



# ORDINARY COUNCIL MEETING

## AGENDA

**16 JUNE 2026**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 16 June 2026 commencing at 9:00 AM for transaction of the enclosed business.*

Alastair Dawson  
**INTERIM CHIEF EXECUTIVE OFFICER**  
15 June 2026

Next Meeting Date: 23 June 2026

**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

*Councillor Lance Warcon is scheduled to deliver an opening prayer.*

## 2 ATTENDANCE

### Members Present:

Mayor, Councillor Adam Belot  
Deputy Mayor, Councillor Pat Eastwood  
Councillor Glenda Mather  
Councillor Rhodes Watson  
Councillor Lance Warcon  
Councillor Andrea Friend

### Officers in Attendance:

Alastair Dawson – Interim Chief Executive Officer  
Michael Kriedemann – General Manager Infrastructure  
Katrina Paterson – General Manager Communities and Environment  
Andrea Ellis – General Manager Corporate Services  
Kristy Mansfield - Chief People and Performance Officer  
Graham Scott – Project Director Blueprint Livingstone

**3 LEAVE OF ABSENCE / APOLOGIES****3.1 LEAVE OF ABSENCE FOR MAYOR ADAM BELOT - 7 OCTOBER TO 17 NOVEMBER 2026 INCLUSIVE****File No:** fA2206**Attachments:** Nil**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer

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**SUMMARY**

*Mayor Adam Belot requested a leave of absence from 7 October to 17 November 2026 inclusive.*

**RECOMMENDATION**

THAT Leave of Absence be granted to Mayor Adam Belot for the period of 7 October to 17 November 2026 inclusive.

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of the Ordinary Meeting held 2 June 2026

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

## 6 DEPUTATIONS

### 6.1 9:00AM - DEPUTATION - MALLET CLUB

**File No:** qA81488  
**Attachments:** 1. Letter from the Capricorn Coast Mallet Club [↓](#)  
**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer  
**Author:** Gretta Cowie - Executive Support Officer

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#### SUMMARY

*Capricorn Coast Mallet Sports Club will present to Council in relation to a request for a reduction in water charges.*

*Cheryl, Jutta and Keith will be presenting.*

#### OFFICER'S RECOMMENDATION

THAT the deputation be received.

#### BACKGROUND

The Capricorn Coast Mallet Sports Club have requested a deputation to present four potential options for Council's consideration to reduce the financial impact of water consumption charges associated with irrigation of their facility. The Club notes that comparable clubs in neighbouring regions receive varying levels of support, including free water, annual water allocations, or full maintenance by their respective Councils. The Club reports limited income streams and significant ongoing maintenance costs and has requested that any relief option adopted by Council be subject to annual review.

## **6.1 - 9:00AM - DEPUTATION - MALLET CLUB**

### **Letter from the Capricorn Coast Mallet Club**

**Meeting Date: 16 June 2026**

**Attachment No: 1**



CAPRICORN COAST MALLET SPORTS CLUB INC

24 BOWLS ST YEPPOON

QUEENSLAND 4703

Email ccmssc@croquetqld.org

ABN 76 559 179 492

6<sup>th</sup> May 2026

Hi Carlyn, our Water Payment options as discussed and some additional information.

Option 1; Pay 1<sup>st</sup> Tier Cost only.Option 2; Pay 1<sup>st</sup> Tier Cost then both Tiers when 1000KI used.

Option 3; An allocation of 1000KI annually then pay when allocation used.

Option 4; A waiver of water fees.

Any Option granted to be subject to an annual review.

In our Region we have Rockhampton, Gracemere, Gladstone, MacKay and Capricorn Coast.

Rockhampton Council do not charge for water and maintain the grounds and clubhouse. The Two clubs mow the courts.

Gladstone have a 3500KI allocation of water annually for three courts. The club mow the courts.

MacKay are in the Sports Grounds and have no maintenance or water costs and do not own any equipment or machinery.

Capricorn Coast have to pay for all maintenance and water. Mow the courts, surrounds, roadside and side access for the Sewerage.

Our main income is from Membership and Bunnings Sausage Sizzle.

2023/24 Income ;	Membership	4500.00	2024/25 Income;	Membership	5995.00
	Bunnings	<u>5100.00</u>		Bunnings	<u>5280.00</u>
		<b>\$9600.00</b>			<b>\$11275.00</b>

Our main expenditure is on The Grounds/Greenkeeping

2023/24 Expenditure;	Grounds/Gk	10785.00	2024/25 Expenditure	Grounds/Gk	6195.00
	Insurance	2320.00		Insurance	2510.00
	CAQ Reg	1400.00		CAQ Reg	1319.00
	Rates/Lease	<u>205.00</u>		Rates/Lease	<u>231.00</u>
		<b>\$14710.00</b>			<b>\$10255.00</b>

Regards Cheryl Lamb

President/Treasurer

**6.2 9:30AM - DEPUTATION - LAKES CREEK LANDCARE INC.**

**File No:** qA81488  
**Attachments:** Nil  
**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer  
**Author:** Gretta Cowie - Executive Support Officer

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**SUMMARY**

*To provide an introduction to the newly established Lakes Creek Landcare Inc.*

*Emma Owbridge will be presenting.*

**OFFICER'S RECOMMENDATION**

THAT the deputation be received.

**BACKGROUND**

Lakes Creek Landcare is a newly established ACNC-registered charity delivering practical, community-led environmental projects across the Lakes Creek and Nerimbera areas, including weed management, revegetation, habitat restoration, rubbish removal, and feral pest management.

We welcome the opportunity to provide a short presentation outlining our organisation, project priorities within the Livingstone Shire, and opportunities for collaboration and community partnership.

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

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

**File No:**

**Attachments:** Nil

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

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#### **SUMMARY**

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

#### **OFFICER'S RECOMMENDATION**

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

- Response to Notice of Motion – Councillor Glenda Mather – Road Maintenance – Primary Producers

#### **BACKGROUND**

This matter was presented at the Council Meeting on 17 March 2026 at which time Council resolved to lay the matter on the table pending return to a future Council meeting.

#### **COMMENTARY**

This matter is now requested to be formally lifted from the table and brought back for discussion and consideration.

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

**File No:** fA2206  
**Attachments:** 1. [Business Outstanding Table - June 2026](#)↓  
**Responsible Officer:** Lucy Walker - Coordinator Executive Support  
Alastair Dawson - Interim Chief Executive Officer

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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 - June 2026**

**Meeting Date: 16 June 2026**

**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
	17/06/2025	Permit to Occupy Application – Adjacent to 6 Flood Road Milman (Lot 4 RP848806)	That pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter <b>lay on the table</b> pending consideration of a DA to return to a Council Meeting at a later date.	<b>13 April 2026</b> This matter was discussed at the Briefing Session on 2 December 2025 and Officers will wait for the development assessment appeal to be finalised until the current Permit to Occupy and the additional Road Closure application is progressed.
	16/09/2025	Road Reserve Acquisition - 118 Barmaryee Road Barmaryee	THAT Council resolve to delegate authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to negotiate and finalise all matters relating to the acquisition of land for road purposes from Lot 3 RP610365 (118 Barmaryee Road Barmaryee). In exercising this delegation, the Chief Executive Officer is to comply with Council's 'Acquiring Land and Easements for Infrastructure Services Procedure'  And  THAT funding for the design and construction of the road be confirmed through the budget review process in late 2025.	<b>08 May 2026</b> Engineering survey, concept & detailed design of the new road is ongoing. Land valuation is complete and initial discussions with the landowner has occurred and are ongoing.
	09/10/2025	Tender responses to Capricorn Homemaker Stage 2 selective tender	That Council resolve to:  approve the tenderer detailed in the section, Evaluation and overview of proposals, number (2) of this report to advance to preferred tender stage; and  delegate to the CEO to enter contract negotiations with the preferred tenderer to advance the development of the Capricorn Coast Homemaker 2.	<b>4 June 2026</b> Draft sales contract complete and sent to purchaser. Due diligence continuing final remediation report yet to be completed. Onsite purchaser visit re-scheduled to 25 June 2026.
	27/10/2025	Notice of Motion - Cr Lance Warcon - Bell Park Master Plan	THAT Council resolves to request Officers to prepare a report outlining the options for the creation of a master plan for Bell Park at Emu Park, which outlines plans for creation of resources sought by the community, including the consideration of a half basketball court, all abilities toilet facilities at the Skate Park, resolution of car park drainage issues, completion of works to repair the Heritage listed tower on site and other facilities as may be identified through a community consultation program in the area.	<b>9 June 2026</b> Officers has reviewed the draft conservation management plan. A report will be tabled for the July Ordinary Council meeting for Council to adopt the plan.

*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
	Ordinary Council 03/02/2026	Land acquisition Part Lot 508 on SP 166188	<p>THAT Council authorises the CEO to initiate discussions with the owner of Lot 500 on SP166188 to acquire a small portion of land on the northern boundary to allow public access to Zilzie Bay; AND</p> <p>THAT Council authorises the CEO to undertake the property transactions to acquire the land.</p>	<p><b>15 April 2026</b></p> <p>Property owner unwilling to negotiate at this time.</p>
	Ordinary Council 17/02/2026	Proposed Acquisition of Land - Water Supply Reservoir	<p>THAT Council resolve to</p> <ol style="list-style-type: none"> <li>1. Receive and note the contents of this report;</li> <li>2. Delegate authority under s 257 of the Local Government Act 2009 to the Chief Executive Officer to negotiate and finalise all matters relating to the acquisition of land for water supply purposes associated with L5 RP619660, Bondoola; and</li> <li>3. In exercising this delegation, the Chief Executive Officer is to comply with Council's 'Acquiring Land and Easements for Infrastructure Services Procedure'.</li> </ol>	<p><b>3 June 2026</b></p> <p>Officers have completed a land survey and site inspections. Geotechnical testing is being arranged to verify site suitability.</p>
	Ordinary Council 17/02/2026	Notice of Motion - Cr Andrea Friend - Installation of E-Scooters, Scooters, E-Bikes, and Bicycles Signage	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 a State Government review and to return to a future Council Meeting.	<p><b>19 February 2026</b></p> <p>As per Council resolution, awaiting a State Government review (on e-bikes and e-scooters) prior to returning to a future Council Meeting.</p>
	Ordinary Council 3/03/2026	Acquisition of land - Portion Lot 28 RP 860145 (9 Casey Drive, Yeppoon)	<p>THAT Council authorises the Chief Executive Officer to enter into an infrastructure agreement with the landowner of Lot 28 RP 860145 to acquire the portion of land as identified in the Local Government Infrastructure Plan as D-47; and</p> <p>THAT the CEO updates Council on the outcome of the negotiation.</p>	<p><b>4 June 2026</b></p> <p>In-person meeting with property owner scheduled for 19 June 2026 with Manager Development and Planning.</p>

\*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
	Ordinary Council 17/03/2026	Community Housing Location Options	<p>THAT Council resolve to:</p> <ol style="list-style-type: none"> <li>1) Authorise the Chief Executive Office to negotiate the disposal terms of Council owned land with the proponent named in this report, for the purposes of developing a future community housing and support services hub; and</li> <li>2) Apply the exception mentioned in 236(1)(b) of the <i>Local Government Regulation 2012</i> in its dealing with the proponent named in this report over the Council owned land detailed in this report; and</li> <li>3) If disposal is successful and development proceeds, support the proponent submitting a development application via the Ministerial Infrastructure Designation (MID) process.</li> </ol>	<p><b>4 June 2026</b></p> <p>Councillor project update scheduled for 11 June 2026.</p>
	Ordinary Council 17/03/2026	Yeppoon Town Centre and Community Activation Proposal	<p>THAT Council authorises the CEO to initiate project feasibility investigations, as described in the milestone section of this report.</p>	<p><b>4 June 2026</b></p> <p>Concept design of Civic Centre and Library 80% complete. Quantity Surveying report received. Structural engineering and traffic assessment underway. Land valuations received. Service transition options being assessed. Community needs assessment stakeholder engagement commencing June 2026. Financial options review due mid-June.</p>
	Ordinary Council 17/03/2026	Notice of Motion - Cr Andrea Friend - Installation of a potable Water Bubbler/Fountain	<p>THAT Council install a water bubbler/fountain inclusive of a dog dish at the amenities side of Merv Anderson Park near Ross Creek.</p> <p>THAT Council undertake an audit of all parks in the Shire to identify the need for any further bubblers/fountains inclusive of dog dishes and a report be brought back to Council.</p>	<p><b>9 June 2026</b></p> <p>Officers are working to finalise the location and installation with a meeting on site with stakeholders to be arranged. A further update will be provided for the July meeting.</p>

*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
	Ordinary Council 17/03/2026	Response to Notice of Motion from Councillor Mather - Road Maintenance - Primary Producers	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 a report by Officers and to return to a future Council Meeting.	<b>9 June 2026</b> This item is being lifted from the table at this Council meeting.  This item will be removed from the business outstanding table.
	Ordinary Council 07/04/2026	Timbers Beach Access - Local Law Review	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 the outcome of land acquisition to return to a future Council meeting.	<b>15 Apr 2026</b> Report to be brought to the table when access is gained.
	Ordinary Council 19/05/2026	Notice of Motion - Cr Rhodes Watson - Speed reduction on Adelaide Street, Yeppoon	THAT 1. Livingstone Shire Council write to the Queensland transport department asking for them to review the speed limit on Adelaide Street from 50 km/h to 40 km/h. 2. Livingstone Shire Council install signage and line marking for safety on Adelaide Street.	<b>03 June 2026</b> Officers installed traffic counters to gather data for the speed limit review and are assessing options for line marking and signage improvements.
	Ordinary Council 19/05/2026	Notice of Motion - Mayor Adam Belot - Beach access at Musklers/Zilzie Beach	THAT in order to improve the recreational lifestyle of residents within and around the Zilzie south location, Council resolve to delegate to the CEO to undertake the formal process to acquire land on Lot 508 SP 166188 in order to allow public access to the beach adjacent to this lot which has been blocked off since at least June 2000 which resulted in no public beach access points.	<b>03 June 2026</b> Location, alignment and width being confirmed by Manager Engineering Services so a plan can be prepared.
	Ordinary Council 19/05/2026	Notice of Motion - Mayor Adam Belot - Tidal waterflow at Coorooman Creek	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 a workshop and to return to a future Council Meeting.	<b>03 June 2026</b> Officers will discuss this at the Briefing Session on 23 June 2026.

\*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
	Ordinary Council 19/05/2026	Response to NoM - Cr Glenda Mather - Traffic Movements	THAT Council resolves to install pavement bars at the T-intersections of Cottesloe Street (at Eucalyptus Avenue and Adventurer Drive) as a site-specific trial in accordance with Clause 5.10.3 of AS 1742.2:2022; and follow up with community through appropriate engagement/ site visit.	<b>03 June 2026</b> Officers are finalising the engineering designs and will program the work over the coming months. Additionally, Officers will work to organise some community engagement to inform residents. This item will be removed from the business outstanding table.

**8 PRESENTATION OF PETITIONS**

Nil

## 9 NOTICES OF MOTION

### 9.1 NOTICE OF MOTION - CR ANDREA FRIEND - STENCILLING 'KEEP CLEAR' YEPPON POLICE STATION

**File No:** fA2220  
**Attachments:** 1. NOM - Stencilling Keep Clear Yeppon Police Station [↓](#)  
**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer

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#### SUMMARY

*Councillor Andrea Friend has submitted a 'Notice of Motion' in relation to stencilling 'Keep Clear' at Yeppon Police Station.*

#### COUNCILLOR RECOMMENDATION

THAT Council

1. Stencil 'Keep Clear' signage directly on Normanby Street outside of the Yeppon Police Station and complete the designated plans already drawn and;
2. Complete the project within a two week period from the 16 June 2026.

#### COUNCILLOR BACKGROUND

Please refer to attached NOM.

**9.1 - NOTICE OF MOTION - CR  
ANDREA FRIEND - STENCILLING  
'KEEP CLEAR' YEPPON POLICE  
STATION**

**NOM - Stencilling Keep Clear Yeppoon  
Police Station**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Acting/Chief Executive Officer  
Mr. Alastair Dawson  
Livingstone Shire Council  
Yeppoon Q 4703

**Notice of Motion**

**Stencilling 'Keep Clear' Yeppoon Police Station**

Dear Mr. Dawson,

I wish to submit the following 'Notice of Motion' in relation to Stencilling of Signage located directly outside of the Yeppoon Police Station, Normanby Street Yeppoon. May this NOM be included for the Ordinary Meeting dated the 16th of June 2026.

That Council

'Stencil 'KEEP CLEAR' signage directly on Normanby Street outside of the Yeppoon Police Station and complete the designated plans already drawn.'

AND

'Complete the project within a two week period from the 16<sup>th</sup> June 2026.'

Background: Senior Sergeant of Yeppoon Police reached out to request that a 'Keep Clear' sign be stencilled directly outside of the Police Station. Often, in peak times, there are vehicles that line up, along this area in Normanby Street, to traverse the roundabout which is in close proximity to the Yeppoon RSL and the Yeppoon Police Station. This inhibits a quick response and slows a police call out, to an emergency.

This request through the interim CEO and the General Manager of Infrastructure, has resulted in the below plans drawn up to stencil and complete the signage. Confirmation, in writing, from the General Manager, noted a completion of this small project by the 12<sup>th</sup> June 2026. As of the 16<sup>th</sup> June 2026, this is yet to be completed.



**Kind Regards**  
**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)

**9.2 NOTICE OF MOTION - CR GLENDA MATHER - PROPOSED CLOSURE  
FARNBOROUGH TRANSFER STATION****File No:** fA2220**Attachments:** 1. NoM - Proposed closure Farnborough  
Transfer Station [↓](#)**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer

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**SUMMARY**

*Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to the proposed closure of Farnborough Transfer Station.*

**COUNCILLOR RECOMMENDATION**

THAT despite the convenience of residents north of Yeppoon to deposit recycling material in the eight industrial bins adjacent to the Farnborough store, it has become increasingly obvious that this free privilege is being abused.

Due to the on-going costs associated with the removal of household goods, electrical appliances, furniture, toys, bedding and similar non-recyclable items, Council resolve to remove the industrial bins, and discontinue the use of the site for the purpose intended.

Appropriate media advice be provided notifying the public of the closure, and the need to visit the Yeppoon landfill in the future.

**COUNCILLOR BACKGROUND**

Please refer to attached NOM.

**9.2 - NOTICE OF MOTION - CR  
GLENDA MATHER - PROPOSED  
CLOSURE FARNBOROUGH  
TRANSFER STATION**

**NoM - Proposed closure Farnborough  
Transfer Station**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Mr Alastair Dawson  
Interim Chief Executive Officer  
Livingstone Shire Council  
PO Box 229  
YEPPOON Q 4703

2 June 2026

Notice of Motion  
Proposed closure Farnborough Transfer Station

Dear Mr Dawson,

I wish to submit the following Notice of Motion for consideration at the earliest meeting, to address the abuse of the eight free industrial bins adjacent to the Farnborough store.

“That despite the convenience of residents north of Yeppoon to deposit recycling material in the eight industrial bins adjacent to the Farnborough store, it has become increasingly obvious that this free privilege is being abused.

Due to the on-going costs associated with the removal of household goods, electrical appliances, furniture, toys, bedding and similar non-recyclable items, Council resolve to remove the industrial bins, and discontinue the use of the site for the purpose intended.

Appropriate media advice be provided notifying the public of the closure, and the need to visit the Yeppoon landfill in the future.”

**Background**

Unfortunately repeat offenders have effectively punished the majority who are trying to do the right thing.

The site needs cleaning up, floating rubbish in the grass, long grass under the signage, and gravel roadway in the compound treated for potholes. Barrier fencing to be considered.

Many thanks

Glenda Mather Clr

**9.3 NOTICE OF MOTION - CR GLENDA MATHER - ROAD MAINTENANCE  
DARAMBAL AND MT BISON ROADS****File No:** fA2220**Attachments:** 1. Road Maintenance Darambal and Mt Bison  
Roads [↓](#)**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer

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**SUMMARY**

*Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to Road Maintenance Darambal and Mt Bison Roads*

**COUNCILLOR RECOMMENDATION**

THAT due to the repeated requests and delayed responses to carry out maintenance on the defects on both Darambal Rd and Mt Bison Rd, emergency work be undertaken to address them, which may include an outside crew.

**COUNCILLOR BACKGROUND**

Please refer to attached NOM.

**9.3 - NOTICE OF MOTION - CR  
GLENDAMATHER - ROAD  
MAINTENANCE DARAMBAL AND MT  
BISON ROADS**

**Road Maintenance Darambal and Mt  
Bison Roads**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Mr Alastair Dawson  
Interim Chief Executive Officer  
Livingstone Shire Council  
PO Box 2292  
YEPPOON Q 4703

3 June 2026

Notice of Motion

Road Maintenance Darambal and Mt Bison Roads

Dear Mr Dawson,

I wish to submit this Notice of Motion for inclusion in the next Ordinary meeting, unless work on the roads has been completed in the meantime.

This motion is borne out of the failure to address the defects which have been repeatedly requested.

The June grading programme again fails to include these roads for maintenance.

“That due to the repeated requests and delayed responses to carry out maintenance on the defects on both Darambal Rd and Mt Bison Rd, emergency work be undertaken to address them, which may include an outside crew.”

Background:

It is important to understand the difficulties faced by primary producers when it comes to their simple needs.

Trying to navigate rough and potholed rural roads can be expected from time to time, and they understand delays.

Their primary objective is to provide safe passage for their produce, whether it be cattle or fruit, and ensure their vehicles are not unnecessarily taxed due to unreasonable defects.

Their road complaints are always delayed until road surfaces have reached a condition and are causing grief to both vehicle and beast/crop.

I invite all members to take a drive and see for themselves if months of delay are justifiable. Having to straddle potholes with a load of cattle for 10km is unreasonable.

And having the ratepayers create their own side road to avoid substantial corrugation is also unreasonable. Excessive wear and tear poses unforeseen mechanical weaknesses, which indirectly poses a threat to human life.

Many thanks

Glenda Mather Clr

**9.4 NOTICE OF MOTION - CR GLENDA MATHER - TRAFFIC ISSUE ADELAIDE ST****File No:** fA2220**Attachments:**

1. NoM - Council Glenda Mather - Traffic Issue Adelaide St [↓](#)
2. Supporting photos - Traffic Issue Adelaide St [↓](#)

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

---

**SUMMARY**

*Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to Traffic Issue Adelaide St.*

**COUNCILLOR RECOMMENDATION**

THAT in order to address the after-hour vehicular behaviours at the northern end of Adelaide St, the Engineering department be asked to review the current design of the road at that location with the view to providing greater traffic control.

**COUNCILLOR BACKGROUND**

Please refer to attached NOM.

**9.4 - NOTICE OF MOTION - CR  
GLENDAMATHER - TRAFFIC ISSUE  
ADELAIDE ST**

**NoM - Council Glenda Mather - Traffic  
Issue Adelaide St**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Mr Alastair Dawson  
Interim Chief Executive Officer  
Livingstone Shire Council  
PO Box 2292  
YEPPOON QLD 4703

6 June 2026

Notice of Motion  
Traffic Issue Adelaide St

Dear Mr Dawson,

I wish to submit the following Motion for your consideration in the next Ordinary Agenda:

"In order to address the after-hour vehicular behaviours at the northern end of Adelaide St, the Engineering department be asked to review the current design of the road at that location with the view to providing greater traffic control."

**Background:**

Photographs taken from first floor of Oshens have been provided showing the layout of Adelaide St, and where changes may be made.

Residents of the apartment, and further up/down the street have their own ideas as to what is occurring, and what needs to be done

Some capital works will be involved, but there are measures which could be introduced now to give relief to residents living nearby.

We need to continue to address this matter, as it's having a detrimental affect on the patrons of the apartments.

Many thanks,

Glenda Mather Clr

**9.4 - NOTICE OF MOTION - CR  
GLENDA MATHER - TRAFFIC ISSUE  
ADELAIDE ST**

**Supporting photos - Traffic Issue  
Adelaide St**

**Meeting Date: 16 June 2026**

**Attachment No: 2**





**9.5 NOTICE OF MOTION - CR GLENDA MATHER - INVESTIGATE PARKING OPTIONS****File No:** fA2220**Attachments:** 1. NoM - Cr Glenda Mather - Investigate parking options [↓](#)**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer

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**SUMMARY**

*Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to investigating parking options.*

**COUNCILLOR RECOMMENDATION**

THAT the Engineering Department be asked to investigate the back entrance of the Hub, to identify whether there is ability to add to the entrance to accommodate an additional space / drop-off for disabled clients attending the Podiatry Service.

**COUNCILLOR BACKGROUND**

Please refer to attached NOM.

**9.5 - NOTICE OF MOTION - CR  
GLENDA MATHER - INVESTIGATE  
PARKING OPTIONS**

**NoM - Cr Glenda Mather - Investigate  
parking options**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Mr Alastair Dawson  
Interim Chief Executive Officer  
Livingstone Shire Council  
PO Box 2292  
YEPPOON QLD 4703

6 June 2026

Notice of Motion  
Investigate parking options

Dear Mr Dawson,

Would you please consider this Notice of Motion for inclusion in the next Ordinary Meeting of Council:

"That the Engineering Department be asked to investigate the back entrance of the Hub, to identify whether there is ability to add to the entrance to accommodate an additional space / drop-off for disabled clients attending the Podiatry Service."

**Background:**

Abled-bodied patrons who require the service can use the Disabled parking bay in front of the building. Although these clients require this medical service, they don't always require a carer to accompany them.

The ones who *do* require assistance eg amputees, chronic cardiac conditions etc who can't manoeuvre stairs, uneven surfaces, walk distances, or straddle traffic, have the greatest difficulty, and pose the greatest risk during transport.

Without disrupting operations elsewhere, it would be advantageous to know if there is opportunity to find an easier access for those most impaired.

Many thanks,

Glenda Mather Clr

**10 QUESTIONS ON NOTICE**

Nil

**11 COMMITTEE REPORTS**

Nil

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## 12 AUDIT, RISK AND IMPROVEMENT COMMITTEE REPORTS

### 12.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING - 11 MAY 2026

<b>File No:</b>	<b>fA52827</b>
<b>Attachments:</b>	<b>1. Audit, Risk and Improvement Committee Unconfirmed Meeting Minutes - 11 May 2026</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Andrea Ellis - General Manager Corporate Services Alastair Dawson - Interim Chief Executive Officer</b>
<b>Author:</b>	<b>Nicole Carr - Executive Support Officer</b>

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#### SUMMARY

*The purpose of this report is for Council to receive the minutes from the Audit, Risk and Improvement Committee (ARaIC) meeting held virtually on 11 May 2026, and note the recommendations from the Committee for consideration and adoption by Council. The reports from this meeting are available for viewing by Councillors on the Audit, Risk and Improvement Committee and Councillor portals.*

#### OFFICER'S RECOMMENDATION

THAT Council receive the unconfirmed meeting minutes of the Audit, Risk and Improvement Committee held on 11 May 2026.

#### 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

1. Below is a summary of the Committee meeting held in person on 11 May 2026.
    - a. Minutes of the Audit, Risk and Improvement Committee Meeting held 10 February 2026 were approved.
    - b. Business Outstanding was reviewed and updated accordingly.
    - c. CEO Update received. The Interim Chief Executive Officer advised that a contract has been signed for the appointment of a new Chief Executive Officer, with a commencement date of 29 June 2026. The Committee acknowledged the continued positive performance in Work Health and Safety outcomes, noting improvements in Lost Time Injury results and reinforcing the need for ongoing vigilance. Workforce capability and recruitment challenges were discussed, including implications for delivery of the Blueprint Livingstone program. The Committee also discussed Council's resolution to establish a Committee of Whole for Planning, Development and Blueprint Livingstone matters and noted commentary regarding the potential value of independent external expertise for major capital delivery programs.
    - d. Financial Management Update on key corporate services functions and reporting matters received. Discussion was held regarding the capital program, including affordability and Council's approach to review. The Committee also discussed rising construction, material and fuel costs and sought clarification regarding sensitivity analysis to assess financial impacts.
    - e. Shell General Purpose Financial Statements for the year ending 30 June 2026 were received.
    - f. Position Paper: Revenue from Contracts with Customers for Not-for-Profit Entities considered, with the Committee noting that the paper had been
-

- reviewed through the Queensland Audit Office technical review process and reflects better practice for the revenue recognition of capital grants.
- g. Position Paper: Site Improvements Asset Class Change of Measurement Basis reviewed, with discussion regarding valuation methodology and broader infrastructure asset valuation assumptions.
  - h. Position Paper: Accounting for Infrastructure Charges Offsets and Refunds deferred to a future meeting.
  - i. Queensland Audit Office Update received. The Committee was informed of the external audit timetable for 2025–26 and noted key themes arising from recent audit activity, including water infrastructure asset consumption, information systems, fraud control, third-party cybersecurity risks and artificial intelligence governance. The Committee also noted recent Queensland Audit Office reports to Parliament and received an update on the draft Forward Work Plan.
  - j. Infrastructure Quality Management System Update received. The Committee supported a shift towards a risk-based assurance model, noting audit fatigue and the value of focusing on high-risk and high-impact processes.
  - k. Capital Portfolio Update received. The Committee discussed the increasing scale and complexity of Council’s capital program, noting resourcing, contractor availability and project management capacity as key risks, and highlighted the importance of ongoing prioritisation and red-line review of the program.
  - l. Audit Action Update – Project Management Practices received.
  - m. Internal Audit Update received, including consideration of the Annual Internal Audit Plan for FY2027. The Committee supported proposed refinements to align with strategic risk priorities and the finalized Internal Audit Plan will be presented to the Council table for endorsement at a future meeting.
  - n. Audit Response Action Plan update received.
  - o. Enterprise Risk Management Update received, with discussion held regarding the process for managing suspected fraud and associated legislative requirements.
  - p. ICT Security and Controls Report received and taken as read, with the Committee acknowledging the work undertaken.
  - q. Information Services Governance Update received. The Committee noted progress of key ICT initiatives and improved governance and oversight arrangements.
  - r. Safety Unit Update received, with the Committee noting continued positive trends in Workplace Health and Safety outcomes.
  - s. Human Resource and Organisational Development Update received, including discussion regarding the management of psychosocial hazards
  - t. Workforce Culture and Employee Engagement Update received and taken as read.
  - u. Corporate Planning and Performance Management Update received, including Quarter 2 Operational Plan Performance and improvements to planning and reporting frameworks and taken as read.
  - v. The Committee reviewed and confirmed the proposed 2026–27 Audit, Risk and Improvement Committee Work Plan and 2027 meeting schedule.
  - w. The Committee noted this meeting represented the final Audit, Risk and Improvement Committee meeting for the Interim Chief Executive Officer and recorded appreciation for his contribution.

**PREVIOUS DECISIONS**

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

**ENGAGEMENT AND CONSULTATION**

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

**BUDGET IMPLICATIONS**

There are no budget implications as a result of the Committee meeting. ARaIC members are remunerated for services in accordance with the prescribed Remuneration Schedule as appended to the Audit, Risk & Improvement Committee Terms of Reference.

**LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS**

Pursuant to 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

**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**

***Transparent, Accountable & Progressive Leadership***

*Sustainably manage finances, assets and resources through strong governance*

Council is committed to an open and accountable system of governance, such as 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 standard; internal audit function and external audit and reporting requirements

**12.1 - AUDIT, RISK AND  
IMPROVEMENT COMMITTEE MEETING  
- 11 MAY 2026**

**Audit, Risk and Improvement  
Committee Unconfirmed Meeting  
Minutes - 11 May 2026**

**Meeting Date: 16 June 2026**

**Attachment No: 1**



**MEETING**

**MINUTES**

**11 MAY 2026**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**MINUTES OF THE MEETING HELD VIRTUALLY ON MONDAY, 11 MAY 2026  
COMMENCING AT 11:00 AM****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 PRESENT**

## Members Present:

Mr Jeff Stewart-Harris (Chairperson)  
Mr Peter Sheville  
Ms Melissa Jacobs  
Councillor Andrea Friend  
Councillor Rhodes Watson

## In Attendance:

Mr Alastair Dawson – Interim Chief Executive Officer  
Ms Andrea Ellis, General Manager Corporate Services  
Councillor Glenda Mather (Observer)  
Mr Graham Scott, Project Director – Blueprint Livingstone  
Ms Katrina Paterson, General Manager Communities and Environment  
Mr Michael Kriedemann, General Manager Infrastructure  
Ms Kristy Mansfield, Chief People and Performance Officer  
Mr Sean D'Souza, Interim Manager Financial Services  
Mr Grant Harris, Chief Digital and Information Officer  
Mr Aaron Nunn, Coordinator Information and Technology  
Mr Richard Mills, Principal Portfolio Management Office  
Mr Andrew Greenwood, Coordinator Safety  
Mr Tony Brett, Shave and Brett  
Ms Donna Ward, Supervisor Systems & QA  
Ms Erin Heath, Project Accountant  
Ms Jackie Smith, Principal Organisational Development  
Ms Catherine Parfitt, Risk and Governance Officer  
Ms Nicole Carr, Support Services Officer (Minute Taker)  
Ms Tina Mowatt, Queensland Audit Office  
Ms Megan Manuel, Queensland Audit Office  
Ms Deborah Arghyros, KPMG

AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**COMMITTEE RECOMMENDATION**

THAT the minutes of the Audit, Risk and Improvement Committee held on 10 February 2026 be taken as read and adopted as a correct record.

**MOTION CARRIED UNANIMOUSLY**

AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**4 DECLARATIONS OF INTEREST IN MATTERS ON THE  
AGENDA**

NIL

AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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## 5 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

### 5.1 ARAIC BUSINESS OUTSTANDING

**File No:** CM4.2.1

**Attachments:** 1. 2025-2026 Audit Risk and Improvement Committee (ARaIC) ACTION REGISTER - As at 24 April 2026

**Responsible Officer:** Andrea Ellis - General Manager Corporate Services  
Alastair Dawson - Interim Chief Executive Officer

**Author:** Nicole Carr - Support Services Officer

---

#### SUMMARY

The ARaIC Action Register is used as a tool to monitor outstanding business resolved or discussed at previous Audit, Risk and Improvement Committee Meetings. The attached ARaIC Actions Register (as at 24 April 2026), is presented for the committee's information.

#### COMMENTARY

An application was made to the Queensland Audit Office seeking a review of the previously reported significant deficiency. Following investigation, the Queensland Audit Office reissued a Draft revised finding, downgrading the matter to a deficiency with recommendations, that are currently under consideration by management (*Action Item 2025-32*)

#### COMMITTEE RECOMMENDATION

THAT the ARaIC Action Register be received and noted by the Committee.

#### MOTION CARRIED UNANIMOUSLY

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## 6 STRATEGIC REPORTS

### 6.1 CEO UPDATE

File No:

Attachments: Nil

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

Author: Lucy Walker - Coordinator Executive Support

---

#### SUMMARY

*A summary of key activities under the CEO's span of influence or control on emerging issues for information or consideration by Committee.*

#### COMMENTARY

The Interim Chief Executive Officer advised that a contract has been signed for the appointment of a new Chief Executive Officer, with a commencement date of 29 June 2026.

The Committee acknowledged the continued positive performance in Work Health and Safety outcomes, noting the significant improvement in Lost Time Injury results, while reinforcing the need for ongoing vigilance.

Discussion was held regarding workforce capability and recruitment challenges, including implications for the delivery of the Blueprint Livingstone program. The Committee discussed Council's recent resolution to establish a Committee of Whole to meet on a rotational basis to consider Planning, Development and Blueprint Livingstone matters.

The Committee noted comments regarding the potential value of independent external expertise for large capital delivery programs, with advice provided that changes to delegations would be required should this approach be considered in the future.

#### COMMITTEE RECOMMENDATION

THAT the Committee:

1. Receive the CEO's report; and
2. Note Livingstone Shire Council's recent decision to establish a Committee of Whole to meet on a rotational basis to consider Planning, Development and Blueprint Livingstone matters.

