects that target effective waste management and pollution control e.g. sediment and erosion control, rubbish clean ups	2 events	ECM Funding Agreements	Coordinator Natural Resource Management	Q4 (June 2024)	4	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	4 Clean Up projects undertaken in conjunction with Capricorn Coast Landcare, Woppaburra TUMRA committee and Capricornia Catchments. Erosion and Sediment control training for staff provided as part of Reef Guardian Council program.



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3.2.4 Plan Council's response to climate change by implementing the actions in the Coastal Hazard Adaptation Strategy											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
3.2.4.a	Implement recommendations from Our Living Coast Strategy (Coastal Hazard Adaptation Strategy)	100% of actions implemented within identified timeframes and budget	Council business paper	Principal Sustainability Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Paper presented to Development and Environment Standing Committee - 2 July 2024 - Some future actions to be rolled into Planning Scheme Review.
3.2.5 Deliver and implement a Livingstone Shire Carbon Strategy											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
3.2.5.a	Implement the actions within the Low Carbon Livingstone 2030: A Strategy to Reduce the Carbon Footprint of Livingstone Shire Council	100% of actions implemented within identified timeframes and budget	Data from annual carbon audit	Principal Sustainability Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Carbon audit has been undertaken and results presented to Council in Q2.
Community Plan Goal 3.3 - Conservation of natural assets											
Council's role - Provider, Advocate, Regulator, Facilitator											
3.3.1 Recognise, preserve and enhance the region's unique biodiversity											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
3.3.1.a	Actions identified in the Biodiversity Strategy completed	100% of actions implemented within identified timeframes and budget	Council business papers	Coordinator Natural Resource Management	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Paper presented to Development and Environment Standing Committee - 2 July 2024.
3.3.1.b	Rehabilitate six (6) new sites and maintain twelve (12) existing sites on Council controlled land	Six (6) new sites established and twelve (12) existing sites maintained	100% in line with annual programme	Project Officer Natural Resource Management Vegetation Rehabilitation Officer	Q4 (June 2024)	Six (6) new sites established and twelve (12) existing sites maintained	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	26 sites on Farnborough Beach, 3 natural areas at Emily Morgan Park, Ritamada Road, National Tree Day sites at Mulambin and Emu Park, Coowonga Quarry rehabilitation, 2 "Green fire breaks" Bungundarra, Fisherman's Beach Emu Park, Great Keppel Island.
3.3.1.c	Cycad salvage and mitigation projects - project initiation and maintenance	2 projects completed	Finance One ECM Survey 123	Community Nursery Supervisor	Q4 (June 2024)	100%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Maintenance of two Council sites for cycad mitigation is ongoing. Two contracts to undertake protected cycad salvage and mitigation for industry for have been completed.
3.3.2 Progress and support plans which protect the Shire's natural assets, bushland and local eco-systems											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-						
3.3.3 Manage threats by collaborating with traditional owners, agencies, community groups and private landholders about land management, protection methods including hazard reduction strategies and conservation policies to ensure the protection of people, property and the environment											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
3.3.3.a	Implement the Bushfire Management Plan Annual Operational Plan	100% of actions implemented within identified timeframes and budget	ECM Funding Agreements	Coordinator Disaster Management & Community Resilience	Q4 (June 2024)	90%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	Majority of actions have been completed. Upon inspection some fire trails were too wet to be inspected.

