



ORDINARY MEETING

AGENDA

21 APRIL 2020

Your attendance is required at an Ordinary meeting of Council to be held at Yeppoon Town Hall, 25 Normanby Street, Yeppoon on 21 April 2020 commencing at 9.00am for transaction of the enclosed business.

Brett Bacon

ACTING CHIEF EXECUTIVE OFFICER

16 April 2020

Next Meeting Date: 19.05.20

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."

2 ATTENDANCE

Members Present:

Mayor, Councillor Andrew Ireland (Chairperson)
Deputy Mayor, Councillor Adam Belot
Councillor Nigel Hutton
Councillor Pat Eastwood
Councillor Glenda Mather
Councillor Tanya Lynch
Councillor Andrea Friend

Officers in Attendance:

Mr Brett Bacon – Acting Chief Executive Officer
Mr Dave Mazzaferri – Acting Executive Director Liveability and Wellbeing
Mr Scott Casey – Acting Executive Director Infrastructure
Mrs Andrea Ellis – Chief Financial Officer
Mr Matthew Willcocks - Chief Technology Officer
Mrs Belinda Housman – Acting Chief Human Resources Officer

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 17 March 2020

Minutes of the Special Meeting held 23 March 2020

Minutes of the Special Meeting held 16 April 2020

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 PUBLIC FORUMS/DEPUTATIONS

6.1 DEPUTATION WITH MEMBER FOR KEPPEL

File No: GV13.4.3
Attachments: Nil
Responsible Officer: Brett Bacon - Acting Chief Executive Officer
Author: Nicole Robertson - Coordinator Executive Support

SUMMARY

Mayor Ireland extended an invitation to Ms Brittany Lauga MP to attend the first meeting of the newly elected Council.

OFFICER'S RECOMMENDATION

THAT the deputation by Ms Brittany Lauga MP be received.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

7.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: GV13.4.1

Attachments: 1. Business Outstanding Table April 2020 [1](#)

Responsible Officer: Brett Bacon - Acting Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Ordinary Council Meeting, as at 15 April 2020, is presented for Councillors' information.

OFFICER'S RECOMMENDATION

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

7.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table April 2020

Meeting Date: 21 April 2020

Attachment No: 1

Item	Date	Report Title	Resolution	Responsible Officer	Comments
1.	17 July 2018	Draft Fig Tree Creek Masterplan	THAT Council endorse the Fig Tree Creek Master Plan for further public consultation and integration into the Council's Strategic Planning Framework.	Coordinator Natural Resource Management	15 Apr 2020 The co-design project being undertaken by Healthy Land and Water has continued to be progressed with initial meetings conducted between Healthy Land and Water and relevant internal stakeholders during the last week of March. The purpose of these meetings was to seek input about Fig Tree Creek from the perspective of the different business units of Council. Co-design training will be delivered to relevant internal stakeholders during May 2020.
2.	18 September 2018	Opening of Road – Gunder Road, The Caves (C)	THAT Council authorise the Chief Executive Officer to commence negotiations with the owners of Lot 69 RP891987 to open new road as shown on Drawing No. 17-112-04.	Policy and Planning Officer	14 Apr 2020 Still in progress. 06 Feb 2020 Messages left for alternative landowner to contact Council to discuss progress.
3.	16 October 2018	Potential Sale of Lots 2 and 3 - The Gateway Business and Industry Park (C)	THAT Council: 1. reconfirms its previous decision on 1 May 2018, to sell Lots 2 and 3, known as 3 and 5 Pineapple Drive, Hidden Valley, within Stage One of The Gateway Business and Industry Park, at the nominated offer and acknowledges the new entity (purchaser) listed in this report; 2. confirms its preparedness to accept the option two payment terms and conditions for Lots 2 and 3, outlined in this report, and if deemed acceptable to the purchaser through further negotiation; 3. confirms in lieu of discounting infrastructure charges, it would favourably consider entering into an infrastructure agreement for the deferred	Executive Director Liveability and Wellbeing	15 Apr 2020 Settlement extension requested and granted. Anticipate settlement by the end of April 2020.

Item	Date	Report Title	Resolution	Responsible Officer	Comments
			<p>payment of infrastructure charges, in accordance with the general terms prescribed by Council's <i>Development Incentive Policy for Reconfiguring a Lot</i>, based on the terms outlined in this report; and if deemed acceptable to the purchaser through further negotiations;</p> <p>4. authorises the Chief Executive Officer to finalise negotiations with the purchaser, taking into consideration the terms and conditions outlined in this report, and execute a contract of sale for Lots 2 and 3, having due regard to the provisions for the disposal of non-current assets contained in the <i>Queensland Local Government Regulation 2012</i> and Livingstone Shire Council's Procurement Policy;</p>		
4.	01 April 2019	Recyclables Processing Service Contract (C)	That Council authorise the Chief Executive Officer to proceed in the manner as outlined within the report.	Manager Water and Waste Operations	<p>14 Apr 2020</p> <p>The Draft Recyclables Processing Tender has been completed by RRC for review by all four (4) Councils. The four (4) Councils have agreed on an open-book accounting methodology for costing the supply of the recyclables processing services., RRC have engaged the services of a Townsville based Lawyer (Helix Legal) to provide legal opinion. This Lawyer was selected as they have recent experience with this subject – being legal expertise for Cairns Regional Council for their new MRF contract. All four (4) Councils will contribute to the costs of this legal opinion.</p>
5.	06/08/19	Livingstone Planning Scheme 2018 - Proposed Second Amendment	<p>THAT Council resolve to:</p> <p>1. make amendments to the <i>Livingstone Planning Scheme 2018</i> in accordance with the changes identified in Attachment One; and</p>	Strategic Planning Officer	<p>15 Apr 2020</p> <p>State Government has stopped the time period and requested Council provide further information to justify compliance of State interests. Growth Management will further</p>

Item	Date	Report Title	Resolution	Responsible Officer	Comments
			2. advance the amendments to the <i>Livingstone Planning Scheme 2018</i> in accordance with the <i>Planning Act 2016</i> and the <i>Minister's Guidelines and Rules July 2017</i> .		<i>investigate avenues for providing information requested.</i>
6.	17/09/19	Former Catholic Church Building – Marlborough (C)	<p>THAT Council resolve:</p> <p>1) to authorise Council officers to proceed to written tender for the sale of Lot 14 on Registered Plan 602167 and the building thereon on an 'as is where is' basis; and</p> <p>2) further, if the written tender process for the sale of Lot 14 on Registered Plan 602167 and the building thereon is unsuccessful, authorise Council officers to proceed to written tender for the lease of this property on an 'as is where is' basis.</p>	Principal Property Officer	<p>15 Apr 2020</p> <p><i>Council is awaiting advice from the agent on a prospective purchase..</i></p>
7.	19/11/19	Acquisition of Land for Road Purposes - Trunk Infrastructure T-100 Tanby / Chandler Roads Intersection and T-37 Chandler Road (C)	THAT Council authorise the Chief Executive Officer to commence negotiations with the owner of Lot 9 RP613833 to open new road as shown on Drawing No 14-133-C-01.	Policy and Planning Officer	<p>14 Apr 2020</p> <p><i>Agreement reached. Waiting for signed contract to be returned.</i></p>
8.	19/11/19	Enquiry of The Gateway Business and Industry Park Proposed Lot 24 (C)	THAT Council resolve to provide a twelve-month non-exclusive Licence Agreement to the proponent, at a rental amount as prescribed under the non-exclusive Licence Agreement to, over part of Lot 5001 on Survey Plan 296924 at The Gateway Business and Industry Park.	Project Support Officer	<p>14 Apr 2020</p> <p><i>Council has prepared the draft Licence Agreement for part of Lot 5001 on Survey Plan 296924 at The Gateway Business and Industry Park. The Licence Agreement is currently being reviewed by the Licensee.</i></p>

Item	Date	Report Title	Resolution	Responsible Officer	Comments
9.	03/12/19	LIVINGSTONE PLANNING SCHEME 2018 - PROPOSED PLANNING SCHEME AMENDMENTS	<p>Council Resolution</p> <p>THAT Council resolve to:</p> <p>1) Make amendments to the Livingstone Planning Scheme 2018 in accordance with the changes identified in Attachment 1; and</p> <p>2) Advance the amendments to the Livingstone Planning Scheme 2018 in accordance with the Planning Act 2016 and the Minister's Guidelines and Rules July 2017.</p>	Principal Strategic Planner	<p>15 Apr 2020</p> <p>Internal review of document changes being undertaken and endeavouring to send amendment information to State by end of May 2020 for State interest review.</p>
10.	03/12/19	PROPOSED TRUSTEE LEASE TO NBN CO LIMITED OVER PART OF LOT 50 ON SURVEY PLAN 207050 - KEPPEL SANDS (C)	<p>Council Resolution</p> <p>THAT Council resolve:</p> <p>1. that the exception mentioned in section 236(1)(c)(vi) of the Local Government Regulation 2012 may apply in its dealing with NBN Co Limited over part of Lot 50 on Survey Plan 207050 described as Lease N on Survey Plan 311429; and</p> <p>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 NBN Co Limited over part of Lot 50 on Survey Plan 207050 described as Lease N on Survey Plan 311429; and</p> <p>3. to provide a twenty (20) year lease to NBN Co Limited, at an initial rent which is yet to be determined but in accordance with Section 236 Subsection (3) of Local Government Regulation 2012 will be equal to, or more than, the market value of the interest in land, over Lease N on Survey Plan 311429.</p>	Principal Property Officer	<p>06 Apr 2020</p> <p>Council is waiting on the most recent draft lease forwarded to NBN.</p> <p>16 Jan 2020</p> <p>Negotiations with NBN Co on the terms of the Trustee Lease are close to finalisation. On completion of negotiations the draft lease agreement will be forwarded to the Department of Natural Resources, Mines and Energy for approval.</p>

Item	Date	Report Title	Resolution	Responsible Officer	Comments
11.	19/12/19	Mayoral Minute - Land Zoning Review Kinka Beach	Council Resolution PROCEDURAL MOTION That pursuant to s2.19.1(d) and s2.19.6 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending further discussion and to return to a future Council Meeting.	Manager Liveability	05 Mar 2020 Due to this being a Planning Scheme amendment matter cannot be considered by Council during Caretaker Period. Matter will be bought back to new Council for consideration
12.	19/12/19	Capricorn Coast Memorial Parkland Management (C)	Council Resolution THAT Council resolve to authorise Council officers to invite expressions of interest from parties interested in the provision and management of the following components of the Capricorn Coast Memorial Parkland: (1) provision of burials and inurnment of ashes in accordance with the Capricorn Coast Memorial Parkland Landscape Key Plan 2: Burial Plot Layout, including: a. using the modern burial system (crypt burial system) for formal lawn and informal lawn burials; b. provision of ashes garden(s); c. provision of columbarium(s); and d. the establishment of a pet cemetery; (2) horticultural and general maintenance of the site; (3) general operation (including opening hours) of the site; (4) development of a chapel; and (5) development of a crematorium.	Manager Infrastructure Projects	15 Apr 2020 Referred to Manager Infrastructure Projects for further updates to be provided. 5 Mar 2020 Landscape plans being reviewed. Final documentation needs to be collated before Tender documents can be ascertained. Currently being worked on with Project Team.