#### MOTION CARRIED UNANIMOUSLY

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## 7 REPORTS

### 7.1 FINANCIAL MANAGEMENT UPDATE

<b>File No:</b>	tbc
<b>Attachments:</b>	1. March 2026 Monthly Financial Report 2. Rating Strategy Review 2026/7 to 2031/32
<b>Responsible Officer:</b>	Alastair Dawson - Interim Chief Executive Officer
<b>Author:</b>	Andrea Ellis - General Manager Corporate Services

---

#### SUMMARY

*The purpose of this report is to provide the Audit, Risk and Improvement Committee with an update on key financial reporting and management matters.*

#### COMMENTARY

Discussion was held regarding the capital program, including affordability and the approach taken by Council to review the program. The General Manager Corporate Services advised that a review exercise has been undertaken and presented to Councillors, noting that no formal red-line review has been conducted at this stage and that further consideration may occur as part of the first Budget Review in 2026-27.

The Committee discussed rising construction, material and fuel costs and sought clarification regarding sensitivity analysis undertaken to assess financial impacts. The General Manager Corporate Services advised that analysis is ongoing, with the Local Government Association of Queensland Council Cost Index and information from the Reserve Bank of Australia Statement of Monetary Policy (May 2026) forecasts being used as a references for scenario analysis.

#### COMMITTEE RECOMMENDATION

THAT the Audit Risk and Improvement Committee receive the Financial Management Update.

#### MOTION CARRIED UNANIMOUSLY

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.2 SHELL GENERAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR  
ENDING 30 JUNE 2026**

<b>File No:</b>	<b>FM4.1.2</b>
<b>Attachments:</b>	<b>1. 2025-26 Shell General Purpose Financial Statements</b>
<b>Responsible Officer:</b>	<b>Andrea Ellis - General Manager Corporate Services Alastair Dawson - Interim Chief Executive Officer</b>
<b>Author:</b>	<b>Nicole Carr - Support Services Officer</b>

**SUMMARY**

*The purpose of this report is to provide and seek feedback from the Audit, Risk and Improvement Committee on the Shell General Purpose Financial Statements for 2025-26.*

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee;

1. Receive the Shell General Purpose Financial Statements for 2025-26; and
2. Note that any recommended changes to the Shell General Purpose Financial Statements be reflected in the draft 2025-26 General Purpose Financial Statements that will be submitted to the Audit, Risk and Improvement Committee in September 2026.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.3 POSITION PAPER: REVENUE FROM CONTRACTS WITH CUSTOMERS FOR NOT-FOR-PROFIT ENTITIES****File No:** A2361115**Attachments:** 1. Position Paper: Revenue from Contracts with Customers for Not-for-Profit Entities**Responsible Officer:** Andrea Ellis - General Manager Corporate Services**Author:** Erin Heath - Project Accountant**SUMMARY**

This report provides the Audit, Risk and Improvement Committee with the final position paper: *Revenue from Contracts with Customers for Not-for-Profit Entities*.

**COMMENTARY**

The Committee sought clarification whether the position paper had been reviewed by the Queensland Audit Office. The Queensland Audit Office confirmed that the paper had been reviewed through the Queensland Audit Office technical review process and reflects better practice for the revenue recognition of capital grants.

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee endorse the position paper *Revenue from Contracts with Customers for Not-for-Profit Entities*.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.4 POSITION PAPER: SITE IMPROVEMENTS ASSET CLASS CHANGE OF MEASUREMENT BASIS**

**File No:** A2361499  
**Attachments:** 1. Site Improvements Asset Class: Change in Measurement Basis  
**Responsible Officer:** Andrea Ellis - General Manager Corporate Services  
**Author:** Christine Roberts - Asset Accountant

**SUMMARY**

This report provides the Audit, Risk and Improvement Committee with the opportunity to review and provide comment on Council's draft position paper: *Site Improvements Asset Class: Change in Measurement Basis*.

**COMMENTARY**

The Committee noted that the Queensland Audit Office has reviewed the position paper and advised that the treatment to revert to at cost, will be tested once implemented from 1 July 2026.

Discussion was held regarding the valuation methodology used for site improvement assets, with clarification sought on how asset values and cost assumptions are determined more broadly for infrastructure assets.

The General Manager Corporate Services recommended that a previous paper presented to the Audit, Risk and Improvement Committee relating to asset valuations be circulated to members to assist understanding on how fair value valuations are determined. (*Action Item 2026-1*)

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee review and provide feedback on the draft position paper: *Site Improvements Asset Class: Change in Measurement Basis*.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.5 POSITION PAPER: ACCOUNTING FOR INFRASTRUCTURE CHARGES  
OFFSETS AND REFUNDS****File No:** FA93975**Attachments:** 1. Position Paper - Accounting for  
Infrastructure Refunds and Offsets**Responsible Officer:** Andrea Ellis - General Manager Corporate Services**Author:** Damien Cross - Coordinator Accounting Services

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**SUMMARY**

This report provides the Audit, Risk and Improvement Committee with the opportunity to review and provide comment on Council's draft position paper: *Accounting for Infrastructure Charges Offsets and Refunds*.

**COMMENTARY**

Following recent discussions with Queensland Audit Office, the Draft Position Paper requires a more in depth conversation prior to being presented to the Committee.

General Manager Corporate Services requested the position paper *Accounting for Infrastructure Charges Offsets and Refunds* be deferred to a future meeting. (*Action Item 2026-2*)

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.6 QUEENSLAND AUDIT OFFICE UPDATE****File No:** A2341439**Attachments:**

1. External Audit Plan - Signed
2. QAO Briefing Paper - April
3. Livingstone Shire Council - LG 2025 presentation to audit committees
4. Forward work plan 2026-29 - DRAFT

**Responsible Officer:** Andrea Ellis - General Manager Corporate Services**Author:** Mandy Louda - Support Services Officer**SUMMARY**

*The Queensland Audit Office (QAO) will provide an update on matters they deem should be brought to the attention of the Committee.*

**COMMENTARY**

The Committee was informed of the Queensland Audit Office external audit timetable for 2025–26, including completion of the planning audit and the commencement of the interim audit from 1 June 2026, will be undertaken remotely in liaison with Council.

The Committee noted matters of importance to Council arising from recent Queensland Audit Office and interstate audit activity, including sector-wide themes relating to water infrastructure asset consumption, information systems, fraud control, third-party cybersecurity risks, and emerging risks associated with artificial intelligence governance.

The Committee noted the Queensland Audit Office performance audit on managing third-party cybersecurity risks and highlighted the importance of vendor and third-party risk management, with management confirming that relevant performance audit recommendations will be captured through Council's audit register as business improvement opportunities and addressed accordingly.

The Committee also noted recent Queensland Audit Office reports to Parliament, including the Local Government 2025 report, and discussed sector findings relating to financial sustainability, audit timeliness and control deficiencies. It was noted that Council compared favourably to its peer group and continued to demonstrate improvement in addressing prior year recommendations.

The Committee received an update on the Queensland Audit Office draft Forward Work Plan, including its three-year rolling nature, key audit focus areas and new topics, and noted that no submission on the plan was proposed by Council at this time.

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee:

1. Receive the update provided by Queensland Audit Office, as outlined in the QAO Briefing Paper and supported by the verbal update.
2. Receive the signed External Audit Plan 2025-2026
3. Receive the LG 2025 presentation to audit committees; and
4. Receive and provide feedback on the QAO Forward work plan 2026-29 - DRAFT

**MOTION CARRIED UNANIMOUSLY**

**7.7 INFRASTRUCTURE QUALITY MANAGEMENT SYSTEM UPDATE**

**File No:** fA2318  
**Attachments:** 1. ARaIC - QMS 2026 Presentation  
**Responsible Officer:** Michael Kriedemann - General Manager Infrastructure  
**Author:** Donna Ward - Supervisor Systems and QA

**SUMMARY**

*The Quality Management System (QMS) is a key control mechanism for the areas within its scope. This report provides the Committee with an overview of the current system and planned activities to achieve key performance outcomes.*

**COMMENTARY**

The General Manager Infrastructure outlined a proposal to temporarily pause traditional compliance-based internal audits within the QMS framework and instead apply a more risk-based, collaborative approach focused on process improvement and reduction of administrative burden.

The Committee supported a shift towards a risk-based assurance model, noting audit fatigue across operational teams and the value of prioritising high-risk and high-impact processes.

**COMMITTEE RECOMMENDATION**

THAT the Audit Risk and Improvement Committee receive the Infrastructure Quality Management System Update report.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.8 CAPITAL PORTFOLIO UPDATE - MAY 2026**

**File No:** CM4.2.3  
**Attachments:** Nil  
**Responsible Officer:** Andrea Ellis - General Manager Corporate Services  
**Author:** Richard Mills - Principal Project Management Officer

---

**SUMMARY**

*The purpose of this report is to provide the Audit, Risk and Improvement Committee with an update on current capital project portfolio with an emphasis on high value and high risk projects.*

**COMMENTARY**

The Committee discussed the increasing scale and complexity of Council's capital program, noting that resourcing, contractor availability and project management capacity remain key risks.

The Committee acknowledged management's efforts to strengthen project delivery capability, including the use of early contractor involvement, collaborative contracting models and improved governance frameworks.

Members highlighted the importance of ongoing prioritisation and 'red-line' review of the capital program in response to emerging and sustained risks.

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee receive the Capital Portfolio Update.

**MOTION CARRIED UNANIMOUSLY**

AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.9 AUDIT ACTION UPDATE - PROJECT MANAGEMENT PRACTICES**

**File No:** CM4.2.3  
**Attachments:** 1. IA-2023-04 Internal Audit Report - Project Management Practices  
2. Action Register IA2023-04 as at April 2026  
**Responsible Officer:** Andrea Ellis - General Manager Corporate Services  
**Author:** Richard Mills - Principal Project Management Officer

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**SUMMARY**

*The purpose of this report is to provide the Audit, Risk and Improvement Committee with an update on audit actions relating to the updating of the Project Management Framework.*

**COMMITTEE RECOMMENDATION**

THAT the Audit Risk and Improvement Committee receive the Project Management Practices Update.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.10 INTERNAL AUDIT UPDATE**

**File No:** qA24787

**Attachments:**

1. KPMG Internal Audit Status Report - May 2026
2. Annual Internal Audit Plan FY2027

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

**Author:** Catherine Parfitt - Risk & Governance Officer

**SUMMARY**

This report provides the Audit, Risk and Improvement Committee with an update on internal audit activities, including progress against the approved Internal Audit Plan and consideration of the Annual Internal Audit Plan for FY2027.

**COMMENTARY**

Discussion was held regarding proposed refinements to the FY2027 Internal Audit Plan to ensure alignment with strategic risk priorities, with members indicating support for the proposed changes. KPMG will liaise with Council to refine the proposed amendment to defer "Events Management" in favour of "Infrastructure Charges Governance" to the Internal Audit Plan and present the revised plan to the next quarterly Audit, Risk and Improvement Committee meeting. (*Action Item 2026-3*)

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee:

1. Receive the Internal Audit Update provided by KPMG; and
2. Endorse the Annual Internal Audit Plan for FY2027, subject to refinement of the proposed amendments, with the revised plan to be formally presented to the next quarterly Audit, Risk and Improvement Committee meeting.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.11 AUDIT RESPONSE ACTION PLAN**

**File No:** qA81306  
**Attachments:** 1. Audit Response Action Plan (Q3 FY25-26)

**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer  
**Author:** Catherine Parfitt - Risk & Governance Officer

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**SUMMARY**

*The purpose of this report is to provide the Audit, Risk and Improvement Committee with periodic updates on the status of any agreed audit actions. This report provides the latest update as of 24<sup>th</sup> April 2026, covering both internal and external audit actions.*

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee receive the status update against the Audit Response Action Plan.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.12 ENTERPRISE RISK MANAGEMENT UPDATE**

**File No:** qA86867

**Attachments:** 1. Insurance Claims Management Report - Q3  
FY25-26

**Responsible Officer:** Poala Santini - Coordinator Governance  
Andrea Ellis - General Manager Corporate Services

**Author:** Catherine Parfitt - Risk & Governance Officer

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**SUMMARY**

The purpose of this report is to provide the Audit, Risk and Improvement Committee with an update on key matters relating to Council's enterprise risk management, business continuity planning, fraud and corruption prevention, and insurance activities.

**COMMENTARY**

The Committee queried the disciplinary process applied where fraud is suspected. The Chief People and Performance Officer advised that, where a suspicion of fraud arises, the matter is reported in accordance with statutory requirements and referred to the appropriate external agency for consideration. Where matters are referred back to Council, investigations are undertaken and disciplinary processes applied in line with Council policies and procedures.

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee receive the report on Enterprise Risk Management.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.13 ICT SECURITY & CONTROLS****File No:****Attachments:** 1. ICT Security Controls - May 2026 -  
(Confidential)**Responsible Officer:** Andrea Ellis - General Manager Corporate Services**Author:** Aaron Nunn - Chief Information Officer (Acting)

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**SUMMARY**

This report outlines the status of controls for identified known risks that have been implemented as part of the Security Continuous Improvement roadmap, the ICT risk register, an internal assessment report on the Essential Eight and provides a quarterly update of cyber security statistics.

**COMMENTARY**

Due to timing constraints, the report was taken as read. The Committee acknowledged the work undertaken in this area, noting the completion of key activities prior to the appointment of the Chief Digital and Information Officer.

**COMMITTEE RECOMMENDATION**

THAT the Audit, Risk and Improvement Committee receive the attached ICT Security and Controls Report.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.14 INFORMATION SERVICES GOVERNANCE UPDATE**

**File No:** A2351707  
**Attachments:** Nil  
**Responsible Officer:** Andrea Ellis - General Manager Corporate Services  
**Author:** Aaron Nunn - Chief Information Officer (Acting)

**SUMMARY**

This report outlines the status of significant ICT Project activities and provides identified known risks with associated mitigation strategy.

**COMMENTARY**

The Committee noted the progress of key ICT initiatives and the improved governance, reporting, and oversight arrangements supporting information services across the organisation.

Members acknowledged the maturity demonstrated in the approach taken, including the focus on lessons learned and continuous improvement. The Committee recorded its appreciation of the contribution made by Aaron Nunn and his leadership during a challenging period, noting the confidence restored within the ICT function.

**COMMITTEE RECOMMENDATION**

That Audit, Risk and Improvement Committee receive the Information Services Governance Update.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.15 SAFETY UNIT UPDATE - JANUARY / FEBRUARY / MARCH 2026**

**File No:** 01  
**Attachments:** 1. Living Well Roadmap  
2. LTI Performance  
**Responsible Officer:** Kristy Mansfield - Chief People and Performance Officer  
**Author:** Andrew Greenwood - Coordinator Safety

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**SUMMARY**

*This report is to provide an update in relation to Council's Safety business unit in relation to workplace health and safety.*

**COMMENTARY**

The Committee noted the positive trends reported and acknowledged the ongoing improvement in Workplace Health and Safety outcomes.

**COMMITTEE RECOMMENDATION**

THAT the Audit Risk and Improvement Committee receive the Safety Coordinator's update.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.16 HUMAN RESOURCE & ORGANISATIONAL DEVELOPMENT UPDATE****File No:****Attachments:** Nil**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer**Author:** Kristy Mansfield - Chief People and Performance Officer**SUMMARY**

*This report is to provide the Audit, Risk and Improvement Committee with an update on key human resources and organisational development matters.*

**COMMENTARY**

The Committee queried how Council is managing psychosocial hazards and the increasing complexity of related matters. Chief People and Performance Officer advised that while psychosocial claims have been received, recent claims have not been supported, and that a proactive and consultative approach is being taken to manage emerging risks and supporting employees.

**COMMITTEE RECOMMENDATION**

THAT the Audit Risk and Improvement Committee receives the report on Human Resources and Organisational Development.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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**7.17 WORKFORCE CULTURE AND EMPLOYEE ENGAGEMENT****File No:** GV**Attachments:**

1. Culture and Engagement Plan on a Page (2026)
2. Workforce Culture & Engagement Plan 2026

**Responsible Officer:** Alastair Dawson - Interim Chief Executive Officer**Author:** Kristy Mansfield - Chief People and Performance Officer

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**SUMMARY**

*This report provides the Audit, Risk and Improvement Committee with an update on workforce culture and employee engagement, including the approach to managing associated workforce risks and planned improvement initiatives.*

**COMMITTEE RECOMMENDATION**

THAT the Audit Risk and Improvement Committee receives the report on workforce culture and employee engagement.

**MOTION CARRIED UNANIMOUSLY**

## AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

**7.18 CORPORATE PLANNING & PERFORMANCE MANAGEMENT UPDATE**

**File No:** CM4.6.2  
**Attachments:** 1. Q2 2025-2026 Operational Plan  
**Responsible Officer:** Poala Santini - Coordinator Governance  
Andrea Ellis - General Manager Corporate Services  
**Author:** Ursula Sleeman - Governance Officer

**SUMMARY**

*The purpose of this report is to enable the Committee to consider Quarter 2 Operational Plan Performance and note recent strategic and system improvements that strengthen Council's planning, reporting, and performance monitoring framework.*

**COMMITTEE RECOMMENDATION**

THAT the Committee:

1. Receives the Quarter 2 2025-2026 Operational Plan Performance Report as of 31 December 2025.
2. Notes the improvement initiative to transition to a modern corporate planning & reporting system
3. Notes the adoption by Council of the reset strategic vision in the Corporate Plan 2025-2030.

**MOTION CARRIED UNANIMOUSLY**

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## 8 GENERAL BUSINESS

### 8.1 2026-27 ARAIC WORK PLAN AND 2027 MEETING SCHEDULE

File No:	GV13.4.2
Attachments:	1. 2027 ARAIC Meeting Dates (proposed) 2. 2026-27 ARAIC Work Plan (proposed)
Responsible Officer:	Andrea Ellis - General Manager Corporate Services
Author:	Nicole Carr - Support Services Officer Catherine Parfitt - Risk & Governance Officer

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#### SUMMARY

The Secretariat of the Audit, Risk and Improvement Committee (ARAIC) will present and seek to gain endorsement for the 2026-27 ARAIC Work Plan and 2027 Meeting Schedule for consideration and endorsement.

#### COMMENTARY

The Committee confirmed their support for the proposed meeting dates and noted that the Work Plan was comprehensive and appropriate to guide the Committee's activities for the period. The Minute Taker is to distribute the 2026-27 Work Plan and 2027 Meeting Schedule for visibility to the Committee outside of this session. (*Action Item 2026-4*)

The Committee noted that this meeting marked the final Audit, Risk and Improvement Committee meeting for Alastair Dawson as Interim Chief Executive Officer and that the minutes record its appreciation for his contribution during that period.

#### COMMITTEE RECOMMENDATION

THAT the Audit, Risk and Improvement Committee:

1. Discuss and confirm the 2026-27 Audit, Risk and Improvement Committee Meeting dates; and
2. Discuss and confirm the 2027 Audit, Risk and Improvement Committee Work Plan.

#### MOTION CARRIED UNANIMOUSLY

AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

11 MAY 2026

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## 9 CLOSURE OF MEETING

There being no further business the meeting closed at 3:04pm.

\_\_\_\_\_  
Jeff Stewart-Harris  
CHAIRPERSON

\_\_\_\_\_  
11 May 2026  
DATE

## 13 REPORTS

### 13.1 RESPONSE TO NOTICE OF MOTION FROM COUNCILLOR MATHER - ROAD MAINTENANCE - PRIMARY PRODUCERS

**File No:** fA2220

**Attachments:**

1. **Notice of Motion** [↓](#)
2. **Local Government Unseal Roads Service Levels** [↓](#)

**Responsible Officer:** Michael Kriedemann - General Manager Infrastructure  
Alastair Dawson - Interim Chief Executive Officer

**Author:** Jeff Carter - Manager Construction & Maintenance

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#### SUMMARY

*This report provides details in response to a Notice of Motion on 17 February 2026 in relation to road maintenance on roads supporting primary producers.*

#### OFFICER'S RECOMMENDATION

THAT Council:

1. Maintain the current service levels for grading intervention on its unsealed road network at International Roughness Index 7 with the exception of gazetted Translink school bus routes which are programmed for grading maintenance at International Roughness Index 6.

#### BACKGROUND

At the Ordinary Meeting of Council held on 17 February 2026, Councillor Mather submitted a Notice of Motion in relation to maintenance to be carried out on roads used by primary producers. *Council's current intervention level for ALL rural roads sits at a level 7, except for identified school bus routes which were upgraded to level 6 (earlier intervention) by a previous Council under Mayor Ireland. By the time a road reaches level 7 according to the 'bump metre', it can be in quite a state, and subject to many complaints, and vehicle damage. These are the same roads used by our primary producers where conditions can cause damage and delay to vehicles transporting produce.*

*To upgrade maintenance to a level 6 on the primary roads leading to their operations, would reduce their vehicle maintenance, improve their transportation, and be recognised for their contribution to the shire, and the country.*

Council's financial model for determining maintenance costs on its unsealed road network indicates the raising of service levels for grading of unsealed roads used by primary producers from the current International Roughness Index (IRI) of 7 to IRI of 6 would require an increase in operational expenditure of up to \$400,000 per annum. This increase would be somewhat offset by the model's prediction that the capital resheeting budget could be reduced by \$50,000 per annum.

The maintenance model also indicates that intervals between grading visits would decrease from 5.25 months to 4.5 months for Class 150 unsealed roads and decrease from 31.6 months to 27.3 months for class 10 roads.

The attached comparison chart of the levels of service provided by 9 Local Government Areas on their unsealed road networks indicates that only one other council (RRC) provides a level of service for grading intervention of IRI 7. Adopting an intervention level of IRI 6 would push Livingstone Shire above all other councils in Queensland.

It is noted that over the last 10 years Council has decreased the overall size of its unsealed road network by upgrading 80km of unsealed roads to sealed standard, whilst increasing its

levels of service on the remaining unsealed roads by some 28%, including lowering IRI intervention levels, intervening more frequently on isolated defects and increases in overall gravel coverage.

Previous audits of Council's unsealed road maintenance practices by external consultants indicates that Council's current level of service would be in the top 3 council's in the state and a raising of this service to an intervention level of IRI 6 would push that ranking well above all other councils in the state.

It is officer's recommendation that current service levels for grading intervention on its unsealed road network remain at IRI 7 with the exception of gazetted Translink school bus routes which are programmed for grading maintenance at IRI 6.

### **PREVIOUS DECISIONS**

At the Ordinary Meeting of Council held on 17 February 2026, Council resolved:

*THAT in recognition of the contributions made by the primary producers of this shire, and the difficulties and delays they experience due to competing rural road maintenance, Council resolve to review the intervention level of maintenance on the roads servicing the properties with bona-fide primary production, equivalent to the school bus routes.*

*Further, future funding for the shire's rural roads maintenance be increased accordingly.*

At the Ordinary Meeting of Council held on 17 March 2026, an Officer report was tabled in response to the Notice of Motion and Council resolved:

*That pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending a report by Officers and to return to a future Council Meeting.*

At the Briefing Session held on 28 April 2026, Officers provided information regarding unsealed road maintenance levels of service, potential costs of modifying the current maintenance levels, which primary producers are being considered within this request and what are the minimum road conditions expected for their economic viability. Additionally, there was a general discussion regarding which unsealed roads are used by primary producers.

### **ENGAGEMENT AND CONSULTATION**

No specific consultation has been undertaken as this is a technical review of maintenance management levels of service.

### **BUDGET IMPLICATIONS**

Raising of service levels for grading of unsealed roads used by primary producers from the current IRI of 7 to IRI of 6 would require an increase in operational expenditure of up to \$400,000 per annum.

### **LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS**

This notice of motion was considered and has no direct legislative impacts. There are no legal implications in consideration of this matter.

### **RISK ASSESSMENT**

Council has some liability under the Civil Liabilities Act to ensure hazards are identified and repairs as soon as practical, within financial capacity and resources. Council fulfils this obligation through its unsealed road maintenance management plan.

### **CORPORATE PLAN REFERENCE**

#### ***Vibrant Culture & Healthy Community***

*Deliver strategic land use, infrastructure planning and urban design activities that support growth, liveability, and sustainability*

**13.1 - RESPONSE TO NOTICE OF  
MOTION FROM COUNCILLOR MATHER  
- ROAD MAINTENANCE - PRIMARY  
PRODUCERS**

**Notice of Motion**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Mr Alastair Dawson  
Interim Chief Executive Officer  
Livingstone Shire Council  
PO Box 2292  
Yeppoon QLD 4702  
10 February 2026

Notice of Motion  
Road Maintenance – Primary Producers

Dear Mr Dawson,

I wish to submit this Notice of Motion in relation to maintenance to be carried out on roads used by primary producers.

May this motion be included on the agenda of the first available Ordinary Meeting of Council.

I give Notice of my intention the primary producers to move the following:

“That in recognition of the contributions made by the primary producers of this shire, and the difficulties and delays they experience due to competing rural road maintenance, Council resolve to raise the intervention level of maintenance on the roads servicing the properties with bona-fide primary production, equivalent to the school bus routes.

Further, future funding for the shire’s rural roads maintenance be increased accordingly.”

**Background:**

Council’s current intervention level for ALL rural roads sits at a level 7, except for identified school bus routes which were upgraded to level 6 (earlier intervention) by a previous Council under Mayor Ireland.

By the time a road reaches level 7 according to the bumpmetre, it can be in quite a state, and subject to many complaints, and vehicle damage.

These are the same roads used by our primary producers where conditions can cause damage and delay to vehicles transporting produce.

To upgrade maintenance to a level 6 on the primary roads leading to their operations, would reduce their vehicle maintenance, improve their transportation, and be recognized for their contribution to the shire, and the country.

Many thanks,

Glenda Mather Clr

**13.1 - RESPONSE TO NOTICE OF  
MOTION FROM COUNCILLOR MATHER  
- ROAD MAINTENANCE - PRIMARY  
PRODUCERS**

**Local Government Unseal Roads  
Service Levels**

**Meeting Date: 16 June 2026**

**Attachment No: 2**

# Local Government Industry Standards

Council Location	Local						Others in Qld		
	Gladstone Regional Council	Scenic Rim Regional Council	Banana Shire Council	Central Highlands Regional Council	Mackay Regional Council	Rockhampton Regional Council	Noosa Shire Council	North Burnett Regional Council	South Burnett Regional Council
Surface	As identified by 6-12 monthly inspections. Intervention if defects are > 75-100mm deep for >250m continuous length	12 month inspection. Condition score using roughness, defect severity and defect extent to determine priority.	Grading program is a fixed program. Annual inspections are done to determine if additional areas require grading, or after rain events.	As identified by 3-6 monthly inspections	Roughness condition ranging from IRI 8 to 10 depending on surface defect (ie. corrugations, potholes, etc)	Roughness Condition >= IRI 7 before engaging grading maintenance (average across road length)	As identified by 6 monthly inspections	Roughness Condition >= IRI 9 before engaging grading maintenance (average across road length)	Roughness Condition >= IRI 9 before engaging grading maintenance (average across road length)
Pavement	As identified by 6-12 monthly inspections. Subgrade visible for >250m of continuous length. Maintain 75-100mm gravel on all roads in the network.	Rolling program of each road being graded every x amount of years depending on its class.	Resheeting program is a fixed program based on the road hierarchy. For example Class 1 roads might be graded twice a year while class 3 roads might only be graded on request.	50mm minimum gravel coverage across the entire road network. Determined by visual inspections	Maintain 75% of total network to 125mm in depth	Class 150 – 70% Class 125 – 65% Class 100 – 60% Class 75 – 55% Class 50 – 50% Class 30 – 40%	Major Roads and School Routes resheeted every 5 years at 75-100mm gravel. Remaining network resheeted every 8 years with 50mm gravel	\$2 million in gravel coverage funded on roads annually based on Council visual inspections	\$3.2 million in gravel coverage funded on roads annually based on Council visual inspections
Unsealed Road Network Length	1,448km	790km		3,175km	905km	1,024km		2,924km	1,582km
Comments	GRC has the intention to transition to a similar service level to us. At this stage a timeline for this has not been set as the current priority is the roll out of their Tech1 1 Council system.		BSC have purchased 2 RACAS modules and intend to adopt a similar condition assessment and programing model to us over the next 3 years.	CHRC are attempting to get buy in from all parts of their business to adopt a roughness based interventional model. They're planning on trialling some smart phone based rougho meters to gauge the potential savings to council.		Gravel coverage increased in 2019 to match actual coverage resulting from 10 years + of flood repairs.			

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**13.2 ROAD CLOSURE APPLICATION - ADJACENT TO 62626 BRUCE HIGHWAY  
ROCKYVIEW (LOT 4 RP886589)**

**File No:** qA88494

**Attachments:** 1. [Plan](#)  
2. [Road Closure Application](#)

**Responsible Officer:** Sean Fallis - Manager Engineering Services  
Michael Kriedemann - General Manager Infrastructure  
Alastair Dawson - Interim Chief Executive Officer

**Author:** Carrie Burnett - Policy & Planning Officer

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**SUMMARY**

*This report pertains to an application to permanently close an area of road reserve adjacent to 62626 Bruce Highway Rockyview.*

**OFFICER'S RECOMMENDATION**

THAT the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development be provided with a copy of the images from this report and advised that the proposed road closure adjacent to 62626 Bruce Highway Rockyview has been considered and Council:

- a) does not support the road closure in its entirety because part of the proposed area is considered environmentally significant being mapped as a Matter of State Environment Significance for the Riparian regrowth Of Concern Vegetation lining the waterway; and
- b) would support a reduced area to the south of the mapped vegetation which is marked in the attached images.

**BACKGROUND**

In May 2026 Council received a request from the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (*'the Department'*) seeking comments on a permanent road closure application submitted on behalf of the owner of 62626 Bruce Highway Rockyview. *The Department* confirmed that, while the road manager for this section of road is the Department of Transport and Main Roads, they want Council's *'views to cover off on any requirements/interests that Council may have in relation to this application'*.

The road proposed to be closed is shown on Attachment 1. Referring to the application forms at Attachment 2, it is stated that:

- *'Proposed road closure will be utilised for additional stormwater network, sewer and road infrastructure associated with the approved Mildura Rise Estate (refer to approved subdivision plan issued by Livingstone Shire Council). The application is accompanied by a letter from the Department of Transport and Main Roads granting 'in principle support' for the road closure.'*
- *'Mildura Rise residential estate being an approved masterplan community in Livingstone Shire Council. The approved subdivision incorporates 397 residential lots to meet critical housing supply supported by Economic and Community Impact Report. The road reserve will provide additional area for waterway corridor rehabilitation and trunk infrastructure works.'*

- *'The nominated road closure only provides driveway access to properties fronting the Bruce Highway. All access to affected lots will be via a new intersection which has been approved by the Department of Transport and Main Roads as part of the previous development approval for the Mildura Rise Estate.'*

According to their website, *the Department* will assess a road closure application against legislative requirements, seek views of other stakeholders and inspect the land if required. To assess local community opinion about a proposed closure, *the Department* will also require the applicant to undertake public notifications such as advertising and erection of signage on the land. If an application is successful, a written offer setting out various conditions will be sent to the applicant.

Given Council is not the road manager in this instance, the usual process of completing a 'Statement in relation to an application under the *Land Act 1994* over State land (Part C)' will be varied and Council's decision will be provided to *the Department* in the form of a letter.

Advice obtained from Council stakeholders is included below:

#### **Principal Economic Development Officer**

No comment provided.

#### **Planning and Infrastructure Officer**

*'Councils Development Assessment team have reviewed the proposal and have no concerns at this moment. A change application to the development permit for Mildura Rise would be required should the road closure be approved. This would be assessed further and conditioned appropriately through the change application.'*

#### **Manager Construction & Maintenance**

*'No comment'*

#### **Technical Officer - Engineering**

*'No comment'*

#### **Coordinator Community Development & Events (Acting)**

*'Community Development and Events have no objection to the permanent closure of the road reserve adjacent to 62626 Bruce Highway, Rockyview. We are not aware of any community programs or projects that would be negatively impacted by the proposed closure.'*

#### **Coordinator – Development Engineering**

*'The Development Engineering Unit has no objection to the proposed road closure. Note: The location of the area of the proposed road closure is generally consistent with the existing waterway location and immediately downstream of the stormwater management treatment of the approved 397 Lot ROL, D-207-2022 Mildura Rise Estate.'*

#### **Coordinator Disaster Management & Community Resilience**

*'Disaster Management and Community Resilience has no objection to the proposed road closure.'*

#### **Principal Transport Engineer**

*'As per the advice from the Development Engineering Unit, Infrastructure Planning has no objection to the proposed road closure from a transport perspective. We note the*

*subject area is a state-controlled road reserve and is therefore subject to approval by the Department of Transport and Main Roads (DTMR), who the applicant states has provided in-principle support.'*

#### **Principal Property Officer - Communities and Environment Management**

*'From a Property perspective, this matter falls outside the expertise of the Property team. The road closure does not adjoin or impact Council-owned or controlled land. Accordingly, Property has no further comment to provide regarding this proposal.'*

#### **Coordinator Water and Sewerage Operations**

*'Water and Waste have no assets within the proposed road closure area. No comment.'*

#### **Coordinator Natural Resource Management**

*'NRM does not support the road closure in its entirety. Part of the proposed area is considered environmentally significant being mapped as a Matter of State Environment Significance for the Riparian regrowth Of Concern Vegetation lining the waterway. NRM would support a reduced area to the south of the mapped vegetation, marked in the images below.'*

Matter of State Environment Significance



Category C or R Of Concern vegetation



Based on the comments provided by the Coordinator Natural Resource Management, *the Department* should be provided with a copy of the above plans and informed that Council:

- a) does not support the road closure in its entirety because part of the proposed area is considered environmentally significant being mapped as a Matter of State Environment Significance for the Riparian regrowth Of Concern Vegetation lining the waterway; and
- b) would support a reduced area to the south of the mapped vegetation which is marked in the attached images.

### PREVIOUS DECISIONS

At its 20 June 2019 and 18 February 2020 meeting, Council resolved that all future applications to close roads under the *Land Act 1994*, where Council is to provide advice as the road manager, are to be presented to Council for consideration. Council clarified the intent of these earlier resolutions at its 15 August 2023 Meeting.

### ENGAGEMENT AND CONSULTATION

To assess local community opinion about a proposed road closure, *the Department* will require the applicant to undertake public notification (advertisement in a local or digital newspaper and signage erected on the land). In addition, a listing of current road closure applications is provided by local government area on *the Department's* website.

### BUDGET IMPLICATIONS

There are no foreseeable budget implications associated with this matter.

### LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS

Section 93 of the *Land Act 1994* provides for the meaning of road as follows:

- '(1) A road means an area of land, whether surveyed or unsurveyed-
  - (a) dedicated, notified or declared to be a road for public use; or
  - (b) taken under an Act, for the purpose of a road for public use.
- (2) The term includes-

- (a) *a street, esplanade, reserve for esplanade, highway, pathway, thoroughfare, track or stock route; and*
- (b) *a bridge, causeway, culvert or other works in, on, over or under a road; and*
- (c) *any part of a road.'*

Pursuant to s 99 of the *Land Act 1994* an owner of land that adjoins road may apply for the permanent closure of the road.

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 adverse human rights implications associated with this report.

### **RISK ASSESSMENT**

The Coordinator Natural Resource Management has identified that the road closure proposal impacts land that *is considered environmentally significant being mapped as a Matter of State Environment Significance for the Riparian regrowth Of Concern Vegetation lining the waterway.*

### **CORPORATE PLAN REFERENCE**

#### ***Transparent, Accountable & Progressive Leadership***

*Advocate and collaborate with state and federal governments in the best interest of the community*

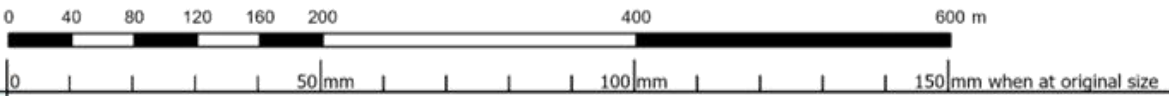
**13.2 - ROAD CLOSURE APPLICATION -  
ADJACENT TO 62626 BRUCE  
HIGHWAY ROCKYVIEW (LOT 4  
RP886589)**

**Plan**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Sheet 1 of 1



Horizontal Datum: GDA2020  
 N



**Road Proposed to be Permanently Closed (A)**  
 Adjacent to Lot 4 on RP886589

Scale 1:4 000  
 Original size A3

**DRAWING**  
**LAGIS-2159**

LOCALITY: ROCKYVIEW LOCAL AUTH: LIVINGSTONE SHIRE COUNCIL

File Ref: 2026/000033  
 Compiled from: Spatial Cadastre, sketch in eLVAS, Drawing P1(A)

Date: 27 February 2026  
 Prepared by: ARG (Toowoomba)

SISPROD-2159

**13.2 - ROAD CLOSURE APPLICATION -  
ADJACENT TO 62626 BRUCE  
HIGHWAY ROCKYVIEW (LOT 4  
RP886589)**

**Road Closure Application**

**Meeting Date: 16 June 2026**

**Attachment No: 2**



**Queensland  
Government**

**Department of Natural Resources and Mines,  
Manufacturing and Regional and Rural  
Development**

You can now apply for all *Land Act 1994* applications [online](#).