## Quarter 4 2023-2024 Operational Plan

LEADING LIVINGSTONE											
A 'Leading Livingstone' will provide transparent, accountable leadership which listens to the needs of the Livingstone community and advocates for Livingstone's interests to State and Federal Governments											
Community Plan Goal 4.1 - Innovative & accountable leadership to achieve a shared future											
Council's role - Provider											
4.1.1 Implementation of the Community Plan and Corporate Plan is well co-ordinated across Council and through a delivery mechanism which provides clear line of sight, accountability and performance measurement for all employees											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
4.1.1.a	Individual performance plans in place for eligible employees	70% of eligible employees have a performance plan	Performance Management System reports	Principal Organisational Development and Coordinator HR & Payroll	Q4 (June 2024)	78%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	KPI has been exceeded. 78% of employees have a performance agreement in place. Annual reviews for FY24 are being finalised and new agreements for FY25 are being set.
4.1.1.b	Increase employee attendance (this is a 2023-2024 Organisational KPI)	>95% annualised	HR Reports	Executive Leadership Team	Q4 (June 2024)	94.8%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	Council's annualised attendance rate for the 23-24FY is 94.8%. Whilst this is marginally below target, it is positive to see Council's level of attendance remained steady during the 12 month period and is a slight improvement in comparison to the 22-23FY.
4.1.1.c	Review the corporate performance, planning and reporting framework	Corporate Plan reviewed within 6 months of March 2024 election	Council business papers	Chief Financial Officer	Q4 (June 2024)	N/A	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Councillors reviewed final draft document in June 2024. Details are being collated into a draft publication to enable Councillors to take lead in community consultation efforts.
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											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
4.1.2.a	Implementation of Strategic Asset Management Plan Improvement actions	100% of actions identified for 2023-24 completed	Asset Management Steering Committee	Coordinator Assets	Q4 (June 2024)	83%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	SAMP Improvement Actions reviewed at Asset Steering Committee Meeting on 30 November 2023. Actions for 2023-2024 endorsed for actioning. Five of the 6 actions have been completed. Final action relating to outcomes to be achieved as part of Merlin to be rescheduled once a new go live date is known.
4.1.2.b	Review 50% of Long-Term Asset Management Plans Annually prior to end of calendar year	50% reviewed prior to end of calendar year	Asset Management Steering Committee	Coordinator Assets	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Water, Sewer and Footpaths AMPs adopted by Council in July 2023. Roads, Bridges & Major Culverts, and Buildings asset classes successfully migrated to Assetic Predictor models and dashboard AMP views. Buildings and Bridges & Major Culverts Asset Management Plans to be taken to Council for endorsement in 2024-25.
4.1.2.c	Increase plant / fleet utilisation rates	70%	Conquest	Coordinator Assets	Q4 (June 2024)	86%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Average utilisation in June was 86.06%.
4.1.2.d	Contribute to driving a performance culture through achievement of Capital Works targets (this is a 2023-2024 Organisational KPI)	90% targets achieved	Capital Works Report	Executive Leadership Team	Q4 (June 2024)	60%	To be deferred	Budget underspent	Benefits in doubt	Identified risk/s being managed	As at 30 June 2024, 1110 capital expenditure commitments was \$39.1m, or 60% of the full year budget. Final expenditure for 2023-24 was 26.999M represents 68% of the net budget (excluding \$7.5M Rookwood weir ) 72.6% of projects were completed as planned with 83% of those being within budget - 60% of projects completed were within budget.
4.1.2.e	Contribute to driving a performance culture through achievement of Operational Plan targets (this is a 2023-2024 Organisational KPI)	90% targets achieved	Operational Plan Report	Executive Leadership Team	Q4 (June 2024)	73%	Item completed	Within operational allocation	Benefits in doubt	Identified risk/s being managed	77% of Targets were achieved with 27% requiring to be rescheduled or deferred for various reasons as outlined within this document including projects taking longer than anticipated; other priorities in other areas; project needs being reassessed; awaiting responses from external parties; adverse weather and the uncertainty of Project Merlin affecting some outcomes.
4.1.2.f	Deliver cost effective services within approved budget (this is a 2023-2024 Organisational KPI)	Expenditure of Operational budgets are managed to within +/- 5%	Operational Plan Report/Capital Works Report	Executive Leadership Team	Q4 (June 2024)	93%	Item completed	Budget underspent	Benefits to be achieved	Identified risk/s being managed	Operational expenditure at 30 June 2024 was \$103.3m which is 93% of the Revised budget. End of financial year results are yet to be finalised.
4.1.3 A continuous improvement focus underpins the organisation, creating a supportive environment for ideas and positive, well-managed change which enhances internal and external outcomes											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
4.1.3.a	Undertake a options paper for consolidation of Council office accommodation	Options paper completed	Council briefing paper	Principal Property Officer	Q4 (June 2024)	100%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Options analysis presented to and received by Council at the 4 June 2024 Standing Committee - Development and Environment.
4.1.4 Provide leadership and contemporary management systems which drive a coordinated and connected organisation											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
4.1.4.a	Build contemporary leadership capabilities	100% of actions identified for 2023-24 completed	Framework ELT Reports	Principal Organisational Development	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	The second Leadership Development Program has been completed with positive feedback again provided by participants. A third program is to be launched in August for managers. A new leadership development program commenced in May for Team Leaders (outdoor). Lunch and learn style webinars continue to be offered to leaders on different topics.