Item	Date	Report Title	Resolution	Responsible Officer	Comments
13.	04/02/2020	Notice of Motion - Councillor Adam Belot - Bangalee Beach Access Consultation.	COUNCIL RESOLUTION THAT Livingstone Shire Council undertake meaningful community consultation with the Bangalee community and (any other key stakeholders) to determine their level of support for the following in relation to vehicle access onto Farnborough Beach 1/ Do you support Council investigating a viable additional and/or alternate northern vehicle beach access point accessing onto Farnborough Beach.	Executive Director Infrastructure	14 Apr 2020 Public consultation survey closing date extended to 8 April 2020. Results of survey currently being compiled.
14.	04/02/2020	Questions on Notice - Councillor Glenda Mather - Great Keppel Island Revitalisation Project	COUNCIL RESOLUTION THAT the 'Questions on Notice' be received and a report providing a response to the questions be brought to a future Council meeting.	Acting Chief Executive Officer	14 Apr 2020 The Queensland Government Project Officer has indicated Council will shortly be in receipt of correspondence addressing the questions raised.
15.	04/02/2020	Potential Sale of Lot 18 on Survey Plan 296924 at The Gateway Business and Industry Park (C)	COUNCIL RESOLUTION THAT Council accept the offer, as detailed in the below report, to sell Lot 18 on SP296924, known as 6 Macadamia Drive, Hidden Valley.	Project Support Officer	14 Apr 2020 Council accepted the offer for the sale of Lot 18 on Survey Plan 296924 at The Gateway Business and Industry Park., The contract has been executed by both parties and settlement occurred in March 2020., No further action required.
16.	04/02/2020	Properties Eligible for Sale of Land for Rate Arrears (C)	COUNCIL RESOLUTION THAT (a) pursuant to section 140(2) of the Local Government Regulation 2012 Council proceed with action to sell the land listed below, and also detailed in attachment 1 to	Coordinator Revenue	15 Apr 2020 Notices of Intention to Sell issued. No further action for a minimum of three months.

Item	Date	Report Title	Resolution	Responsible Officer	Comments
			<p>the report for overdue rates and charges; and</p> <p>(b) that Council delegate to the Chief Executive Officer the power to take all further steps under Chapter 4, Part 12, Division 3 of the <i>Local Government Regulation 2012</i> to effect sale of the land (including, for avoidance of doubt, the power to end sale procedures).</p> <p>127032 – L5 RP 601484 135251 – L1 RP 605760 131221 – L3 RP 617035 139480 – L 5 SP 269992 131847 – L29 MPH 14441 140000 – L2 RP 616623 132462 – L11 SP 226589 143633 – L142 SP 203612 132798 – L7 SP 112046 302419 – L52 SP 237553 134330 – L178 RP 610896 127596 – L71 RP 604123</p>		
17.	04/02/2020	ACQUISITION OF LAND (C)	<p>COUNCIL RESOLUTION</p> <p>THAT Council resolves to proceed in accordance with Option One, as detailed within the body of this report.</p>	Manager Infrastructure Projects	<p>14 Apr 2020</p> <p><i>Information relating to the site is currently being reviewed to determine the extent of the Due Diligence exercise Council needs to undertake. The previous contaminated land study provided by EDQ is being reviewed with the intent of Council briefing and engaging a specialist Consultant to determine the extent and nature of the contamination, how that contamination should be dealt with and what the remediation treatment is likely to cost.</i></p>

Item	Date	Report Title	Resolution	Responsible Officer	Comments
18.	18/02/2020	Question Without Notice - Councillor Mather – Security of Drink Container Bin Lids	The Mayor accepted the following question without notice from Councillor Glenda Mather and requested a response come back to a future Council meeting: <ul style="list-style-type: none"> What security measures can be taken to prevent future bins (with the lids) being stolen at events? 	Manager Water and Waste Operations	14 Apr 2020 A Report to Council will be provided at the next meeting.
19.	18/02/2020	Notice of Motion - Councillor Mather - Overgrown Vegetation	THAT pursuant to s2.19.1(d) and s2.19.6 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending an officers report to return to a Council Meeting.	Executive Director Liveability and Wellbeing	15 Apr 2020 Open Spaces inspected site and the vegetation is still under water and unable to get machinery into the area. Regular contact with customer is occurring.
20.	18/02/2020	Proposed Trustee Lease to Capricorn Tourism and Economic Development Limited (C)	THAT Council resolve: <ol style="list-style-type: none"> to rescind Resolution 12.3 of its Ordinary Meeting on 16 October 2018, which resolved to: <ol style="list-style-type: none"> apply the exception mentioned in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to its dealings with Capricorn Tourism and Economic Development Limited and Keppel Coast Arts Council Incorporated for issue of Trustee Leases over land currently described as Lot 2 on Survey Plan 104438, Merv Anderson Park Yeppoon; and provide Trustee Leases over land currently described reserve for Recreation, Public Boat Ramp, 	Property Officer	15 Apr 2020 Lease has been signed, executed by both parties and will be registered shortly

Item	Date	Report Title	Resolution	Responsible Officer	Comments
			<p><i>Jetties and Landing Place over Lot 2 on Survey Plan 104438 to:</i></p> <p>(a) <i>Capricorn Tourism and Economic Development Limited for a term of 20 years for operation of the Capricorn Coast Visitor Information Centre and Shell World; and</i></p> <p>(b) <i>Keppel Coast Arts Council Incorporated for a term of 5 years for operation of the Artship;</i></p> <p>2) that the exception mentioned in section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> may apply in its dealing with Capricorn Tourism and Economic Development Limited over part of Lot 12 on Survey Plan 143269;</p> <p>3) pursuant to section 236(2) of the <i>Local Government Regulation 2012</i> to apply section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> in its dealing with Capricorn Tourism and Economic Development Limited over part of Lot 12 on Survey Plan 143269; and</p> <p>4) to provide a twenty (20) year Trustee Lease to Capricorn Tourism and Economic Development Limited over part of Lot 12 on Survey Plan 143269 on the terms contained in this report.</p>		

Item	Date	Report Title	Resolution	Responsible Officer	Comments
21.	18/02/2020	PROPOSED TRUSTEE LEASE TO THE YEPPPOON INLET ASSOCIATION INCORPORATED (C)	<p>THAT Council resolve:</p> <ol style="list-style-type: none"> 1. that the exception mentioned in section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> may apply in its dealing with the Yeppoon Inlet Association Incorporated over part of Lot 12 on Survey Plan 143269 described as Leases B and C on Survey Plan 295928; 2. pursuant to section 236(2) of the <i>Local Government Regulation 2012</i> to apply section 236(1)(b)(ii) of the <i>Local Government Regulation 2012</i> in its dealing with the Yeppoon Inlet Association Incorporated over part of Lot 12 on Survey Plan 143269 described as Leases B and C on Survey Plan 295928; and 3. to provide a thirty (30) year Trustee Lease to the Yeppoon Inlet Association Incorporated over part of Lot 12 on Survey Plan 143269 described as Leases B and C on Survey Plan 295928, at an initial rental of \$350 per annum excluding Goods and Services Tax for each jetty located with the trustee lease area. 	Principal Property Officer	<p>06 Apr 2020</p> <p>Draft lease agreement expected to be given to Yeppoon Inlet Association in the coming months.</p>
22.	18/02/2020	MANAGEMENT ARRANGEMENTS - KEPPEL SANDS CARAVAN PARK (C)	<p>THAT Council resolve:</p> <ol style="list-style-type: none"> 1) that because of the specialised nature of the services that are sought for the management of the Keppel Sands Caravan Park, it would be impracticable or disadvantageous for Council to invite a further tender in accordance with section 	Principal Property Officer	<p>15 Apr 2020</p> <p>Due to the impact of the Covid 19 crisis of the Manager's for the Park, they indicated that they will be prepared to continue as Managers of the Park until February 2021.</p>

Item	Date	Report Title	Resolution	Responsible Officer	Comments
			<p>235(b) of the <i>Local Government Regulation 2012</i>;</p> <p>2) to authorise Council officers to negotiate with parties who may enquire or have enquired in relation to the management of the park; and</p> <p>3) to delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the Local Government Act 2009, to appoint new managers for the Keppel Sands Caravan Park and the terms and conditions under which they are appointed.</p>		Chief Executive Officer approval has been given for this.
23.	18/02/2020	Mayoral Minute - Senior Citizens	<p>THAT Council</p> <p>1) Commit to exploring all funding avenues for the establishment and delivery of a dedicated Senior Citizens Centre that will be able to provide for the social and recreational needs of this important and valued community group; and</p> <p>2) Make the vacant area at the Cordingley Street Basketball Facility (located on the same side of the building as the Alternate Learning Centre) available to Yeppoon Senior Citizens as an interim home for their primary use until such time that a more permanent facility that will provide for growth of the organisation is established.</p>	Manager Community Wellbeing	<p>16 Apr 2020</p> <p>Investigations of uses of Capricorn Coast Recreational Centre has been undertaken. An officer report will be presented to a future Council meeting.</p>

Item	Date	Report Title	Resolution	Responsible Officer	Comments
24.	03/03/2020	Request for Renewal of Lease - Marlborough Rural Fire Brigade	<p>THAT Council resolve:</p> <ol style="list-style-type: none"> 1. that the exception mentioned in Section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> may apply in its dealing with the State of Queensland (represented by Public Safety Business Agency) on behalf of the Marlborough Rural Fire Brigade over part of Lot 12 on Survey Plan 270260; 2. pursuant to section 236(2) of the <i>Local Government Regulation 2012</i> to apply section 236(1)(b)(i) of the <i>Local Government Regulation 2012</i> in its dealing with the with the State of Queensland (represented by Public Safety Business Agency) on behalf of the Marlborough Rural Fire Brigade over part of Lot 12 on Survey Plan 270260; and 3. to provide a ten (10) year lease to the State of Queensland (represented by Public Safety Business Agency) on behalf of the Marlborough Rural Fire Brigade, at a nominal rent amount of \$1 per annum, over part of Lot 12 on Survey Plan 270260. 	Principal Property Officer	<p>15 Apr 2020</p> <p>Council are waiting on draft Lease from the Public Safety Business Agency Solicitors</p>
25.	17/03/2020	Mayoral Minute - Bushfire Rates Relief	<ol style="list-style-type: none"> 1. THAT Council writes to the Queensland Premier requesting that Queensland adopt a Policy, similar to that of New South Wales (relating to its 3rd and 4th quarter rating periods of the 19/20 financial year), to cover the full costs of council rates for the period 1 January to 30 June 2020 for residents and farmers who have lost their homes, and 	Mayor EA and Chief Financial Officer	<p>15 Apr 2020</p> <p>Letter sent to Hon. Stirling Hinchcliffe on 15/04/2020.</p>