## Part A – Form LA00

### Contact and Land Details

#### *Land Act 1994*

#### Requirements

1. **Part A:** Contact and land details is required when the applicant is wanting to submit a [Part B form](#) (application specific form) . Part A – [Contact and land details](#) – you can apply online or via Part A – [Contact and land details \(PDF\)](#).
2. Payment of the prescribed [Application fee](#) for relevant Part B forms is per title reference. A refund of application fees will not be given. Details of fees are available on the [Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development website](#) at < <https://www.qld.gov.au/environment/land/state/application/forms/state-land-application-forms-and-fees>> or by contacting your nearest [business centre](#) or call 13 QGOV 13 74 68.
3. The appropriate application form Part B must be signed by the applicant or a legal practitioner on behalf of the applicant.
4. For your application to be processed, all parts of this application form must be completed and accurately, otherwise your application may be returned to you to complete or refused.

#### Important information

5. For detailed information and to ensure you complete the correct application form, we encourage you to arrange a pre-lodgement meeting and refer to the [Land Act 1994](#). Contact your nearest [business centre](#) to arrange a meeting..
6. All applications will be processed having regard to the requirements of the [Land Act 1994](#) <<https://www.legislation.qld.gov.au/>> and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.
7. You can lodge your state land application online by completing the Part A online guide, or through the Part A – Contact and land details PDF and relevant Part B application form PDF. If you complete the PDF forms, you can submit the application via:
  8. **Email:** [SLAMlodgement@nrmmrd.qld.gov.au](mailto:SLAMlodgement@nrmmrd.qld.gov.au)
  9. **Post:**  
Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development  
PO Box 5318  
Townsville QLD 4810
10. In terms of the [Right to Information Act 2009](#), interested parties may seek access to the department's records and view relevant documents.
11. Information on this form, and any attachments, is being collected to process and assess your application under the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
12. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email [stateland@nrmmrd.qld.gov.au](mailto:stateland@nrmmrd.qld.gov.au) if you do not wish for the department to contact you.

13. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
14. For further privacy information click [Privacy](#) or go to <<https://www.nrmrrd.qld.gov.au/legal/privacy>>.

**Contact Details**

**Lodger Details and Mailing Address**

A lodger is only required when a legal practitioner, or consultant lodges the application on behalf of the applicant.

**Full Names**

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Company Name(s)**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Contact Details**

**Postal Address:**

<input type="text"/>	<input type="text"/>
----------------------	----------------------

**Phone Number:**  **Mobile Number:**

**Email:**

**Applicant(s) Details and Mailing Address**

If the Applicant is a Corporation, either the Australian Company number, Australian Registered Body number or the Australian Business number must be shown.

**Full Names**

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Company Name(s)**

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Note:** if the applicant is a Corporation, a requirement of the application is providing evidence (as at the date of application), that the Corporation is registered with the [Australian Securities and Investments Commission \(ASIC\)](https://asic.gov.au/online-services/search-asic-s-registers/) at <https://asic.gov.au/online-services/search-asic-s-registers/> ([company summary printout](#)) and if applicable, also registered with the [Australian Business Register \(ABR\)](https://www.abr.business.gov.au) at <https://www.abr.business.gov.au> (ABN lookup record extract).

**Contact Details**

**Postal Address:**

<input type="text"/>
<input type="text"/>

**Phone Number:**  **Mobile Number:**

**Email:**

**Future correspondence should be sent to:**

Lodger       Applicant

**1. Are the applicant/s a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?**

**Note:** For further information refer to the Queensland Government website to determine if the applicant/s are [a foreign person](#) (acquirer) for AFAD at <https://qro.qld.gov.au/duties/investors/afad/>.

**2. Is the application related to the purchase of land, for example a permanent road closure, or conversion of a lease where the land is or will be used solely or primarily for residential purposes as defined for the Additional Foreign Acquirer Duty (AFAD) under the Duties Act 2001? This includes current and future use of the land.**

**Note:** Under the *Duties Act 2001* an additional amount of duty applies where the land is residential land and the applicant is [a foreign person](#) (acquirer) for AFAD at <https://qro.qld.gov.au/duties/investors/afad/>.

**3. Enter full name/s of the foreign acquirer/s**  
(If there is insufficient space, please lodge as an attachment)

Full Names (If a Company, also provide a contact name)	Share Held

**go to 4**

**4. Are the Applicant/s registered for GST and acquiring the land for a creditable purpose?**

**go to 5**

**Note:** Under the [Tax Administrator Act \(Cth\) 1953](#) certain purchasers of new residential premises or potential residential land are required to withhold the Goods and Services Tax (GST) amount from the price of the supply (purchase price) for payment directly to the Australian Taxation Office (ATO) as outlined on the ATO's website. The department is unable to provide further advice on the ATO's requirements. For further information contact the ATO on 13 28 65 or visit the ATO website <<https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-property-settlement-online-forms-and-instructions/>> or seek advice from a financial or legal expert.

**Details of land for which the application is being lodged**

5. Select the type of land for which the application is being lodged:

- Permit
- Licence
- Lease
- Unallocated State Land (USL)
- Road
- Trust Land Reserve/ Deed of Grant in Trust (DOGIT)
- Dealing Number (refer to current title information item 6)
- Other

go to 6

6. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

**Schedule 1**

You must enter either the Lot on Plan or Title Reference of the land for which the application is being lodged

Lot	Plan	Title Reference
4	RP886589	50047334

go to 7

The details of the land can be found on a current title. To check this you can purchase a title search by calling (07) 3497 3479, visiting the Titles Queensland website <https://www.titlesqld.com.au/> (and select 'Searches') Lot on Plan details are located on your rates notice or downloading the Queensland Globe <https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data-imagery/> to help access current Lot on Plan details. If insufficient space, please add additional description as an attachment.

7. Enter additional details of the land

Dealing number: (if relevant)

Tenure Type:  Tenure Number:

Local Government:

Other details of land location (optional)

go to 8

**8. Provide details of any timeframe limitations you have (e.g. a settlement date). go to 9**

Construction of Stage 1 due to commence by mid 2026 with works for the new intersection on the Bruce Highway and main entry promenade approved by the Department of Transport and Main Roads and Livingstone Shire Council. The intersection works are due to commence construction in the first half of 2026.

**9. If this application relates to a project, provide an overview and how your application relates to the project. go to 10**

Mildura Rise residential estate being an approved masterplan community in Livingstone Shire Council. The approved subdivision incorporates 397 residential lots to meet critical housing supply supported by Economic and Community Impact Report. The road reserve will provide additional area for waterway corridor rehabilitation and trunk infrastructure works.

**10. Have you participated in a pre-lodgement meeting with the department (strongly encouraged)?**

Yes go to 11

No

Please provide name of officer you spoke with and this department's associated reference.

Department Contact Officer  Pre-lodgement ID (eLVAS CI Ref)

**11. Provide details of pre-lodgement meeting.**  
(If there is insufficient space, please lodge as an attachment)

Refer to accompanying written support from the Department of Transport and Main Roads.

**Note:** Departmental Officers contact details and any reference number should be included if known.

**THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM**

**CLEAR FORM**



Before you apply

## Before you can complete this application

Required fields are marked with an asterisk (\*).

The relevant road manager must complete an *LA30 – Statement in relation to an application under the Land Act 1994 over State Land (LA30 statement)* before we can assess your application. We'll send them the appropriate form automatically as part of this application process.

**Contact the road manager to discuss your application before you complete this form. Make sure they provide an email address so the department can send them the LA30 statement.**

The road manager is:

- the Department of Transport and Main Roads for a state-controlled road
- the relevant local authority for a local road.

I acknowledge:

The relevant road manager must complete an *LA30 – Statement in relation to an application under the Land Act 1994 over State Land (LA30 statement)* before we can assess your application. We'll send them the appropriate form automatically as part of this application process.

**Contact the road manager to discuss your application before you complete this form. Make sure they provide an email address so the department can send them the LA30 statement.**

The road manager is:

- the Department of Transport and Main Roads for a state-controlled road
- the relevant local authority for a local road.

I acknowledge:

- Once completed, this application and all its contents and attachments will be sent to the road manager's email I provide in this application form. \*
- Once the road manager has submitted the LA30 statement, my application and all attachments will be sent to the department for verifying and payment of application fee. \*
- I will need to pay the application fee to complete this application. \*

Provide the road manager's email address \*

Start your application

## Are you lodging this on behalf of the applicant?

Required fields are marked with an asterisk (\*).



## LA18e - Road closure (requires LA30e) online application

Are you the applicant or lodger \*

- Lodger – a legal practitioner lodging this application on behalf of the applicant.  
 Applicant – the person, company or organisation requiring the state land service.

Enter your email \*

Enter email above and then you can select the 'save and exit' button at any time and we will email you a link to access and complete your saved application.

## Pre-lodgement information

## Pre-lodgement information

Have you contacted us to discuss this application (strongly encouraged)? \*

- Yes  
 No

For detailed information and to ensure you complete the correct application form, we encourage you to arrange a pre-lodgement meeting and refer to the [Land Act 1994](#). You can contact your nearest [business centre](#) to arrange a meeting.

Provide details of any timeframes limitations you have (e.g. a settlement date)

N/A

If this application relates to a project, provide an overview and how your application relates to the project

Proposed road closure will be utilised for additional stormwater network, sewer and road infrastructure associated with the approved Mildura Rise Estate (refer to approved subdivision plan issued by Livingstone Shire Council). The application is accompanied by a letter from the Department of Transport and Main Roads granting 'in principle support' for the road closure.

You can select the 'save and exit' button at any time and we will email you a link to access and complete your saved application.

## Road closure

## Road closure

This application is for a \*

- Permanent road closure  
 Temporary road closure

To be eligible, you must be \*

- The registered owner, lessee or trustee of the land adjoining the proposed road closure  
 A utility provider, eligible under the Land Act 1994 to make this application



## Foreign acquirer and GST

## Foreign acquirer and GST

Are any of the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)? [Find out if an applicant is a foreign acquirer for AFAD.](#) \*

Are the applicants registered for GST and acquiring the land for a creditable purpose as defined in the Tax Administrator Act 1953 (Cwth). \*

Under the [Tax Administrator Act 1953 \(Cwth\)](#) certain purchasers of new residential premises or potential residential land are required to withhold GST from the purchase price for payment directly to the Australian Taxation Office (ATO). For more information contact the ATO on 13 28 65, visit the [ATO website](#) or seek advice from a financial or legal expert.

## Use details

## Use details

Is the road area currently being used? \*

- Yes  
 No

Provide details of the proposed use of the road area \*

The nominated road closure only provides driveway access to properties fronting the Bruce Highway. All access to affected lots will be via a new intersection which has been approved by the Department of Transport and Main Roads as part of the previous development approval for the Mildura Rise Estate.

## Additional details

## Additional details

Upload a copy of a Dial before you dig enquiry detail page for the road area you're applying for \*

**File Name**  
**Size**

[Dial Before You Dig - 62626 Bruce Highway, Rockyview.pdf](#)  
734.08 kB

Does this application relate to an application you are lodging to dedicate state land as road? \*

- Yes  
 No



LA18e - Road closure (requires LA30e) online application

Upload any additional documents to support your application. ?

File Name	Size
[Redacted] - In principle support for partial road closure.pdf	100.00 KB
<a href="#">Approved Subdivision Plan and Main Roads Intersection.pdf</a>	7.08 MB

Applicant's details

### Applicant's details

The applicant is the person or corporation wishing to apply for a state land service.

Is there more than one applicant \*

- Yes
- No

Is this applicant a company or organisation? \*

- Yes
- No

Please provide either the Australian Business Number (ABN) or the Australian Company Number (ACN), Australian Registered Body Number (ARBN). \*

- ABN
- ACN/ARBN

Provide ACN or ARBN and select Search ? \*

[Redacted search input field]

ABN:	[Redacted]
ACN/ARBN:	
ACN/ARBN status:	
Business name:	
Entity name:	
Entity type name:	

Company contact details



LA18e - Road closure (requires LA30e) online application

Title

First name \*

Last name \*

Position \*

Contact number \*

Alternative contact number

Postal address \*

Enter address / PO Box manually

Address line 1

Address line 2

City

State

Postcode

Land details

### Land details

Enter the land details of any land you lease from the State or are the registered owner that adjoins the land being applied for.



## LA18e - Road closure (requires LA30e) online application

## Address search

Address search

e.g. 300 George Street

## Lot and plan search

Lot search

4

Plan search

RP886589

## Coordinates search

Latitude

-27.51455633

Use decimal degrees format e.g. Latitude: -27.8025 (instead of 27°48'09"S)

Longitude

153.21985191

Use decimal degrees format e.g. Longitude: 153.4344 (instead of 153°26'04"E)

Land details list \*

Address item \*

62626 BRUCE HWY, ROCKYVIEW QLD 4701, 4/RP886589, -23.25854602, 150.51087668 \*

Local government \*

Livingstone Shire Council

Other details of land location



LA18e - Road closure (requires LA30e) online application

Upload a drawing of the proposed road closure \*

File Name	Size
<a href="#">Bruce Hwy Main Roads land acquisition proposal 2025_07_29[2].pdf</a>	11.44 MB

The drawing (minimum size A4) must include:

- general location including your land
- area of road to be closed
- lot on plan information
- a north point
- scale
- dimensions.

The drawing (minimum size A4) must include:

- general location including your land
- area of road to be closed
- lot on plan information
- a north point
- scale
- dimensions.

Declaration

Signature of applicant (or their legal practitioner) \*

<input type="checkbox"/> Before you apply	
<input type="checkbox"/> Start your application	
<input type="checkbox"/> Pre-lodgement information	
<input type="checkbox"/> Road closure	
<input type="checkbox"/> Foreign acquirer and GST	
<input type="checkbox"/> Use details	



LA18e - Road closure (requires LA30e) online application

Additional details

Applicant's details

Land details

### Declaration

I have read the information that forms part of this application, and the information I have provided is true and accurate. I am aware my application will not be considered unless all parts of this application form are completed accurately. In this instance, my application may be returned to me to complete. \*



Full name of signee \*

[Redacted text input field for the full name of the signee]

**13.3 D-174-2015 DRAFT INFRASTRUCTURE AGREEMENT FOR BELMONT SANDS QUARRY****File No:** D-174-2015**Attachments:**

1. [Locality Plan](#)
2. [Amended Proposal Plans](#)
3. [Draft Infrastructure Agreement](#)
4. [Road Section Plan](#)
5. [Construction Cost Estimate](#)

**Responsible Officer:** Shari Rankin - Coordinator Development Assessment  
Greg Abbotts - Land Use Planning Specialist  
Katrina Paterson - General Manager Communities and Environment  
Alastair Dawson - Interim Chief Executive Officer**Author:** Jenna Davies - Principal Planning Officer

---

**SUMMARY**

SLR Consulting Australia Pty Ltd on behalf of their client, Belmont Sands Pty Ltd, have made representations to Council seeking to enter into an Infrastructure Agreement for road works and road maintenance agreement payments to Council, in relation to Material Change of Use for an Extractive industry, located at Lot 2, Lot 3, Lot 5, Lot 6, Lot 8, Lot 10, Lot 118 and Lot 2197 Meldrum Road and 887 Etna Creek Road, Etna Creek (Lot 8 RP601603, Lot 5 RP601603, Lot 10 SS142291, Lot 6 RP601603, Lot 3 RP601603, Lot 2197 LIV40813, Lot 118 LN284, Lot 2 RP610451).

**OFFICER'S RECOMMENDATION**

THAT Council resolve to enter into an Infrastructure Agreement with the applicant, on the basis the agreement has been negotiated in good faith and results in a reasonable outcome to ensure fit for purpose road works, staged according to demand increase.

**BACKGROUND**

Council, at the Ordinary Meeting of 17 July 2018, approved a Development Permit for a Material Change of Use for Extractive Industry over Lot 5, Lot 6, Lot 8 and Lot 10 Meldrum Road and 887 Etna Creek Road, Etna Creek. The approval allows for the establishment of the Belmont Sands Quarry which will involve extraction of sand and gravel including screening, washing, stockpiling and transportation of material off site.

On 16 February 2021, Council approved an Other change to the original development approval. The change resulted in the inclusion of additional parcels of land, being Lot 2 RP610451, Lot 118 LN284 and Lot 2197 LIV40813, for the purpose of establishing part of the haul route through private property thereby reducing the extent of Etna Creek Road used for haulage activities.

Etna Creek Road is a Council controlled road, approximately 8.65 kilometres in length and displaying varied formation, pavement width and quality. The existing condition of the road and associated drainage infrastructure demonstrates poor quality; however, at the time of assessment of the Other change application in February 2021, Council considered that the road was adequately servicing the needs of the existing community. Conditions were imposed on both the original development approval and the change approval requiring Etna Creek Road to be designed and constructed to a satisfactory standard to accommodate the traffic impacts generated by the extractive industry prior to the commencement of the quarry operations. The conditions of approval are based on a Road Section Plan (refer to Attachment 3), which labelled sections of Etna Creek Road as A – D. Conditions 4.3 and 4.4 of the changed approval refer to the approved Road Section Plan and identify the standard that each section of Etna Creek Road must be upgraded to, prior to the use commencing.

As part of ongoing negotiations in 2024, Council identified that works were proposed to upgrade one section (Section C) of Etna Creek Road. The applicant sought to cost share the upgrade works to not have to upgrade a newly upgraded section of Etna Creek Road prior to commencement of use. Further, the applicant also proposed to stage the upgrading of Etna Creek Road to align with the growth of the quarry over time, and maintenance of the road be paid for through a road maintenance agreement. This will allow the quarry to commence operations up to 200,000 tonnes per annum.

Council is unable to condition the applicant enter into an infrastructure agreement, and Council is not agreeing that the works are trunk infrastructure, therefore the applicant has requested, through the current change application process, an Infrastructure Agreement be entered into in accordance with section 67 of the *Planning Act 2016*.

Council has negotiated in good faith and presents the attached draft infrastructure agreement which provides for:

1. Section C – cost sharing to upgrade section C of road for extraction up to 200,000 tonnes per annum. This work is planned to be commenced in April 2026 by Council.  
The works beyond 200,001 tonnes per annum are at the applicant/owners own cost.
2. Section A and B – road maintenance agreement. The development will pay a road maintenance amount to Council depending on the usage of the road, until such time the volume of extraction exceeds 200,000 tonnes per annum or by 1 January 2035 – whichever is the sooner, or at a time Council determines (in consultation with the applicant/owner) the road condition has deteriorated beyond ongoing maintenance.
3. Section D – this section is at the applicant/owners own cost.

The Infrastructure Agreement has been negotiated in good faith and does not leave Council financially exposed.

The estimated cost for section C is \$2,016,954.00 and Belmont Sands is expected to cover 57 percent or \$1,129,494.00 (see attachment 5).

The agreement will form part of the decision notice and attaches to the land. It will facilitate a suitable, staged outcome for the upgrade and maintenance works for Etna Creek Road and allow for the quarry to commence the use prior to outlaying the cost for the full road works for extraction up to 1,000,000 tonnes per annum.

### **PREVIOUS DECISIONS**

The subject application was approved by Council on 17 July 2018 and the Other Change application on 16 February 2021.

### **ENGAGEMENT AND CONSULTATION**

There has been consultation with the Development Assessment team and Construction and Maintenance team in relation to this matter.

### **BUDGET IMPLICATIONS**

Should Council decide to support entering into the agreement, Etna Creek Road will be upgraded above the standard level of service required by Council, with the costs apportioned between the applicant and Council.

### **LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS**

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

The Infrastructure Agreement terms has been negotiated in good faith in accordance with section 151 of the *Planning Act 2016*.

Further, there is no risk to Council should it not agree to enter into the agreement as any road works required as a result of a development, are at the developer's cost.

**RISK ASSESSMENT**

The applicant was advised the drafting of the Infrastructure Agreement was at the cost of the developer. Contractual risk is managed through the clauses of the Infrastructure Agreement.

**CORPORATE PLAN REFERENCE**

*Vibrant Culture & Healthy Community*

*Deliver well planned, efficient, safe and sustainable transport network*

**CONCLUSION**

In relation to the request to stage the road works and enter into an infrastructure agreement for a contribution to road works, officers have considered the request by the applicant and support entering into an Infrastructure Agreement, as per the draft agreement attached to this report. The percentages covered by the applicant and council are appropriate and adequate to cover the cost of the road works from what is anticipated by Council for maintenance and upgrades, and what is required by the development.

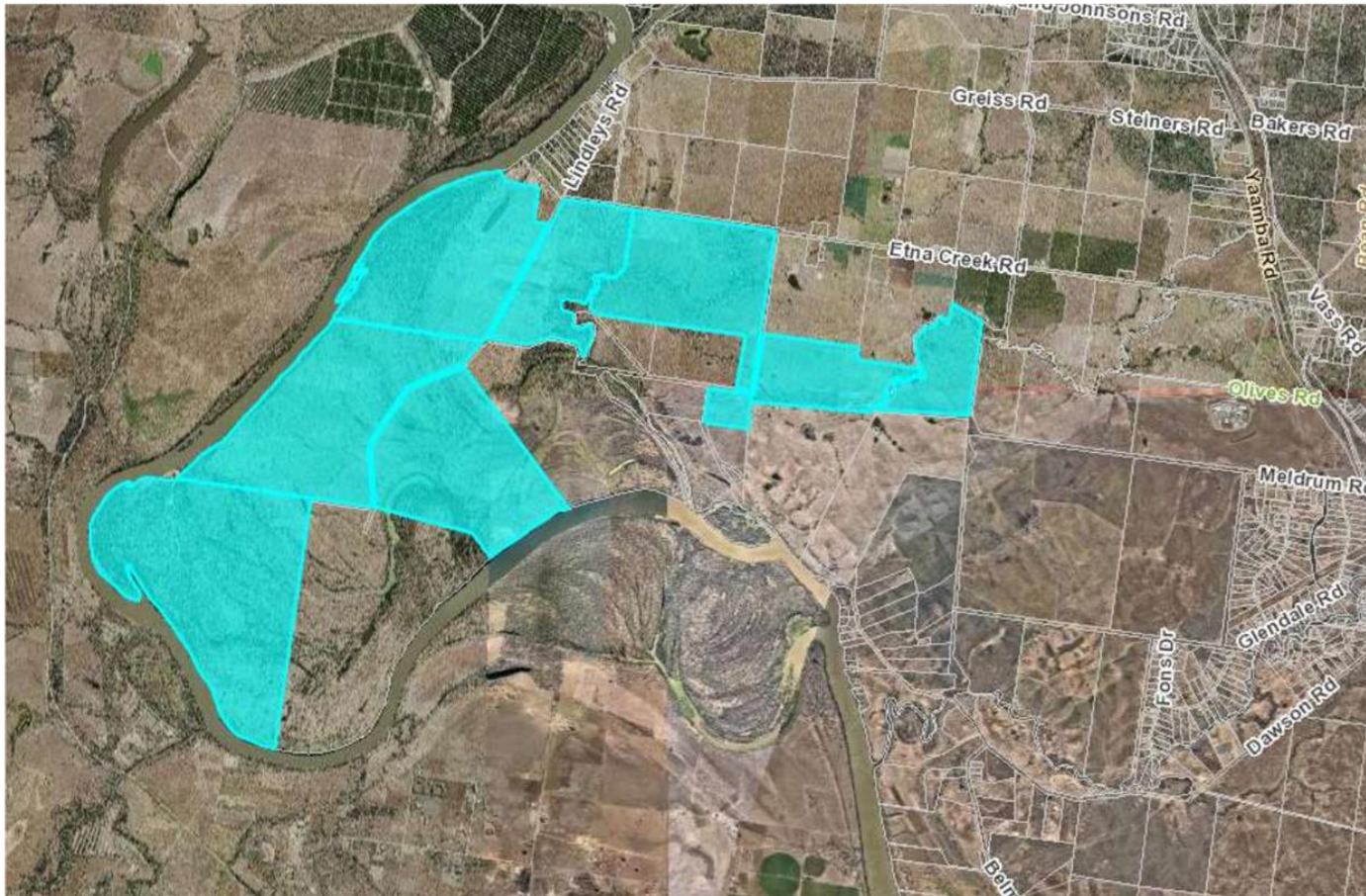
**13.3 - D-174-2015 DRAFT  
INFRASTRUCTURE AGREEMENT FOR  
BELMONT SANDS QUARRY**