## Quarter 4 2023-2024 Operational Plan

4.1.5 Promote a values-based culture which appreciates it and empowers its workforce											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
4.1.5.a	Drive employee engagement through demonstrating effective leadership, engagement and collaboration (this is a 2023-2024 Organisational KPI)	>75% Engagement >75% Manager Effectiveness (MEI)	Survey Results	Executive Leadership Team	Q4 (June 2024)	64% Engagement 80% Manager Effectiveness (MEI)	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	Council undertook their annual engagement survey in Oct 2023. Engagement results achieved include: Engagement Score - 64%, Manager Effectiveness Index - 80% Leaders have debriefed results with their respective teams, and continue to focus on actions to sustain or positively shift engagement. ELT introduced 'You Said, We Did' keeping staff informed of engagement actions progress.
4.1.6 Risk management practices are embedded into decision making process											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
4.1.6.a	Improve Council's risk management maturity	100% of actions identified for 2023-24 completed	Council business papers	Coordinator Governance	Q4 (June 2024)	70%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Revised Enterprise Risk Management (ERM) Policy adopted by Council on the 20/02/2024. ERM Procedure currently under revision with feedback sought from Audit Risk and Improvement Committee who are in the process of providing guidance information. ERM Training Program developed, and quotes for training delivery to be sought. Project currently behind schedule and anticipated for completion in Q1 24/25.
4.1.6.b	Mitigation and risk reduction activities: - are informed by risk assessments - are prioritised based on risk assessments and available resources - are included in strategic and operational plans	Completion of Queensland Emergency Risk Management Framework	Emergency Management Assurance Framework	Local Disaster Coordinator and Coordinator Disaster Management and Community Resilience	Q4 (June 2024)	N/A	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s being managed	LDMG meeting conducted on 12 June 2024. LDMG Operational Plan was updated and discussed with group.
4.1.6.c	Internal Audit - complete audit actions	100% of high and medium risk actions completed within timeframes	Audit committee business papers	Coordinator Governance	Q4 (June 2024)	21%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	15 actions closed during Q4 (4 x High 10 x Medium 1 x Low). *0% of high and low actions completed within 'original' agreed timeframes.   10% of 'medium' actions closed out within 'adjusted due dates'. 42 high and medium audit actions completed within the financial year, 9 of which were completed within their agreed timeframe.
4.1.7 Recruit and develop a professional, capable and responsive workforce											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
4.1.7.a	Employee Value Proposition (EVP) developed and implemented	EVP approved & implemented	Council business papers	Coordinator HR & Payroll	Q4 (June 2024)	N/A	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Employee Value Proposition (EVP) developed and incorporated into a refreshed Careers@Council website.
4.1.7.b	Annualised Employee Turnover (excluding retirements)	<10%	Aurion	Coordinator HR & Payroll	Q4 (June 2024)	10.98%	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	Employee turnover for the 23-24FY is 13.28%. Excluding retirements and fixed term cessations, the annualised turnover rate is 10.98%. This is an overall reduction of 3.58% (down from 16.86%) in comparison to the 22-23FY.
4.1.7.c	Workforce Plan meets current and future business and community expectations	80% of scheduled strategies for 2023-24 implemented	Workforce Plan	Principal Organisational Development	Q4 (June 2024)	85%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Council achieved 85% of strategies that were scheduled as a focus area for FY23-24.
4.1.7.d	High employee satisfaction with organisational programmes and professional development opportunities	80% participant satisfaction rate achieved	Survey Results	Principal Organisational Development	Q4 (June 2024)	87%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Overall 87% of participants who completed a Training Feedback Survey were satisfied or very satisfied with the training or professional development program they attended during FY23-24.
4.1.8 Provide for the safety, security, health and wellbeing of Council employees and contractors											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
4.1.8.a	Zero improvement or prohibition notices issued by WorkSafe Qld	Zero Improvement Notices	WorkSafe Qld	Coordinator Safety	Q4 (June 2024)	6	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	Four (4) Improvement Notices, two (2) Prohibition Notice and zero Infringements were issued during the FY23-24.
4.1.8.b	Local Government Workcare (LGW) external audit findings implemented	100% of actions identified for 2023-24 completed	Audit committee business papers	Coordinator Safety	Q4 (June 2024)	100%	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Council completed 100% of actions identified for the FY23-24. Progress has already commenced towards completing FY24-25 identified actions.
4.1.8.c	Proactively contribute to the safety, health and wellbeing of our people (this is a 2022/2023 Organisational KPI)	Reduction in Lost Time Injury Frequency Rate <15.0	WHS Safety Committee	Executive Leadership Team	Q4 (June 2024)	26.07	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s being managed	There were five (5) Lost Time Injuries for Q4. The 2023-24 Lost Time Injury Frequency (LTIFR) rate reduced from 29.13 to 26.07.