Item	Date	Report Title	Resolution	Responsible Officer	Comments																																
			<p>business owners whose properties have been destroyed beyond repair by bushfires.</p> <p>2. THAT, in the event that the request to the State Government is denied, Council grant a hardship concession to the owners of the fifteen (15) properties identified below, who lost their homes during the Cobraball fire, by way of rebate for all of the rates and charges payable to Council for the rating period from 1 January 2020 to 30 June 2020.</p> <table><thead><tr><th>Lot and Plan Number</th><th>Assessment</th></tr></thead><tbody><tr><td>Lot 5 on RP615216</td><td>139321</td></tr><tr><td>Lot 1 on RP608134</td><td>139446</td></tr><tr><td>Lot 2 on RP614862</td><td>139457</td></tr><tr><td>Lot 2 on RP614695</td><td>137379</td></tr><tr><td>Lot 1 on RP614695</td><td>137378</td></tr><tr><td>Lot 1 on RP602818</td><td>137377</td></tr><tr><td>Lot 3 on RP602798</td><td>137374</td></tr><tr><td>Lot 2 on RP616174</td><td>137372</td></tr><tr><td>Lot 2 on SP286143</td><td>143077</td></tr><tr><td>Lot 2 on RP602413</td><td>137410</td></tr><tr><td>Lot 40 on RP843061</td><td>137275</td></tr><tr><td>Lot 39 on RP843061</td><td>137274</td></tr><tr><td>Lot 1 on SP201920</td><td>143738</td></tr><tr><td>Lot 2 on RP812798</td><td>137325</td></tr><tr><td>Lot 207 on LIV40670</td><td>139281</td></tr></tbody></table>	Lot and Plan Number	Assessment	Lot 5 on RP615216	139321	Lot 1 on RP608134	139446	Lot 2 on RP614862	139457	Lot 2 on RP614695	137379	Lot 1 on RP614695	137378	Lot 1 on RP602818	137377	Lot 3 on RP602798	137374	Lot 2 on RP616174	137372	Lot 2 on SP286143	143077	Lot 2 on RP602413	137410	Lot 40 on RP843061	137275	Lot 39 on RP843061	137274	Lot 1 on SP201920	143738	Lot 2 on RP812798	137325	Lot 207 on LIV40670	139281		
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Lot 3 on RP602798	137374																																				
Lot 2 on RP616174	137372																																				
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Lot 207 on LIV40670	139281																																				
26.	17/03/2020	Hartley Pedestrian Crossing Facilities	THAT Council resolve to include the project to improve pedestrian safety along Hartley Street, Emu Park, identified as options 1 and 5 in this report, in the 2020/21 budget deliberations.	Manager Engineering Services	14 Apr 2020 Currently preparing business case for project to be included into Forward Works Program for construction in the 2020/21 financial year. Target to have BC completed by 24 April 2020. Target to have construction commence in early 2020/21 financial year.																																

8 PRESENTATION OF PETITIONS

Nil

9 MAYORAL MINUTE

Nil

10 COUNCILLOR/DELEGATE REPORTS

Nil

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

Nil

12 REPORTS

12.1 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2020

File No: FM12.14.1

Attachments: 1. Monthly Finance Report - March 2020 [↓](#)

Responsible Officer: Andrea Ellis - Chief Financial Officer

Author: Damien Cross - Coordinator - Accounting Services
Rachel Jackson - Coordinator Procurement

SUMMARY

Presentation of the Livingstone Shire Council Monthly Financial Report for the period ending 31 March 2020 by the Chief Financial Officer.

RECOMMENDATION

THAT the Livingstone Shire Council Monthly Financial Report for the period ending 31 March 2020 be received.

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. Key Performance Indicators
3. Key Strategic Financial Indicators
4. Detailed Statements and Appendices

The attached financial information presents the year-to-date position of Council's financial performance to the 31 March 2020. Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 2019-20 Quarter 2 (20Q2) Revised Budget as adopted by Council on the 4 February 2020. Budgets have been developed on a monthly basis. The attached report shows the business activities (water, sewerage & waste) segregated revenue and expenditure statements and balance sheets. Council finance officers have been simplifying the presentation of this report over recent months to enhance the readability and relevance of the information.

Council officers are currently assessing the potential impact to Council's forecast operating result & cash flows and impact upon the delivery of the capital works programme for the current financial year and any ongoing impact to future year forecasts. Senior Council officers are to discuss these potential impacts with Council and this will likely result in a 2019-20 Quarter 3 (20Q3) Revised Budget being presented to Council for consideration.

COMMENTARY

The Financial Report compares actual performance to date with Council's 20Q2 revised budget and identifies significant variances or areas of concern. It also provides information about additional areas of financial interest to Council and reinforces sound financial management practices throughout the organisation.

Financial Performance

Key financial highlights and associated commentary in relation to Council's year to date financial performance are outlined in Part 1 of the Executive Summary in Attachment 1 to

this report. Council's Key Performance Indicators are outlined in Part 2 of the Executive Summary in Attachment 1 to this report.

Operating Revenue

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

Year to date operating revenue is ahead of the year to date 20Q2 budget position by approximately 1%, mostly due to a favourable variance in the operating grants budget line. This variance is mostly due to the receipt of funding from the Queensland Reconstruction Authority for day labour costs incurred by Council in relation to the March-April 2017 Natural Disaster Event and \$1.3 million in Immediate Financial Support for Bushfire Affected Communities funding from Commonwealth Government. To comply with accounting standards, once the Queensland Reconstruction authority have considered Council's program of works for spending the \$1.3 million in Immediate Financial Support, this revenue may need to be recognised as unearned revenue until such time that the funds are spent.

Operating Expenditure

Year to date operating expenditure is below the year to date 20Q2 revised budget by approximately 4%, which excludes approximately \$8.7 million in committed expenditure. This variance is due in part to the non-accrual of all materials and services expenditure on a monthly basis. Employee wages and salaries have been accrued up to and including 31 March 2020. Depreciation expenditure and finance costs are in close proximity to budget.

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

Below is a snapshot of the expenditure on the rural and urban roads maintenance programs in comparison to the 20Q2 Revised Budget.

	YTD Actuals (\$000's)	20Q2 YTD Budget (\$000's)	Full Year 20Q2 Revised Budget (\$000's)	% Full Year 20Q2 Revised Budget Spent (\$000's)
Rural Maintenance	\$3,200	\$2,890	\$3,832	83.5%
Urban Maintenance	\$1,721	\$1,761	\$2,271	75.8%

Note: Actual results exclude purchase order commitments.

Council's Infrastructure Portfolio are anticipating that the total annual rural maintenance 20Q2 budget of \$3.8 million will likely be exceeded by up to 5% due to recent wet weather resulting in the need to complete further maintenance works on the rural road network. A small portion of the rural maintenance expenditure incurred year to date is anticipated to be recoverable from the Queensland Reconstruction Authority as it related to works completed in response to the November 2019 bushfires.

Capital Revenue

Total capital grants and contributions are below the year to date budget. A detailed listing of capital grants received to date in comparison to the 20Q2 revised budget is provided as part of Attachment 2 to this report.

The 20Q2 revised capital revenue budget for developer contributions is \$2 million. Total year to date developer's contributions are approximately \$1.72 million. The monthly budget phasing of developer's contributions is difficult to predict given a number of factors determine the timing of the receipt of the contributions. Developer contributions are a factor in determining the funding mix of Council's capital works programme requiring Council officers to monitor the total funding received as the financial year progresses.

Capital Expenditure

Capital expenditure incurred is summarised in Table D.1 and D.2 in Attachment 1. The 2019-20 full year 20Q2 budgeted capital expenditure is approximately \$41.9 million with actuals of approximately \$16.2 million. There is approximately \$7.7 million of capital expenditure commitments at month end that predominately relates to work to be undertaken over the balance of the 2019-20 financial year.

Council officers are currently reviewing the capital works program to identify capital projects which project managers expect to be impacted as a result of the measures implemented by the Federal and State governments in response to the current COVID-19 pandemic. Senior Council officers are to discuss these potential impacts with Council and this will likely result in a 2019-20 Quarter 3 (20Q3) Revised Budget being presented to Council for consideration.

Table D.4 highlights the significant capital works projects with 20Q2 revised budget expenditure budget greater than \$800,000 and includes the year to date actuals and project life-to-date costs in comparison to budget.

Statement of Financial Position

A detailed balance sheet as provided in Table B in Attachment 1.

Statement of Cash Flows

The statement of cash flows provided in Table C in Attachment 1 shows Council's cash flows year to date in comparison to the year to date budget. The cash position remains sound with cash totalling approximately \$57 million.

Investments and Borrowings

Information in relation to year to date interest revenue earnings and borrowings are outlined in Table E.3 of Attachment 1. Council made a quarterly repayment on all loans held with the Queensland Treasury Corporation during March. The next quarterly repayment on Council's loan portfolio is scheduled to occur in June 2020. Council has not accessed the approved \$20 million working capital facility.

Outstanding Rates and Trade Debtors

Information in relation to outstanding rates and trade debtors are outlined in Table E.4 of Attachment 1. Table E.4 also outlines aged rates and trade debtor's balances.

Debt Management Statistics

The KPI target for outstanding rates is to reduce rates receivables to less than 5% of total rates outstanding prior to the next six monthly billing cycle. Whilst the collection process of overdue rates receivables is proceeding, total rates receivables eligible for collection (excluding the current levy) are \$6.5 million, which is 9.0% of rates levied. (March 2019: 9.2% of rates levied).

Ratepayers always have the option to enter into formal payment arrangements, which prevents legal action being progressed by Council's debt collection agency. Council resolved to charge 7% per annum on overdue rates and utility charges in 2019-20, applied monthly, on all overdue balances, including those under a formal payment agreement.

- 26% of overdue balances are under management; this reflects 734 assessments out of all 17,590 rateable assessments (4%).
- There are 309 current proposals to pay totalling \$474,106 (February: \$209,125).
- There are 102 assessments (February: 101) under long-term arrangements (agreements to pay) with a total of \$517,069 with varying settlement periods.
- Following the Cobraball Bush Fire event in November 2019 and the more recent evolving circumstances of COVID-19, referrals and legal action are currently on hold and will be delicately monitored by Council officers. Future recovery actions taken by officers in relation to outstanding rates and utility charges are to be discussed with Council.

- Council's debt collection agency is currently managing 323 assessments (February: 369), representing \$1,727,417 (February: \$1,452,348). Compared to March 2019, there are fourteen (14) more assessments under a debt management arrangement; and there is an increase in the total value under management by \$345,846.