**Locality Plan**

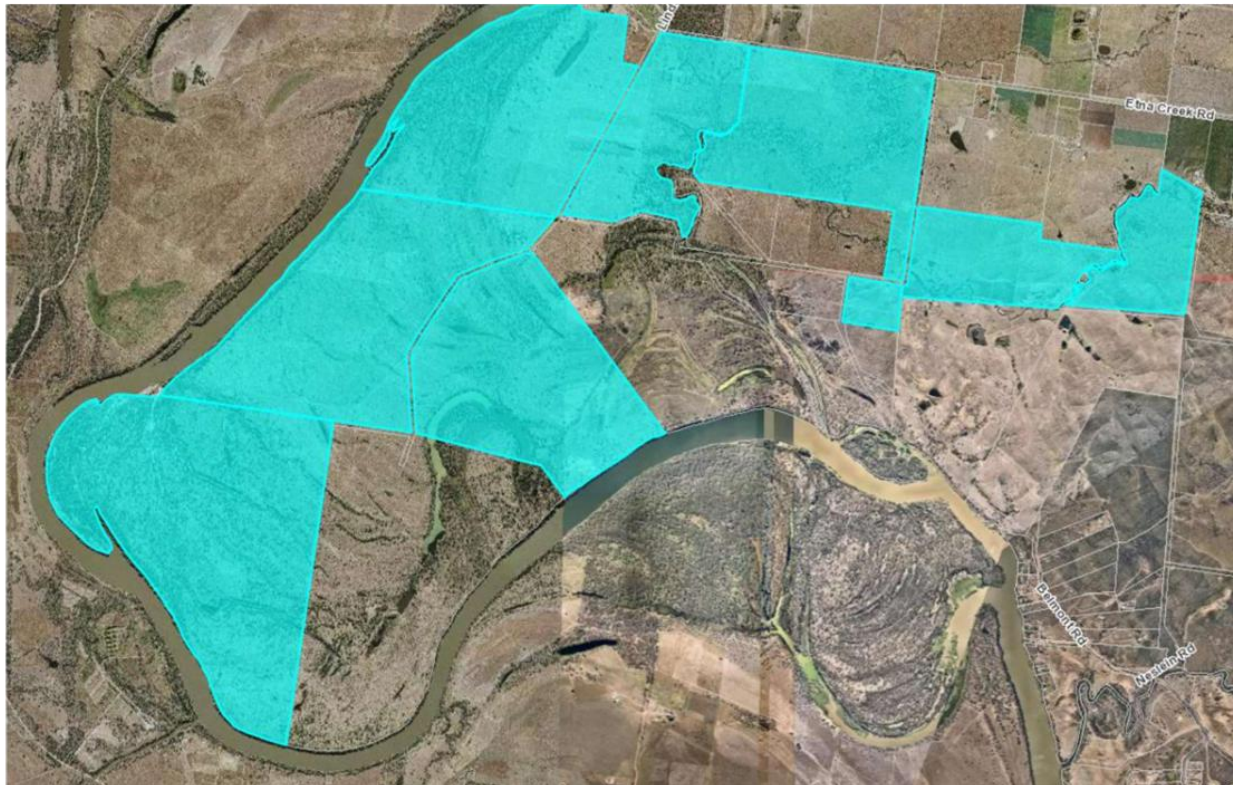
**Meeting Date: 16 June 2026**

**Attachment No: 1**

D-174-2015 Locality plan – Etna Creek



D-174-2015 Locality plan – Etna Creek

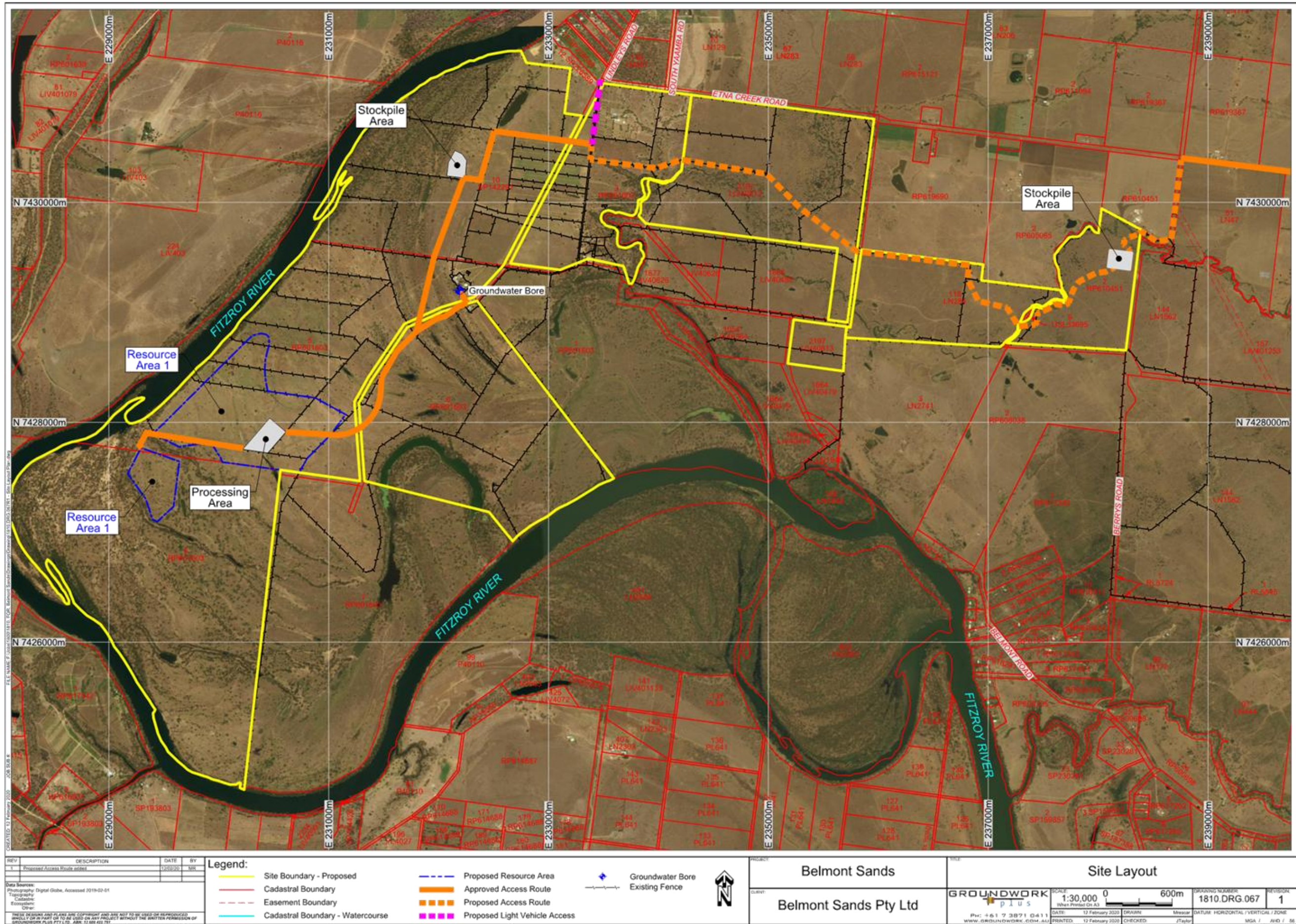


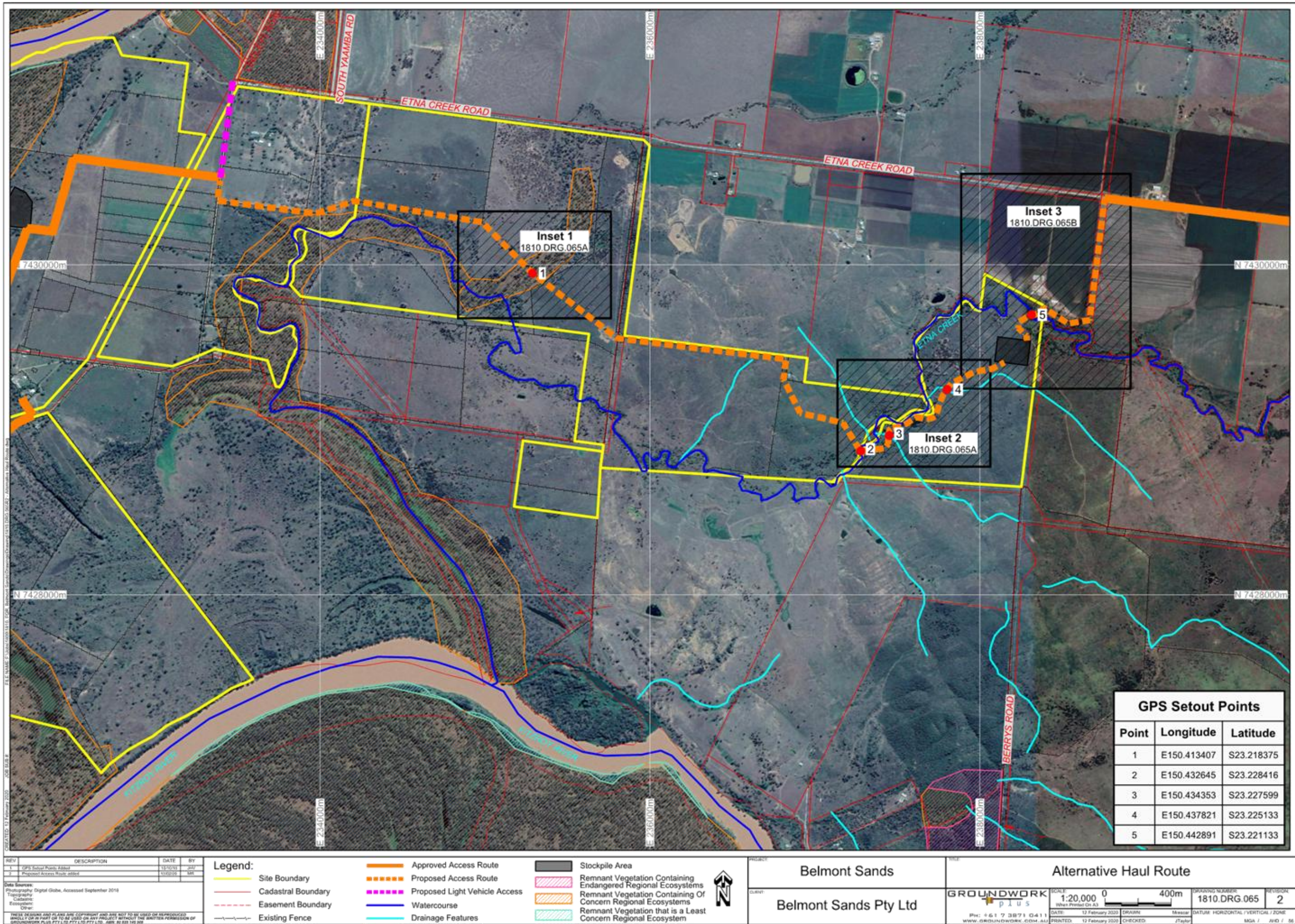
# **13.3 - D-174-2015 DRAFT INFRASTRUCTURE AGREEMENT FOR BELMONT SANDS QUARRY**

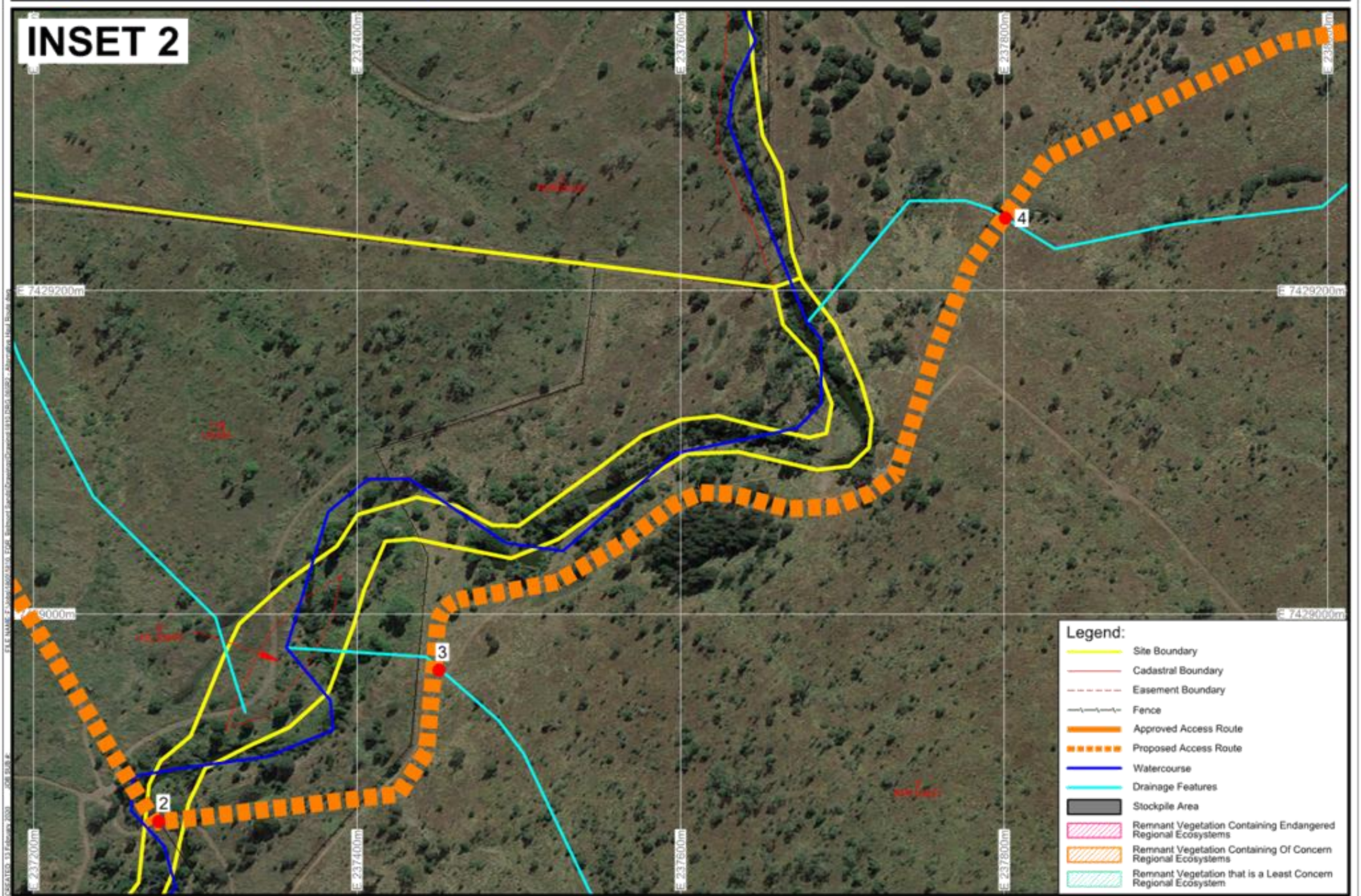
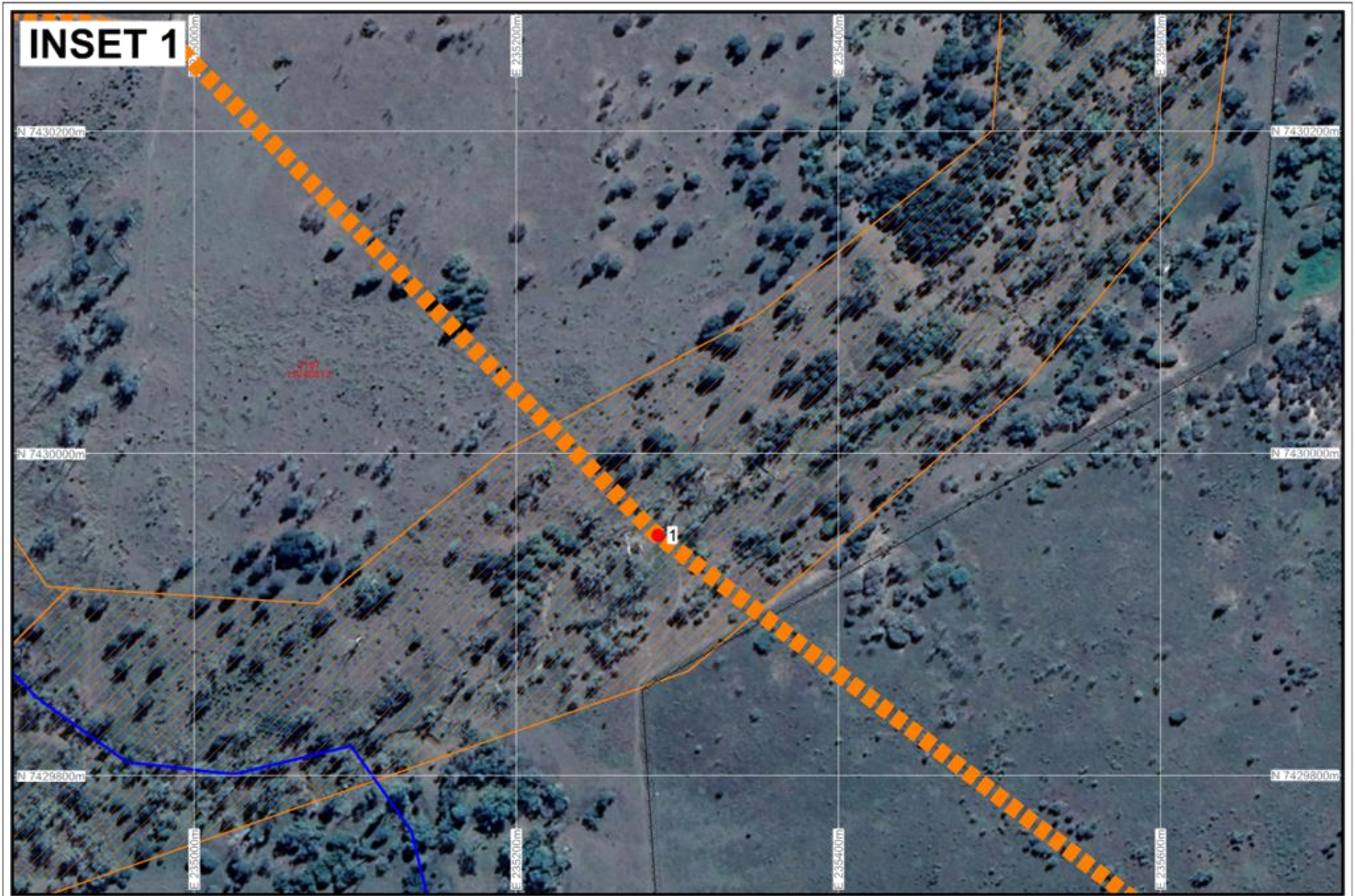
## **Amended Proposal Plans**

**Meeting Date: 16 June 2026**

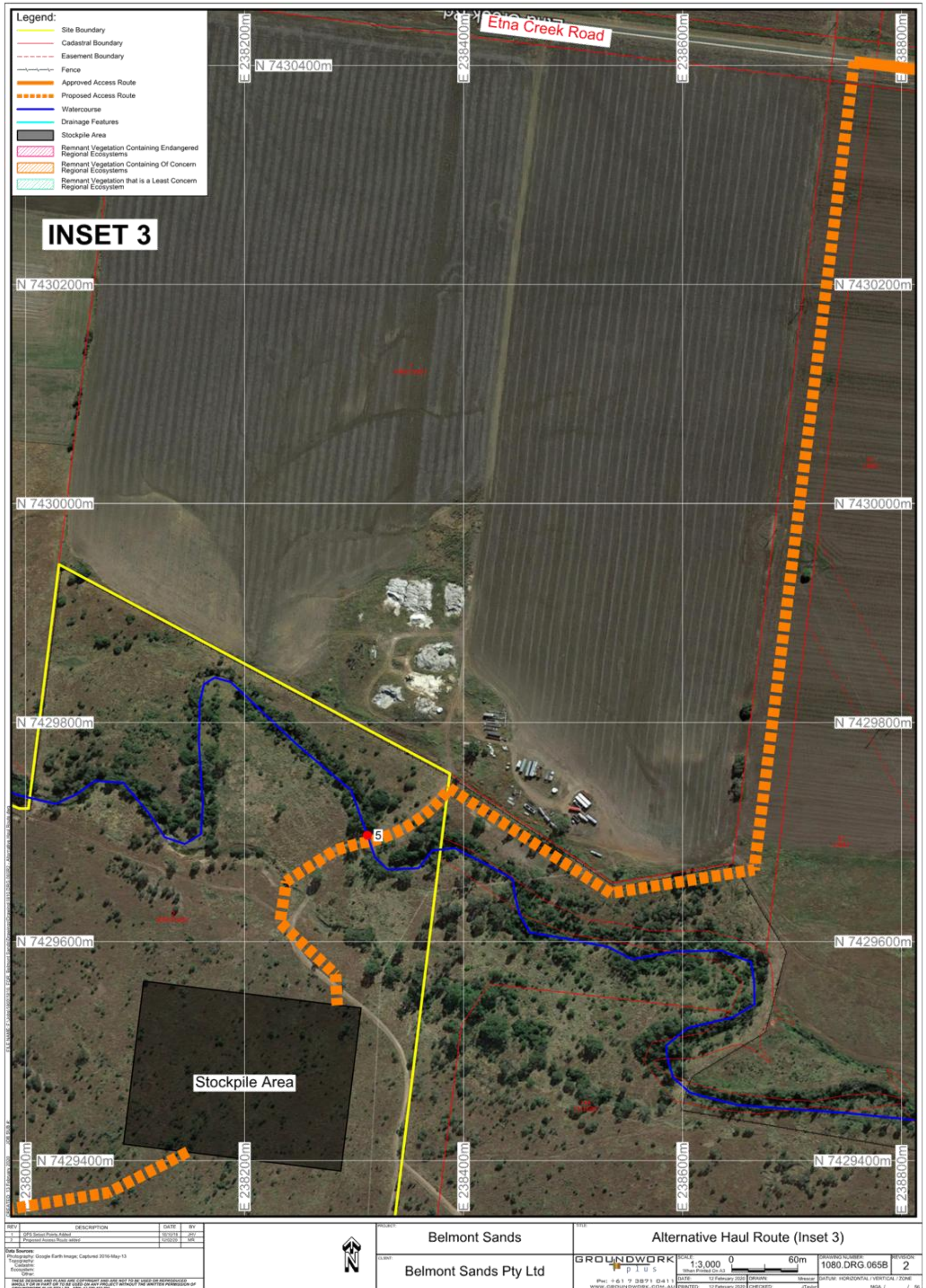
**Attachment No: 2**







<table border="1"> <thead> <tr> <th>REV</th> <th>DESCRIPTION</th> <th>DATE</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>GPI Setup Points Added</td> <td>13/10/19</td> <td>AW</td> </tr> <tr> <td>2</td> <td>Proposed Access Route added</td> <td>10/02/20</td> <td>AW</td> </tr> </tbody> </table> <p>Data Sources:                      Photography: Google Earth Images, Captured 2019-May-07 (1) / 2019-May-13 (2)                      Topography: Cadastre                      Ecosystems: Other</p>	REV	DESCRIPTION	DATE	BY	1	GPI Setup Points Added	13/10/19	AW	2	Proposed Access Route added	10/02/20	AW	<p>PROJECT: Belmont Sands</p> <p>CLIENT: Belmont Sands Pty Ltd</p>	<p>TITLE: Alternative Haul Route (Insets 1 &amp; 2)</p> <p>SCALE: 1:3000</p> <p>DATE: 12 February 2020</p> <p>PRINTED: 12 February 2020</p>	<p>DRAWING NUMBER: 1080.DRG.065A</p> <p>REVISION: 2</p> <p>DATE: 12 February 2020</p> <p>CHECKED: jTaylor</p>
REV	DESCRIPTION	DATE	BY												
1	GPI Setup Points Added	13/10/19	AW												
2	Proposed Access Route added	10/02/20	AW												



**13.3 - D-174-2015 DRAFT  
INFRASTRUCTURE AGREEMENT FOR  
BELMONT SANDS QUARRY**

**Draft Infrastructure Agreement**

**Meeting Date: 16 June 2026**

**Attachment No: 3**

*Belmont Sands Pty Ltd  
ACN 155 910 633*

*Agforce Queensland  
Farmers Ltd*

*Livingstone Shire Council*

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# **Infrastructure Agreement**

[Belmont Sands – Roadwork and Contributions]

---

**KING &  
COMPANY**  
— SOLICITORS —

Level 7, 95 North Quay, Brisbane  
[G.P.O. Box 758, Brisbane, 4001]  
Telephone: (07) 3243 0000

Facsimile: (07) 3236 1885  
TL:AA21083-20230801

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# Infrastructure Agreement

[Belmont Sands – Roadwork and Contributions]

## PART 1 REFERENCE INFORMATION

### Item 1 Formation

Date: ..... 202~~5~~6.

### Item 2 Parties

Name: Belmont Sands Pty Ltd ACN 155 910 633.  
 Abbreviated description: Developer.  
 Address for Notices: ##  
     *Delivery:* ##  
     *Post:* ##

Name: Agforce Queensland Farmers Ltd  
 Abbreviated description: Owner  
 Address for Notices:  
     *Delivery:* ##  
     *Post:* PO Box 13186, George Street Post Shop, Brisbane Queensland 4003

Name: Livingstone Shire Council.  
 ABN: 95 399 253 048.  
 Abbreviated description: Council.  
 Address for Notices:  
     *Email:* enquiries@livingstone.qld.gov.au (Attention: Development & Environment).  
     *Delivery:* Yeppoon Town Hall, 25 Normanby Street, Yeppoon, Qld, 4703.  
     *Post:* P.O. Box 2292, Yeppoon, Qld, 4703.

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**PART 2 BACKGROUND**

- 2.1** The Owner owns the Land.
- 2.2** The Developer has the benefit of a Development Approval over the Land for a quarry, which requires the Developer to carry out certain roadwork.
- 2.3** Council has programmed roadwork of its own that may overlap with some the roadwork to be carried out by the Developer under the Development Approval.
- 2.4** The Developer has made a change application to change the Development Approval. As part of Council's consideration of the change application, the parties have agreed to a cost-sharing regime for some of the roadwork and road maintenance.
- 2.5** This document records the terms of the Agreement and is intended to form part of a condition of approval for the change application.

**PART 3 INTERPRETING THE AGREEMENT**

**3.1 Interpretation Generally**

- (1) This Part 3 contains the principal provisions governing the interpretation of this Agreement.
- (2) However, each such provision applies only to the extent that:
- (a) a given context does not require otherwise; or
  - (b) a contrary intention is not apparent.

**3.2 Structure**

- (1) The Agreement is composed of:
- (a) the narrative provisions;
  - (b) the appendices; and
  - (c) the attestations.
- (2) The narrative provisions are divided into Parts.
- (3) Part 1 is composed of Items, and each subsequent Part is composed of Clauses.
- (4) The following types of word begin with a capital letter:
- (a) a word that is, or is part of, an expression defined in Clause 3.3 or in another provision;
  - (b) a word that begins a sentence;
  - (c) a proper noun.

**3.3 Operative Provisions**

- (1) All provisions in the Agreement are operative provisions, other than:
- (a) the Part 2 (Background) provisions;
  - (b) subject headings;
  - (c) notes (including footnotes); and
  - (d) any other provisions expressly identified as non-operative.

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- (2) If the meaning of an operative provision (read alone or with other operative provisions) is clear, a non-operative provision may not be invoked to qualify or otherwise alter that meaning.
- (3) However, if the meaning of an operative provision (read alone or with other operative provisions) is unclear, it is to be read in conjunction with any background provision and any note (but not a subject heading) that helps elucidate its intended meaning.

### 3.4 Glossary

Each of the following expressions in bold to the left bears the meaning shown opposite or contained in the cross-referenced provision shown opposite:

<b>Act</b>	<ol style="list-style-type: none"> <li>(1) A legislative enactment of the Queensland Parliament or the Commonwealth Parliament.</li> <li>(2) Subordinate legislation made under the enactment.</li> <li>(3) A direction or requirement made by a competent entity under the enactment or subordinate legislation.</li> <li>(4) A licence, authorization, consent, approval, or exemption granted under the enactment or subordinate legislation.</li> <li>(5) A planning instrument.</li> <li>(6) A local law.</li> </ol>
<b>Address for Notices</b>	<p>For each Party:</p> <ol style="list-style-type: none"> <li>(1) its address shown at Item 2;</li> <li>(2) such other address as it has notified to the other Party as its address for notices under this Agreement; or</li> <li>(3) if it is not at either such address, its last principal place of business known to the other Party.</li> </ol>
<b>Agreement</b>	This instrument and the agreement it evidences.
<b>Appendix</b>	An appendix in this Agreement.
<b>Business Day</b>	<ol style="list-style-type: none"> <li>(1) For giving notice: a day other than a Saturday, a Sunday, or another public holiday in the locality to which the notice is to be sent.</li> <li>(2) For making a payment: a day, other than a Saturday, a Sunday, or another public holiday, upon which banks are open for business in the locality of the recipient's Address for Notices.</li> <li>(3) For this definition, a bank is a trading bank licensed to conduct banking business, and conducting banking business, under an Act regulating banking.</li> </ol>
<b>Change Application</b>	An application to change a Development Approval for the Development made pursuant to section 78 of the Planning Act.

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<b>Chief Executive Officer</b>	Council's chief executive officer, including: <ol style="list-style-type: none"> <li>(1) a person acting in the position at a relevant time; and</li> <li>(2) a person to whom the chief executive officer's power has been delegated at a relevant time for a relevant purpose concerning this Agreement.</li> </ol>
<b>Clause</b>	A numbered clause or sub-clause in this Agreement other than in an Appendix.
<b>Council</b>	Refer to Item 2.
<b>Development Approval</b>	The development permit for making a material change of use for an extractive industry (sand and gravel extraction and associated activities) and environmentally relevant activities over the Land dated 22 February 2021 and reproduced at <b>Appendix 1</b> of this Agreement.
<b>Etna Creek Road Sections A and B</b>	The sections of Etna Creek Road, including the connection to the Bruce Highway, as depicted on the plan reproduced as <b>Appendix 2</b> of this Agreement.
<b>Etna Creek Road Section C</b>	The section of Etna Creek Road, including the "T" intersection connection to the Section D Access Roadwork, as depicted on the plan reproduced as <b>Appendix 2</b> of this Agreement.
<b>Item</b>	A numbered item of information in Part 1.
<b>Land</b>	The land described as: <ol style="list-style-type: none"> <li>(1) Lots 3, 5, <u>6</u> and 8 on RP601603;</li> <li>(2) Lot 10 on SP142291;</li> <li><del>(3) Lot 6 on RP601603;</del></li> <li><del>(4)</del><u>(3)</u> Lot 2 on RP610451;</li> <li><del>(5)</del><u>(4)</u> Lot 118 on LN284; and</li> <li><del>(6)</del><u>(5)</u> Lot 2197 on LIV40813.</li> </ol>

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<b>Officer</b>	<ul style="list-style-type: none"> <li>(1) For a corporation: a director, a company secretary, or an attorney.</li> <li>(2) For Council, when concerning the signature of a document: <ul style="list-style-type: none"> <li>(a) its mayor;</li> <li>(b) a councillor or Council employee authorised in writing by its mayor to sign the document or to sign documents of a class that encompasses the document;</li> <li>(c) a person to whom Council has delegated the power to sign the document or to sign documents of a class that encompasses the document; or</li> <li>(d) (for clarity, if the delegate is the Chief Executive Officer) the Chief Executive Officer's lawful sub-delegate for the purpose.</li> </ul> </li> <li>(3) For Council, when concerning the performance of an act other than the signature of a document: <ul style="list-style-type: none"> <li>(a) a person to whom Council has delegated the power to perform the act;</li> <li>(b) if Council has delegated the power to the Chief Executive Officer: the Chief Executive Officer's lawful sub-delegate for the purpose.</li> </ul> </li> <li>(4) For either Party: its solicitor.</li> </ul>
<b>Owner</b>	Refer to Item 2.
<b>Part</b>	A numbered part of this Agreement, other than in an Appendix, containing: <ul style="list-style-type: none"> <li>(1) one or more Items; or</li> <li>(2) one or more Clauses.</li> </ul>
<b>Party</b>	A party to the Agreement.
<b>Planning Act</b>	<i>Planning Act 2016.</i>
<b>Queensland Court</b>	Refer to Clause 9.13(1).
<b>Section D Access Roadwork</b>	The section of roadwork required by condition 4.4 of the Development Approval providing access to the quarry from Etna Creek Road, as depicted on the plan reproduced as <b>Appendix 2</b> of this Agreement.

### 3.5 Development-related Expressions

Each of the following expressions bears the meaning that the Planning Act ascribes to it:

- (1) development;
- (2) development application;
- (3) development approval;
- (4) development permit;
- (5) extension application;

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- (6) infrastructure charges notice;
- (7) lot;
- (8) material change of use.

### **3.6 Cognate Expressions**

Derivatives of a defined expression bear meanings corresponding to and consistent with the definition.

### **3.7 Non-defined Expressions**

A term not relevantly defined in the Agreement carries the meaning that the Oxford Dictionary of English ascribes to it.

### **3.8 Examples**

- (1) An example in or for a provision is part of the provision; it is not to be disregarded for interpretation purposes.
- (2) The example is not exhaustive, nor does it limit the meaning of the provision, but it may extend that meaning.
- (3) The example and the provision are to be read:
  - (a) relative to one another; and
  - (b) in the context of all provisions of the Agreement.
- (4) If, so read, they are inconsistent, the example is to be disregarded.

### **3.9 Inclusive and Particular References**

- (1) *Include* and its derivatives are not terms of limitation.
- (2) Neither of *in particular* or *particularly* is a term of limitation.

### **3.10 Severance**

A provision is to be treated as omitted from the Agreement if:

- (1) the provision is void, unenforceable, or incomprehensible; or
- (2) retaining the provision would render the Agreement or another provision void, unenforceable, or incomprehensible.

### **3.11 Intent of Agreement**

The intent of the Agreement is to be determined by reference at least to:

- (1) its subject and any expressed objects;
- (2) its Part 2 background, to the extent Clause 3.3 permits;
- (3) its express provisions as originally made (including those omitted pursuant to Clause 3.9);
- (4) the nature of the provision/s omitted pursuant to Clause 3.9, and the practicality of effectuating the Agreement net of those provisions.

### **3.12 Parties**

- (1) Reference to a Party who is a natural person includes the person's personal representatives and permitted assigns.

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- (2) Reference to a Party that is a legal entity other than a natural person includes the entity's successors and permitted assigns.
- (3) For a Party composed of two or more persons, each acknowledgement, representation, obligation, and entitlement binding or benefiting the Party binds or benefits:
  - (a) all of those persons jointly; and
  - (b) each of them as an individual.

**3.13 Durations and Block References**

- (1) A day is a continuous 24-hour period ending at midnight.
- (2) A period beginning upon a specified day begins at the beginning of that day.
- (3) A period ending on a specified day ends at the moment before midnight of that day.
- (4) Reference to the period between two specified dates, times, or periods includes each of those two dates, times, or periods.
- (5) Reference to the items between two specified items (in this or another instrument) includes each of those two specified items.
- (6) If the due date for a payment, other than a payment due on demand, is not a Business Day, the payment must be made not later than the preceding Business Day.
- (7) If the due date for satisfying an obligation other than a payment obligation is not a Business Day, the obligation must be satisfied not later than the next Business Day.

**3.14 References to Actions**

- (1) Reference (direct or indirect) to person's act:
  - (a) encompasses an act of commission and an act of omission; and
  - (b) includes the act of another person if the law deems the other person's act also to be the first-mentioned person's act because of the legal relationship between the two.
- (2) A provision that obliges a person not to do something obliges the person also to prevent others over whom he has control or dominion from doing that thing.

**3.15 References to Acts/Statutory Provisions**

- (1) Reference to an Act includes an Act that amends, consolidates, or replaces it.
- (2) Reference to a provision in an Act includes a provision that amends, consolidates, or replaces it.
- (3) Reference to an Act not identified (by definition or otherwise) as an Act of the Commonwealth Parliament is to an Act of the Queensland Parliament.

**3.16 Other References**

- (1) Reference to the singular includes the plural, and vice-versa.
- (2) Reference to a gender includes each other gender.
- (3) Reference to a person encompasses a natural person, a corporation, any other type of legal entity (including a body politic), a firm, and a voluntary association.
- (4) Reference to an approval, a consent, or a permission includes any conditions that attach to it.

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- (5) Reference to an entity that has ceased to exist, or has reconstituted, amalgamated, reconstructed, or merged, is to be treated as a reference to:
  - (a) the entity established or constituted in its stead; or
  - (b) (if no such entity) the entity succeeding, as nearly as may be, to its power or function.
- (6) Reference to an office or a position includes:
  - (a) an office or a position established or constituted in lieu of that office or position; or
  - (b) (if no such office or position) the office or position succeeding, as nearly as may be, to its power or function.
- (7) Reference to an agreement or other instrument is to that agreement or instrument as amended, supplemented, replaced, or novated.
- (8) Reference to termination of this Agreement is a reference to termination by any means (for example, by expiry or merger, by frustration, or by termination for breach).
- (9) Reference to money is a reference to Australian dollars and cents.
- (10) Reference to a time of day is a reference to Australian Eastern Standard Time.
- (11) Reference to writing is a reference to reproduction of words, figures, symbols, and shapes in visible form, in English.

### 3.17 **Contra Proferentem Interpretation**

A provision of the Agreement is not to be interpreted against the interest of a Party merely because the Agreement or provision was drawn or inserted by or on behalf of that Party.

## PART 4 THRESHOLD ASSURANCES

### 4.1 **Parties' Assurances**

- (1) Each Party assures the other Parties that:
  - (a) it possesses the power to enter this Agreement;
  - (b) it possesses the power to perform all of its obligations under the Agreement;
  - (c) all necessary authorising action has been taken to enable it to enter the Agreement and to perform its obligations (*for example, the passage of any necessary resolutions*);
  - (d) entering the Agreement and performing its agreed obligations does not contravene any law.
- (2) Each Party acknowledges that the others enter this Agreement in reliance upon those assurances.

### 4.2 **Representatives' Assurances**

Each person signing the Agreement as an Officer or other representative of a Party assures the other Party that he possesses unrestricted authority to sign in that capacity.

## PART 5 STATUS OF AGREEMENT

### 5.1 **Nature of Agreement**

This Agreement is an infrastructure agreement made under the Planning Act Chapter 4, Part 4.

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**5.2 Purpose of Agreement**

The purpose of this Agreement is about providing infrastructure and to allow the provision of infrastructure instead of paying all or part of a levied charge.

**5.3 Status of Obligations**

The Owner consents to the obligations under this Agreement attaching to the Land and binding successors-in-title to the Land.

**5.4 Change of Land Ownership**

For the *Planning Act* section 152, a change in ownership of the Land (or any portion of it) will not affect the Developer's obligations under this Agreement.

**5.5 Overriding Effect of Agreement**

- (1) To the extent of its inconsistency with a Development Permit, this Agreement prevails.
- (2) If a Change Application or an Extension Application is approved after the Formation Date, unless this Agreement is varied pursuant to Clause 9.8:
  - (a) the Change Application approval does not affect this Agreement;
  - (b) the Extension Application approval does not affect this Agreement; and
  - (c) to the extent of any inconsistency with a Change Application approval or an Extension Application approval, this Agreement prevails.

**PART 6 ROAD MAINTENANCE CONTRIBUTIONS****6.1 Etna Creek Road Sections A and B**

- (1) Upon commencement of the use, the Developer must pay Council an annual road maintenance contribution for Etna Creek Road Sections A and B.
- (2) The road maintenance contribution will be payable to Council for haulage of 0 to 200,000 tonnes per annum of material along Etna Creek Road Sections A and B as follows:
 

(a) 0 to 100,000 tonnes:	51.48 cents per tonne (\$00.5148); and
(b) 100,001 to 200,000 tonnes:	62.26 cents per tonne (\$00.6226).

*For example, should the annual tonnage by the Developer be 130,000 tonnes, the contribution payable to Council will be  $100,000 \times 51.48c + 30,000 \times 62.26c = \$70,158.00$ .*
- (3) The road maintenance contribution must be paid to Council by **130** July each year and be accompanied by a statement of extraction records to substantiate the annual haulage amounts.
- (4) The road maintenance contribution is no longer payable when Etna Creek Road Sections A and B have been upgraded under Clause 7 of this Agreement.
- (5) For clarity:
  - (a) the road maintenance contributions will be used by Council to fund ongoing maintenance works on Etna Creek Road Sections A and B;
  - (b) the Developer will not be responsible for any maintenance works on Etna Creek Road Sections A and B; and

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- (c) The road maintenance contribution will not be used by either Party to offset any costs associated with the upgrading of Etna Creek Road Sections A and B under Clause 7 of this Agreement.

**PART 7 ROADWORK****7.1 Etna Creek Road Sections A and B**

- (1) Etna Creek Road Sections A and B must be upgraded from the existing formation in accordance with this Clause 7.1 upon the earliest of the following happening:
- (a) The haulage of material from the quarry reaching 200,001 tonnes per annum;
  - (b) 1 January 2035; or
  - (c) Council being reasonably satisfied that the existing Etna Creek Road Sections A and B has deteriorated beyond acceptable maintenance levels and giving the Developer a written notice of same.
- (2) For the purposes of Clause 7.1(1)(a), the Developer must give Council written notice six months prior to the haulage of material from the quarry reaching 200,001 tonnes per annum.
- (3) For the purposes of Clause 7.1(1)(c), Council may be reasonably satisfied that the existing Etna Creek Road Sections A and B has deteriorated beyond acceptable maintenance levels if the measured roughness exceeds 6.4 IRI or when more than 50% of the pavement area within the road segment is affected by pavement defects, in which case the sections will require upgrading.
- (4) The upgrading of Etna Creek Road Sections A and B must be designed and constructed by Council to the standard set out in Condition 4.3 of the Development Approval.
- (5) The Developer and Council agree that the cost of designing and constructing the upgrade of Etna Creek Road Sections A and B will be apportioned as follows:
- (a) The Developer will be responsible for 55% of the total costs;
  - (b) Council will be responsible for 45% of the total costs.
- (6) Council must prepare the design and cost estimate for the upgrading of Etna Creek Road Sections A and B and provide it to the Developer in the following manner corresponding to the relevant upgrading triggers in Clause 7.1(1)(a), (b) and (c) above:
- (a) within 50 Business Days of receiving the written notice from the Developer in Clause 7.1(2);
  - (b) By 1 July 2034; or
  - (c) within 50 Business Days of Council giving the Developer the written notice under Clause 7.1(1)(c).
- (7) Within 20 Business Days, the Developer must give Council written notice as to whether it agrees to the design and cost estimate.
- (8) If the Developer does not agree to the design and cost estimate provided by Council, the Developer and Council may negotiate the design and cost estimate for a period of 40 Business Days, failing which the Developer and Council agree to seek an independent review of the design and estimate of costs, with the costs of such review being equally shared by Council and the Developer.
- (9) For the purposes of Clause 7.1(8), the person conducting the independent review will be selected by the following process:
- (a) each Party will nominate a shortlist of three candidates and exchange its list with the other Party;

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- (b) the Parties are to attempt to agree on a common candidate from the exchanged lists;
  - (c) in the event the Parties are not able to agree on a common candidate, the Parties will refer the matter to Engineers Australia or another independent body for a suitably qualified candidate to be chosen by Engineers Australia or the other independent body.
- (10) The Developer and Council agree to accept the outcomes of the independent review of the design and estimate of costs obtained pursuant to Clause 7.1(8).
- (11) Within 50 Business Days of:
- (a) the Developer and Council agreeing on the design and cost estimate; or
  - (b) the Developer and Council receiving the independent review of the design and cost estimate,
- Council must give the Developer a tax invoice for an upfront deposit towards their contribution to the upgrading costs, equivalent to 30% of total estimated cost.
- (12) The Developer must pay to Council the amount stipulated in the tax invoice within 20 Business Days of receipt.
- (13) Council must commence the upgrading of Etna Creek Road Sections A and B within six months of the Developer paying the upfront deposit.
- (14) Within three months of completion of the upgrading works, Council must:
- (a) determine the total costs of upgrading Etna Creek Road Sections A and B and give the Developer written notice of the total costs; and
  - (b) give the Developer a tax invoice for the balance payment required, equivalent to the difference between the upfront deposit paid under Clause 7.1(12) and 55% of the total costs of the upgrading works.
- (15) The Developer must pay to Council the amount stipulated in the tax invoice within 20 Business Days of receipt.
- (16) If Council does not have capacity to commence the upgrading works within the timeframe under Clause 7.1(13), Council must advise the Developer in writing as soon as practicable so that the Developer and Council may agree to vary this Agreement to facilitate the Developer undertaking the upgrading works instead of Council.
- (17) Council agrees that any delays in scheduling and carrying out of the upgrading works by Council will not be relied upon by Council to require the quarry to delay the quarry operations or to require the use to cease.

## 7.2 Etna Creek Road Section C

- (1) Council acknowledges that it has programmed the upgrade of Etna Creek Road Section C to a standard (including geometric, structural and drainage aspects) that is suitable for traffic generated by the quarry operating at the maximum extraction rate of 200,000 tonnes of material per annum **(Initial Upgrade of Etna Creek Road Section C)**.
- (2) **The Developer acknowledges that in the event haulage of material from the quarry reaches 200,001 tonnes per annum, the Developer must further upgrade Etna Creek Road Section C to a standard (including geometric, structural and drainage aspects) that is suitable for traffic generated by the quarry operating at the maximum extraction rate of 1,000,000 tonnes of material per annum at no cost to Council (Further Upgrade of Etna Creek Road Section C)**.
- (4)(3) **The Further Upgrade of Etna Creek Road Section C by the Developer must be to the standard set out in Condition 4.3 of the Development Approval.**

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- (2)(4) The Initial uUpgradeing of Etna Creek Road Section C must be designed and constructed by Council to the standard set out in Condition 4.3 of the Development Approval.
- (3)(5) The Developer and Council agree that the cost of designing and constructing the Initial uUpgrade of Etna Creek Road Section C will be apportioned as follows:
- (a) The Developer will be responsible for 57% of the total costs;
  - (b) Council will be responsible for 43% of the total costs.
- (4)(6) Council must prepare the design and cost estimate for the Initial uUpgradeing of Etna Creek Road Section C and provide it to the Developer within three months of the Formation Date.
- (5)(7) Within 20 Business Days, the Developer must give Council written notice as to whether it agrees to the design and cost estimate.
- (6)(8) If the Developer does not agree to the design and cost estimate provided by Council, the Developer and Council may negotiate the design and cost estimate for a period of 40 Business Days, failing which the Developer and Council agree to seek an independent review of the design and estimate of costs, with the costs of such review being equally shared by Council and the Developer.
- (7)(9) For the purposes of Clause 7.2(6), the person conducting the independent review will be selected by the following process:
- (a) each Party will nominate a shortlist of three candidates and exchange its list with the other Party;
  - (b) the Parties are to attempt to agree on a common candidate from the exchanged lists;
  - (c) in the event the Parties are not able to agree on a common candidate, the Parties will refer the matter to Engineers Australia or another independent body for a suitably qualified candidate to be chosen by Engineers Australia or the other independent body.
- (8)(10) The Developer and Council agree to accept the outcomes of the independent review of the design and estimate of costs obtained pursuant to Clause 7.2(6).
- (9)(11) Within 20 Business Days of:
- (a) the Developer and Council agreeing on the design and cost estimate; or
  - (b) the Developer and Council receiving the independent review of the design and cost estimate,
- Council must give the Developer a tax invoice for an upfront deposit towards their contribution to the upgrading costs, equivalent to 30% of total estimated cost.
- (10)(12) The Developer must pay to Council the amount stipulated in the tax invoice within 20 Business Days of receipt.
- (11)(13) Council must commence the Initial uUpgradeing of Etna Creek Road Section C within six months of the Developer paying the upfront deposit.
- (12)(14) Within three months of completion of the upgrading works, Council must:
- (a) determine the total costs of the Initial uUpgradeing of Etna Creek Road Section C and give the Developer written notice of the total costs; and
  - (b) give the Developer a tax invoice for the balance payment required, equivalent to the difference between the upfront deposit paid under Clause 7.2(10) and 57% of the total costs of the upgrading works.
- (13)(15) If Council does not have capacity to commence the upgrading works within the timeframe under Clause 7.2(11), Council must advise the Developer in writing as soon as practicable so that

*Infrastructure Agreement*  
*[Belmont Sands – Roadwork and Contributions]*

the Developer and Council may agree to vary this Agreement to facilitate the Developer undertaking the Initial uUpgrading works of Etna Creek Road Section C instead of Council.