## Quarter 4 2023-2024 Operational Plan

<b>Community Plan Goal 4.2 - Collaboration &amp; partnerships to advocate for the needs of the community</b>											
Council's role - Facilitator, Advocate											
<b>4.2.1 Build and maintain strong, collaborative and co-operative relationships across all levels of government, industry, business and community</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	
<b>4.2.2 Identify opportunities for alignment between Council's interests and objectives with those of Federal and State Governments</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	
<b>4.2.3 Advocate Council's interests and objectives to government, industry, business, and community to promote the Livingstone region at a national and international level</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	
<b>4.2.4 Actively participate in Central Queensland Regional Organisation of Council's and other regional bodies to promote regional interests and objectives to government, industry, business, and community</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
4.2.4.a	Leadership (Chair and Secretary) of the CQROC Organisation of Councils Ltd	Successful discharge of company responsibilities to Australian Securities and Investments Commission	Council business papers	Mayor and CEO	Q1 (September 2023)	N/A	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	May Board Meeting held in Biloela - hosted by Banana Shire Council. Initial conversations commenced with Rockhampton for handover of Chair and Secretary to RRC by 2024 AGM. August Parliamentary Advocacy meeting scheduled for 21-23 August 2024.
4.2.4.b	Implementation of Livingstone Shire Council's actions in the CQ Regional Waste Strategy	100% of actions identified for 2023-24 completed	Council business papers	Manager Water & Waste Operations	Q4 (June 2024)	25%	To be deferred	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Not all actions were completed by CQ Waste Group however the following has been progressed: Waste Coordinator position was approved for recruitment, review of CQ resource recovery activities underway, regional landfill capacity review and reviewing options for regional material recovery facility.
<b>Community Plan Goal 4.3 - Engagement with the community as advisors &amp; partners</b>											
Council's role - Provider											
<b>4.3.1 Plan, develop and implement high-quality customer-focused services</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	
<b>4.3.2 Commit to open and accountable governance to ensure community confidence and trust in Council and its democratic values</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	
<b>4.3.3 Take actions to enable the use of meaningful tools to engage the community on diverse issues so that the community is well informed and can contribute to decision making</b>											
Reference	Performance Measurement			Responsibility	Completion Date	Progress Indicators					Comments
	Performance Indicator	Target	Data Validation Source			Result	Timing	Budget	Scope	Risk	
4.3.3.a	Annual increase in Total Visit measure rates for Get Involved Software	10%	Get Involved Software	Coordinator Communications & Engagement	Q4 (June 2024)	103% increase	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	July 2022 - June 2023 = 13,436 interactions July 2023 - June 2024 = 27,297 interactions

## Quarter 4 2023-2024 Operational Plan

FUTURE LIVINGSTONE											
A 'Future Livingstone' will become a resilient community prepared for future economic, social, environmental, and infrastructure challenges to ensure Livingstone retains its unique character and thrives into the future											
Community Plan Goal 5.1 - Balanced environmental and development outcomes											
Council's role - Regulator, Facilitator											
5.1.1 Maintain a clear and comprehensive planning vision for the region											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Source of Validation Data				Timing	Budget	Scope	Risk	
5.1.1.a	Review and update the Local Government Infrastructure Plan	Council resolution	Council business papers	Coordinator Infrastructure Planning	Q2 (December 2023)	85%	To be deferred	Budget on track	Benefits to be achieved	Identified risk/s being managed	85% of the process has been completed, including reviewing the planning assumptions, infrastructure modelling assumptions, extrinsic material and infrastructure modelling work. All of the outputs have been forwarded to Council's contractor to collate into the draft LGIP which will be issued for public comment in the 24/25 financial year.
5.1.2 Balance development within Livingstone Shire in accordance with the community's desired environmental and economic outcomes											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
5.1.2.a	Finalise the structure plan for the West Emu Park Development Area	Structure Plan completed	Council business papers	Principal Strategic Planner	Q2 (December 2023)		Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Report presented to Council in November 2023.
5.1.3 Develop a program of master planning, place making and improvement strategies to enhance local identity and lifestyle											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-		-	-	-	-	
5.1.4 Collaborate with partners to understand, nurture and protect Great Keppel Island's environmental values which help showcase its unique tourism potential											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
5.1.4.a	Advocating for the completion of the Great Keppel Island master plan project	Master Plan adopted	Queensland Government	Manager Economy & Places	Q4 (June 2024)	N/A	Item completed	Within operational allocation	Benefits to be achieved	Identified risk/s within appetite	Final Concept Masterplan released April 2024, with preparations to go out to tender for design and construction of the GKI Sewage Treatment Plant in July. RFQ for detailed concept design of arrival/gateway went out June 2024.
Community Plan Goal 5.2 - Connected places, people & services											
Council's role - Regulator, Facilitator											
5.2.1 Implement an integrated transport strategy which encourages alternative transport usage to maximise economic, environmental and liveability outcomes											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-		-	-	-	-	
5.2.2 Reinforce sustainable building design principles											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-						
5.2.3 Adopt and implement a Connected Livingstone Strategy to foster investment opportunities in the region											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-		-	-		-	