Procurement

Local Content

Council strongly supports locally owned and operated businesses, including those with an office or branch in our region. Table E.4 of Attachment 1 outlines the total year to date spend (inclusive of both operational and capital expenditure) with businesses located both within and outside of Council's boundaries. A second graph is included outlining the historical spend since 1 January 2014.

Current Tenders

The summary of current tenders facilitates oversight of the progress by Councillors. Council applies best practice with tender evaluation undertaken at officer level by way of membership on an evaluation panel and with Councillors not being involved in the tender evaluation process.

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 has been deemed not suitable.

Contract – contract issued by letter of award.

Summary of current tenders:

Evaluation	
1040T	Invitation to Tender - Appleton Creek Bridge
Open	
1011T	Invitation To Tender - Registered Pre-Qualified Suppliers for Line Marking
1049T	Invitation To Tender - Preferred Supplier Arrangement for Chemicals

PREVIOUS DECISIONS

Council adopted the 2019-20 Adopted Budget on 11 July 2019, the 20Q1 revised budget on 22 October 2019 and the 20Q2 revised budget on 4 February 2020.

BUDGET IMPLICATIONS

The Monthly Financial Report shows Council's financial position in relation to the 20Q2 Revised Budget.

LEGISLATIVE CONTEXT

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

LEGAL IMPLICATIONS

There are no anticipated legal implications because of this report.

STAFFING IMPLICATIONS

There are no staffing implications because of this report.

RISK ASSESSMENT

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

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

The financial report provides information about Council's financial performance and position for the period ending 31 March 2020.

12.1 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MARCH 2020

Monthly Finance Report - March 2020

Meeting Date: 21 April 2020

Attachment No: 1



**Monthly Financial Report
for period ending
31/03/2020**

Contents

Financial Health Indicators

- Executive Summary
- Key Performance Indicators
- Key Strategic Financial Indicators

Attachments: Detailed financial statements

1. Executive Summary

This monthly financial report illustrates the financial performance and position of Livingstone Shire Council compared to the 2019-20 Q2 Revised Budget at an organisational level for the period ended 31 March 2020. The 20Q2 Revised Budget referred to in this report reflects the revised budget as adopted by Council on 4 February 2020.

Key Financial Highlights and Overview						
Key Financial Results (\$000's)	20Q2 Revised Budget (\$000's)	20Q2 YTD Revised Budget (\$000's)	YTD Actuals (\$000's)	YTD Variance (\$000's)	YTD Variance %	Status
Operating Surplus/(Deficit)	-\$2,066	\$14,110	\$17,472	\$3,361	24%	✓
Operating Revenue	\$87,828	\$81,975	\$82,504	\$529	1%	✓
Operating Expenditure	-\$89,894	-\$67,865	-\$65,032	\$2,833	-4%	✓
Capital Works Expenditure	\$41,887	\$28,803	\$16,210	-\$12,594	-44%	✓
Closing Cash & Cash Equivalents	\$27,250	\$29,974	\$57,281	\$27,307	91%	✓
Total Borrowings	\$75,530	\$76,807	\$76,807	-\$0	0%	✓

Status Legend:

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

Commentary

Year to date operating revenue is ahead of the year to date 20Q2 budget position by approximately 1%, mostly due to a favourable variance in the operating grants budget line. This variance is mostly due to the receipt of funding from the Queensland Reconstruction Authority for day labour costs incurred by Council in relation to the March-April 2017 Natural Disaster Event and \$1.3 million in Immediate Financial Support for Bushfire Affected Communities funding from Commonwealth Government. To comply with accounting standards, once the Queensland Reconstruction Authority have considered Council program of works for spending the \$1.3 million in Immediate Financial Support, this revenue may need to be recognised as unearned revenue until such time that the funds are spent.

At the end of March Council has reached its second cash high point for the financial year, with the vast majority of second half yearly General Rates & Utility Charges and Quarter 2 (two) water consumption notices having been collected in cash by the due date of 11 March 2020. The collection of these cash receipts from ratepayers and total capital works expenditure being behind the YTD 20Q2 budget position are the major factors in Council's closing cash balance being ahead of the YTD 20Q2 budget at month end.

Year to date operating expenditure is below the year to date 20Q2 revised budget by approximately 4%, which excludes approximately \$8.7 million in committed expenditure. This variance is due in part to the non-accrual of all materials and services expenditure on a monthly basis. Employee wages and salaries have been accrued up to and including 31 March 2020. Depreciation expenditure and finance costs are in close proximity to budget.

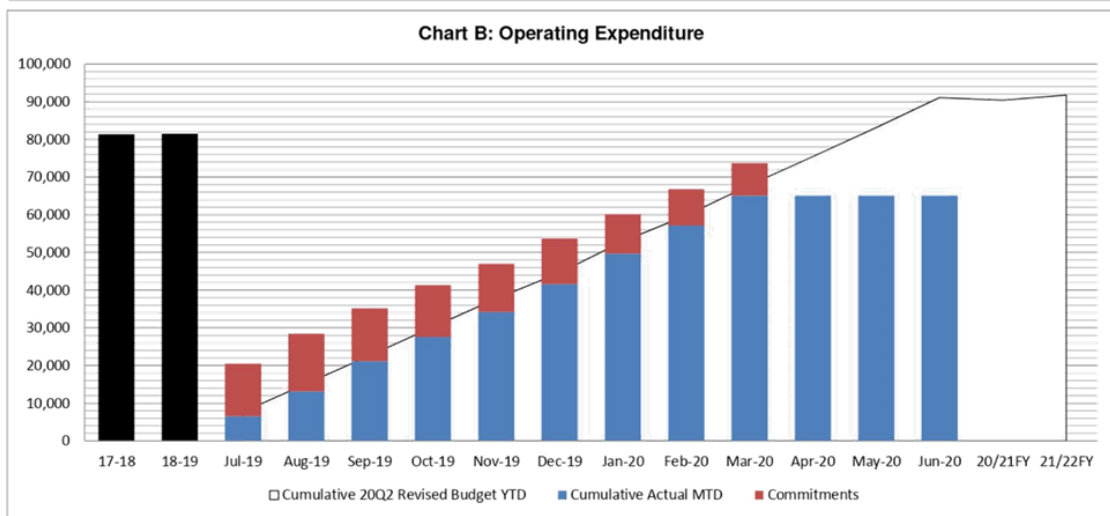
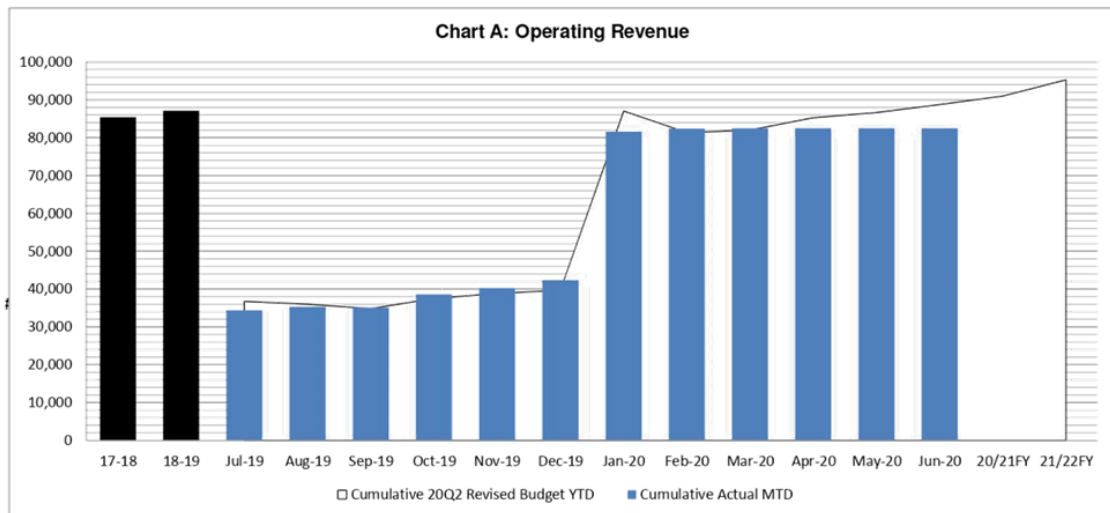
2. Key Performance Indicators

Key Financial Highlights and Overview				
Financial Sustainability Ratios & Measures of Financial Sustainability	Quarter 2 Revised Budget (\$000's)	YTD Actuals (\$000's)	Status	Target
Operating Performance				
Operating Surplus Ratio (%)	-2.4%	21.2%	✓	Between 0 - 10% (on average over the long term)
Operating Efficiency Ratio (%)	97.7%	126.9%	✓	Between 100% - 110%
Fiscal Flexibility				
Net Financial Liabilities Ratio (%)	62.7%	23.3%	✓	Less than 60% (on average over the long term)
Council Controlled Revenue Ratio (%)	92.0%	91.5%	✓	Greater than 60%
Interest Cover Ratio (Times)	4.5%	3.6%	✗	Between 0 - 10%
Asset Sustainability				
Asset Sustainability Ratio (%)	55.6%	22.6%	✗	Greater than 90% (on average over the long term)
Longer Term Financial Sustainability - Debt to Asset Ratio (%)	7.2%	7.3%	✓	Less than or equal to 10%
Liquidity				
Ability to pay our Bills - Current Ratio (Times)	3.3	6.4	✓	Greater than 2 times
Cash Balance (\$M's)	\$27.3	\$57.3	✓	Greater than or equal to \$20M
Cash Balance - Cash Capacity in Months	3.9	11.4	✓	Greater than 3 months cash capacity

Status Legend:

KPI target (budget) achieved or exceeded	✓
KPI target (budget) not achieved	✗

3. Key strategic financial indicators: trend analysis



4. Attachments

A: Monthly Summary revenue and expenditure report (by line item)

	Year-to-date				Full year
	1920 Q2 Budget	Actual	Variance	Variance	2019-20 Q2 Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)
Revenues					
Rates & Utility Charges	71,606	70,908	(698)	-1%	74,900
User Fees & Charges	3,708	3,685	(23)	-1%	4,904
Operating Grants	3,563	5,179	1,616	45%	6,858
Interest	469	517	48	10%	772
Sales Revenue	1,873	1,353	(520)	-28%	(625)
Other	756	861	105	14%	1,020
Total operating revenues	81,975	82,504	529	1%	87,828
Expenses					
Employee Benefits	(24,321)	(23,482)	839	-3%	(32,158)
Materials & Services	(22,855)	(20,536)	2,319	-10%	(30,267)
Depreciation	(16,794)	(16,800)	(6)	0%	(22,400)
Finance Costs	(2,995)	(3,002)	(7)	0%	(3,995)
Other	(899)	(1,212)	(312)	35%	(1,072)
Less: Total operating expenses	(67,865)	(65,032)	2,833	-4%	(89,894)
Net operating result	14,110	17,472	3,361	24%	(2,066)
Capital Income					
Capital Grants	7,111	4,303	(2,808)	-39%	10,595
Developer Contributions	1,679	1,718	39	2%	2,000
Other Capital Income	0	778	778	0%	0
Less: Restoration Provision Capital Expense	(110)	0	110	-100%	(146)
Net Capital Income	8,680	6,799	(1,881)	-22%	12,449
Total comprehensive income	22,791	24,271	1,480	6%	10,383