(14)(16) Council agrees that any delays in scheduling and carrying out of the upgrading works by Council will not be relied upon by Council to require the quarry to delay the quarry operations or to require the use to cease.

#### 7.1 Section D Access Roadwork

- (1) The Developer must carry out the Section D Access Roadwork at its own cost.

### PART 8 NOTICES

#### 8.1 Formal Requirements

- (1) This Part 8 governs notices under the Agreement save to the extent another provision of the Agreement expressly provides otherwise.
- (2) A notice must be in writing, and is ineffective unless given in writing.
- (3) The Party giving the notice, or one of its Officers, must sign the notice.
- (4) For a Party composed of more than one person:
  - (a) a notice by that Party need not be signed by all of those persons if it expressly states that the signatory is, or signatories are, authorised by all of those persons to sign the notice; and
  - (b) the recipient of the notice need not enquire into the validity of the authorisation.

#### 8.2 Service of Notices

A Party must give a notice:

- (1) by delivering it to the intended recipient's Address for Notices; or
- (2) by posting it to the intended recipient at its Address for Notices.

#### 8.3 Receipt of Notices

- (1) A notice delivered or posted is deemed received:
  - (a) if delivered at or before 4:30pm: at the moment of delivery;
  - (b) if delivered after 4:30pm: at 8:30am on the Business Day following the day of delivery;
  - (c) if posted to an address in Australia: four Business Days after posting;
  - (d) if posted to an address outside Australia: seven Business Days after posting.

A notice received upon a day that is not a Business Day is deemed received at 8:30am on the Business Day following the day of receipt

### PART 9 MISCELLANEOUS

#### 9.1 Contractual Consideration

For clarity, each Party makes and assumes its promises and obligations under this Agreement in return for the promises and obligations the other Party makes and assumes under the Agreement.

*Infrastructure Agreement*  
*[Belmont Sands – Roadwork and Contributions]*

**9.2 Communications between Parties**

- (1) Neither an approval nor a consent or permission given under the Agreement binds the person giving it unless that person gives it in writing.
- (2) An appointment or direction made or given under the Agreement is ineffective unless made or given in writing.
- (3) A statement the Agreement obliges a Party to give is ineffective unless given in writing.
- (4) A request made under or in connection with the Agreement is deemed neither made nor received if not made in writing.
- (5) A response to a request made under or in connection with the Agreement is deemed neither given nor received if not given in writing.

**9.3 Statutory Compliance**

Regardless of other provisions in this Agreement, the Owner must comply (by itself, its employees, its agents, and its service providers) with the relevant requirements of all Acts relating to the exercise of its entitlements, and the discharge of its obligations, under this Agreement.

**9.4 Effectuation of Purpose**

- (1) Each Party must act honestly in the discharge of its obligations and the exercise of its entitlements under this Agreement.
- (2) For clarity, however, unless a given provision of the Agreement expressly states otherwise:
  - (a) the obligation to act honestly does not render the Parties one another's fiduciaries;
  - (b) in particular, that obligation does not oblige a Party, in exercising an entitlement, to subordinate its interests to those of the other; and
  - (c) the honest exercise of an entitlement need not be objectively defensible as being reasonable.

**9.5 Entirety of Agreement**

- (1) This instrument details the entire arrangement between the Parties concerning this Agreement:
  - (a) irrespective of negotiations or discussions preceding its execution and delivery; and
  - (b) irrespective of the content of any brochure, report, correspondence, or other document produced by or on behalf of a Party.
- (2) Each Party acknowledges that no representation, verbal or written, made by or on behalf of the other Party but not detailed in this instrument has induced it to enter the Agreement.

**9.6 Cumulative Entitlements**

- (1) The remedies and other entitlements the Agreement gives a Party are cumulative, not alternative.
- (2) Moreover, no remedy or entitlement is exclusive of other remedies or entitlements that the Party possesses (whether under an Act or at general law).

**9.7 Waiver/Abandonment of Entitlement**

- (1) The mere fact that a Party does not exercise an entitlement under or concerning this Agreement when the entitlement accrues:
  - (a) does not deprive it of the entitlement; and

*Infrastructure Agreement**[Belmont Sands – Roadwork and Contributions]*

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- (b) does not deprive it of similar entitlements that accrue at other times.
- (2) The mere fact that a Party grants an indulgence under or concerning the Agreement on a given occasion does not entitle the recipient to the same or a similar indulgence on another occasion.
- (3) The mere fact that a Party grants an indulgence under or concerning the Agreement in a given circumstance does not entitle the recipient to the same or a similar indulgence in a similar circumstance.
- (4) The waiver of an entitlement under the Agreement is not binding unless effected in writing.

**9.8 Variation of Agreement**

A purported variation of this Agreement is ineffective unless encapsulated in a deed.

**9.9 Survival of Provisions**

A provision of the Agreement capable of continued application after the Agreement has terminated will remain enforceable despite termination.

**9.10 Character of Instrument**

This instrument is an agreement made by deed, binding each Party:

- (1) irrespective of its terminology (for example, referencing "Clauses" and "Paragraphs" rather than "covenants"); and
- (2) irrespective of whether it is contractual.

**9.11 Delivery**

Each Party delivers this instrument as its deed conditionally upon both Parties:

- (1) executing the instrument; and
- (2) notifying one another that they have done so.

**9.12 Governing Law**

- (1) Queensland law governs the Agreement.
- (2) For clarity, Queensland law includes Commonwealth Acts to the extent that they bind Queensland.

**9.13 Jurisdiction (Adjudication of Disputes)**

- (1) For this Clause 9.13, a Queensland Court is:
  - (a) a court or tribunal constituted under Queensland legislation and empowered to adjudicate a dispute arising under this Agreement; and
  - (b) the High Court of Australia.
- (2) The Parties submit exclusively to the jurisdiction of the Queensland Courts for the adjudication and resolution of disputes under the Agreement.
- (3) Each Party undertakes to refrain from bringing action upon the Agreement in a forum other than a Queensland Court.
- (4) Each Party waives all entitlement to object to a Party bringing action upon the Agreement before a Queensland Court, including entitlement to claim that:
  - (a) the Queensland Court is an inconvenient forum; or

*Infrastructure Agreement*  
*[Belmont Sands – Roadwork and Contributions]*

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(b) no Queensland Court has jurisdiction.

**9.14 Costs of Agreement**

(1) The Developer agrees that it will be responsible for Council's reasonable costs of preparing and negotiating this Agreement.

*[Appendices follow]*

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*Infrastructure Agreement*  
*[Belmont Sands – Roadwork and Contributions]*

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*Appendix 1*

**APPENDIX 1**

[Development Approval]

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*Infrastructure Agreement*  
*[Belmont Sands – Roadwork and Contributions]*

**APPENDIX 2**

[Road Sections Plan]

*Infrastructure Agreement*  
*[Belmont Sands – Roadwork and Contributions]*

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*[Attestations follow]*

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Infrastructure Agreement  
[Belmont Sands – Roadwork and Contributions]

ATTESTATIONS

Developer

Executed by BELMONT SANDS PTY LTD ACN 155 910 633:

- as its deed;
- under *Corporations Act* sections 127(1) and 127(3);
- by the signatures of a director and a second director/the secretary

..... Director	..... Director/Secretary
..... Full name [Print]	..... Full name [Print]

Owner

Executed by AGFORCE QUEENSLAND FARMERS LTD:

- as their deed

..... Director	..... Director/Secretary
..... Full name [Print]	..... Full name [Print]

Council

Executed on behalf of LIVINGSTONE SHIRE COUNCIL:

- as a deed;
- pursuant to *Local Government Act 2009* section 236;
- by a Council delegate, who certifies his/her authority to sign;
- in the presence of a witness:

..... Delegate	..... Witness
..... Full name [Print]	..... Full name [Print]

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*Infrastructure Agreement*  
*[Belmont Sands – Roadwork and Contributions]*

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*[End of Instrument]*

# **13.3 - D-174-2015 DRAFT INFRASTRUCTURE AGREEMENT FOR BELMONT SANDS QUARRY**

## **Road Section Plan**

**Meeting Date: 16 June 2026**

**Attachment No: 4**



Figure 4: Amended Road Section Plan

# **13.3 - D-174-2015 DRAFT INFRASTRUCTURE AGREEMENT FOR BELMONT SANDS QUARRY**

## **Construction Cost Estimate**

**Meeting Date: 16 June 2026**

**Attachment No: 5**



**Livingstone Shire Council**  
**INFRASTRUCTURE - CONSTRUCTION & MAINTENANCE PROJECT ESTIMATE**  
**Etna Creek Rehab and Upgrade C1144177**

ATT.102

LOCATION: Etna Creek Road Ch 2.25

PROJECT No: 25-007

DESCRIPTION: Widening, Rehab, and Seal

JOB No: C1144177

**SUMMARY OF ESTIMATE**

ACTIVITY	DESCRIPTION	ESTIMATE
C1144177. 101	Establishment & Traffic Control	\$133,258
C1144177. 102	Electrical & Communication Conduits & Pits	\$1,312
C1144177. 103	Clearing & Grubbing	\$37,640
C1144177. 104	Earthworks to Subgrade	\$114,970
C1144177. 201	Stormwater Drainage (RCP's)	\$28,599
C1144177. 202	Stormwater Drainage (RCBC's)	\$0
C1144177. 203	Stormwater Drainage (Chambers & Inlets)	\$0
C1144177. 204	Concrete Work (Horizontal)	\$0
C1144177. 205	Concrete Work (Vertical)	\$0
C1144177. 206	Subsoil Drainage	\$0
C1144177. 207	Concrete Kerbing	\$0
C1144177. 220	Supply & Installation of gravity sewer pipe & components	\$0
C1144177. 221	Supply & Install gravity sewer access chamber (including lampholes)	\$0
C1144177. 222	Supply & Install sewer rising main	\$0
C1144177. 223	Supply & Install treated effluent lines	\$0
C1144177. 224	Renewal of house connection to sewer main or drop connection to chamber	\$0
C1144177. 225	Sewer relining	\$0
C1144177. 226	Supply & Install valves & Chambers associated with sewer rising mains	\$0
C1144177. 227	Supply & Install sewage pump station	\$0
C1144177. 228	Refurbish sewer access chamber	\$0
C1144177. 250	Supply & Installation of reticulated water main	\$0
C1144177. 251	Supply & Installation of water service line	\$0
C1144177. 252	Supply & Installation of water trunk mains	\$0
C1144177. 253	Supply & Installation of chambers	\$0
C1144177. 301	Road Pavement	\$903,271
C1144177. 302	Stabilisation	\$298,937
C1144177. 313	Cultural Heritage Investigation	\$0
C1144177. 323	Survey Setout	\$2,104
C1144177. 346	Demolition	\$9,593
C1144177. 401	Bitumen Surfacing	\$163,567
C1144177. 402	Asphalt Surfacing	\$0
C1144177. 501	Signs	\$3,792
C1144177. 502	Guide Posts	\$1,918
C1144177. 503	Pavement Marking	\$5,648
C1144177. 504	Guardrail	\$0
C1144177. 505	Landscaping	\$0
C1144177. 506	Erosion and Sediment Control	\$1,748
C1144177. 507	Fencing	\$0
C1144177. 508	Restoration of Footpath	\$0
C1144177. 509	Bus Shelter	\$0
C1144177. 601	Design and Documentation	\$18,651
C1144177. 602	Project Management & Contingencies	\$172,501
C1144177. 619	Traffic Signals	\$0
C1144177. 700	Water & Sewer Corporate Overheads (only for water & sewer works)	\$0
C1144177. 801	Relocation of External Services	\$0
C1144177. 802	Streetlighting	\$0
C1144177. 803	Licensed Survey	\$0
C1144177. 991	Construction & Maintenance Overheads	\$119,445
<b>TOTAL ESTIMATED COST</b>		<b>\$2,016,954</b>

**SUMMARY OF FUNDING**

20 25/20 26 Capital Works		\$887,460
Belmont Sands (To be confirmed)	57%	\$1,129,494
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$2,016,954</b>



25-007 - Etna Creek Rehab and Upgrade C1144177

Project Location: Etna Creek Road Ch 2.25  
 Project Details: Widening, Rehab, and Seal

ITEM	DESCRIPTION	UNITS	QUANTITY	TYPICAL RATE	Construction Rate	ESTIMATE
<b>101 Establishment &amp; Traffic Control</b>						
1	Site Establishment and Maintenance	LSum	1	0	\$28,480.00	28,480.00
2	Provision for Traffic	LSum	1	0	\$95,160.00	95,160.00
3	Construction of Side Track	LSum	1	0	\$9,618.00	9,618.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						133,258.00
<b>102 Electrical &amp; Communication Conduits &amp; Pits</b>						
1	Warning Signs (look up and live)	Each	4	80	\$328.00	1,312.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						1,312.00
<b>103 Clearing &amp; Grubbing</b>						
1	Clearing of Vegetation	m <sup>2</sup>	0	6	#DIV/0!	0.00
2	Grubbing of Natural Surface	m <sup>2</sup>	7439	12	\$1.82	13,516.00
3	Stripping and Stockpiling of Topsoil	m <sup>3</sup>	0	40	#DIV/0!	24,124.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						37,640.00
<b>104 Earthworks to Subgrade</b>						
1	Cut to Fill	m <sup>3</sup>	1138.36	35	\$35.35	40,240.00
2	Roadway Embankment/Fill (with site won materials)	m <sup>3</sup>	296	40	\$26.21	7,758.00
3	Cart to spoil	m	314.755	30	\$39.29	12,366.00
4	Preparation and Compaction of Subgrade	m <sup>2</sup>	14934.4	5	\$0.98	14,606.00
5	Remove and replace unsuitables	LS	0	6	#DIV/0!	40,000.00
99					#DIV/0!	0.00
<b>SUB TOTAL</b>						114,970.00
<b>201 Stormwater Drainage (RCP's)</b>						
1	Supply & Install 375 RCP(2) (Twin)	m	21.6	250	\$758.39	16,381.15
2	Supply & Install 2 twin cell headwalls with rat wall and drainage slab 300mm rock	ea	2	300	\$4,926.00	9,852.00
3	Locally shape the swale to fit drainage	m2	60	400	\$39.43	2,366.00
13	Supply & Install 1800 RCP(2)	m	0	3500	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						28,599.15
<b>202 Stormwater Drainage (RCBC's)</b>						
99	Supply & Install 1500 x 300 RCBC		0	1800	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>203 Stormwater Drainage (Chambers &amp; Inlets)</b>						
8	Supply & Install Precast Headwall (900-1050)	No.	0	1100	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>204 Concrete Work (Horizontal)</b>						
9	Concrete Footings	m <sup>3</sup>	0	600	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>205 Concrete Work (Vertical)</b>						
1	Concrete Headwalls & Wingwalls to Culverts (reinforced)	m <sup>3</sup>	0	1800	#DIV/0!	0.00
2	Concrete Retaining Walls (reinforced)	m <sup>3</sup>	0	1500	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>206 Subsoil Drainage</b>						
3	Supply & Install Strip filter drains	m	0	100	#DIV/0!	0.00

Approved: January 2025

Approval Authority: Manager Construction Maintenance

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ITEM	DESCRIPTION	UNITS	QUANTITY	TYPICAL RATE	Construction Rate	ESTIMATE
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>207</b>	<b>Concrete Kerbing</b>					
8	Supply & Install Kerb Adaptors	No.	0	50	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>220</b>	<b>Supply &amp; Installation of gravity sewer pipe &amp; components</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>221</b>	<b>Supply &amp; Install gravity sewer access chamber (including lampholes)</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>222</b>	<b>Supply &amp; Install sewer rising main</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>223</b>	<b>Supply &amp; Install treated effluent lines</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>224</b>	<b>Renewal of house connection to sewer main or drop connection to chamber</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>225</b>	<b>Sewer relining</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>226</b>	<b>Supply &amp; Install valves &amp; Chambers associated with sewer rising mains</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>227</b>	<b>Supply &amp; Install sewage pump station</b>					
99	Single 22kw dual pumps well \$450K, two dual wells \$650 to \$700K	m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>228</b>	<b>Refurbish sewer access chamber</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>250</b>	<b>Supply &amp; Installation of reticulated water main</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>251</b>	<b>Supply &amp; Installation of water service line</b>					
4		m	0		#DIV/0!	0.00
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>252</b>	<b>Supply &amp; Installation of water trunk mains</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>253</b>	<b>Supply &amp; Installation of chambers</b>					
99		m	0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>301</b>	<b>Road Pavement</b>					
1	Supply, Place and Compact Type 2.1 Roadbase	m <sup>3</sup>	2340.42	200	\$129.24	302,484.26
2	Supply, Place and Compact Type 2.3 Roadbase	m <sup>3</sup>	2451.375	180	\$127.03	311,398.30
3	Supply, Place and Compact Type 2.5 Roadbase	m <sup>3</sup>	2061.41	170	\$125.45	258,609.52
4	50mm make up layer	m <sup>3</sup>	240	80	\$128.25	30,779.00
<b>SUB TOTAL</b>						903,271.08
<b>302</b>	<b>Stabilisation</b>					
1	Pavement Stabilisation on RB2.5 top level (2.5% Fly Ash - 200mm depth)	m <sup>2</sup>	15107.05	25	\$19.79	298,937.18



ITEM	DESCRIPTION	UNITS	QUANTITY	TYPICAL RATE	Construction Rate	ESTIMATE
2	Subgrade Stabilisation	m <sup>2</sup>	0	25	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						298,937.18
<b>313</b>	<b>Cultural Heritage &amp; Native Title Investigation</b>					
99					#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>323</b>	<b>Survey Setout</b>					
1	Setout Survey	Hours	8	200	\$263.00	2,104.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						2,104.00
<b>346</b>	<b>Demolition</b>					
1	Break out existing Drainage Structures and Fill with Stab sand	LSum	1	0	\$9,592.50	9,592.50
2	Demolition and disposal	LSum	1	0	\$0.00	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						9,592.50
<b>401</b>	<b>Bitumen Surfacing</b>					
1	Primer Seal (10mm Agg.)	m <sup>2</sup>	0	9	#DIV/0!	0.00
2	Primer Seal	LSum	0	0	#DIV/0!	0.00
3	2 Coat Bitumen Seal (14mm/7mm Agg.)	m <sup>2</sup>	8811	12	\$18.56	163,567.24
4			0		#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						163,567.24
<b>402</b>	<b>Asphalt Surfacing</b>					
1	Asphalt Surfacing (supply and place)	m <sup>2</sup>	0	50	#DIV/0!	0.00
2	Asphalt Surfacing - Rubber added (supply and place)	m <sup>2</sup>	0	53	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>501</b>	<b>Signs</b>					
1	Supply & Install Road Signs	No.	4	200	\$948.00	3,792.00
2	Remove and Store existing Road Signs	No.	0	50	#DIV/0!	0.00
3	Remove and Re-erect existing Road Signs	No.	0	100	#DIV/0!	0.00
4	Supply & Install Guide Signs	No.	0	500	#DIV/0!	0.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						3,792.00
<b>502</b>	<b>Guide Posts</b>					
1	Supply and Install Road Edge Guide Posts	No.	30	60	\$63.93	1,918.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						1,918.00
<b>503</b>	<b>Pavement Marking</b>					
1	Line marking (day rate)	ea	1	4	\$5,648.00	5,648.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						5,648.00
<b>504</b>	<b>Guardrail</b>					
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>505</b>	<b>Landscaping</b>					
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>506</b>	<b>Erosion and Sediment Control</b>					
1	Erosion and Sediment Control	LSum	1	0	\$1,748.00	1,748.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						1,748.00
<b>507</b>	<b>Fencing</b>					
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>508</b>	<b>Restoration of Footpath</b>					



ITEM	DESCRIPTION	UNITS	QUANTITY	TYPICAL RATE	Construction Rate	ESTIMATE
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>509</b>	<b>Bus Shelter</b>					
99						0.00
<b>SUB TOTAL</b>						0.00
<b>601</b>	<b>Design and Documentation</b>					
1	Survey Pick-up and DTM Creation	LSum	1	0	\$2,104.00	2,104.00
2	Design and Documentation	LSum	1	0	\$13,203.00	13,203.00
6	As Constructed	LSum	1	0	\$3,344.00	3,344.00
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						18,651.00
<b>602</b>	<b>Project Management &amp; Contingencies</b>					
1	Contingencies	LSum	1	10%		172,500.82
99						
<b>SUB TOTAL</b>						172,500.82
<b>619</b>	<b>Traffic Signals</b>					
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>700</b>	<b>Water &amp; Sewerage Corporate Overheads</b>					
1	W&S Corporate Overheads	LSum	1			0.00
99						
<b>801</b>	<b>Works by External Authorities</b>					
99			0	0		0.00
<b>SUB TOTAL</b>						0.00
<b>802</b>	<b>Streetlighting</b>					
99			0	0	#DIV/0!	0.00
<b>SUB TOTAL</b>						0.00
<b>803</b>	<b>Licensed Survey</b>					
1	Licensed Survey	LSum	0	10000		0.00
99			0	0		0.00
<b>SUB TOTAL</b>						0.00
<b>991</b>	<b>Construction &amp; Maintenance Overheads</b>					
1	Overheads	LSum	1	7%		119,445.00
99			0	0		0.00

---

**13.4 2026-27 FEES AND CHARGES**

<b>File No:</b>	<b>FM12.08.1</b>
<b>Attachments:</b>	<b>1. Fees &amp; Charges 2026-27</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Sean D'Souza - Interim Manager Financial Services Andrea Ellis - General Manager Corporate Services Alastair Dawson - Interim Chief Executive Officer</b>
<b>Author:</b>	<b>Priscilla Graham - Coordinator Revenue</b>

---

**SUMMARY**

*The purpose of this report is to present the fees and charges schedule for the 2026-27 financial year for adoption.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to:

1. adopt the 2026-27 Fees and Charges Schedule, as contained in Attachment 1, to take effect from Tuesday 1 July 2026; and
2. adopt the fees and charges for Swimming Pools (as detailed in Attachment 1, pages 27 to 33) to take effect from Tuesday, 16 June 2026.

**BACKGROUND**

The fees and charges have been reviewed and collated as part of the budget development process for the 2026-27 financial year.

**COMMENTARY**

Fees and charges have been determined in line with the principles documented in Council's Revenue Policy, and dependent on the type of goods or services provided, are a mixture of both commercial and cost recovery fees.

Council business units, budget owners and Councillors have been consulted in the development of the fees and charges for the 2026-27 financial year.

Fees and charges can be amended, added, or removed by resolution throughout the financial year.

There are two classifications of fees and charges that Council can charge:

- Cost Recovery – these are fees and charges that are for “statutory” or regulatory services, and the amount charged does not exceed the cost to Council for providing the service, or taking action for which, each fee is charged; and
- Commercial – where the service is optional and priced on a commercial basis. These fees are generally subject to GST.

Council does offer some services at reduced prices to ensure equitable access for the community.

Council references several forecast indices that have influence over price movements for materials, services and employee costs that contribute to the cost of delivering the services. These price movements have been taken into consideration as part of the development of the 2026-27 Fees and Charges. These include:

- Inflation
  - RBA Inflation Forecast<sup>1</sup> – 4.8% (June 2026); 4.0% (December 2026); 2.4% (June 2027)

---

<sup>1</sup> <https://www.rba.gov.au/publications/smp/2026/may/pdf/statement-on-monetary-policy-2026-05.pdf>

- CPI<sup>2</sup> - April 2026: 4.2% (Australia); 4.6% Brisbane
- Queensland Government Mid-Year Fiscal and Economic Review 2025-26<sup>3</sup> forecast CPI 4% for 2025-26 (year average) before easing in 2026-27 to 2.75%
- LGAQ Council Cost Index – 3.2% Calendar year 2026.
- Certified Agreement increases for council employees

Considering updated economic indicators and price factors, Council has applied an indexation of 4.5% for 2026-27. Individual fees have also been reviewed, benchmarked and rounding applied where required. This may result in movements above or below the generalised 4.5% indexation.

### **PREVIOUS DECISIONS**

The 2025-26 Fees and Charges Schedule was adopted by Council on 20 May 2025. There were amendments via Council resolution to the schedule during the 2025-26 financial year.

### **ENGAGEMENT AND CONSULTATION**

Engagement and consultation required will be identified by the business units directly. All online forms, paper-based forms and signage updated in accordance with the business needs.

### **BUDGET IMPLICATIONS**

The draft budget for the 2026-27 financial year reflects the estimated revenue generated as per the recommended Fees and Charges Register.

### **LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS**

The fees and charges schedule can be amended throughout the year in accordance with legislation via a Council resolution. There are no legal implications foreseen.

### **RISK ASSESSMENT**

Review of the fees and charges ensures the appropriate level of cost recovery and commercial fees for service.

### **CORPORATE PLAN REFERENCE**

*Transparent, Accountable & Progressive Leadership*

*Sustainably manage finances, assets and resources through strong governance*

### **CONCLUSION**

The fees and charges for 2026-27 are set under the provisions of the *Local Government Act 2009*, Council is required to make a resolution to adopt all such fees and charges. Upon resolution, the Fees and Charges Register for 2026-27 will be uploaded to Council's website.

---

<sup>2</sup> Source: <https://www.qgso.qld.gov.au/issues/3441/consumer-price-index-202604.pdf>

<sup>3</sup> Mid-Year Fiscal and Economic Review 2025-26 <https://www.treasury.qld.gov.au/files/mid-year-fiscal-and-economic-review-2025-26.pdf>

## **13.4 - 2026-27 FEES AND CHARGES**

### **Fees & Charges 2026-27**

**Meeting Date: 16 June 2026**

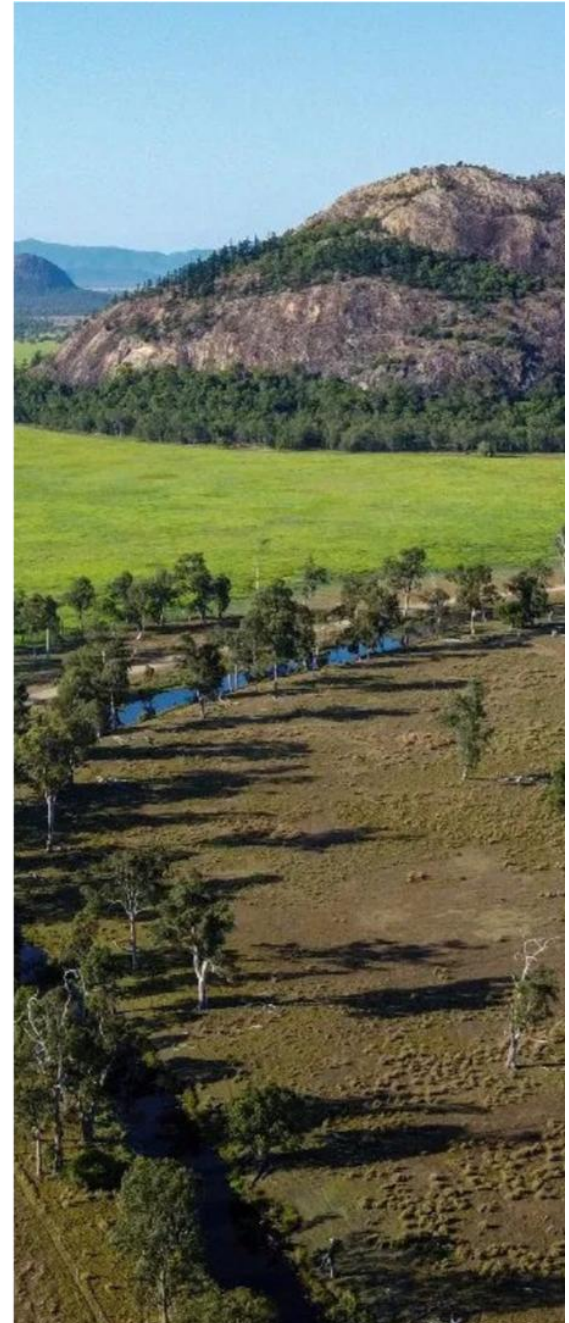
**Attachment No: 1**



**Livingstone Shire Council**



**Fees & Charges 2026/27**



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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Livingstone Shire Council

### Customer Service

#### Credit Card Surcharge

Commercial Transactions (Transactions greater than \$20,000)

Transactions including GST	G2221.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	as required	0.50%
Transactions with no GST	G2221.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	as required	0.50%

#### Right to Information

Application Fee - for access to documents that do not concern the applicant's personal information	G2411.1104	Right to Information Regulation 2009   Part 3.4	Cost-Recovery	N	each	\$57.65
Processing Charge	G2411.1104	Right to Information Regulation 2009   Part 3.5	Cost-Recovery	N	for each 15mins or part thereof	\$8.95

If the agency spends no more than five hours processing the application, no processing charge applies. If the agency spends more than five hours processing the application, processing charge applies.

Access Charge - Black and white photocopy A4 Right To Information application	G2411.1104	Right to Information Regulation 2009   Part 3.6	Cost-Recovery	N	each	\$0.25
Access Charge - Black and white photocopy A4 Information Privacy application	G2411.1104	Information Privacy Regulation 2009   Part 3.4	Cost-Recovery	N	each	\$0.25

### Property Searches

#### Searches

Land Record Search (Property Search - Financial Details)	G5710.1104	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per assessment	\$265.00
Land and Easement Requirements	P4320.429.1104	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per property	\$66.00

Property searches - land and easement searches carried out by Engineering Services.  
Cost recovery - employee administrative costs.

Copy of Historic Rate Notice (older than current financial year)	G2232.1116	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per notice	\$23.00
Records search and/or payment details from 01/01/2009 to current	G2232.1116	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per service	\$100.00

continued on next page ...

Livingstone Shire Council - Fees and Charges 2026/27 | Page 10 of 90

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Searches [continued]

Refund/Transfer Fee	G2232.1116		Cost-Recovery	N	per service	\$30.00
Payment Dishonoured Fee - Recovery	G2232.1116	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	each	At cost
Special Water Meter Reading (Onsite Inspection)	P7600-244-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per property	\$150.00

## Community Centre (John Street)

### Room Hire Fees

Commercial Entity/Government Agency Full Day (8 Hours)	P5430.539.1103		Commercial	Y		\$218.00
Commercial Entity/Government Agency Half Day (4 Hours)	P5430.539.1103		Commercial	Y		\$122.00
Commercial Entity/Government Agency Per Hour	P5430.539.1103	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per hour	\$50.00
Permanent Tenants	P5430.539.1103	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per week	As per Community Centre tenant rental agreement
Visiting Outreach Services (not for profit)	P5430.539.1103	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per session	As per agreement
All Other Community Groups	P5430.539.1103	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per session	No charge

## Halls and Venues

### Emu Park Cultural Hall

#### All Hirers

Administration Booking Fee - Non refundable	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per booking	\$70.00
Cleaning (weekday) - Fee is per cleaner per hour - Minimum 2 hours	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$110.00
Cleaning (weekend) - Fee is per cleaner per hour - Minimum 2 hours	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$150.00
Security Access Card Replacement	P2610.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per card	\$110.00
Security Deposit	P9200.996.6510	Local Government Act 2009   Part 6 S262 (3)(c)		N	per booking	\$500.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Commercial Organisation

### Hire Fees

Full Site - Fee is per calendar day	P548.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$430.00
Full Site - Hourly rate - additional hours or short term hire (Min 2 hours).	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$57.00
Bump in and Bump out daily rate (set up and clean up prior to and following events) **Applicable to Full Site only**	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Fifty (50) per cent of the standard hire fee	Fifty (50) per cent of the standard hire fee

## Community Organisations

### Hire Fees

Full Site - Fee is per calendar day	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$125.00
Full Site - additional hours or short term hire (min 2 hours). Fee is per hour	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$27.00
Bump in and Bump out daily fee (set up and clean up prior to and following events). 50% of hire rate **Applicable to Full Site only**	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Fifty (50) per cent of the standard hire fee	Fifty (50) per cent of the standard hire fee

## All Other Organisations/Entities

### Hire Fees

Full Site - Fee is per calendar day	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$290.00
Full Site - additional hours or short term hire (Min 2 hours). Fee is per hour	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$45.00
Continuous Booking - five (5) or more consecutive days	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Eighty (80) per cent of the standard hire fee	Eighty (80) per cent of the standard hire fee
Bump in and Bump out daily rate (set up and clean up prior to and following events). 50% of hire rate **Applicable to Full Site only**	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Fifty (50) per cent of the standard hire fee	Fifty (50) per cent of the standard hire fee

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Yeppoon Town Hall

### All hirers

Administration Booking Fee - Non refundable	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per booking	\$75.00
Cleaning (weekday) - Fee is per cleaner per hour - Minimum 2 hours	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$110.00
Cleaning (weekend) - Fee is per cleaner per hour - Minimum 2 hours	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$150.00
Security Access Card Replacement	P2610.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per card	\$110.00
Security Deposit	P9200.996.6510	Local Government Act 2009   Part 6 S262 (3)(c)		N	per booking	\$1,000.00

## Commercial Organisation

### Hire Fees

Commercial Kitchen Hire - Full Day (8 hours)		Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$350.00
Commercial Kitchen Hire - Half Day (4 hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per half day	\$189.00
Commercial Kitchen Hire - Per Hour (minimum three (3) hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$60.00
Full Site - Including commercial kitchen - Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$890.00
Full Site - Excluding commercial kitchen. Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$680.00
Auditorium - Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$400.00
Auditorium - additional hours or short term hire (Min 2 hours). Fee is per hour	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$105.00
Function/Meeting Room - Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$340.00
Function/Meeting Room - (Min 2 hours). Fee is per hour	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$105.00
Bump in and Bump out daily rate (set up and pack down) - Applicable to Full Site only - maximum 4 hours	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Fifty (50) per cent of the standard hire fee	Fifty (50) per cent of the standard hire fee - 4 hours maximum

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Community Organisations</b>						
<b>Hire Fees</b>						
Commercial Kitchen Hire - Full Day (8 hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$220.00
Commercial Kitchen Hire - Half Day (4 hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per half day	\$131.00
Commercial Kitchen Hire - Per Hour (minimum three (3) hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$40.00
Full Site - Including commercial kitchen - Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$490.00
Full site - Excluding commercial kitchen. Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$340.00
Auditorium - Fee is per calendar day	P5840.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$198.00
Auditorium - additional hours or short term hire (min 2 hours). Fee is per hour	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$53.00
Function Room/Meeting Room - Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$170.00
Function Room/Meeting Room - (Min 2 hours). Fee is per hour	P5480.833.1108	Local Government - Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$53.00
Bump in and Bump out daily rate (set up and clean up days prior to and following event) **Applicable to Full Site only**	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Fifty (50) per cent of the standard hire fee	Fifty (50) per cent of the standard hire fee - 4 hours maximum

**All Other Organisations/Entities****Hire Fees**

Commercial Kitchen Hire - Full Day (8 hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$298.00
Commercial Kitchen Hire - Full Day (4 hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$165.00
Commercial Kitchen Hire - Per Hour (minimum three (3) hours)	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$50.00
Full Site - Excluding commercial kitchen. Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$548.00
Full site - Including commercial kitchen. Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$725.00
Auditorium - Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$285.00
Auditorium - additional hours or short term hire (Min 2 hours). Fee is per hour	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$75.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Hire Fees</b> [continued]						
Function/Meeting Room - Fee is per calendar day	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per day	\$315.00
Function Room - (Min 2 hours). Fee is per hour	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	per hour	\$75.00
Bump in and Bump out daily rate (set up and clean up days prior to and following event) **Applicable to Full Site only**	P5480.833.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Fifty (50) per cent of the standard hire fee	Fifty (50) per cent of the standard hire fee - 4 hours maximum

### Local Disaster Coordination Centre (The Hub)

Cleaning (Weekday) - Fee is per cleaner per hour - Minimum 2 hours	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per hour	\$110.00
Cleaning (Weekend) - Fee is per cleaner per hour - Minimum 2 hours	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Hour	\$150.00
Security Access Card Replacement	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per card	\$110.00

### Boardroom (Meeting Room)

Community Organisation - Full Day (8 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Day	\$0.00
Community Organisation - Half Day (4 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Half Day	\$0.00
Community Organisation - Minimum (2 hours)	P3350.436.1108		Commercial	Y	Per 2 hour booking	\$0.00
Government Agency Other / Commercial Entity - Full Day (8 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Day	\$570.00
Government Agency Other / Commercial Entity - Half Day (4 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Half Day	\$250.00
Government Agency Other / Commercial Entity - Minimum (2 hours)	P3350.436.1108		Commercial	Y	Per 2 hour booking	\$125.00
LDMG Members	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Booking	\$0.00
Boardroom Security Deposit	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	Per Booking	\$250.00

### Community Education Room

Community Organisation - Full Day (8 hours)	P3350.436.1108		Commercial	Y	Per Day	\$0.00
Community Organisation - Half Day (4 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Half Day	\$0.00
Community Organisation - Minimum (2 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per 2 hour booking	\$0.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Community Education Room</b> [continued]						
Government Agency Other / Commercial Entity - Full Day (8 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Day	\$890.00
Government Agency Other / Commercial Entity - Half Day (4 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Half Day	\$400.00
Government Agency Other / Commercial Entity - Minimum (2 hours)	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per 2 hour booking	\$250.00
LDMG Members	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Booking	\$0.00
Community Education Room Security Bond	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	Per Booking	\$700.00
<b>Full Community Education and Coordination Centre Use</b>						
Full Community Education and Coordination Centre Use	P3350.436.1108	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	As per agreement	As per agreement. Security Deposit to be paid as per Agreement.
<b>Library</b>						
<b>Membership Fees</b>						
Provisional Members - including companies, institutions, services and government departments which are not based within the boundaries of Livingstone Shire Council			Commercial	Y		No Charge
<b>Administration Fee</b>						
Library bags	P5330.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	each	\$6.00
Colour photocopy/printing – self service A4	P5330.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	each	\$0.50
Colour photocopy/printing – self service A3	P5330.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	each	\$1.00
Replacing Lost Membership Card	P5330.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per item	\$5.00
Loss/Irreparable Damage	P5330.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	Replacement per item	At cost, or replacement cost.
Black and White Photocopy - Self-Service - A4	P5330.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	each	\$0.20
Photocopy A3 - Self-Service	P5330.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	each	\$0.40

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Administration Fee [continued]

Interlibrary Loan Fee	P5530.827.1701	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	at cost	At cost, or replacement cost.
Internet		Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		No charge. Service agreement with State Library funding specifies that wifi and computer use is provided free of charge.