## Quarter 4 2023-2024 Operational Plan

5.2.4 Integrate technology and innovative solutions into Council's operations and community programs to increase efficiency, provide excellent customer service outcomes, encourage entrepreneurship and community engagement											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
5.2.4.a	Project Merlin - Phase One ERP Business systems transformation project completed	100% of project delivered within timeframe and budget	Portfolio Governance Group Status Report	Chief Information Officer	Q4 (June 2024)	N/A	To be deferred	Budget underspent	Benefits won't be achieved	Identified risk/s being managed	Project risks escalating with management processes. Considering options.
5.2.4.b	Improve customer experiences through closing out customer service requests on time (this is a 2023-2024 Organisational KPI)	90% close out rate	Pathway	Executive Leadership Team	Q4 (June 2024)	81.18%	Item completed	Within operational allocation	Benefits in doubt	Identified risk/s being managed	Customer close out for the period is 81.18%. Work is being undertaken in all areas of Council to improve the overall customer experience.
5.2.4.c	Increased usage of online services	Increase	Council business papers	Manager Community & Cultural Services	Q4 (June 2024)	Increase	Item completed	Budget on track	Benefits to be achieved	Identified risk/s being managed	Library app downloads increased by 77% (579 new downloads)
Community Plan Goal 5.3 - Community capacity & resilience in respect of future risk											
Council's role - Provider, Facilitator											
5.3.1 Maintain the ability to respond to disaster events under the disaster management arrangements											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
5.3.1.a	Disaster management plans are fit for purpose and meet community's needs	Local Disaster Management Plan endorsed by Local Disaster Management Group	LDMG Minutes	Coordinator Disaster Management & Community Resilience	Q4 (June 2024)	N/A	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s being managed	Local Disaster Management Plan (LDMP) reviewed by Local Disaster Management Group (LDMG) members and endorsed at the 12 June 2024 meeting. The LDMP will go to the Ordinary Council meeting of 16 July 2024 for adoption.
5.3.1.b	Maintain fire-trails and assist in hazard reduction burns	100% of planned maintenance and hazard reductions undertaken	Council business papers	Bushfire Recovery & Resilience Officer	Q4 (June 2024)	100%	Item completed	Budget underspent	Item completed benefits achieved	Identified risk/s within appetite	Weed control at Ritamada Rd firetrail Mulching and spraying on Limestone Ck firetrail
5.3.1.c	Number of community engagement activities conducted / events attended to promote the Get Ready Queensland message	2	Council business papers	Coordinator Disaster Management & Community Resilience	Q4 (June 2024)	5	Item completed	Within operational allocation	Item completed benefits achieved	Identified risk/s within appetite	Attended 3 x shows and conducted 2 x school tours of the Hub in Q4
5.3.2. Enhance the community's preparedness for disaster through community education, training and strong partnerships between Council and other agencies											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	-
5.3.3 Plan the response to changes in social, economic and climatic conditions											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	-
5.3.4 Partner with agencies to develop programs for the protection of all members within the community											
Reference	Performance Measurement			Responsibility	Completion Date	Result	Progress Indicators				Comments
	Performance Indicator	Target	Data Validation Source				Timing	Budget	Scope	Risk	
-	Delivered as part of normal business activities	-	-	-	-	-	-	-	-	-	-

## **13    AUDIT, RISK AND IMPROVEMENT COMMITTEE REPORTS**

Nil

## **14 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*



## 15 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.

#### 16.1 2024.011 - Yeppoon Aquatic Centre - Expression of Interest

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.

## 16 CONFIDENTIAL REPORTS

### 16.1 2024.011 - YEPPOON AQUATIC CENTRE - EXPRESSION OF INTEREST

**File No:** qA83456

**Attachments:** Nil

**Responsible Officer:** Arvind Singh - Manager Infrastructure Projects  
Michael Kriedemann - General Manager Infrastructure

**Author:** Jeff Davey - Infrastructure Project Engineer

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.

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#### SUMMARY

*This report is considered confidential in accordance with section 254J(3)(g), of the Local Government Regulation 2012, as it contains information 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. This report is for the recommendation to Councillors of shortlisted companies to progress to selective invitation to Tenders (stage 2) relating to 2024.011 – Yeppoon Aquatic Centre.*

## **17 CLOSURE OF MEETING**