B: Monthly summary of assets and liabilities report

	Year-to-date				Full year
	1920 Q2 Budget	Actual	Variance	Variance	2019-20 Q2 Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)
Assets					
Cash and cash equivalents	29,974	57,281	27,307	91%	27,250
Inventory	1,089	451	(638)	-59%	4,419
Receivables:					
Trade & Other Receivables	9,144	8,041	(1,103)	-12%	8,609
Land - for resale	6,514	17,510	10,996	169%	3,812
Infrastructure:					
PPE	990,882	934,014	(56,868)	-6%	1,002,243
Capital WIP	-	41,435	41,435	0%	-
Other assets	698	4	(693)	-99%	1,031
Total Assets	1,038,301	1,058,737	20,436	2%	1,047,365
Liabilities					
Employee benefits	5,755	8,563	2,808	49%	3,011
Trade creditors and accruals	1,072	1,344	272	25%	4,330
Borrowings:					
Short-term	1,437	1,437	(0)	0%	5,270
Long-term	75,370	75,370	0	0%	70,260
Other liabilities	12,452	12,001	(451)	-4%	13,502
Total Liabilities	96,086	98,714	2,628	3%	96,373
Current assets	40,904	79,476	38,571	94%	41,310
Current liabilities	8,264	12,344	4,080	49%	12,611
Non-current assets	997,396	979,261	(18,135)	-2%	1,006,055
Non-current liabilities	87,822	86,370	(1,452)	-2%	83,762
Net community assets	942,215	960,023	17,808	2%	950,991

C: Monthly summary cash flow report

	1920 Q2 Budget	Year-to-date			Full year
		Actual	Variance	Variance	2019-20 Q2 Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)
Operating Cashflows					
<i>Cash inflows from operations</i>					
Rates & utility charges	70,070	71,305	1,235	2%	77,855
User fees and charges	3,774	4,230	455	12%	5,571
Operating grants	5,683	5,091	(592)	-10%	6,837
Interest	547	517	(30)	-6%	642
Other	58	2,156	2,098	3638%	0
Proceeds from sale of land inventory	1,016	1,016	(0)	0%	7,908
Total operating cash inflows	81,148	84,314	3,166	4%	98,812
<i>Cash outflows from operations</i>					
Employee entitlements	(24,299)	(23,500)	799	-3%	(38,489)
Payments to suppliers	(26,315)	(22,353)	3,962	-15%	(33,948)
Borrowing costs & bank charges	(3,206)	(2,951)	255	-8%	(3,845)
Other operating cash outflows	(225)	0	225	-100%	(300)
Payments for land inventory	0	(26)	(26)	0%	(88)
Total operating cash outflows	(54,045)	(48,830)	5,214	-10%	(76,669)
Net cash flows from operations	27,103	35,483	8,380	31%	22,143
Investing cash flows					
Proceeds on disposal of assets	0	655	655	0%	0
Capital grants & infrastructure charges	9,434	6,494	(2,940)	-31%	12,595
Acquisition of assets	(29,932)	(21,389)	8,544	-29%	(41,799)
Other investing activities	0	0	0	0%	(30)
Net investing cash flows	(20,498)	(14,241)	6,258	-31%	(29,234)
Financing cash flows					
Repayments on borrowings	(3,750)	(3,720)	30	-1%	(4,999)
Net financing cash flows	(3,750)	(3,720)	30	-1%	(4,999)
Net combined cash flows	2,855	17,523	14,668	514%	(12,090)
Add: Opening cash balance	27,119	39,758	12,639	47%	39,758
Closing cash balance	29,974	57,281	27,307	91%	27,668

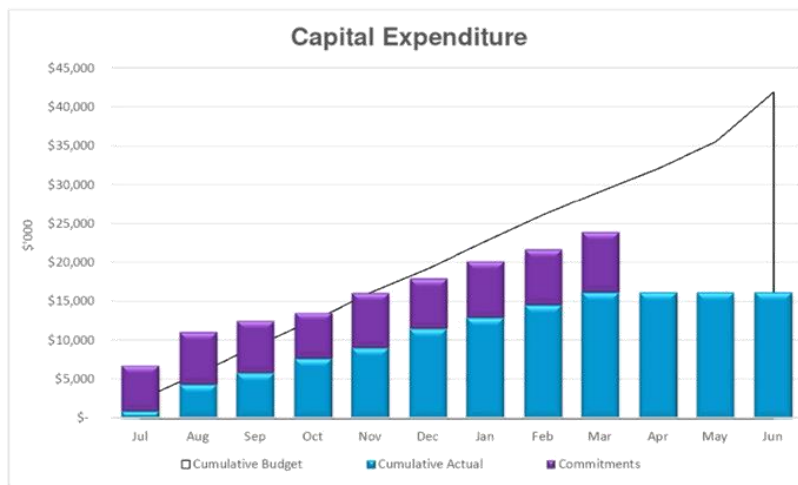
D.1: Monthly summary capital revenue and expenditure report by category (all projects)

	1920 Q2 Budget	Year-to-date			Full year
		Actual	Variance	Variance	2019-20 Q2 Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)
Renewal of existing assets					
Capital grants and contributions	(469)	(480)	(12)	2%	(625)
Renewal expenditure	7,817	3,790	(4,027)	-52%	12,444
New assets/upgrade of existing assets					
Capital grants and contributions	(6,642)	(4,240)	2,403	-36%	(9,970)
New/upgrade expenditure	20,987	12,420	(8,567)	-41%	29,442
Total					
Capital grants and contributions	(7,111)	(4,720)	2,391	-34%	(10,595)
Renewal, upgrade and acquisition	28,803	16,210	(12,594)	-44%	41,887

D.2: Monthly summary capital revenue and expenditure report by asset class (all projects)

	Year-to-date				Full year
	1920 Q2 Budget	Actual	Variance	Variance	2019-20 Q2 Budget
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)
Land					
Renewal, new/upgrade	132	302	170	129%	155
Buildings					
Capital grants and contributions	(675)	(500)	175	-26%	(1,025)
Renewal, new/upgrade	2,355	425	(1,930)	-82%	2,643
Plant & Equipment					
Capital grants and contributions	(43)	(33)	11	-25%	(43)
Renewal, new/upgrade	1,323	1,200	(123)	-9%	2,672
Roads & Drainage					
Capital grants and contributions	(1,745)	(3,240)	(1,494)	86%	(3,237)
Renewal, new/upgrade	10,476	7,600	(2,876)	-27%	15,826
Bridges					
Renewal, new/upgrade	65	23	(42)	-64%	68
Water					
Renewal, upgrade and acquisition	3,817	1,130	(2,687)	-70%	4,561
Sewerage					
Capital grants and contributions	(1,750)	(140)	1,610	-92%	(2,427)
Renewal, upgrade and acquisition	5,308	3,029	(2,280)	-43%	8,029
Site Improvements					
Capital grants and contributions	(2,897)	(807)	2,090	-72%	(3,863)
Renewal, upgrade and acquisition	4,707	2,448	(2,259)	-48%	6,726
Land Development					
Renewal, upgrade and acquisition	60	26	(34)	-56%	88
Information Communication Technology					
Renewal, upgrade and acquisition	560	26	(534)	-95%	1,120

Table D.3 Capital Expenditure for the Period Ending 31/03/2020



	20Q2 Budget (\$'000)	YTD 20Q2 Budget (\$'000)	YTD Actual (\$'000)	YTD Variance (\$'000)	YTD Variance %
Capitalised goods and services	38,729	27,017	13,519	-13,497	-50%
Capitalised employee costs	3,158	2,203	2,691	488	22%
Total	41,887	29,220	16,210	-13,010	

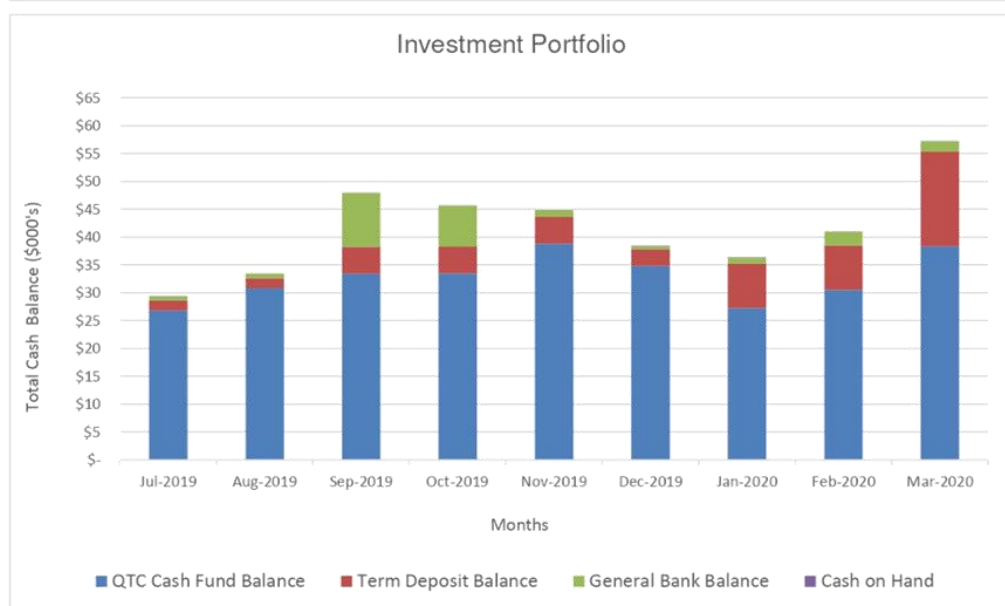
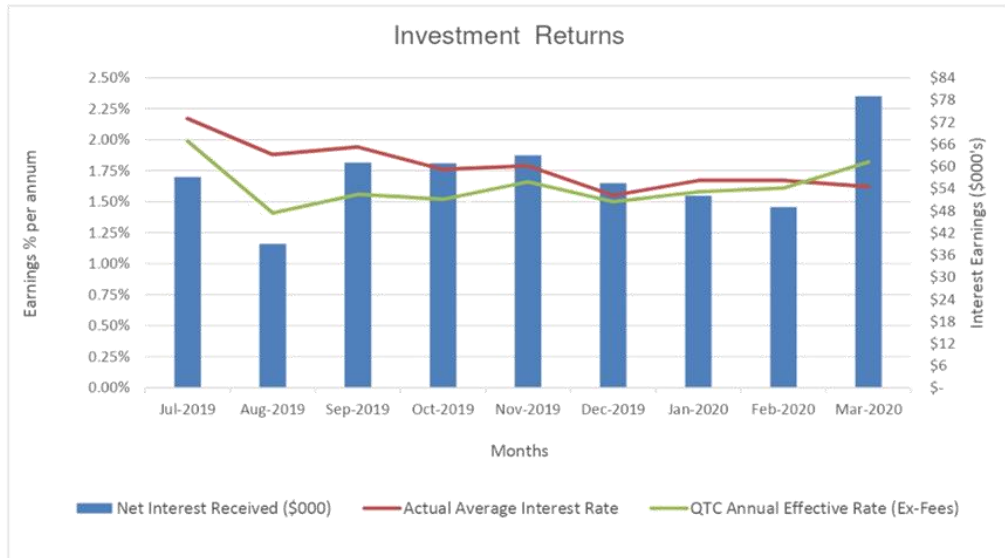
D.4: Summary capital expenditure report by project (>\$800,000)