### Local Law

#### Impounding

##### Impounding Livestock

Impounding Fee (includes droving, transport and relocation) business hours	P3430.617.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per hour	At cost
Impounding Fee (including droving, transport and relocation) after hours	P3430.617.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per hour	At cost
Sustenance Rate for Livestock	P3430.617.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per head per day	At cost
Cattle Tagging - applies if NLIS tag is required	P3430.617.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	At cost
Vet or Other	P3430.617.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N		At cost

##### Impounding - Cats and Dogs

Release Fee (Plus Sustenance Rate as applicable)	P3430.617.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	\$57.00
Sustenance fee is calculated per night.						
Sustenance Rate (per night)	P3430.617.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per day	\$57.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Animal Permits

### Specified Animal Permits

Applications for more than the permitted number of animals, an assessment under the Planning Scheme may be required

Application Fee - This is payable upon lodgement and is non-refundable	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$346.00
Biennial (two years) Renewal Fee	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$346.00
Amendment to Application Fee	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$110.00

### Euthanising Fee

At cost and where assessed as applicable

Euthanising Fee	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	Y	per application	At cost
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## Animal Registration

Note: All registrations are for a year or part thereof. Evidence of desexing and microchipping must be provided in the form of a vet certificate.

Replacement Registration Tag for Dog or Cats	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per tag	\$14.00
Transfer of Registration Between Animals - from a deceased dog or cat to a new dog or cat registration, within three (3) months of new registration or three (3) months of Renewal Due Date.	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per event	\$15.00
Transfer of Current Registration from Another Local Government - for the current registration period only, evidence of current registration to be provided	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per event	\$15.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Concessions</b>						
Pension Card Holders - is and remains an eligible holder of a Queensland 'Pensioner Concession Card' issued by Centrelink or the Department of Veterans' Affairs, or a Queensland 'Repatriation Health Card - For All Conditions' issued by the Department of Veterans Affairs - Excludes puppy/kitten registration	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	Fifty (50) per cent of applicable fee
Dogs or Cats registered from 1 March to 31 August - applicable to the first year registration within Livingstone Shire only (does not apply to renewals or Regulated Dogs)	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	Fifty (50) per cent of applicable fee
<b>Refunds</b>						
If Dog or Cat is Desexed within three (3) Months of new Registration or three (3) months of Renewal Due Date	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	Difference between the fee for an entire dog or cat and the desexed fee *Does not include initial Puppy or Kitten Registrations
If Dog or Cat is Desexed and Microchipped within three (3) Months of new Registration or three (3) months of Renewal Due Date	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	Difference between the fee for an entire dog or cat and the desexed and microchipped fee *Does not include initial Puppy or Kitten Registrations
Council will refund for stolen animals if the owner provides a police report within three (3) months of registration. Please note the animal will be unregistered if it is returned to the owner	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	Applicable fee paid

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Dog Registration</b>						
Puppy Registration - initial registration for a Dog up to six (6) months old within the first year of registration	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	\$32.00
Entire	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	\$166.00
Desexed	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	\$63.00
Desexed and Microchipped	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	\$32.00
Assistance Dogs with NGO Certificate - certificate must be provided	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	Exempt	Nil
Entire - Owned by a Member of Dogs Queensland (Former - Canine Control Council)	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	Fifty (50) per cent of applicable fee
Documentation showing membership to be provided						
Working Dogs	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	\$0.00
For rural areas and/or properties with an area greater than two (2) hectares, must be a Primary Producer and evidence must be provided						
Greyhounds (Racing only)	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	Fifty (50) per cent of applicable fee
Greyhound (Racing Queensland) Current proof of financial membership with Racing Queensland must be provided. If you are registering more than two (2) greyhounds, evidence of a Specified Animal Permit and Development Permit must be provided.						
Multiple Dog Registration - three (3) or more dogs owned by one (1) owner only	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per owner	\$500 or registration for each dog, whichever is the lesser - 3 or more dogs owned by one(1) owner only. Must hold current Specified Animal permit
<b>Cat Registration</b>						
Kitten Registration - initial registration for a Cat up to six (6) months old within the first year of registration	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per animal	\$22.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Cat Registration</b> [continued]						
Entire	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per animal	\$92.00
Desexed	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per animal	\$32.00
Desexed and Microchipped	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per animal	\$20.00
Entire Owned by a Member of the Queensland Feline Association	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per animal	Fifty (50) per cent of applicable fee
Documentation showing membership to be provided						
Multiple Cat Registration - three (3) or more cats owned by one (1) owner only	P3431.619.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per owner	\$500 or registration for each cat, whichever is the lesser. 3 or more cats owned by one (1) owner only. Must hold current Specified Animal Permit

## Regulated Dogs

### Declared Dangerous, Restricted or Menacing

License Fee - includes Regulated Dog Management Kit (one approved tag, two approved signs and one regulated dog collar)	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per animal	\$790.00
Annual Registration Renewal	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per animal	\$650.00
Reduced Annual Renewal - for Approved Applicants Only	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per animal	\$325.00
Sign - only available to owners of regulated dogs	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	Y	per item	At Cost
Replacement Regulated Dog Tag - only available to owners of regulated dogs	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	N	per item	At Cost
Regulated Dog Collars - only available to owners of regulated dogs	P3431.619.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	Y	per item	At cost

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>General Animal Control</b>						
Traps Lost, Damaged, or Not Returned	P3431.139.1113	Local Government Act 2009   Animal Management Act 2008	Cost-Recovery	Y	per item	At cost
<b>Overgrown Land (Land Clearing/Slashing)</b>						
Mowing, Slashing or Clean Up of an Overgrown Allotment - following non-compliance with an Overgrown or Unsightly Compliance Notice	P3432.625.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per allotment	Cost plus administration fee of \$100
<b>Commercial Use of Roads</b>						
Note: All permits/licences are subject to annual renewal. A copy of the current Public Liability Insurance Cover must accompany application (minimum of \$10 Million for Local Government controlled areas and \$20 Million for State Government controlled areas). Non-compliance with permit/licence conditions may result in additional Compliance Inspection fees.						
<b>Inspections</b>						
Non Compliance Inspection Fee	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per inspection	\$251.00
<b>Signs and Advertising Devices Licence Renewal Fee</b>						
Application Fee - For 'A' Frames sign boards - This is payable upon lodgement and is non-refundable	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$100.00
Annual Licence Renewal Fee	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per licence	\$33.00
Release Fee for Impounded Sign	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per item	\$110.00
<b>Roadside Vending</b>						
Application Fee - This is payable upon lodgement and is non-refundable	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$460.00
Application Fee - For local community groups only, payable upon lodgement and is non-refundable	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$200.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Roadside Vending</b> [continued]						
Annual Licence Renewal Fee	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per licence	\$110.00
Other - Permit to use a road or public land other than a Park by a not-for-profit organisation for fundraising	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per unit	Nil
<b>Mobile Roadside Vending</b>						
Application Fee - This is payable upon lodgement and is non-refundable	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$220.00
Annual Licence Renewal Fee	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$110.00
<b>Alfresco Dining</b>						
Application Fee - This is payable upon lodgement and is non-refundable	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$459.00
Annual Licence Renewal Fee	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$110.00
<b>Goods - Items stored and or displayed on Local Government Controlled Areas during business hours</b>						
Application Fee - This is payable upon lodgement and is non-refundable	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$460.00
Annual Licence Renewal Fee	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$110.00
<b>Other</b>						
Amendment all Commercial use of Roads Applications	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$110.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Vehicle Parking or Permits

### Types of Parking Permits

**Resident Parking Permit** where the person resides in a residence situated on a section of road and parking immediately adjacent to the residence is regulated by time, and the residence does not have adequate off-street parking. To be eligible for a resident parking permit, residents must be a primary owner occupier and/or tenant of the property. Eligible residents are entitled to one residential permit (non-transferable) for each vehicle registered to the address.

**Community Service Organisation Parking Permit** where the person will use the parking permit for an activity, which is consistent with the objectives of the community service organisation, and parking is regulated by time.

**Temporary Parking Permit** where it is not reasonably practical for the applicant to carry out the activity unless the designated parking space or spaces are allocated to the applicant's exclusive use for the duration of the activity.

**Works Zone Parking Permit** where the part of the road is adjacent to a site at which the person is proposing to undertake building or construction work, and it is not reasonably practical for all work activity and movements to be confined within the site.

**Visitor Parking Permit** where the parking permit is to be made available by the resident for use by another person who is visiting or attending at the residence.

Paid Parking - Designated Traffic Areas	P3431.618.1113	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	Y	per hour	\$2.50
Application for Parking Permit (All Types & Concessions Apply)	P3431.618.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$230.00
Application for Parking Permit - Community Organisations		Local Government Act 2009   Council Local Law		N	Exempt	Exempt
Application for Designated Paid Parking Area	P3431.618.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	Application fee + \$20 per day per bay

### General Fee Permit

Short-Term Permit - Issued for periods up to one (1) month	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$210.00
Long-Term Permit - Issued for periods over one (1) month	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$160.00 for the first month plus \$70 for each additional month

### Temporary Home Permit

Additional Building and Plumbing Inspection fees may apply. Approval is subject to conditional requirements.

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Temporary Home Permit [continued]

Application Fee - This is payable upon lodgement and is non-refundable	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$460.00
Application for extension of timeframe	P3432.623.1113	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$110.00

### Impounded Vehicles

If multiple vehicles have been advertised in the public notices at the same time, a pro-rata rate must be applied for each vehicle

Auctioneer Fee	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N		As charged by appointed storage / auction compound
Public Notice Advertisement	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N		At cost
Towing Service Fee	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N		As charged by towing service
Daily Storage Fee	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N		As charged by appointed storage / auction compound
Notices Issued by Council	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N	per notice	\$32.00
Inspection by Local Laws Officer	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N	per inspection	\$63.00
Unlocking of vehicle (to obtain VIN)	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N	per search	at cost
Search Fees (Citec Search, PPSR search)	P3431.451.1701	Transport Operations (Road Use Management) Act 1995	Cost-Recovery	N	per search	at cost

### Parks, Sport and Recreation

#### Temporary Event Booking

#### All Hirers

Administration Booking Fee - Park, Reserve or Chapel	P5480.911.1119	Local Government Act 2009   S262 (3) (c)		Y	per booking	\$75.00
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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### All Hirers [continued]

Extra Service Requested ie: mowing of park area	P5480.834.1108	Local Government Act 2009   S262 (3) (c)		Y	per request	\$285.00
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### Park Hire Charges

\*\* Unless there is an existing lease agreement in place.

Chapel Hire - St Christopher's Chapel - Nerimbera	P5480.834.1108	Local Government Act 2009   S262 (3) (c)		Y	per booking	\$200.00
Parks & Open spaces - Commercial Use	P5480.834.1108	Local Government Act 2009   S262 (3) (c)		Y	per day	\$1,050.00
Temporary event, private event, wedding, ceremony or memorial - includes access to power supply - Per calendar day	P5480.834.1108	Local Government Act 2009   S262 (3) (c)		Y	per day	\$380.00
Temporary Event, Private Event, Wedding, Ceremony or Memorial - excludes access to power supply - Per calendar day	P5480.834.1108	Local Government Act 2009   S262 (3) (c)		Y	per day	\$190.00
Bump in and Bump out daily rate (set up and clean up prior to and following event)	P5480.834.1108	Local Government Act 2009   Part 6 S262 (3)(c)		Y	Fifty (50) per cent of the standard hire fee	Fifty (50) per cent of the standard hire fee

### Security Deposit

Security Deposit	OP9200.996.6558	Local Government Act 2009   S262 (3) (c)	Commercial	Y	per event	\$2,500.00
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Refundable subject to the area being left in a clean and tidy condition and there being no damage or loss caused to Council property (including toilets), and against the cost of additional security to protect Council property if applicable.

### Multi Sports Precincts

#### Barmaryee Sports Precinct

As per agreement	A0058208.303.1127	Local Government Act 2009   S262 (3) (c)	Commercial	Y	per annum	To be approved under lease arrangements or licence agreements.
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Generally in accordance with Lease policy (yet to be set by resolution of Council)

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Cooee Bay Sports Precinct

As per agreement	A0058208.303.1127	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per annum	To be approved under lease arrangements or licence agreements.
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### Emu Park (Hartley St) Sports Precinct

As per agreement	A0058208.303.1127	Local Government Act 2009   S262 (3) (c)	Commercial	Y	per annum	To be approved under lease arrangements or licence agreements.
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## Swimming Pools

### Emu Park Pool

#### Entry Fees

Family Entry (2 children and 2 adults)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$15.00
Child (Under 2)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$0.00
Child (Under 16)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
Adult		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$5.00
Concession or Student (ID Required)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
School Event/Head - no instruction		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
Spectator / Companion Carer		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$0.00

#### Season and Annual Passes

Adult Annual Pass (pay up front for the year, direct debit available) (reciprocal rights across LSC Aquatic Facilities)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$299.00
Concession/Child U16/Student (ID Required) Annual Pass (pay up front for the year, direct debit available) (reciprocal rights across LSC Aquatic Facilities)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$208.00
Adult Summer Season Pass (6 Month)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$149.50

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Season and Annual Passes [continued]

Concession/Child U16 Summer Season Pass (6 Month)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$104.00
Pool Entry and Aqua Aerobics Classes		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$985.40

- Price does not include additional fees set by the direct debit provider, which are applicable to all direct debits, including discounted and concession rates.

### Direct Debit

- Price does not include additional fees set by the direct debit provider, which are applicable to all direct debits, including discounted and concession rates.

Pool Entry per week rate Adult			Commercial	Y	per week	\$5.75
Pool Entry per week rate Concession/Child			Commercial	Y	per week	\$4.00
Pool Entry and Aqua Aerobics Classes			Commercial	Y	per week	\$18.95

### Lane and Pool Hire Fees

- All hire fees after hours require a minimum of 2 lifeguards, either provided by the hirer or hired from the pool manager as per the schedule.

Lane Hire Fee - 25m Pool - per hour		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per hour/per lane	\$20.00
Swimming Club squad training hire fee after hours - flat fee per day		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per day	\$65.00
School Swimming Lessons		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per child per lesson	from \$10.90 Including GST
Pool Hire Half Day (3 Hours)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per booking	\$400.00
Pool Hire Full Day (6 hours)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per booking	\$700.00
Additional Lifeguard/s - as deemed necessary under RLSSA or Operator's Requirements		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per lifeguard/hour	\$70.00
Pool Hire Multiple-day Bookings		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per hour/lane	POA

### Marlborough Pool

#### Entry Fees

Child (Under 2)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$0.00
Child (Under 16)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$3.00
Adult		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
Concession or Student (ID Required)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$3.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Entry Fees [continued]

School Event/Head - no instruction		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
Spectator / Companion Carer		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$0.00

### Season and Annual Passes

Adult Summer Season Pass (6 Months)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$149.50
Concession Summer Season Pass (6 Months)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$104.00

### Direct Debit

- Price does not include additional fees set by the direct debit provider, which are applicable to all direct debits, including discounted and concession rates.

Pool Entry per week Adult			Commercial	Y	per week	\$5.75
Pool Entry per week Concession/Child			Commercial	Y	per week	\$4.00

### Lane and Pool Hire Fees

- All hire fees after hours require a minimum of 2 lifeguards, either provided by the hirer or hired from the pool manager as per the schedule.

Lane Hire Fee - per hour		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per hour/per lane	\$20.00
School Swimming Lessons		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per child per lesson	from \$10.90 Including GST
Swimming Club squad training hire fee after hours - flat fee per day		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per day	\$65.00
Pool Hire Half Day (3 Hours)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per booking	\$350.00
Pool Hire Full Day (6 Hours)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per booking	\$650.00
Additional Lifeguard/s - 1 Lifeguard per 50 people or as deemed necessary under RLSSA or Operator's Requirements		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per lifeguard/per hour	\$70.00
Pool Hire Multiple-Day Bookings			Commercial	N	per hour/per lane	POA

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Capricorn Coast Aquatic Centre (Brian Dorey OAM)

### Entry Fees

Family Entry (2 children and 2 adults)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$15.00
Child (Under 2)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$0.00
Child (Under 16)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
Adult		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$5.00
Concession or Student (ID Required)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
School Event/Head - no instruction		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
Spectator / Companion Carer		Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$0.00

### Season and Annual Passes

Adult Annual Pass (pay up front for the year, direct debit available) (reciprocal rights across LSC Aquatic Facilities)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$299.00
Concession/Child U16/Student (ID Required) Annual Pass (pay up front for the year, direct debit available) (reciprocal rights across LSC Aquatic Facilities)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$208.00
Adult Summer Season Pass (6 Month)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$149.50
Concessional/Child U16 Winter Season Pass (6 Months)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per pass	\$104.00
Pool Entry and Aqua Aerobics Classes			Commercial	Y	per pass	\$985.40

### Direct Debit

- Price does not include additional fees set by the direct debit provider, which are applicable to all direct debits, including discounted and concession rates.

Pool Entry per week rate Adult			Commercial	Y	per week	\$5.75
Pool Entry per week rate Concession/Child			Commercial	Y	per week	\$4.00
Pool Entry and Aqua Aerobics Classes			Commercial	Y	per week	\$18.95

### Lane and Pool Hire Fees

- All hire fees after hours require a minimum of 2 lifeguards, either provided by the hirer or hired from the pool manager as per the schedule.

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Lane and Pool Hire Fees</b> [continued]						
Lane Hire Fee - 25 m - per hour		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per hour/per lane	\$20.00
Lane Hire Fee - 50m - per hour		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per hour/per lane	\$30.00
School Swimming Lessons		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per child per lesson	from \$10.90 including GST
Swimming Club squad training hire fee after hours - flat fee per day		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per day	\$65.00
Pool Hire Half Day (3 Hours)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per booking	\$400.00
Pool Hire Full Day (6 Hours)		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per booking	\$700.00
Additional Lifeguard/s - as deemed necessary under RLSSA or Operator's Requirements		Local Government Act 2009   S262 (3) (c)	Commercial	Y	per lifeguard per hour	\$70.00
Pool Hire Multiple-Day Bookings		Local Government Act 2009   S262 (3) (c)	Commercial	Y		POA

### Development Assessment Livingstone Planning Scheme 2018

Applications Submitted Outside of the Online Portal	P3310.361.1105	Planning Act 2016   Section 46	Cost-Recovery	N	per application	\$65.00
Development Assessment Inspection Fee	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per hour	\$273.00
Hourly Rate for Development Assessment officers (planning, principal, co-ordinator)	P3310.361.1105	Planning Act 2016   Section 29	Cost-Recovery	N	per hour	\$273.00
Hourly Rate for Admin/ Technical Support	P3310.361.1105	Planning Act 2016   Section 46	Commercial	Y	per hour	\$255.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Applications for Material Change of Use

### DEFINITIONS

Use and gross floor area definitions are as per Schedule 1 of the Livingstone Planning Scheme.  
Site area is all areas of the site utilised by the proposed use, not including landscaped areas.

### MULTIPLE MATERIAL CHANGE OF USES

If a development application for a site includes two or more uses of the same activity type, the fee is the prescribed base fee for the use attracting the highest fee, plus the cost per fee for each use.

### FEE CALCULATION (BASE FEE PLUS COST PER FEE)

The application fee is to be calculated as the Base Fee plus the cost per fee.  
If there is no plus cost per fee for the specific use, only the base fee applies.  
*For example*, for a Multiple dwelling, the fee is the base fee plus the cost per unit or room.

### Accommodation Activities

Base Fee for Accommodation Activities - Community residence, Multiple dwelling, Nature based tourism, Non-resident workforce, Residential care facility, Relocatable home park, Resort complex, Retirement facility, Rooming accommodation, Rural workers accommodation, Short-term accommodation, Tourist park (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,549.00
Base Fee for Accommodation Activities - Caretaker's accommodation, Dwelling house (secondary dwelling), Dwelling unit, Home based business, Home based business (bed and breakfast) (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,463.00
Cost per cabin - Nature based tourism, Short-term accommodation (farm stay), Tourist park	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per cabin	\$263.00
Cost per caravan or tent site - Nature based tourism, Short-term accommodation (farm stay), Tourist park	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per van or tent site	\$57.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Accommodation Activities</b> [continued]						
Cost per unit or room - Multiple dwelling, Non-resident workforce, Resort complex, Residential care facility, Retirement facility, Rooming accommodation, Short-term accommodation (including farm stay) for 1 to 100 units or rooms	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per unit/room	\$545.00
Cost per unit or room - Multiple dwelling, Non-resident workforce, Resort complex, Residential care facility, Retirement facility, Rooming accommodation, Short-term accommodation (including farm stay) for 101 to 200 units or rooms	P3310.361.1105		Cost-Recovery	N	per unit/room	\$327.00
Cost per unit or room - Multiple dwelling, Non-resident workforce, Resort complex, Residential care facility, Retirement facility, Rooming accommodation, Short-term accommodation (including farm stay) for 201 or more units or rooms	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per unit/room	\$244.00
Cost per number of persons accommodated - Community residence and Home based business (bed and breakfast)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per three persons accommodated or part thereof	\$263.00
Cost per Site Area of Non-Accommodation Components - Resort complex	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per hectare site area or part thereof	\$545.00
Dual Occupancy	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,449.00
Dwelling House	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,386.00
Cost per dwelling - Relocatable Home Park for 1 to 100 dwellings	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per dwelling	\$545.00
Cost per dwelling - Relocatable Home Park for 101 to 200 dwellings	P3310.361.1105	Planning Act 2016   Section 29	Cost-Recovery	N	per dwelling	\$327.00
Cost per dwelling - Relocatable Home Park for 201 or more dwellings	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per dwelling	\$244.00
Cost per Number of Persons Accommodated - Rural worker's accommodation	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per five persons accommodated or part thereof	\$545.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Business Activities</b>						
Base Fee for Business Activities - Agricultural supplies store, Bulk landscape supplies, Funeral parlour, Garden centre, Hardware and trade supplies, Market, Outdoor sales, Sales office, Showroom, Veterinary services (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00
Plus cost per site area - Agricultural supplies store, Bulk landscape supplies, Garden centre, Outdoor sales	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres site area or part thereof	\$263.00
Plus cost per floor area - Funeral parlour, Hardware and trade supplies, Showroom, Veterinary services	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres GFA or part thereof	\$545.00
Car Wash	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$4,351.00
Service Station Plus Cost per Site Area	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$4,595.00
Service Station - Site Area	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres site area or part thereof	\$716.00
<b>Centre Activities</b>						
Base Fee for Centre Activities - Adult store, Food and drink outlet, Health care services, Office, Shop (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00
Plus cost per floor area - Adult store, Food and drink outlet, Health care services, Office, Shop	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres GFA or part thereof	\$545.00
Shopping Centre plus cost per floor area	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$4,595.00
Shopping Centre - floor area	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres GFA or part thereof	\$545.00
<b>Community Activities</b>						
Base Fee for Community Activities - Child care centre, Club, Outstation (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Community Activities</b> [continued]						
Base Fee for Community Activities - Community care centre, Community use, Educational establishment, Hospital, Place of worship (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,614.00
Plus cost per floor area - Child care centre, Club, Educational establishment, Place of worship, Hospital	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres GFA or part thereof	\$545.00
Plus cost per camping site - Outstation	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per camping site	\$57.00
<b>Entertainment Activities</b>						
Base Fee for Entertainment Activities - Bar, Function facility, Hotel, Nightclub entertainment facility, Theatre, Tourist attraction (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00
Base Fee for Entertainment Activities - Brothel (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,614.00
Plus cost per floor area - Bar, Brothel, Function facility, Hotel, Nightclub entertainment facility, Theatre,	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres GFA or part thereof	\$545.00
Plus cost per site area - Tourist attraction	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per hectare site area of site or part thereof	\$263.00
<b>Industrial Activities</b>						
Base Fee for Industrial Activities -Low impact industry, Warehouse (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00
Base Fee for Industrial Activities - Marine industry, Medium impact industry, Research and technology industry, Service industry (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,445.00
Base Fee for Industrial Activities - High impact industry, Special industry (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$4,595.00
Plus cost per floor area - Warehouse	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres GFA or part thereof	\$545.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Industrial Activities</b> [continued]						
Plus cost per site area - Low impact industry, Marine industry, Medium impact industry, Research and technology industry, Service industry	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres site area or part thereof	\$263.00
Plus cost per site area - High impact industry and Special industry	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres site area or part thereof	\$545.00
<b>Recreational Activities</b>						
Base Fee for Recreational Activities - Environment facility, Indoor sport and recreation, Outdoor sport and recreation, Park (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00
Base Fee for Recreational Activities - Major sport, recreation and entertainment facility, Motor sport facility (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,445.00
Plus cost per floor area - Indoor sport and recreation, Major sport, recreation and entertainment facility, Motor sport facility	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres GFA or part thereof	\$263.00
Plus cost per site area - Environment facility, Major sport, recreation and entertainment facility, Outdoor sport and recreation, Park	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square meters site area or part thereof	\$263.00
<b>Rural Activities</b>						
Base Fee for Rural Activities - Animal husbandry, Animal keeping, Aquaculture, Cropping, Permanent plantation, Roadside stall, Rural industry, Wholesale nursery, Winery (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00
Base Fee for Rural Activities - Intensive animal industry, Intensive horticulture (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,441.00
Base Fee for Rural Activities - Extractive industry (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$4,595.00
Plus cost per no. of animals - Animal husbandry, Animal keeping	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 10 animal capacity or part thereof	\$263.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Rural Activities</b> [continued]						
Plus cost per site area - Aquaculture, Cropping, Permanent plantation, Wholesale nursery, Winery	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per hectare of site area or part thereof	\$263.00
Plus cost per site area - Rural industry	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per hectare of site area or part thereof	\$545.00
Plus cost per site area - Intensive animal industry, Intensive horticulture	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per hectare of site area or part thereof	\$743.00
Plus cost per site area of development application - Extractive industry (with a minimum site area charge of \$22,000.00 up to a maximum site area charge of \$38,500.00)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per hectare of site area or part thereof	\$1,189.00
<b>Special Activities</b>						
Base Fee for Special Activities - Parking station, Port Services, Transport depot, Utility installation (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,382.00
Base Fee for Special Activities - Air services, Cemetery, Crematorium, Detention facility, Emergency services, Landing, Major electricity infrastructure, Renewable energy facility, Substation, Telecommunications facility (plus cost per)	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,437.00
Plus cost per floor area - Crematorium, Emergency services	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres of GFA or part thereof	\$263.00
Plus cost per site area - Air services, Detention facility, Landing, Major electricity infrastructure, Substation, Telecommunications facility, Transport depot, Port services, Parking station	P3310.361.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per 100 square metres site area or part thereof	\$263.00
<b>Applications for Material Change of Use and Building Works Regulated Against the Planning Scheme</b>						
Dwelling House and ancillary garage, shed, carport	P3310.361.1105	Planning Act 2016   Section 51		N	per application	\$1,708.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Building Works Regulated Against the Planning Scheme

Building Works regulated under the planning scheme only	P3310.361.1105	Planning Act 2016   Section 51		N	per application	\$901.00
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### Reconfiguring a Lot Applications

Reconfiguring a Lot (Subdivision) plus Lot/Unit fees	P3310.362.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,380.00
Reconfiguring a Lot (Subdivision) - Lot/Unit fees	P3310.362.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per lot/unit	\$741.00
Boundary Realignment or Access Easement (No Extra Lots Created)	P3310.362.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,628.00

### Approval of Plans of Subdivision (Survey Plan Endorsement) and Endorsement of Documents

Request for Approval of a Plan of Subdivision (Boundary realignment and Access Easement plans only)	P3310.362.1105	Planning Regulation 2017   Schedule 18	Cost-Recovery	N	per application	\$741.00
Request for Approval of a Plan of Subdivision (including Standard Format Plans/Community Management Statements/Building Format Plans) Plus Lot/Unit Fees	P3310.362.1105	Planning Regulation 2017   Schedule 18	Cost-Recovery	N	per request	\$741.00
Request for Approval of a Plan of Subdivision (including Standard Format Plans/Community Management Statements/Building Format Plans) - Lot/Unit Fees	P3310.362.1105	Planning Regulation 2017   Schedule 18	Cost-Recovery	N	per lot/unit	\$262.00
Endorsement of a Road Opening Plan (including Truncations and Widening)	P3310.368.1105	Planning Regulation 2017   Schedule 18	Cost-Recovery	N	per application	\$743.00
Re-endorsement Fee	P3310.368.1105	Planning Regulation 2017   Schedule 18	Cost-Recovery	N	per application	\$670.00
Endorsement of Community Management Statement Only	P3310.368.1105	Planning Regulation 2017   Schedule 18	Cost-Recovery	N	per application	\$670.00

### Operational Works

Clearing (if for a standalone clearing application)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,480.00
Advertising Device	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$729.00
Third Party Advertising Device	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$3,104.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Operational Works</b> [continued]						
Operational Works for a Vehicle Crossover for a Single Dwelling or Dual Occupancy or Rural Access up to 2,000 Vehicles a Day or Works Involving Council Infrastructure	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$225.00
Operational Works up to \$5,000 (includes rural accesses over 2,000 vehicles a day)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$743.00
Operational Works from \$5,001 up to \$24,999	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,480.00
Operational Works from \$25,000.00 up to \$249,999.00	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,500.00 plus 3.75% of value of work over \$25,000
Operational Works from \$250,000.00 up to \$499,999.00	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$10,000 plus 3% of value of work over \$250,001
Operational Works from \$500,000.00 up to \$999,999.00	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$17,500 plus 2% of value of work over \$500,001
Operational Works from \$1,000,000.00 up to \$1,999,999.00	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$27,500 plus 1.5% of value of work over \$1,000,001
Operational Works from \$2,000,000.00 up to \$4,999,999.00	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$42,500 plus 0.4% of value of work over \$2,000,001
Operational Works \$5,000,000.00 and greater	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$54,500 plus 0.25% of value of work over \$5,000,001
Earthworks up to 500 cubic metres (if for a standalone earthworks application and including retaining wall structures)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,115.00
Earthworks from 501 cubic metres up to 1,000 cubic metres (if for a standalone earthworks application)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,479.00
Earthworks from 1,000 cubic metres to 10,000 cubic metres (if for a standalone earthworks application)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$2,956.00
Earthworks from 10,000 cubic metres to 100,000 cubic metres (if for a standalone earthworks application)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$4,433.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Operational Works</b> [continued]						
Earthworks over 100,000 cubic metres (if for a standalone earthworks application)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$7,382.00
Bonding of Incomplete Subdivision Works	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$743.00
Bonding of Incomplete Subdivision Works (minor works for bonding of street trees)	P3310.367.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$191.00
<b>Applications for Preliminary Approval (Variation Approval)</b>						
Application for Preliminary Approval (variation approval)	MCU and BW P3310.361.1105 ROL P3310.362.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	Seventy-five (75) per cent of the standard application fee (calculated from potential lot yield, unit yield, GFA, and Site Area)
<b>Impact Assessable Applications</b>						
Applications involving impact assessment pursuant to Section 45 (5) of the Planning Act 2016	MCU and BW P3310.361.1105 ROL P3310.362.1105	Planning Act 2016   Section 51	Cost-Recovery	N	per application	\$1,725.00
Charge basis - per application <u>in addition</u> to the calculated fee for the particular change of use or reconfiguring a lot						
<b>Change and Extension Applications</b>						
Extension Application (currency period extension)	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 86	Cost-Recovery	N	per application	\$1,480.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Change and Extension Applications</b> [continued]						
Extension Application (currency period extension) for a Dwelling House Only	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 86	Cost-Recovery	N	per application	\$1,091.00
Extension Application (currency period extension) for Building Works regulated under the Planning Scheme only	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 86	Cost-Recovery	N	per application	\$350.00
Change Application (minor change)	MCU P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 78	Cost-Recovery	N	per application	Thirty (30) per cent of current development fees and charges with a minimum fee of \$1,045.00  Min. Fee: \$1,045.00
Change Application (other change)	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 78	Cost-Recovery	N	per application	The full application fee as if the application were a new application
Change Application (minor change) for a Dwelling House Only	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 78	Cost-Recovery	N	per application	\$1,091.00
Change Application (minor change) for Building Works regulated under the Planning Scheme only	BW P3310.361.1105	Planning Act 2016   Section 78	Cost-Recovery	N	per application	\$348.00
Request for a Pre-Request Response from the Relevant Entity for a Change Application	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 78	Cost-Recovery	N	per application	\$1,230.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Miscellaneous</b>						
Combined Operational Work for Retaining Walls and Building Work Regulated Under the Planning Scheme			Cost-Recovery	N		75% of the combined application fee for Operational Works and Building Works Regulated Under the Planning Scheme
Copy of an executed Infrastructure Agreement	P3310.361.1105	Planning Act 2016   Section 116	Cost-Recovery	N		\$85.00
Development Advice service - Specific written advice	P3310.754.1105	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	Y	per enquiry/property	\$409.00
Correspondence provided documenting advice on pre-concept or specific development enquiries including confirmation of specific planning scheme requirements relevant to the development proposal. Includes phone call/meeting with customer.						
Prelodgement meeting for medium - large scale development (for example impact assessable development, variation applications, unit or commercial development)	P3310.754.1105	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	Y	per meeting	\$1,230.00
Prelodgement Meeting for small scale development (for example 1 into 2 lot reconfiguring a lot, setback considerations)	P3310.754.1105	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	Y	per meeting	\$630.00
Applications where a land use has commenced and/or works have started or been completed, without the requisite approval, an additional 25% loading applies to the adopted application fee(s)	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	Calculated fee plus Twenty-five (25) per cent
Twenty-five (25) per cent (%) of the application fee						
Request for 'Generally in Accordance' Consideration	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per request	\$409.00
Superseded Planning Scheme Request	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 29	Cost-Recovery	N	per request	\$1,497.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Miscellaneous</b> [continued]						
Superseded Planning Scheme Request (Dwelling House Only)	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 29	Cost-Recovery	N	per request	\$729.00
Exemption Certificate	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 46	Cost-Recovery	N	per lot	\$901.00
Car Parking Contribution Prescribed Under Planning Scheme Policy No.6 (Livingstone Planning Scheme 2005)	MCU and BW P3310.361.1105 & ROL P3310.362.1105	Planning Act 2016   Section 145	Cost-Recovery	N	per car parking space	\$30,853.00
Car Parking Contribution Prescribe under Schedule 7.3 Car park planning scheme policy (Livingstone Planning Scheme 2018)	MCU and BW P3310.361.1105 & ROL P3310.362.1105	Planning Act 2016   Section 145	Cost-Recovery	N	per car parking space	\$30,853.00
Pathways Contribution Prescribed Under Planning Scheme Policy No.14 (Livingstone Planning Scheme 2005)	MCU and BW P3310.361.1105 & ROL P3310.362.1105	Planning Act 2016   Section 145	Cost-Recovery	N	per equivalent tenement	\$339.00
Concurrence Agency Assessment - All Buildings and Structures	MCU and BW P3310.361.1105	Planning Act 2016   Section 54	Cost-Recovery	N	per application	\$901.00
Drafting of an Infrastructure Agreement by Council (for works up to \$50,000.00 and for Development Incentive Policy - Reconfiguring a Lot)	MCU and BW P3310.361.1105	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	N	per agreement	\$1,068.00
<b>Refunds</b>						
Not Properly Made Application	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 109	Cost-Recovery	N	per application	The full application fee with a minimum fee of \$368.00 retained by Council.