	Project Dates				Project Costs YTD FY19/20				Project Life Costs	
	% Project Complete	Planned Start Date	Planned Completion Date	WIP B/F from PY	Actual	Commitments	Total Project Costs	2019-2020 Q2 Budget	Project LTD Costs	Project Life Budget
<u>Capricorn Coast New Cemetery</u>										
580906 Capricorn Coast Cemetery - Initial Planning	0%	-	-	10	0	0	0	0	10	
988058 Capricorn Coast Cemetery - Roadworks	100%	-	-	3,010	0	0	0	0	3,010	
988173 Capricorn Coast Cemetery - Internal works	50%	15/09/2017	01/04/2021	502	117	138	255	839	619	
1110324 Capricorn Coast Cemetery - Internal R&D works	100%	-	-	2,146	3	10	12	12	2,149	
<u>Subtotal</u>					5,668	119	148	267	852	6,850
<u>Emu Park Village & Foreshore Revitalisation</u>										
1097725 Emu Park Village & Foreshore - Emu Park Foreshore	0%	-	-	75	10	0	10	10	85	
1100767 Emu Park Village & Foreshore	100%	30/07/2017	15/02/2020	2,087	1,741	188	1,929	1,720	3,828	
1101161 Emu Park Village & Foreshore - CWA Rotunda Emu Park	0%	-	-	2	0	0	0	0	2	
1105254 Emu Park Village & Foreshore - Kerr Park Carpark (SLSC)	100%	-	-	805	0	0	0	0	805	
1105255 Emu Park Village & Foreshore - Tennent Memorial Dr Stage 1 Planning	100%	-	-	18	0	0	0	0	18	
1105256 Emu Park Village & Foreshore - Emu Street Stage 1 Plans B to E	100%	-	-	231	1	6	8	8	232	
1108479 Emu Park Village & Foreshore - Water Main Replacement Emu Street	100%	-	-	141	0	0	0	0	141	
<u>Subtotal</u>					3,359	1,752	195	1,947	5,112	5,520
1115392 ICT Strategy	10%	01/08/2019	30/07/2022	4	0	0	0	1,120	4	2,120
CP440 Fleet Renewal Program	42%	02/07/2019	30/06/2020	0	1,007	1,384	2,391	2,383	1,007	2,383
<u>Road & Drainage</u>										
CP422 Gravel Resheet Annual Program	44%	02/07/2019	30/06/2020	76	568	21	589	1,300	644	1,300
1017252 Matthew Flinders Drive - Scenic Highway to Gregory Street	23%	06/01/2020	16/07/2020	7	373	634	1,007	1,500	380	1,500
1066965 Frangipani Drive Extension & Taranganba School Bus Setdown	0%	17/07/2020	05/11/2020	318	2	0	2	920	320	1,520
1114438 Adelaide Pk Road - St Brendan's Gate 1 to Gate 2	85%	09/09/2019	15/04/2020	2	1,351	267	1,618	1,300	1,353	1,300
1108378 Barmaryee Rd-Oaks Village - Neil's Road	65%	18/11/2019	18/05/2020	4	472	292	764	880	476	880
1113798 Whitman St - Morris to Arthur Streets	10%	16/03/2020	15/07/2020	18	25	214	240	625	43	635
<u>Subtotal</u>					425	2,791	1,428	4,219	3,216	7,135
<u>Major Projects</u>										
1115553 Coote Bay Pool - Works for Queensland: Round 3	12%	04/09/2019	31/10/2020	0	57	15	72	1,200	57	1,200
959072 Sewer Treatment Plant Yepoon - Augmentation Design & Construction	99%	22/03/2018	30/04/2020	14,157	2,372	289	2,661	2,444	16,529	16,601
1110848 Yepoon Water Recycling Augmentation	10%	13/09/2018	30/11/2020	10	87	370	457	1,900	97	1,900
<u>Subtotal</u>					14,167	2,515	674	3,190	16,682	19,701
<u>Water and Waste Operations</u>										
1100809 Yepoon Landfill entry works - Planning and Design	5%	06/04/2020	30/06/2021	0	82	0	82	2,000	82	2,000
1116575 Reservoir West Emu Park	2%	16/08/2019	31/12/2020	0	6	6	12	2,200	6	2,200
1065688 Arthur St Yepoon Trunk Sewer	9%	04/06/2020	09/10/2020	6	24	4	28	919	30	919
<u>Subtotal</u>					6	112	10	5,119	118	5,119

E.1: Business Unit summary revenue and expenditure report (by line item)																				
	Water				Sewer				Waste				Council				Consolidated			
	1920 Q2 Budget	YTD Actual	Variance	Variance	1920 Q2 Budget	YTD Actual	Variance	Variance	1920 Q2 Budget	YTD Actual	Variance	Variance	1920 Q2 Budget	YTD Actual	Variance	Variance	1920 Q2 Budget	Actual	Variance	Variance
	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)	(\$'000)	(\$'000)	%
Rates & utility charges	18,077	14,453	(3,624)	-20%	9,660	10,043	383	4%	6,193	6,277	84	1%	40,970	40,136	(835)	-2%	74,900	70,908	(3,992)	-5%
User fees & charges	231	225	(6)	-3%	190	175	(15)	-8%	1,881	1,086	(794)	-42%	2,603	2,200	(404)	-16%	4,904	3,685	(1,219)	-25%
Operating grants	0	0	0	0%	0	0	0	0%	0	1	1	0%	6,858	5,178	(1,680)	-24%	6,858	5,179	(1,679)	-24%
Interest	31	0	(31)	-100%	16	0	(16)	-100%	11	0	(11)	-100%	714	517	(197)	-28%	772	517	(255)	-33%
Sales revenue	140	47	(93)	-66%	98	76	(22)	-22%	0	0	0	0%	(863)	1,230	2,093	-242%	(625)	1,353	1,979	-316%
Other	(0)	40	40	0%	(0)	0	0	-192%	205	124	(77)	-38%	814	697	(118)	-14%	1,020	861	(158)	-16%
Total operating revenues	18,478	14,765	(3,712)	-20%	9,964	10,294	330	3%	8,290	7,488	(798)	-10%	51,096	49,957	(1,139)	-2%	87,828	82,504	(5,324)	-6%
Expenses																				
Employee benefits	(2,340)	(1,546)	795	-34%	(1,384)	(909)	475	-34%	(394)	(225)	169	-43%	(28,040)	(20,803)	7,237	-26%	(32,158)	(23,482)	8,676	-27%
Materials & services	(8,630)	(5,819)	2,811	-33%	(3,170)	(2,166)	1,004	-32%	(5,535)	(2,987)	2,548	-46%	(12,934)	(9,564)	3,369	-26%	(30,267)	(20,536)	9,732	-32%
Depreciation	(4,138)	(3,102)	1,036	-25%	(2,317)	(1,737)	580	-25%	(635)	(476)	159	-25%	(15,310)	(11,485)	3,826	-25%	(22,400)	(16,800)	5,600	-25%
Interest	(548)	(415)	133	-24%	(682)	(516)	166	-24%	(578)	(438)	140	-24%	(2,188)	(1,634)	554	-25%	(3,995)	(3,002)	993	-25%
Other	(0)	(6)	(6)	0%	0	(206)	(206)	0%	(10)	(17)	(7)	74%	(1,062)	(983)	80	-8%	(1,072)	(1,212)	(139)	13%
Less: Total operating expenses	(15,656)	(10,888)	4,768	-30%	(7,533)	(5,533)	2,020	-27%	(7,151)	(4,143)	3,008	-42%	(59,534)	(44,468)	15,066	-25%	(89,894)	(65,032)	24,862	-28%
Net operating result	2,821	3,878	1,056	37%	2,412	4,761	2,349	97%	1,139	3,345	2,210	195%	(8,438)	5,488	13,926	-165%	(2,066)	17,472	19,538	-946%

E.2: Business Unit summary of assets and liabilities report									
	Water	Sewerage	Waste	Council	Year-to-date				Full year
	1920 Q2 Budget	Actual	Variance	Variance %	1920 Q2 Budget	Actual	Variance	Variance %	1920 Q2 Budget
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	%	(\$'000)
Assets									
Cash and cash equivalents	10,744	3,947	11,290	31,299	29,974	57,281	27,307	91%	27,250
Inventory	0	0	0	256	1,089	451	(638)	-59%	4,419
Trade & Other Receivables	1,420	790	731	5,100	9,144	8,041	(1,103)	0%	8,609
Land - for resale	0	0	0	17,703	6,514	17,510	10,996	169%	3,812
Infrastructure:	0	0	0	0	0	0	0	0%	0
PPE	192,540	115,613	8,748	617,114	990,882	934,014	(56,868)	-6%	1,002,243
Capital WIP	1,699	17,328	82	22,326	0	41,435	41,435	0%	0
Other assets	0	(0)	0	4	698	4	(693)	0%	1,032
Total Assets	206,402	137,678	20,851	693,803	1,038,301	1,058,737	20,436	2%	1,047,365
Liabilities									
Employee benefits	647	646	355	8,475	5,755	8,563	2,808	49%	3,011
Trade creditors and accruals	38	52	81	1,172	1,072	1,344	272	25%	4,330
Borrowings:									
Short-term	217	246	186	787	1,437	1,437	(0)	0%	5,270
Long-term	9,225	15,281	9,739	41,126	75,370	75,370	0	0%	70,260
Other liabilities	0	0	9,893	547	12,452	12,001	(451)	-4%	13,502
Total Liabilities	10,127	16,226	20,254	52,107	96,086	98,714	2,628	3%	96,373
Current assets	12,164	4,738	12,021	50,551	40,904	79,476	38,571	94%	41,310
Current liabilities	883	926	622	9,913	8,264	12,344	4,080	49%	12,611
Non-current assets	194,239	132,940	8,830	643,252	997,396	979,261	(18,135)	-2%	1,006,055
Non-current liabilities	9,244	15,300	19,632	42,194	87,822	86,370	(1,452)	-2%	83,762
Net community assets	196,276	121,452	597	641,695	942,215	960,023	17,808	2%	950,992

Table E.3 Investment and Borrowings

Investment Returns for the Period Ending
31/03/2020

Total cash held at 31 March 2020 was \$57.281m

Council's investments are held in the Capital Guaranteed Cash Fund and short term investment market. The Capital Guaranteed Cash Fund is operated by the Queensland Treasury Corporation (QTC). Council's current interest earning rate is 1.82% p.a (net of administration fee) with the QTC and Council's five (5) term deposits earnings rates range between 1.65% and 1.85% p.a.

The movement in interest earned is indicative of both the interest rate and the surplus cash balances held, the latter of which is affected by business cash flow requirements on a monthly basis as well as the rating cycle.

Cash surplus to day-to-day requirements is deposited with the QTC on a regular basis to earn higher interest. The interest returns are monitored regularly by Council finance officers to maximise interest earnings as much as possible.

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

Council adopted its Investment Policy on 20 June 2019 for the 2019-20 financial year.

Total Debt and Borrowing Costs

Debt Position	\$'000
Total Debt held as at 1 July 2019	80,530
Budgeted new borrowings in 2019-20	-
Capitalised interest & administrative charges	2,910
Total debt service payments made YTD	(6,633)
Total Debt held as at 31 March 2020	76,807

In line with Council's debt policy, a debt service payment of \$2,211,013 (being approximately \$1.23m repayment of principal and \$981k interest and administrative charges) will be paid quarterly for 2019-20. Interest accrues monthly calculated on a daily basis until the next debt service payment. No new borrowings are budgeted to be drawn down in 2019-20.

As at 29 February 2020 the weighted average interest rate of all Council debt is 4.35%.

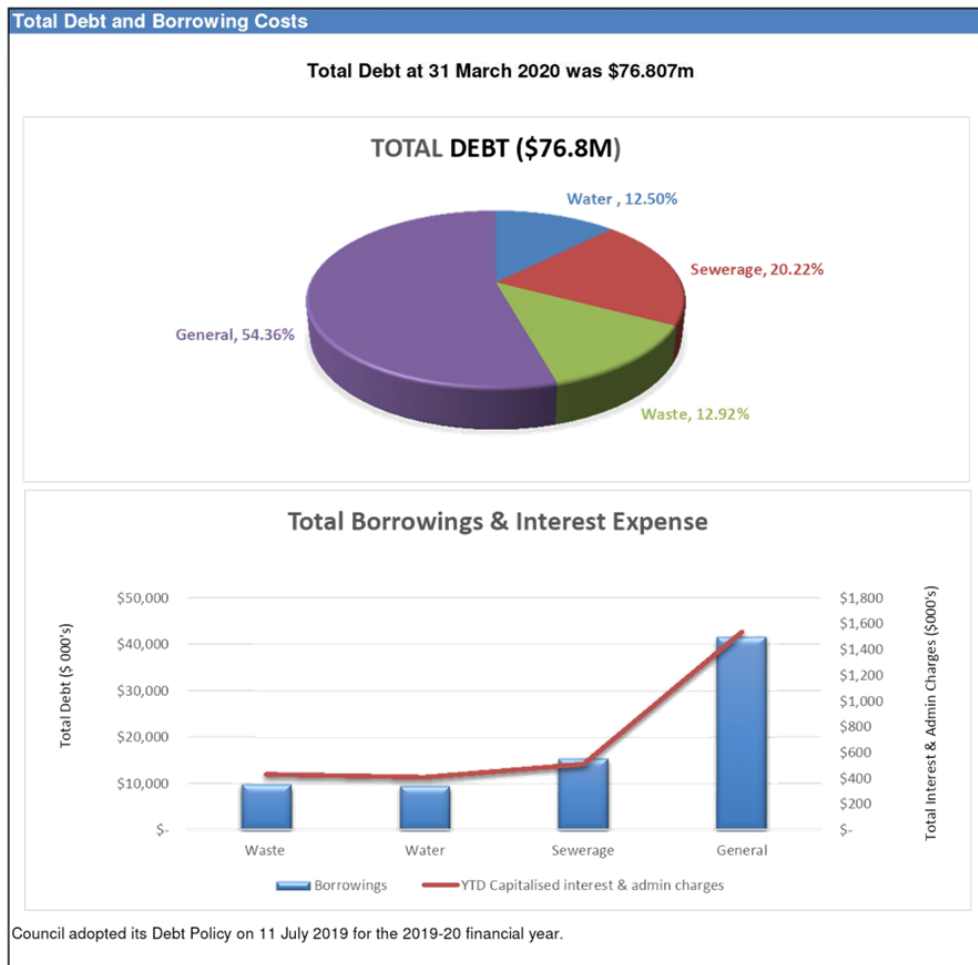
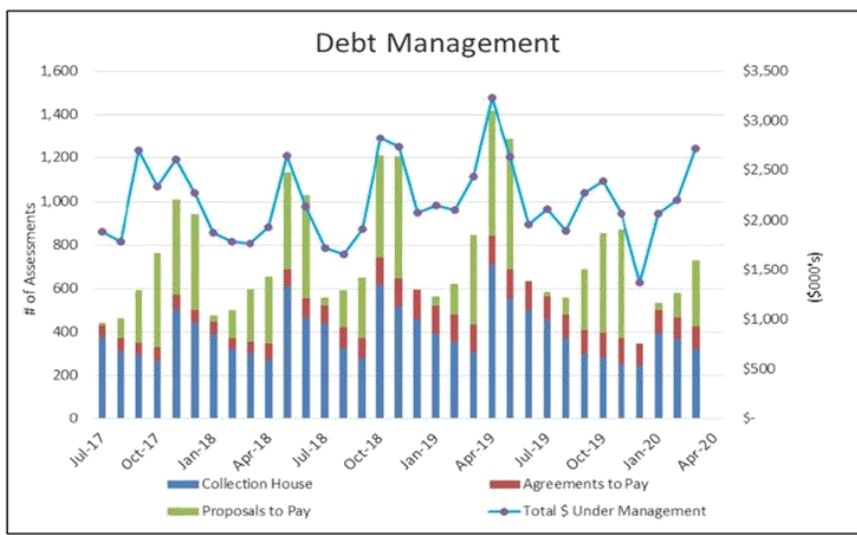
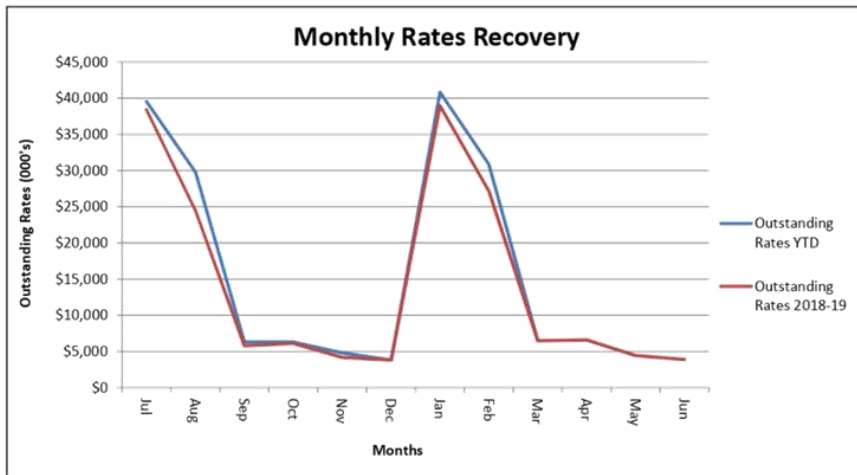
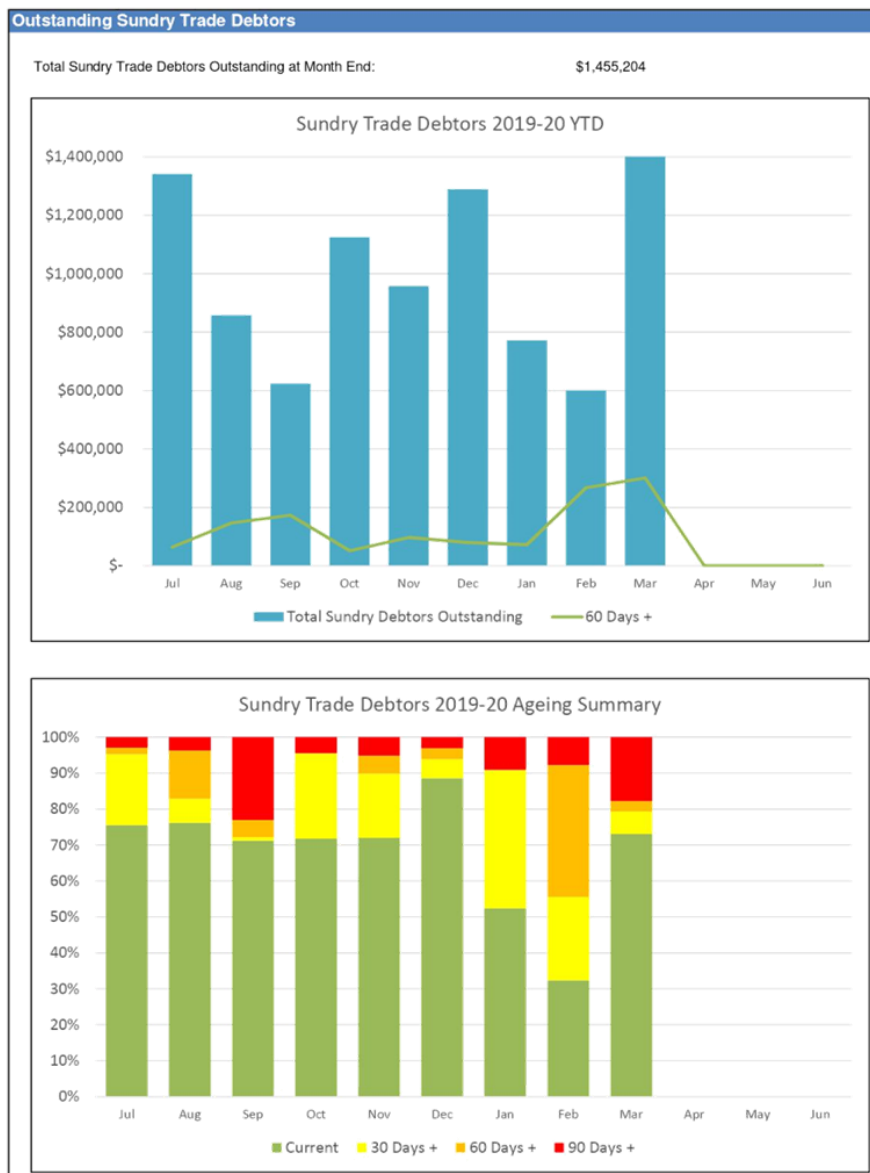


Table E.4: Additional Information
Outstanding Rates

Ageing of Rates Receivable at Month End		
Ageing Period	Arrears (before deducting prepaid rates)	% of total eligible for collection
Current	\$4,838,355	74.00%
1 years	\$979,536	14.98%
2 years	\$317,778	4.86%
3 years	\$208,144	3.18%
4 years	\$71,568	1.09%
5 years	\$122,853	1.88%
TOTAL	\$6,538,234	100.0%





Procurement

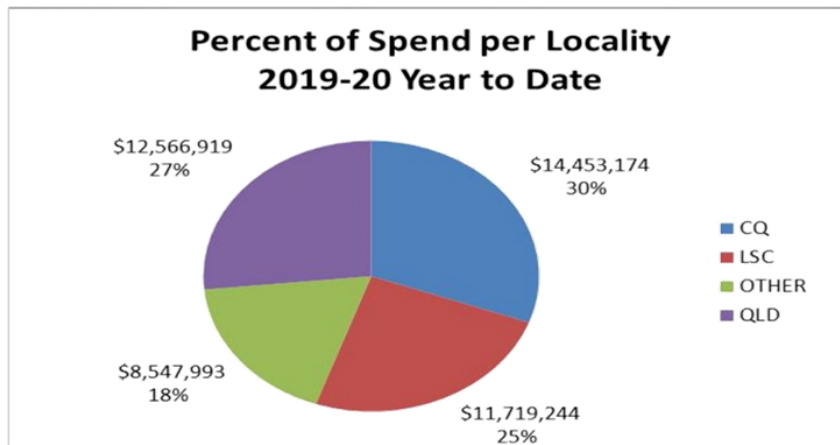
Council strongly supports locally owned and operated businesses, including those with an office or branch in our region. Council is able

to report on direct local spend for both operational and capital expenditure in addition to employee salaries & wages.