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Refunds</b> [continued]						
Application Withdrawn Prior to the Issue of an Confirmation Notice	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 109	Cost-Recovery	N	per application	Ninety (90) per cent of the application fee with a minimum fee of \$368.00 retained by Council.
Application Withdrawn Prior to the Issue of an Information Request	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 109	Cost-Recovery	N	per application	Eighty (80) per cent of the application fee with a minimum fee of \$368.00 retained by Council.
Application Withdrawn after the issue of an Information Request	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 109	Cost-Recovery	N	per application	Fifty (50) per cent of the application fee with a minimum fee of \$368.00 retained by Council.
Application Withdrawn after Public Notification has Commenced	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 109	Cost-Recovery	N	per application	Thirty (30) per cent of the application fee
Application Withdrawn Prior to the Issue of a Decision Notice	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 109	Cost-Recovery	N	per application	Ten (10) per cent of the application fee
Application Refused	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 109	Cost-Recovery	N	per application	no refund

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Concessions</b>						
Educational, Religious, Charitable or Community Organisations where the organisation is a non profit or holds registration with the Queensland Government Office of Fair Trading as a Charitable Purpose. If the proposal is primarily for commercial purposes, no concession will be available.	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 51 and 109	Cost-Recovery	N	per application	Fifty (50) per cent concession with a minimum fee of \$867.00
All Other Requests	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 51 and 109	Cost-Recovery	N	per application	Must be accompanied with the payment of full fees. If a variation is allowed, a refund will be arranged.
Advertising Device Associated with an Education, Religious, Charitable or Community and Volunteer Emergency Service Organisation use	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Planning Act 2016   Section 51 and 109	Cost-Recovery	N	per application	100 per cent concession
<b>Major Development</b>						
Application to adjust the establishment cost of infrastructure after completion of works	P3310.000.1105	Planning Act 2016   Section 116	Cost-Recovery	N		\$3,784.00
Application to commence dispute resolution process for the recalculation of the establishment cost of works	P3310.000.1105	Planning Act 2016   Section 116	Cost-Recovery	N		\$3,784.00
Application to convert development infrastructure to trunk infrastructure	P3310.000.1105	Planning Act 2016   Section 139		N	Per application	\$3,784.00
Application to recalculate the establishment cost of infrastructure (land and/or works)	P3310.000.1105	Planning Act 2016   Section 116	Cost-Recovery	N		\$3,784.00
<b>Renewable Energy Community Benefit Agreement</b>						
Application and initial meeting for a Renewable Energy Social Impact Assessment		Planning Act 2016   Section 106ZM	Cost-Recovery	N	per application	\$1,230.00

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Livingstone Shire Council - Fees and Charges 2026/27 | Page 45 of 90

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Renewable Energy Community Benefit Agreement</b> [continued]						
Ongoing activities including consultation, engagement, review, evaluation Agreement		Planning Act 2016   Section 106ZM	Cost-Recovery	N	Per Hour	Hourly Fee (as adopted) for Development Assessment Officers (planning, principal, co-ordinator). Hourly Fee (as adopted) for Administration/ Technical Support.
Operating Contribution – Renewable Energy Community Benefit Agreement Policy (contractual requirement via CBA)		Planning Act 2016   Section 106ZM	Cost-Recovery	N	per Agreement	% of annual monetary contribution (Minimum 5% of annual monetary contribution (minimum 5% paid annually for life of the agreement)

## Built Environment - Building

### Building Assessment (Commercial)

#### Class 1 and 2 Buildings

More than one structure in the same application	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		Full fee for primary structure and 50% of the fee for each additional structure
Single Storey Dwelling (Includes four (4) Inspections)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Per Unit - Includes Lodgement, Assessment and four (4) Inspections	\$2,308.00
Two Storey Dwelling ( Includes four (4) Inspections)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Per Unit - Includes Lodgement, Assessment and four (4) Inspections	as per Quote

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Class 1 and 2 Buildings</b> [continued]						
Dwelling over 2 storey- (Includes six (6) Inspections)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Per Unit - Includes Lodgement, Assessment and six (6) Inspections	as per Quote
<b>Class 3 to 9 Buildings - New, Additions and/or Alterations</b>						
Floor area up to 500 square metres (Includes Lodgement, Assessment and four (4) Inspections)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y		\$2,599.00
Floor area greater than 500 square metres	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	per assessment	Quote
<b>Alterations/Additions to Class 1 and 2 Buildings</b>						
Note: Where new floor area is proposed then additional inspections may be applicable. Contact Council for confirmation						
More than one structure in the same application	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		Full fee for primary structure and 50% of the fee for each additional structure
Alterations/Additions to Class 1 and 2 Buildings	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Per assessment - Includes lodgement, assessment and two (2) inspections	\$1,218.00
<b>Garden Sheds Twenty (20) Square Metres or Less</b>						
More than one structure in the same application	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		Full fee for primary structure and 50% of the fee for each additional structure
Garden Sheds twenty (20) square metres or less	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$335.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Garages, Patios, Carports, Decks and Sheds Greater than Twenty (20) Square Metres</b>						
More than one structure in the same application	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		Full fee for primary structure and 50% of the fee for each additional structure
Garages, Patios, Carports, Decks and Sheds greater than twenty (20) square metres	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and two (2) Inspections	\$856.00
<b>Pergola/Sail Shade Area</b>						
More than one structure in the same application	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		Full fee for primary structure and 50% of the fee for each additional structure
Pergola/Shade Sail	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$555.00
<b>Minor Building Works (Class 1 and 10 only) including Shadehouses, Barbeques or the Like</b>						
Re-roof			Commercial	Y		\$856.00
Minor Building Works (Class 1 & 10) including shadehouses or the like	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$627.00
<b>Restumping of Buildings</b>						
Restumping of Buildings	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and two (2) Inspections	\$856.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Swimming Pools and Fencing (Private)</b>						
More than one structure in the same application	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		Full fee for primary structure and 50% of the fee for each additional structure
Above Ground Rigid Wall Pools (includes 1 inspection)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$573.00
Above Ground Inflatable Pools (Includes 1 inspection)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$350.00
Temporary and Replacement Pool Fence (includes 1 inspection)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$457.00
In Ground Plastic/Fibreglass (includes 2 inspection)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$812.00
In Ground Reinforced Concrete Pool (includes 3 inspections)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and two (2) Inspections	\$1,095.00
<b>Retaining Walls &amp; Fences</b>						
More than one structure in the same application	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		Full fee for primary structure and 50% of the fee for each additional structure
Fences over two (2) metres in height	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment (including concurrence agency response) and one (1) Inspection	\$555.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Retaining Walls & Fences [continued]

Retaining Walls exceeding one (1) metre	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and two (2) Inspections	\$856.00
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### Signs

Note: Freestanding signs which are no higher than two (2) metres and no wider than 1.2 metres do not require a development application building works

Freestanding (will require a minimum of 1 inspection)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$555.00
Attached to Building	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$555.00

### Demolitions and Removal from Site

All Classes of Buildings	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$599.00
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### Structures not Specifically Identified within the Schedule of Fees and Charges

Buildings, Structures or Services not Specifically Identified	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y		Quote
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### Minor Building Works (Class 2 to 9)

To be applied where other specified fee considered excessive in the circumstances

Minor Building Works ( Class 2 to 9)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y		Quote
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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Amendments and Alterations to Plans</b>						
All Classes of Buildings	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Hourly rate due to variable nature	\$231.00
<b>Shop Fitouts</b>						
Floor area up to 150 square metres	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$1,302.00
Floor area greater than 150 square metres	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	Quote
<b>Change of Classification</b>						
Class 1a to Class 10	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$579.00
Class 10a to 1	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and one (1) Inspection	\$896.00
From any class to class 2 or 3	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and two (2) Inspections	Quote
From any class to class 4, 5, 6, 7, 8 or 9	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and two (2) Inspections	Quote
<b>Inspections</b>						
Inspection on behalf of a Private Certifier	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per inspection	\$363.00
Inspection Fee	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y		\$239.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Hourly Rate for Admin/Technical Support</b>						
Hourly Rate	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$107.00
<b>Hourly Rate for Building Inspections</b>						
Hourly Rate	P3340.364.1106	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	each	\$216.00
<b>Request for Certificate of Classification for Buildings Constructed Prior to 30 April 1998</b>						
Request for Certificate of Classification (Buildings pre 1998)	P3340.364.1106	Local Government Act 2009   S262 (3) (c)	Commercial	Y	Includes Lodgement, Assessment and two (2) Inspections	Quote
<b>Refunds</b>						
Application Not Properly Made			Commercial	Y	ninety (90) per cent of the application fee	Ninety (90) per cent of the application fee
Assessment Not Commenced			Commercial	Y	ninety (90) per cent of the application fee	Ninety (90) per cent of the application fee
Assessment Commenced but not Completed			Commercial	Y	sixty (60) per cent of the application fee	Sixty (60) per cent of the application fee
Assessment Completed			Commercial	Y	Inspection fee only	Inspection fee only
<b>Miscellaneous</b>						
Applications where building works have commenced, or been completed, without the requisite approval, an additional 25% loading applies to the adopted application fee(s)	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	Calculated fee plus Twenty-five (25) per cent

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Building Assessment (Regulatory)

### Lodgement of Plans

Electronic Lodgement of Development Permits (Private Certifier service only) where lodged using Council's online portal	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	All classes	\$115.00
Electronic Lodgement of Development Permits (Private Certifier service only) Where NOT lodged using Councils online portal.	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	all classes	\$178.00
Hardcopy Lodgement of Development Permits - All Building Class Types (a private certifier service only)	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	Class 1a and class 2 structures	\$222.00
Administration Fee for Follow Up of Lodgement Fees not submitted with documents by Private Certifiers (additional to lodgement fees)	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N		\$112.00
Additional fee for all types of Council certified applications where not lodged through Council's online portal	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	per application	\$65.00
Additional fee for private certifiers where Form 56 is lodged through Councils Online Portal but the Form 20 documents are not	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	per application	\$38.00

### Searches

Building and Plumbing Records Search (Residential)	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	per property	\$209.00
Building and Plumbing Records Search (Commercial)	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	per property	\$287.00
Building Plan Retrieval Fee (Residential)	G2411.1104	Building Regulations 2006   Section 36	Cost-Recovery	N	each	\$72.00
Building Plan Retrieval Fee (Commercial)	G2411.1104	Building Regulations 2006   Section 36	Cost-Recovery	N	each	Quote

### Monthly Development Approval Statistics

Monthly Development Approval Statistics	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	Annual fee	\$250.00
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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Exemption to Swimming Pool Fence</b>						
Exemption to Swimming Pool Fence	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	Includes application assessment and one (1) Inspection	\$832.00
<b>Pool Fence Compliance Inspection</b>						
Note: State Govt Fee for Certificate is additional						
Temporary Pool Fence Inspection				N		\$239.00
Pool Fence Compliance Inspection	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	Includes application assessment and one (1) Inspection	\$401.00
<b>Pool Safety Certificate</b>						
As per State Government Fee Schedule						
Pool Safety Certificate	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	State Govt Fee	As per State Government Fee Schedule
<b>Certificate of Classification</b>						
Copy of Existing Certificate	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	per copy	\$95.00
<b>Building Approval Amendment</b>						
Plus any Inspections required						
Change to Existing Approval (Applicant Name and or Builders Name)	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N		\$132.00
Extension of Time (Currency Period)	P3340.365.1106	Building Regulations 2006   Section 36	Cost-Recovery	N	Includes Lodgement and Assessment	\$184.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Built Environment - Plumbing &amp; Drainage</b>						
<b>Inspections (Each)</b>						
Inspection Fee	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	each	\$239.00
<b>Lodgement - Electronic - Not via Portal</b>						
Lodgement - Electronic - NOT VIA PORTAL						
Rate	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$65.00
<b>Proposed New Dwelling Class 1 (Per Dwelling)</b>						
Dwelling - Includes assessment and a maximum of 4 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N		\$1,273.00
Dwelling and On-Site Sewerage Facility - Includes assessment and a maximum of 5 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N		\$1,622.00
Dwelling and On-Site Sewerage Facility - Electronically Lodged						
New Dwelling Class 1 with Shed Class 10a - includes assessment and a maximum of 7 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$1,754.00
New Dwelling Class 1 with Shed Class 10a and On-Site Sewerage Facility - includes assessment and a maximum of 8 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$2,102.00
<b>Detached Class 1 Building (Dual Occupancy)</b>						
Dual Occupancy (2 detached class 1 buildings) - Includes assessment and maximum 7 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N		\$1,995.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Class 1 Duplex, Dwelling with Secondary Dwelling (Under One Roof)

Duplex (2 dwellings under one roof) - Includes assessment and 5 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N		\$1,542.00
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### New Sheds (Class 10a)

Class 10 (Shed) - Includes assessment and a maximum of 3 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N		\$1,009.00
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Hard Copy Lodgement - Fast Track - Class 10 (Shed)

Class 10 and On-site Sewerage Facility (shed in a non-sewered area) - Includes assessment and a maximum of 4 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N		\$1,313.00
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Shed and On-Site Sewerage System - Electronically Lodged

### New Work, Alterations and Additions Class 2-9, 3 or More Class 1 and Permit Work Excluded From Notifiable Work

Number of Fixtures per Class

Rate per Fixture - Note:: A fixture is any drainage point receiving a discharge from an appliance or device connected to sanitary plumbing or drainage. See AS3500.0 and AS3500:2 Section 13 and includes tundishes and FWG, grates and bucket traps not receiving a discharge from another fixture

1 to 2 Fixtures or Devices	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Per Assessment	\$684.00
3 to 7 Fixtures or Devices	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Per assessment	\$947.00
Rate Per Fixture or Device- 8 to 10 Fixtures or Devices (Includes Maximum 4 Inspections)	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Per Fixture	\$134.00
Rate Per Fixture or Device- 11 to 20 Fixtures or Devices (Includes Maximum 5 Inspections)	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Per Fixture	\$130.00
Rate Per Fixture or Device- 21 to 30 Fixtures or Devices (Includes Maximum 6 Inspections)	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Per Fixture	\$130.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>New Work, Alterations and Additions Class 2-9, 3 or More Class 1 and Permit Work Excluded From Notifiable Work</b> [continued]						
30 Plus Fixtures - Fee is determined by quotation	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Quote	Quote- Fee is calculated by the addition of the Base Rate for thirty fixtures + \$65 per additional fixture over 30 + Inspection fee per estimated inspections in excess of six.
Where more than 29 fixtures the fee is determined by quotation.						
Class 2-9 Permit Work (No fixtures added-not listed in fees) eg. Remove trade waste or minor work requiring a Permit	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$455.00
Permit Work (No fixtures added-not listed in Fees) E.g- Remove Trade Waste or minor permit work						
On-site sewerage facility	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Per assessment	\$332.00
<b>Other Plumbing/Drainage Works not Specified in the Schedule of Fees</b>						
Assessment and Approval of other Plumbing/ Drainage Works not Specified within the Fees Schedule	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Quote	Quote
<b>Disconnection - Sanitary Drainage and Water Plumbing</b>						
Assessment and Approval of Disconnection of Sanitary Drainage and Water Plumbing includes one (1) inspection	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$550.00
<b>Relaying Sanitary Drainage (Where lodgement of Form 4 not applicable)</b>						
Laying of Sanitary Drainage, Dry services for future connection (drains under slabs and retaining walls includes 1 inspection)	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$442.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Relaying Sanitary Drainage (Where lodgement of Form 4 not applicable) [continued]</b>						
Assessment and Approval of Relaying Sanitary Drainage includes two (2) Inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$744.00
<b>Onsite Sewerage Disposal</b>						
NEW Initial tagging of On-site Sewerage Facility in WastelD App	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per facility/tag	\$17.00
Register On-site Sewerage Quarterly Service Reports (Paper/digital copies only)	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per report	\$17.00
Onsite Sewerage Facility Only (Installation, Replacement or Alteration not combined with a new dwelling) includes two (2) inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$697.00
Assessment and Approval of Conversion to Reticulated Sewer includes two (2) Inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$744.00
Assessment of Concurrence for Onsite Sewerage	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per assessment	\$327.00
<b>Backflow Device Registrations</b>						
Annual Subscription Fee to QR2ID App	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per subscription	\$11.00
Initial tagging of backflow device via QR2ID App	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per application	\$17.00
Register each device paper copy	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per device	\$36.00
<b>Grease Traps / Arrestors (including backflow prevention device)</b>						
Assessment and Approval of Trade Waste Interceptor (Not associated with a building, Grease/oil interceptor) - Includes assessment and 2 inspections	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	each device	\$716.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Hard Copies of Sanitary Drainage Plans (Also House Drainage Plans)</b>						
A4- Hard Copy	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	each	\$46.00
A3- Hard Copy	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	each	\$46.00
<b>Change of Name of Plumber or Drainlayer</b>						
Reissue of Compliance Permit (Form 7)	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	per change	\$46.00
<b>Amend Plan Re-Assessment (Major Amendments)</b>						
Amend Plan Re-assessment for Major Amendments (Form 2)	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	50% of original assessment fee	Quotation
<b>Minor Amendment</b>						
Extension of Time, Change of Applicant or Owners and Minor Plan Amendments	P3340.366.1122	Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	each	\$113.00
<b>Refunds</b>						
All Requests Must be Submitted in Writing						
All Refund Requests are to be Made in Writing		Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N		Refund of fee - All Requests Must be Submitted in Writing
Assessment Not Completed		Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	eighty (80) per cent of the application fee	Eighty (80) per cent of the application fee
Assessment Completed		Plumbing and Drainage Regulation 2019   Section 44 (1)(iv)	Cost-Recovery	N	Inspection fee only	Inspection Fee Only

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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**Miscellaneous**

Applications where plumbing works have commenced, or been completed, without the requisite approval, an additional 25% loading applies to the adopted application fee(s)	MCU and BW P3310.361.1105 & ROL P3310.362.1105 & OPW P3310.367.1105	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	Calculated fee plus Twenty-five (25) per cent.
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**Land Protection**

**Natural Resource Management**

**Land Rehabilitation (Community Nursery Sale of Plants)**

Native Plants (50mm tube)	P3422.000.1111	Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$4.00
Native Plants (50mm tube) Bulk Orders	P3422.000.1111	Local Government Act 2009   S262 (3) (c)	Commercial	Y	each if order over 500 plants	Price on Application on orders over 500 plants , additionally larger sizes available upon application restricted numbers
Native Plants (100mm pot)	P3422.000.1111	Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	\$5.00
Native Plants in other Size Pots	P3422.000.1111	Local Government Act 2009   S262 (3) (c)	Commercial	Y	each	250 mm pot - \$20 availability limited  POA other sizes.  Min. Fee: \$18.18

**Pest Management**

Property Inspection Fee for Invasive Plants	P3420.491.1201	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per hour	\$241.00
Declared Weeds Search	P3420.491.1111	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	N	each	\$65.00
Viewing of Pest Control & Entry Notice	P3420.491.1111	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	N	each	\$43.00
Application to Extend Compliance Under Pest Control Notice	P3420.491.1111	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	N	per application	\$91.00
Vehicle Washdown Inspection for Weed Seeds	P3420.491.1111	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	N	per hour	\$242.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Pest Management [continued]

Treatment of Declared Weeds on Private Land	P3420.491.1111	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	N	per job	Price On Application
Treatment of Mosquitoes or Vermin on Private Land in Exceptional Circumstances	P3420.491.1111	Local Government Act 2009   S262 (3) (c)	Cost-Recovery	N	per job	Price On Application

## Environmental Health

### Food Act 2006

Category 1 (<250m<sup>2</sup>) - A category one business is a caterer or food service business that processes unpackaged potentially hazardous food into food that is both ready-to-eat and potentially hazardous food. The food is then served to a consumer for consumption. Because the food is directly handled by the category one businesses, it may be exposed to contamination by harmful microorganisms and other hazards before it is served. For example, a catering establishment, a restaurant, a canteen, a school, or a hospital. \* must implement all three food safety management tools. Fund raising events for charity are excluded.

Category 1 (>250m<sup>2</sup>) - Example such as large supermarkets cooking chooks (in line with takeaway food service).

Category 2 - Category two business conducts retail sale of potentially hazardous, ready-to-eat food, where the food was handled unpackaged by the business, but not made or processed on-site (other than the excluded activities of slicing, weighing, etc.). Working examples are a supermarket Deli that receives pre-packaged salads, processed meats; a service station that receives packaged pies, pasties and sausage rolls that are then unpackaged and reheated for sale. Examples may include retail businesses such as delicatessens, market stalls, supermarkets with delis, service stations, convenience stores and other food retailers. These businesses must implement two food safety management tools (FSS and food handler training) but Category two businesses are not required to make records to substantiate their management of food safety.

Category 3 - Businesses are those that sell low risk foods such as breakfasts only, fruit and vegetable cutting only, home kitchens with no PHF (incl no custard or fresh cream in the final product), vegetarian/vegan ice cream, low risk ice cream with no processing.

### Food Business Licence Application Only (i.e. No Food Safety Program)

Category 1 High Risk area<250m <sup>2</sup>	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$980.00
Category 1 High Risk area>250m <sup>2</sup>	P3410.126.1115	Food Act 2006   Section 49 Part 2	Commercial	N	per application	\$1,234.00
Category 2 Medium Risk	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$789.00
Category 3 Low Risk	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$632.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Food Business Licence Application Only (i.e. No Food Safety Program) [continued]

Charities (Non for Profit)	P3410.126.1115	Food Act 2006   Section 49 Part 2	Commercial	N	per application	Fee exempt
Includes charities - fee exempt for Application to Council (annual renewal fees apply) Charities eligible for an application fee exemption (i) be registered with the Queensland Government Office of Fair Trading as a Charitable Purpose (CH type), and (ii) apply to council in writing to be registered as qualifying for a concession. OR Incorporated not-for-profit organisations which are established for sporting, educational, recreational, cultural or community purposes are eligible for Not-for-profit Community concessions; and application must be made in writing to be registered as qualifying for a concession.						
Short Term Food Licence (per event) in the LSC Local Government Area	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$114.00
Short Term Licence (up to 3 months - no renewal)	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	30 per cent of the relevant Food category business application fee
3 months short term at approved markets/events within Livingstone Shire Council						
Short Term Licence (up to 6 months - no renewal)	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	60 per cent of the relevant Food category business application fee
Short term licence for approved markets/events within Livingstone Shire Council						

### Annual Food Business Licence Renewal

Category 1 <250m2	P3410.126.1115	Food Act 2006   Sections 31 & 88	Cost-Recovery	N	per application	\$421.00
Category 1 >250m2	P3410.126.1115	Food Act 2006   Sections 31 & 88	Commercial	N	per application	\$573.00
Category 2	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$324.00
Category 3 (includes Charities)	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$238.00

### Food Business Licence Restoration - Restoration of Lapsed Licence due to Non-Renewal

Category 1 <250m2	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$658.00
Category 1 >250m2	P3410.126.1115	Food Act 2006   Section 49 Part 2	Commercial	N	per application	\$782.00
Category 2	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$568.00
Category 3 (Includes Charities)	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$477.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Food Business Licence Amendment</b>						
Amendment of Licence Details - For example Trading name, contact details.	P3410.126.1115	Food Act 2006   Sections 31 & 102 (3)	Cost-Recovery	N	per application	\$121.00
Amendment of Licencee - Legal entity (new owner/operator) - includes onsite inspection	P3410.126.1115	Food Act 2006   Sections 31 & 102 (3)	Cost-Recovery	N	per application	\$439.00
Amendment of Premises Location - Full assessment of premises for new location	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	Refer to relevant Food Business Licence Application fee
<b>Food Safety Program</b>						
Application for Major Amendment of an Accredited Food Safety Program	P3410.126.1115	Food Act 2006   Sections 31 & 112	Cost-Recovery	N	per amendment	\$486.00
Application for Minor Amendment of an Accredited Food Safety Program	P3410.126.1115	Food Act 2006   Section 31	Cost-Recovery	N	per amendment	\$245.00
Application for Accreditation of a Food Safety Program	P3410.126.1115	Food Act 2006   Sections 31 & 102 (3)	Cost-Recovery	N	per application	\$752.00
Food Safety Program Non-Conformance Audit Inspection	P3410.126.1115	Food Act 2006   Sections 31 & 160	Cost-Recovery	N	per inspection	\$241.00
<b>Water Sample Analysis (Australia New Zealand Food Standards Code)</b>						
Water Sample Analysis	P3410.126.1115		Cost-Recovery	N	per sample	At per cost
Water analysis - sample taken onsite by Environmental Health Officers and processed in accredited laboratory						
<b>Other</b>						
Electronic issue of duplicate/replacement licence certificate	P3410.126.1115	Food Act 2006   Section 49 Part 2	Cost-Recovery	N	per application	\$38.00
Application for Minor Material Alteration of Premises - Minor material amendments to food business premises <20% of floor prep area	P3410.126.1115	Food Act 2006   Sections 31 & 85	Cost-Recovery	N	per assess	\$274.00
Application for Major Material Alteration of Premises - Major material amendments to food business premises >20% food prep area	P3410.126.1115	Food Act 2006   Sections 31 & 85	Cost-Recovery	N	per assess	\$789.00
Additional Inspections	P3410.126.1115	Food Act 2006   Section 31	Cost-Recovery	N	per inspection	\$242.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Other [continued]

Food Safety Training Course (not RTO accredited)	P3410.126.1115		Commercial	N	per person	\$37.00
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### Environmental Protection Act 1994 & Planning Act 2016

#### Request under the Planning Act to do any of the following where Environmentally Relevant Activities are involved

Application for environmental authority EP Act (125(1)(e))	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$897.00
Annual Fee for Registration Certificate for relevant ERA will also apply with Application fee						
Application to change environmental authority, other than an application for a minor change or a change approved by the administering authority EP Act (132(1)(b))	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$450.00
Amendment application for environmental authority (EP Act 226(1)c)	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$450.00
Application to change amendment application for environmental authority EP Act 236(b)	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$428.00
Amalgamation application EP Act 246(g)	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$428.00
Transfer application for environmental authority for a prescribed ERA EP Act 253(f)	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$178.00
Conversion application EP Act 696 (b)	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$428.00

#### Annual Fee for Registration Certificate

Note: Highest individual activity fee only is applied if there are multiple activities

ERA 6 Asphalt Manufacturing Threshold 2	P3410.128.1115	Environmental Protection Act   Section 514	Cost-Recovery	N	per application	\$4,925.00
ERA 12 Plastic Product Manufacturing Threshold 1	P3410.128.1115	Environmental Protection Act   Section 514	Cost-Recovery	N	per application	\$4,303.00
ERA 12 Plastic Product Manufacturing Threshold 2	P3410.128.1115	Environmental Protection Act   Section 514	Cost-Recovery	N	per application	\$8,298.00
ERA 19 Metal Forming	P3410.128.1115	Environmental Protection Act   Section 514	Cost-Recovery	N	per application	\$829.00
ERA 38 Surface Coating Threshold 1	P3410.128.1115	Environmental Protection Act   Section 514	Cost-Recovery	N	per application	\$1,547.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Annual Fee for Registration Certificate [continued]

ERA 49 Boat Maintenance or Repair	P3410.128.1115	Environmental Protection Act   Section 514	Cost-Recovery	N	per application	\$2,616.00
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### Other

Late Payment Fee - Late payment of annual fee for Registration Certificate	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per application	\$178.00
Inspection fee - after complaint or additional inspections	P3410.128.1115	Environmental Protection Act   Schedule 15 Fees - EP Regs 2019	Cost-Recovery	N	per inspection	\$241.00
Anniversary Change Application	P3410.128.1115	Environmental Protection Act   Section 514 EP Act & S138 of EP Reg 2019	Cost-Recovery	N	per application	Available on application
Fees for termination of suspension of Environmental Authority	P3410.128.1115	Environmental Protection Act   Section 514 EP Act & S140 of EP Reg 2019	Cost-Recovery	N	per application	Available on application
Application for consideration of a draft Transitional Environmental Program	P3410.128.1115	Environmental Protection Act   Section 514 EP Act & S140 of EP Reg 2019	Cost-Recovery	N	per application	\$752.00
Transitional Environmental Program (TEP) and monitoring compliance with Transitional Environmental Program(EP Act s344a)	P3410.128.1115	Environmental Protection Act   Section 514 EP Act & S140 of EP Reg 2019	Cost-Recovery	N	per assessment	\$445.00
Draft Transitional Environmental Program (TEP) (EP Act s344)	P3410.128.1115	Environmental Protection Act   Section 514 EP Act & S138 of EP Reg 2019	Cost-Recovery	N	Per assessment	\$224.00
Noise Monitoring Service (includes Report)	P3410.128.1115		Commercial	N	per hour	\$198 per hour - includes report of assessment

### Environment, Food Premise & Public Health Record Search

Activity Records Search (Single Licenced Premise) - current status of licence/ registration records and latest inspection report	P3410.140.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$128.00
Activity Records Search (Single Licenced Premise) - current status of licence records and onsite inspection report completed - 5 day turnaround	P3410.140.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$401.00
Activity Records Search (Single Licenced Premise) - current status of licence records and onsite inspection report completed - 2 day turnaround	P3410.130.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$480.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Environment, Food Premise & Public Health Record Search [continued]

Multiple Activities Search & Inspection - current status of licence records and onsite inspection report where applicable for multiple activities at the one premises (e.g. ERA & Food at the one premises)	P3410.140.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$783.00
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### Refunds

All Requests Must be Submitted in Writing

Application withdrawn prior to information request	Food Act Food ActP3410.126.1115 Environmental Protection Act and Sustainable Planning ActP3410.128.1115 Public Health ActP3410.130.1115 Residential Services ActP3410.133.1115 Environment and Public Health Record SearchP3410.140.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	80 per cent of the application fee
Application withdrawn after information request, or officer has commenced assessment	Food Act Food ActP3410.126.1115 Environmental Protection Act and Sustainable Planning ActP3410.128.1115 Public Health ActP3410.130.1115 Residential Services ActP3410.133.1115 Environment and Public Health Record SearchP3410.140.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	50 per cent of the application fee

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Livingstone Shire Council - Fees and Charges 2026/27 | Page 66 of 90

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Refunds</b> [continued]						
Application withdrawn prior to the issue of the Licence or assessment has been completed	Food Act P3410.126.1115 Environmental Protection ActP3410.128.1115 Public Health ActP3410.130.1115 Residential Services ActP3410.133.1115 Environment and Public Health Record SearchP3410.140.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	10 per cent of the application fee
Application refused, or been decided	Food Act Food ActP3410.126.1115 Environmental Protection Act and Sustainable Planning ActP3410.128.1115 Public Health ActP3410.130.1115 Residential Services ActP3410.133.1115 Environment and Public Health Record SearchP3410.140.1115	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	No refund
<b>Public Health (ICPAS) Act 2003</b>						
Application for Higher Risk Personal Appearance Licence - includes change to location, adding additional premise or major amendment to premise	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 9 & section 58	Cost-Recovery	N	per application	\$583.00
Amendment to premise minor change	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 9 & section 58	Cost-Recovery	N	per application	\$171.00

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Livingstone Shire Council - Fees and Charges 2026/27 | Page 67 of 90

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Public Health (ICPAS) Act 2003</b> [continued]						
Annual Higher Risk Personal Appearance Licence Renewal	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 9 & section 58	Cost-Recovery	N	per site	\$341.00
Higher Risk Personal Appearance Licence Restoration of Licence	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 9 & section 58	Cost-Recovery	N	per site	\$498.00
Transfer of Licence - to proposed transferee	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 9 & section 58	Cost-Recovery	N	per application	\$218.00
Physical issue of duplicate/replacement licence certificate	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 9 & section 61	Cost-Recovery	N	per application	\$40.00
Inspection Fee - for inspection after a remedial notice	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 110	Cost-Recovery	N	per inspection	\$241.00
Inspection fee - after complaint or additional inspections	P3410.130.1115	Public Health (Infection Control for Personal Appearance Services) Act 2003   Section 110	Cost-Recovery	N	per inspection	\$241.00

## Strategic Planning

### Planning Certificates

Limited Planning and Development Certificate	P3200.947.1105	Planning Act 2016   Section 265	Cost-Recovery	N	per lot	\$294.00
Standard Planning and Development Certificate	P3200.947.1105	Planning Act 2016   Section 265	Cost-Recovery	N	per lot	\$1,364.00
Full Planning and Development Certificate	P3200.949.1105	Planning Act 2016   Section 265	Cost-Recovery	N	per lot	\$2,780.00

### Planning Scheme

Electronic copy	P3200.950.1105	Sustainable Planning Act 2009   Section 724	Cost-Recovery	N	per copy	\$34.00
Hard copy	P3200.952.1105	Sustainable Planning Act 2009   Section 724	Cost-Recovery	N	per copy	\$506.00

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Miscellaneous</b>						
Refund of Full Planning and Development Certificate	P3200.949.1105			N		Upon request to cancel certificate within 5 business days of lodging the request for a full development certificate, a full fee to be refunded with a minimum of \$350.00 retained by Council.  Min. Fee: \$350.00
Refund of Standard Planning and Development Certificate	P3200.947.1105			N	transaction	Upon request to cancel certificate within 5 business days of lodging the request for a standard development certificate, a full fee to be refunded with a minimum of \$350.00 retained by Council.  Min. Fee: \$350.00
Any other service that is not specified and which Council has the resource capacity to provide	P3200.949.1105	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per lot	Quote

## Cemeteries

### Application for a Permit - Reserve a Burial Site

Burial Site / Reservation Fee (Lawn/ Monumental)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per burial site	\$1,060.00
Reservation fee does not include first inurnment						
Burial Site / Reservation Fee (Yeppoon Ashes Garden)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per burial site	\$460.00
Burial Site/Reservation - Double Ashes (CCMG Only) - Includes Sandstone	A.0023494.000.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per burial site	\$1,065.00

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Livingstone Shire Council - Fees and Charges 2026/27 | Page 69 of 90

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Application for a Permit - Reserve a Burial Site [continued]

Burial Site/Reservation - Family Ashes (CCMG Only) - Includes Sandstone	A.0023494.000.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per burial site	\$1,530.00
Single niche (Yeppoon and Emu Park Only)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per burial site	\$330.00
Double niche (Emu Park only)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per burial site	\$575.00