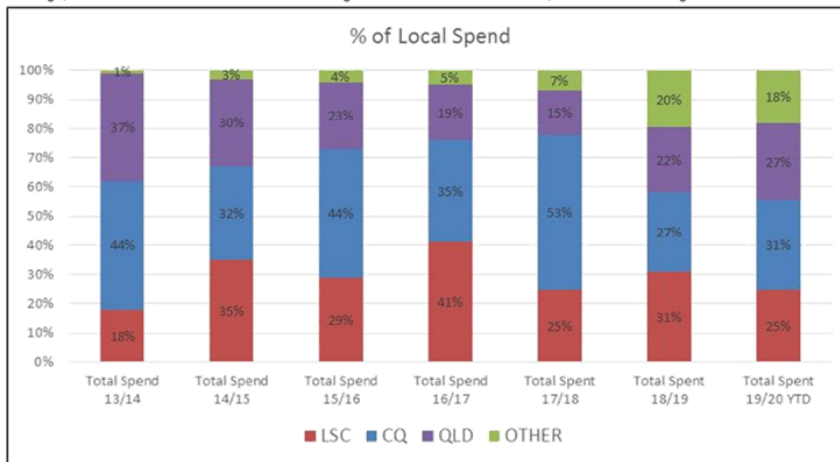
Total expenditure with businesses located within the shire boundaries year to date is 25% or \$11.7 million and illustrated in the following pie chart.

Chart legend:

LSC	Business located within the shire boundaries.
CQ	Business completely set up and run outside of LSC boundaries but within the Central Queensland region.
QLD	Business based outside of Central Queensland but within Queensland.
OTHER	Business based outside of Queensland.



The bar graph below summarises the allocation by local spend categories per financial year since 2013-14. Council has procured, on average, 67% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.



5. Glossary

Key Terms		
Operating surplus / deficit	Operating Revenues less Operating Expenses	
Definition of Ratios		
Operating Performance		
Operating surplus ratio (%)	This is an indicator of the extent to which revenues raised covers operational expenses only or are available for capital funding purposes.	$\frac{\text{Operating result}}{\text{Total operating revenue}}$
Operating efficiency ratio (%)	This is an indicator of the extent to which operating revenue covers operational expenses.	$\frac{\text{Total operating revenue}}{\text{Total operating expenses}}$
Fiscal Flexibility		
Net financial liabilities ratio (%)	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by operating revenues.	$\frac{\text{Total Liabilities} - \text{Current assets}}{\text{Total operating revenue}}$
Council controlled revenue ratio (%)	This is an indicator of the extent to which total Council controlled operational revenues are as a proportion of total operating expenses. Council controlled revenue sources are specifically Rates & Utility Charges, Fees & Charges and Other Miscellaneous Operating Revenues.	$\frac{\text{Total operating revenue} - \text{Operating subsidies, grants, contributions and donations}}{\text{Total operating expenses}}$
Interest cover ratio (times)	Interest coverage ratio indicates the extent to which Council's operating revenues are committed to interest expenses.	$\frac{\text{Operating result} + \text{Depreciation \& amortisation} + \text{Gross interest expense}}{\text{Gross interest expense}}$
Asset Sustainability		
Asset Sustainability Ratio (%)	This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.	$\frac{\text{Capital expenditure on renewals}}{\text{Depreciation}}$
Longer Term Financial Sustainability Debt to Asset Ratio (%)	This is total debt as a percentage of total assets, i.e. to what extent will our long term debt be covered by total assets.	$\frac{\text{Current and non-current loans}}{\text{Total assets}}$
Liquidity		
Ability to pay our Bills Current ratio (times)	This measures the extent to which Council has liquid assets available to meet short term financial obligations.	$\frac{\text{Total current assets}}{\text{Total current liabilities}}$
Cash Balance \$M	Cash balance includes cash on hand, cash at bank and other short term investments.	Cash held at period end
Cash balances Cash capacity in months	This provides an indication as to the number of months cash held at period end would cover operating cash flows.	$\frac{\text{Cash and cash equivalents}}{\text{Total operating expenses} - \text{Depreciation \& amortisation} - \text{Gross interest expense}} \times 12 \text{ months}$

12.2 AUDIT, RISK AND BUSINESS IMPROVEMENT COMMITTEE - APPOINTMENT OF TWO (2) COUNCILLORS AND A DELEGATE TO THE COMMITTEE

File No: CM4.2.1
Attachments: Nil
Responsible Officer: Andrea Ellis - Chief Financial Officer
Author: Tanya Callaghan - Support Services Officer

SUMMARY

The purpose of this report is for Council to appoint two (2) Councillors to the Audit, Risk and Business Improvement Committee.

OFFICER'S RECOMMENDATION

THAT two (2) Councillors be appointed to the Audit, Risk and Business Improvement Committee along with a delegate in the event that a nominated Councillor is unable to attend the meeting of the Committee.

BACKGROUND

The exact composition of the Livingstone Shire Council's Committee is a decision for Council. However, the *Local Government Regulation 2012* is quite prescriptive in the number of members and how many Councillors are to comprise the Committee.

In accordance with the *Local Government Regulation 2012*, the Audit, Risk and Business Improvement Committee Terms of Reference requires that the committee consist of between three (3) to six (6) members; with no more than two (2) Councillors, and at least one (1) member with significant experience and skills in financial matters.

COMMENTARY

The primary objective of the Audit, Risk and Business Improvement Committee is to assist Council in fulfilling its oversight responsibilities relating to accounting, auditing, risk management and reporting requirements imposed under the *Local Government Act 2009* and other relevant legislation.

Generally, the Audit, Risk and Business Improvement Committee will review and provide recommendations on Council activities including, but not limited to:

- Governance processes
- Financial sustainability (including asset management) and compliance
- Internal controls
- Internal audit
- External audit
- Business Improvement
- Risk management
- Legal and legislative compliance
- Referrals by Council
- Corporate performance.

PREVIOUS DECISIONS

Councillors Nigel Hutton and former Councillor Janet Kelly had previously been appointed on the Committee.

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

Local Government Regulation 2012, Section 211

LEGAL IMPLICATIONS

There are no known legal implications that arise from this report

STAFFING IMPLICATIONS

There are no staffing implications arising from this report.

RISK ASSESSMENT

There is no risk to Council arising from this report.

CORPORATE/OPERATIONAL PLAN

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

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

CONCLUSION

It is recommended that Council appoint two (2) Councillors to the Audit Committee along with a delegate in the event that a nominated Councillor is unable to attend the meeting of the Committee.

13 QUESTIONS/STATEMENT/MOTIONS ON NOTICE FROM COUNCILLORS

13.1 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - LAMBERTON STREET

File No: GV13.4.4

Attachments: 1. Notice of Motion - Lamberton Street Fire Breaks [↓](#)

Responsible Officer: Brett Bacon - Acting Chief Executive Officer

SUMMARY

Councillor Glenda Mather has indicated her intention to move the following Notice of Motion at the Ordinary Council meeting of 21 April 2020, as follows:

RECOMMENDATION

THAT Council undertake the necessary procedures to:

- 1) Arrange for an appropriate fire break to be constructed on Council's land behind the houses in Lamberton Street, Yeppoon with the intention of providing maximum fire from the front; and
- 2) Liaise with the northern property owner to No. 31 Lamberton Street, seeking their co-operation to also provide a fire break on their side where vegetation is substantially impacting the common boundary fence; and
- 3) Identify and resolve the cause of the upstream water being diverted into No. 31.

BACKGROUND

Attachment One provides the background for the proposed Notice of Motion.

LOCAL GOVERNMENT PRINCIPLES

The local government principles are –

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

**13.1 - NOTICE OF MOTION -
COUNCILLOR GLENDA MATHER -
LAMBERTON STREET**

**Notice of Motion - Lamberton Street
Fire Breaks**

Meeting Date: 21 April 2020

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4703
8 March 2020

A/Chief Executive Officer
Livingstone Shire Council
Yeppoon Q 4703

Notice of Motion
Creating a fire break for Yeppoon homes

Dear Mr Bacon,

I hereby give Notice of my intention to move the following motion at the next Ordinary Meeting of Council set down for Tuesday 17 March 2020:

"That Council undertake the necessary procedures to:

- a) arrange for an appropriate fire break to be constructed on Council's land behind the houses in Lamberton St Yeppoon, with the intention of providing maximum fire protection from that front, and
- b) liaise with the northern property-owner to No 31 Lamberton Street, seeking their co-operation to also provide a fire break on their side where vegetation is substantially impacting the common boundary fence, and
- c) Identify and resolve the cause of the upstream water being diverted into No 13.

Background:

1) Residents in Lamberton St are rightly concerned over their personal and property safety due to the overgrowth from the bushland at the rear of their properties. Council owns the land, which has never been cleared in my memory, or been subject to any form of vegetation management to reduce the threat of fire to these homes. The ridgeline, in the absence of firebreaks, or any sort of fire mitigation, would act as a conduit for fire, posing an imminent threat to persons and property.

b) The property north of No 13 Lamberton St is also very overgrown and resembles the Council land. A substantial management plan is needed to clear along the fenceline.

c) It appears the neighbour's pool may also be causing flow into Council land in the top corner, where a drain on Council land was once effective in dealing with water, but no maintenance has been undertaken in this regard either."

Footnote:

The cost of such works should well fit within the funding provided by the government.

Many thanks Glenda Mather Cllr

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 CLOSURE OF MEETING