### Inurnment - Lawn, Monumental & Ashes : Cemetery Application for Monumental, Lawn and Inurnment of Ashes in all Livingstone Shire Council

Inurnment of ashes by Council	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per inurnment	\$300.00
Burial fee - Lawn	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per burial	\$1,780.00
Not applicable if an arrangement for a prepaid burial has been entered into with Council						
Burial fee - Monumental	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per burial	\$3,150.00
Not applicable if an arrangement for a prepaid burial has been entered into with Council						

### Memorials

#### Application for a Permit - Memorials

a) Fee for Council to install plaque in lawn cemetery on behalf of burial right holder or next of kin (excludes granite plaques)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per installation	\$260.00
b) Fee for Council to remove and install plaque for refurbishment in lawn cemetery on behalf of burial right holder or next of kin (excludes granite plaques)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per application	\$290.00
c) Permit to: (1) Carry out maintenance or repair work on a memorial; (2) Erect or install a memorial in monumental cemetery, lawn cemetery (granite plaque) or ashes garden; or (3) Alter an existing memorial;	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per application	\$115.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Application for a Permit - Memorials [\[continued\]](#)

d) Fee for Council to install plaque on Remembrance Wall	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per installation	\$140.00
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### Application to Undertake Regulated Activities Regarding Human Remains

a) Application for approval to disturb human remains buried outside a cemetery	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per application	\$115.00
b) Application for approval to bury or dispose of human remains (excluding cremated remains) outside a cemetery	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per application	\$370.00
c) Disturb/exhume Human Remains (excluding cremated remains) in a Local Government Cemetery - Monumental - i) Application for approval; or ii) Order from State Coroner where the exhumation occurs within 6 days or after 1 year of the burial and the burial site has no memorial	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per application	\$3,250.00
d) Disturb/exhume Human Remains (excluding cremated remains) in a Local Government Cemetery - Lawn i) Application for approval; or ii) Order from State Coroner where the exhumation occurs within 6 days or after 1 year of the burial and the burial site has no memorial	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per application	\$1,850.00
e) Application for approval to disturb human remains (cremated remains) in a local government cemetery (Council to recover cremated remains)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per recovery	\$300.00

Does not apply to an order from the State Coroner

### Miscellaneous

Burial Site Test Dig	A.0035917.002.112 3		Commercial	Y	per dig	\$600.00
b) Saturday burial fee (Yeppoon or Emu Park)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per burial	\$1,030.00
c) Saturday burial fee (Joskeleigh or Cawarral)	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per application	\$1,175.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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**Miscellaneous** [continued]

d) Application for restrictions or closure of a burial site	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per application	As per quote
f) Installation by Council of a concrete cover in a grave where minimum earth cover cannot be achieved	A.0035917.002.112 3	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per installation	\$600.00

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Pavillion Hire - CCMG only, (maximum of 2 hours)	A.0023494.000.112 3		Commercial	Y	per unit	\$180.00
Pavilion - CCMG only, Additional Equipment Hire - includes 2 x tables and 30 x chairs	A.0023494.000.112 3		Commercial	Y	per unit	\$145.00
includes 2 x tables and 30 x chairs						
Graveside Set up fee - Includes 3 x marquees and 30 x chairs	A.0023494.000.112 3		Commercial	Y	per unit	\$365.00
Surcharge After Hours Min 2 Hours (Service cost additional) outside the hours of 9.00 am - 3.00 pm (Monday to Friday)	A.0023494.000.112 3			Y	per hour	\$500.00
Saturday Burial Fee - Minimum 2 Hours (Service Cost Additional)	A.0023494.000.112 3			Y	per hour	\$1,025.00
Monuments commissioned by Office of Australian War Graves	A.0023494.000.112 3		Commercial	N	fee waived	\$0.00

**Car Wash**

**Yeppoon Town Centre Car Wash**

**Multilevel Car Park - Car Wash Facility (Cashless)**

Car Wash Fees	A.0433934.303.112 4	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per 1 minute 20 seconds	\$1.00
Cashless payment facility (no surcharge) - charged at \$5, \$10 and \$15						
Vacuum Fees	A.0433934.303.112 4	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per 2 minutes	\$1.00
Cashless payment facility (no surcharge) - charged at \$2, \$4 and \$6						

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Infrastructure</b>						
<b>Gates and Grids</b>						
Notes:						
1. Installation not included.						
2. Fittings, and therefore cost, may be reduced, depending on construction materials for grids						
Application Fee	P4320.427.1110	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$444.00
Application for permit to install gates and grids within Council controlled road reserves. Cost recovery - employee costs to process application and carry out onsite inspections. Includes plant and materials.						
Application for Permit Renewal Fee	P4320.427.1110	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$240.00
Fee for renewing permit. Annual renewal required. Cost recovery - employee costs for administration and onsite inspections. Includes plant and materials.						
Gate Sign	P4320.427.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	Y	each	At cost
Signage for safety at privately owned gates and grids located within road reserves. It is the owner's responsibility to ensure appropriate signage is provided. Council has agreed to assist property owners by ordering signs at their cost, for them to collect and install. Recover cost for purchase of materials only. Customer picks up materials from depot.						
2 Advance Warning Signs, 4 Hazard Markers, and All Posts and Brackets	P4320.427.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	Y	each	At cost
Signage for safety at privately owned gates and grids located within road reserves. It is the owner's responsibility to ensure appropriate signage is provided. Council has agreed to assist property owners by ordering signs at their cost, for them to collect and install. Cost recovery - at cost.						
4 Hazard Markers, and all Posts and Brackets	P4320.427.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	Y	each	At cost
Signage for safety at privately owned gates and grids located within road reserves. It is the owner's responsibility to ensure appropriate signage is provided. Council has agreed to assist property owners by ordering signs at their cost, for them to collect and install. Cost recovery for purchase of materials only.						

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Road Reserve - Works (which are not part of a subdivision)</b>						
Works in Council Controlled Areas and Road Reserve - Permit	P4320.429.1110	Local Government Act 2009   Council Local Law	Cost-Recovery	N	per application	\$219.00
Permit application for private works in Council controlled areas and road reserves. For works that are not associated with Operational Works. Includes vegetation clearing, minor stormwater drainage works, temporary structures, minor filling and/or landscaping, etc. Recover costs to process application - administrative costs and onsite inspections, including plant and equipment.						
<b>Rural Addressing</b>						
Replacement Rural Addressing sign - Self installation	P4320.428.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per sign	\$110.00
Supply of rural addressing materials (numbers and posts) for customers to collect from Cordingley St office and install themselves. Cost of materials only. Fee reviewed annually to reflect current pricing at time of review.						
Additional or Replacement Rural Addressing Sign	P4320.428.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per sign	\$337.00
Rural addressing (property numbering) with provision of numbers and post to be installed at property boundary, as per Australian Standards. Cost recovery - employee costs for installation of numbers and posts at property boundaries. Includes plant and materials.						
Supply and Installation of Rural Addressing Sign Required as a Result of Development	P4320.428.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per sign	\$337.00
Provision of rural addressing numbers and post at property boundaries. This fee is associated with newly created lots or buidlings as a result of development works. Cost recovery - employee costs for processing applications, onsite inspections, supply and installation of numbers and post. Includes plants and equipment.						
<b>Miscellaneous Signage</b>						
Directional Signage	P4320.429.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	Y	per sign	At cost
At cost, recover cost of materials only. At cost						
<b>Building Over Relevant Infrastructure</b>						
Initial Application Fee	P4330.199.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per assessment	\$500.00
Applies per assessment - an application may consist of multiple assessments. Cost recovery - employee costs for administration and site inspections. Includes plant and equipment.						
Pre-Construction CCTV Inspection	P4330.202.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per inspection	\$885.00
CCTV inspection required pre construction as a condition of the BONRI permit. Cost recovery - contractor costs for CCTV inspection with report; employee costs for administration, reporting, and onsite inspections. Includes plant and equipment.						

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Building Over Relevant Infrastructure</b> [continued]						
Post Construction CCTV Inspection	P4330.199.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per inspection	\$853.00
Post construction CCTV inspection required as condition of BONRI permit. Cost recovery - contractor costs for CCTV inspection and report; employee costs for administration, reporting, and site inspections. Includes plant and equipment.						
Additional Analysis for New Development and Report	P4330.199.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per assessment	\$237.00
Prelodgement advice for BONRI. Cost recovery - employee costs for administration, investigation and site inspections. Includes plant and equipment.						
<b>Infrastructure Planning</b>						
<b>Water or Sewer Reticulation Network Analysis</b>						
Carry Out Water or Sewer Reticulation Network Analysis & Report	P4310-190-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per hour or part thereof	As per quote
Network modelling for Council's water supply and sewerage networks. Cost recovery for employee costs, including administration, investigations, modelling, and site inspections.						
<b>Traffic Counts</b>						
Traffic Counts	P4310.405.1104	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per installation	\$797.00
Requests for traffic counts outside of normal Council operations. Cost recovery - employee costs for administration, reporting, and field work. Includes plant and equipment.						
<b>Transport Network Analysis</b>						
Carry out Transport Network Analysis & Report	P4310.403.1104	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per hour or part thereof	As per quote
Traffic and transport modelling for the LSC road networks. Cost recovery - employee costs for administration, investigation, network modelling, field work, and reporting.						
<b>Stormwater Network Analysis</b>						
Carry out Stormwater Network Analysis & Report	P4310.404.1104	Local Government Act 2009   Part 2 S97 (2)(c)		N	per hour or part thereof	As per quote
Stormwater and flood modelling for the Livingstone Shire area. Cost recovery - employee costs for administration, investigation, modelling, and site inspections.						

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Maps &amp; Registers</b>						
<b>GIS Mapping Products</b>						
<b>Hourly Rate - Customised Mapping Products, Data Creation, Extraction, Conversion</b>						
GIS Consultancy	P4504.000.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	Minimum 1 Hr	\$205.00
<b>Road Register</b>						
Road Register	P4504.000.1104	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	each	\$75.00
<b>LIDAR, Aerial Imagery Products - per Tile</b>						
Contours (0.25, 0.5, 1, 5 or 10m), DEM, Aerial Imagery supplied as full tiles only	P4504.000.1110	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	1km2	\$21.00
<b>Waste &amp; Recycling</b>						
<b>Waste Management - Transfer Facilities</b>						
<b>Greenwaste Disposal</b>						
Domestic Greenwaste - a standard utility or utility/trailer combination (\$8.50 or 1 waste voucher)	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Transaction	\$9.00
Domestic Greenwaste – Greater volume than standard utility/trailer	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$57.00
Commercial Greenwaste - small quantities or if weighbridge not available (Volume)	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Minimum Charge	\$9.00

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Livingstone Shire Council - Fees and Charges 2026/27 | Page 76 of 90

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Greenwaste Disposal</b> [continued]						
Commercial Greenwaste (Tonne)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$57.00
<b>Domestic Waste Disposal</b>						
Small Loads - 1 Voucher	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 Marlborough A0024883.667.1120 The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Transaction	\$18.50
Medium Loads - 2 Vouchers	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 Marlborough A0024883.667.1120 The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Transaction	\$37.00
Large Loads - 3 Vouchers	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 Marlborough A0024883.667.1120 The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Transaction	\$55.50
Domestic Vehicle - Greater volume than standard utility / trailer	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$264.00

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Livingstone Shire Council - Fees and Charges 2026/27 | Page 77 of 90

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Domestic Waste Disposal</b> [continued]						
Pushbike Tyres	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 Marlborough A0024883.667.1120 The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per 2 tyres	\$5.00
Car and Motor Bike Tyres	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 Marlborough A0024883.667.1120 The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tyre	\$17.00
4 x 4 Tyres	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 Marlborough A0024883.667.1120 The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tyre	\$32.00
Light Truck Tyres	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 Marlborough A0024883.667.1120 The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tyre	\$32.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Domestic Waste Disposal</b> [continued]						
Mattress - up to single size	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Mattress	\$14.00
Mattress - larger than single size	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Mattress	\$19.00
Solar Panels	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Unit	\$17.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Domestic Waste Disposal [continued]

White Goods (Refrigerators/Air Con Units)	Yeppoon A0024739.667.1120 Emu Park A0024819.667.1120 Cawarral A0024851.667.1120 The Caves A0024835.667.1120 Byfield A0024867.667.1120 Marlborough A0024883.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Unit	\$12.00
Car Bodies - Free from tyres, oils and fuels - NO ELECTRIC VEHICLES	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Car Body	\$200.00
Small Animals (Dogs, Cats, etc)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	\$45.00
Medium Animals (Sheep, Pigs, Goats, etc)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Each	\$105.00
Large Animals (Horse, Cattle, etc)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Each	\$250.00

### Commercial Waste Disposal

Minimum Commercial Charge per Delivery	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	\$26.00
Commercial Waste (Tonne) - Non Recyclable	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	tonne	\$407.00
Commercial Waste (if weighbridge not operating)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	tonne	Per waste stream per deemed weight in regulation

Per waste stream per deemed weight in Waste Reduction and Recycling (Waste Levy) Amendment Regulation 2019 - Queensland ...

<https://www.legislation.qld.gov.au/si-2019-0033>

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Commercial Waste Disposal</b> [continued]						
Solar Panels	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Unit	\$17.00
White Goods (Refrigerators/Air Con Units)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Unit	\$12.00
Cardboard - Clean (Uncontaminated)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$95.00
Comingled Recyclables	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Load	\$20.00
<b>Other</b>						
Bulk expanded polystyrene (waffle pods/ slabs, construction blocks, pontoons etc.) weight exceeding 100kg	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$2,000.00
Inert Waste (Soil, Concrete, Reinforcing Steel Mix)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$181.50
Contaminated Soil (Only by prior approval - With Test Certificate)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$510.50
Concrete - Clean (Uncontaminated)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$145.00
Asphalt - Clean (Uncontaminated)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$30.00
Pallet Waste - Clean (Uncontaminated)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$75.00
Timber - Clean (Uncontaminated)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$75.00
Clean Earth(Suitable for Daily Cover & Cell Walls - Free of any Contaminates)	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$25.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Other</b> [continued]						
Mixed Earth - Mix of Dirt & Greenwaste	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$79.50
Water / Soil Mix - Clean	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$79.50
Re-Load Fee - Waste incorrectly declared/ disposed in wrong area	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Transaction	\$52.50
Weighbridge Tags - Replacement	Yeppoon A0024739.667.1120		Commercial	Y	Per Tag	\$50.00

Weighbridge Tags - Initial tag given to driver - no charge attached - if driver loses tag, replacement costs apply.

#### Approved Noxious or Hazardous Waste

Asbestos and material containing asbestos (non-friable) - Generated within Shire	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$423.00
Asbestos and material containing asbestos (non-friable) - Generated outside Shire	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$550.00
Sewerage Treatment Sludge	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$372.00
Water Treatment Cake Sludge	A0024739.667.1120 - Yeppoon	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	Y	Per Tonne	\$273.00
Street Sweepings	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$252.50
Regulated Waste - Category 2	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$564.00

#### Special Burials

Dead Animals - Commercial	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Tonne	\$395.00
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#### Sorted and Clean Recyclables

Re-saleable Items (as determined by Reuse Market Operator)		Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	As determined by Reuse Market operator
Cardboard - Clean (Uncontaminated) (Domestic ONLY)		Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Sorted and Clean Recyclables</b> [continued]						
Comingled Recyclables (Domestic Only)		Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge
E-Waste (TV's, Computers, Printers, Monitors, Keyboards, Modems - Whole Items Only)		Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge
Gas Bottles		Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge
Fire Extinguishers		Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge
Scrap Metal	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge
Automotive Batteries - less than 5	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Sorted and Clean Recyclables</b> [continued]						
Oil - Less than 20L per visit	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge
Domestic Cooking Oils & Fats - Less than 20L per visit	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	transaction	No Charge
<b>Resource Recovery Sales</b>						
<b>Mulch - Loading</b>						
Free Loading Mulch Days (Domestic Utes and Trailers Only) - Emu Park Only	Emu Park A0024819.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Transaction	No Charge
Mulch Loading - Domestic & Commercial - Yeppoon Only	Yeppoon A0024739.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	Per Transaction	No Charge
<b>Waste Collection Charges</b>						
New Wheelie Bin	A0024909.662.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	bin	\$125.00
Missed Collection (returned to service)	A0024909.662.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	service	\$27.00

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Waste Collection Charges [continued]

One Off Collection (i.e. carnivals, special events) including bin delivery, recovery and cleansing	Yeppoon A0024739.667.1120 - Emu Park A0024819.667.1120 - Byfield A0024867.667.1120 - Cawarral A0024851.667.1120 - Marlborough A0024883.667.1120 - The Caves A0024835.667.1120	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y		As per quote
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Note: Council requires 48 hours notice to provide this service

### Water Connections

#### Water Connection Fee

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmore: P7640, The Caves/Nerimbera: P7620

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmore: P7640, The Caves/Nerimbera: P7620

Lodgement Fee - not via Portal	P____-141.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$65.00
New Subdivision Connections that already have Ball Valve & Service Raised to 300mm Below Ground (20mm metered service)	P____-183-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Per Connection	\$680.00
All Water Service for Residential Properties within Declared Water Service Area Excluding First Connection in New Subdivisions	P0035600.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Per Connection	As per quote
All Other Connections	P0035600.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Per Connection	As per quote
Rockhampton to Yeppoon Pipeline Service Connections	P7600-183-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Per Connection	\$13,100.00
Private Water and Sewer works Quotation Fee	P0035600.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$180.00

For property owners the **first** quotation relating to that property in any one financial year is provided free of charge. Subsequent quotations are provided upon payment of the applicable fee. Non owners must pay the applicable fee including for their first request.

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Water Disconnections

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmoo: P7640, The Caves/Nerimbera: P7620

Lodgement Fee - not via Portal	P____-141.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$65.00
Water Service Disconnection	P____-184-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Per Connection	\$680.00

## Metered Services

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmoo: P7640, The Caves/Nerimbera: P7620

Lodgement Fee - not via Portal	P____-141.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$65.00
Relocate Standard Water Service to Box on Footpath (same alignment)	P____-185-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Each	\$345.00
Meter Box Replacements	P0035600.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Each	As per quote
Private Water and Sewer works Quotation Fee	P0035600.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$180.00

For property owners the **first** quotation relating to that property in any one financial year is provided free of charge. Subsequent quotations are provided upon payment of the applicable fee. Non owners must pay the applicable fee including for their first request.

## Water Meter Verification Tests

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmoo: P7640, The Caves/Nerimbera: P7620

Lodgement Fee - not via Portal	P____-141.1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$65.00
Water Meter Verification Test - NATA Lab Test	P____-187-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per test	\$505.00
Water Meter Verification Test - On-site with Calibrated Meter	P____-187-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per test	\$260.00

## Water Main Pressure & Flow Test

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmoo: P7640, The Caves/Nerimbera: P7620

Hydrant Pressure and Flow Tests	P____-189-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per test	\$639.00
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Hydrant pressure and flow testing carried out on hydrants located in road reserves adjacent to development sites, or as requested by the customer. Cost recovery - employee costs for administration, field work, and reporting.

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Watermain/Service Locations

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmoo: P7640, The Caves/Nerimbera: P7620

Water Main/Service locations (not potholed)	P_____193-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	Y	per hour or part thereof	\$220.00
Water Main/Service locations (potholed)	P0035600.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	Y		As per quote

### Metered Hydrant Standpipe Hire

Late Standpipe meter read fee	P7600-196-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	each	\$100.00
RFID Card Replacement	P7600.196.1121		Cost-Recovery	N	Each	\$50.00
Security Deposit/Bond	P9200-996-6518	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per standpipe hired	\$2,200.00
Standpipe Hire (weekly hire charge)	P7600-195-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per week or part thereof (more than 1 day)	\$39.00
Standpipe Hire (monthly hire charge)	P7600-195-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Monthly	\$110.00
Water Usage Rate	P7600-196-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kL	\$5.30

### Metered Recycled Water

Commercial Users (as per agreement)	P7800.212.1121	Local Government Act 2009   Part 6 S262 (3)(c)		N	per kL	\$0.24
NFP Club (as per agreement)	P7800.212.1121	Local Government Act 2009   Part 6 S262 (3)(c)		N	per kL	\$0.10
Recycled Water Consumption Charges	P7800.212.1121	Local Government Act 2009   Part 6 S262 (3)(c)		N	per kL	\$0.24

### Sale of Water by Metered Supply for Jettys

Access Charges	P7600-211-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	yearly	In accordance with rate & charges set in revenue statement
Consumption Charges	P7600-211-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kilolitre	In accordance with rate & charges set in revenue statement

### Sub Metering

Cost Centre : Cap Coast: P7600, Marlborough: P7630, Ogmoo: P7640, The Caves/Nerimbera: P7620

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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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### Sub Metering [continued]

Lodgement Fee - not via Portal	P____-141.1121	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per application	\$65.00
Supply of 20mm Water Meter c/w Tails and Bushes	P____-214-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	Each	\$85.00
Application for Sub-meter Certification	P____-214-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per inspection	\$300.00

### Sewerage Connections

Lodgement Fee - not via Portal	P7800-141-1121	Local Government Act 2009   Part 6 S262 (3)(c)	Cost-Recovery	N	per application	\$65.00
Sewer Connections/Disconnections	P0035599.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	as per quote	As per quote
Sewer Main Locations	P7800-198-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	Y	per hour	\$369.00
CCTV Sewer Inspections	P0035599.711.1201	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	Y	per hour or part thereof	As per quote
Private Water and Sewer works Quotation Fee	P0035599.711.1201	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$180.00

For property owners the **first** quotation relating to that property in any one financial year is provided free of charge. Subsequent quotations are provided upon payment of the applicable fee. Non owners must pay the applicable fee including for their first request.

### Water/Sewerage Plans - Copy

A4 Water Plan	P7600-200-1121	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per plan	\$49.00
A4 Sewer Plan	P7800-200-1121	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per plan	\$49.00
A4 Houseline Blockage Plan	P7800-200-1121	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per plan	\$49.00
All Other Plan Sizes	P7800-200-1121	Local Government Act 2009   Part 6 S262 (3)(c)	Commercial	N	per plan	\$49.00

### Bulk Liquid Waste Disposal

Commercial Load (minimum charge of 1 kilolitre)	P7800-204-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kilolitre	\$69.00
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Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
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## Tenure

### Council owned/controlled property rent (under a lease and/or licence agreement)

#### Community Organisations (not for profit community, sporting, cultural and environmental community groups) for Council owned/controlled property

##### Rent

Rent	A0058208.303.1127	Local Government Act 2009   S262 (3) (c)	Commercial	Y	per annum	\$1.10
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## Trade Waste Fees

Trade Waste Application Fee	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$285.00
Trade Waste Approval Transfer Fee	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per application	\$145.00

## Annual Licence Fee

### Category 1

Annual Fee	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per annum	\$270.00
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### Category 2

Annual Fee	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per annum	\$277.00
Volumetric Rate (minimum)	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kilolitre	\$2.20

### Category 3

Annual Fee	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per annum	\$400.00
Volumetric Rate (minimum)	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kilolitre	\$2.20
BOD5 Rate	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kilolitre	As per Council resolution
Suspended Solids Rate	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kilolitre	As per Council resolution

Name	Account Number	Legislative Authority	Fee Type	GST	Charge Basis	Year 26/27 Fee (incl. GST)
<b>Miscellaneous Trade Waste Fees</b>						
Trade Waste Officer - Charge Out Rate	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per hour or part thereof	\$185.00
Minimum charge is 1 hour and this rate shall apply to all sampling programs and inspections required as a result of non compliance with an Approval						
Testing Fees		Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	as per quote	As per quote
To be applied in conjunction with Trade Waste Officer charge out rate						
<b>Penalty Charges</b>						
For all parameters: d = 1.2	P7800-205-1121	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per kilogram	As per Council resolution
<b>Headworks Contribution Policy</b>						
Livingstone Shire planning scheme and applicable/relevant to development permits issued prior to the adopted infrastructure charges resolution, November 2011.						
Refer to town planning section						
Refer to policy W1.1 or PSP5 as appropriate for the development approval permit. Headworks charges are CPI based.	C.0688556-248-141 8 Water	Local Government Act 2009   Part 2 S97 (2)(c)	Cost-Recovery	N	per unit	As per Council resolution

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**13.5 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2026****File No:** FM12.14.1**Attachments:**

1. [Monthly Financial Report - May 2026](#)
2. [Contract Award Summaries](#)

**Responsible Officer:** Sean D'Souza - Interim Manager Financial Services  
Andrea Ellis - General Manager Corporate Services  
Alastair Dawson - Interim Chief Executive Officer**Author:** Aqeel Ahmad - Financial Accountant

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**SUMMARY**

*The purpose of this report is to seek the Council's adoption of the Livingstone Shire Council Monthly Financial Report for the Period Ending 31 May 2026.*

**OFFICER'S RECOMMENDATION**

THAT Council receive the Livingstone Shire Council Monthly Financial Report for the period ending 31 May 2026 (Attachment 1).

**BACKGROUND**

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

1. Financial Position and Performance Snapshot
2. Financial Reports
3. Capital Expenditure
4. Capital Projects Detail Report
5. Glossary

The attached financial information presents the year-to-date position of the Council's financial performance to 31 May 2026. Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 2025-26 Budget Revision 1 (BR1), adopted by the Council on 16 December 2025.

The financial report compares actual performance against the Council's 2025-26 BR1 and identifies significant variances or areas of concern. It also provides information about additional areas of financial interest to the Council and reinforces sound financial management practices throughout the organisation.

The Council's monthly report (attachment 1) 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 the monthly or year-to-date variance exceeds \$100,000 and 10% of the budget.

1. Financial Position and Performance Snapshot – summary of the main financial operating results, capital expenditure and capital revenue, cash holdings, borrowings and a summary of financial performance indicators of 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 2025.

2. 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 from the previous month, compared against the 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.
3. Capital Expenditure – summary of the overall portfolio of programs, including capital revenue streams.
4. Capital Projects Detail Report – details of all current capital projects listed by portfolio and business units.
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 at \$200,000 or more. These details are available on the Council's website (<https://www.livingstone.qld.gov.au/doing-business/business-and-regulations/contracts-and-tenders>) and on the public notice board at Yeppoon Town Hall.

In May 2026, four (4) contracts over the prescribed value (\$200,000) were established via purchase order.

### **Current Tenders**

At the end of May 2026, there were two (2) open tenders, nil (0) selective tenders, two (2) tenders evaluated, two (2) preferred tenderer status, and two (2) contracts awarded. The table below 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.

<b>May 2026 - Open Tenders</b>			
2026.013	PSA - Supply & Delivery of Chemicals		
2026.015	PSA - Supply & Delivery of Specialised Plant Hire		
<b>May 2026 - Selective Tenders</b>			
<i>Nil Selective Tenders for May 2026</i>			
<b>May 2026 - Tenders Evaluation</b>			
2026.005	Preferred Supplier Arrangement (PSA) - Trades & Services		
2026.009	Resource Recovery and Transfer Station Services		
<b>May 2026 - Preferred Tenderer Status</b>			
2025.010	Homemaker Stage 2 - Land Sale		
2025.004	Great Keppel Island Arrivals Plaza Leasehold		
<b>May 2026 - Contracts Awarded</b>		<b>Successful Tenderer/s</b>	<b>Contract Value (exc GST)</b>
2026.011	Provision of Aquatic Facilities and Foreshore Operations Services	Swim-A-Bout Swim School t/as Splash Aquatics Group	\$4,342,990.40
2026.014	Construction of Pineapple Drive Extension	JRT Civil Pty Ltd	\$2,735,052.00

### **Status Legend:**

**Open Tender** - The tender has been publicly advertised and is currently open to the market. Suppliers are preparing and submitting responses prior to the closing date. Officers and Councillors must maintain appropriate probity and direct all supplier enquiries to the Procurement Team while the tender remains open.

Selective Tender - The tender has been issued directly to a selected group of suppliers rather than publicly advertised. Invited suppliers are preparing and submitting responses. Officers and Councillors must maintain appropriate probity and direct all supplier enquiries to the Procurement Team.

Tender Evaluation - The tender has closed and is currently being assessed by the appointed Evaluation Panel against the approved evaluation criteria. Officers who are not members of the Evaluation Panel and Councillors must not participate in or influence the evaluation process.

Preferred Tenderer Status - The evaluation process has identified a preferred supplier, and Council is undertaking final clarifications, negotiations, reference checks, due diligence activities and/or obtaining internal approvals prior to contract award. No commitment has been made until the formal approval process is completed.

Contract Awarded - The tender evaluation and approval processes have been completed, and a supplier has been formally approved for award. A Letter of Acceptance has been issued and the contract value has been confirmed.

Contract - The Letter of Acceptance has been issued, and the contract has been executed, and the supplier has been formally engaged to deliver the goods, services or works.

### **PREVIOUS DECISIONS**

Council adopted Budget Revision 1 for 2025-26 on 16 December 2025.

### **ENGAGEMENT AND CONSULTATION**

Information has been provided by the Council's Procurement and Revenue units for inclusion in this report.

### **BUDGET IMPLICATIONS**

The Monthly Financial Report shows the Council's financial position in relation to the 2025-26 BR1.

### **LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS**

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

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

There are no anticipated legal implications because of this report.

### **RISK ASSESSMENT**

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

Current economic conditions, including fuel price volatility and supply constraints, present an elevated operational and financial risk to Council; however, impacts are being actively managed and remain within Council's risk appetite under the Enterprise Risk Management Policy. Proactive controls, including disciplined cost management, close monitoring of fuel supply and consumption, and executive oversight of expenditure and budgeting assumptions, have reduced the residual risk to a manageable level, with no immediate impact on critical service delivery and ongoing assessment of potential budget impacts.

**CORPORATE PLAN REFERENCE**

***Transparent, Accountable & Progressive Leadership***

*Sustainably manage finances, assets and resources through strong governance*

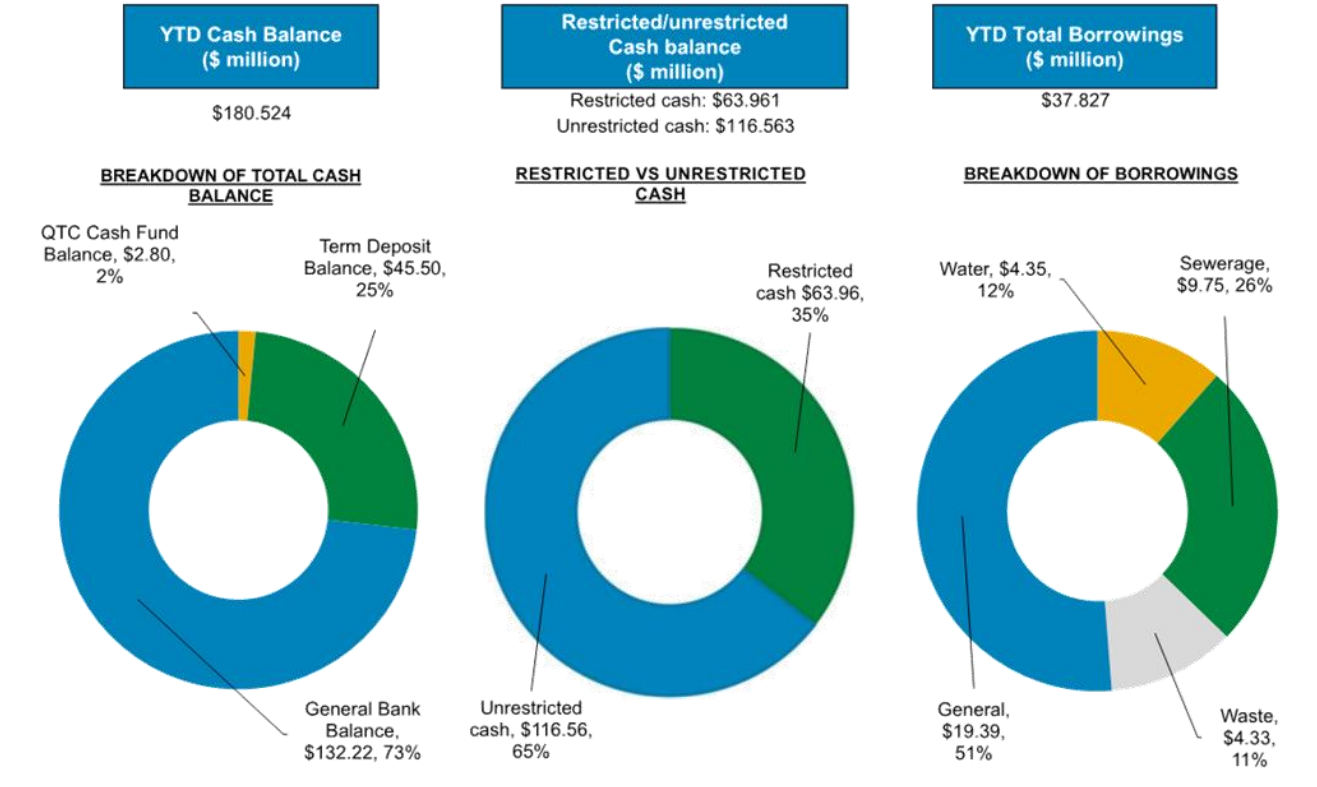
**13.5 - MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDING 31 MAY  
2026**

**Monthly Financial Report - May 2026**

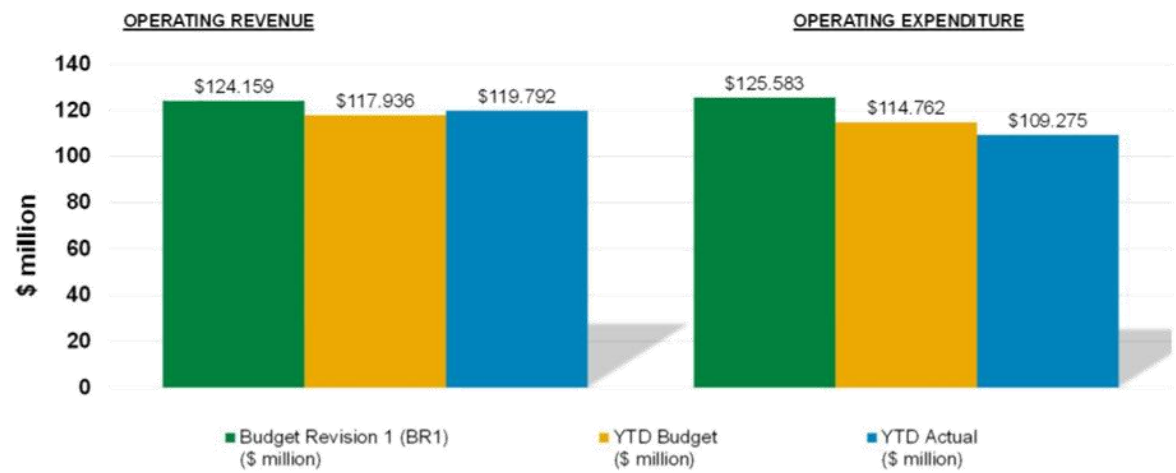
**Meeting Date: 16 June 2026**

**Attachment No: 1**

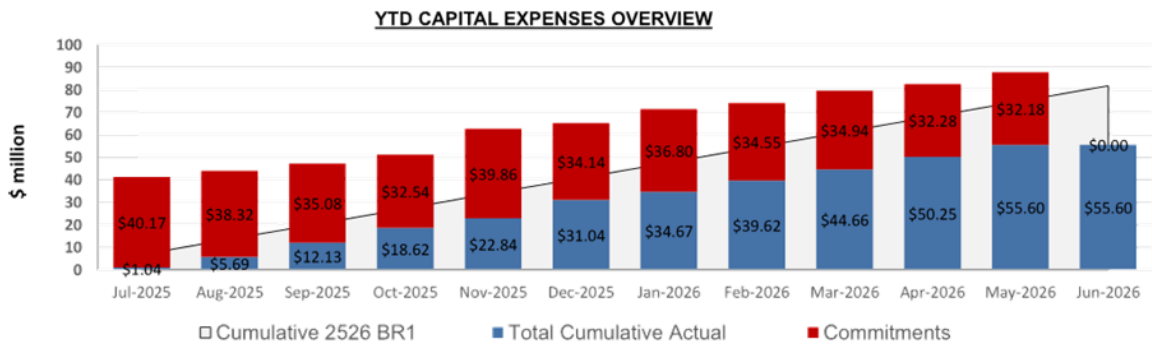
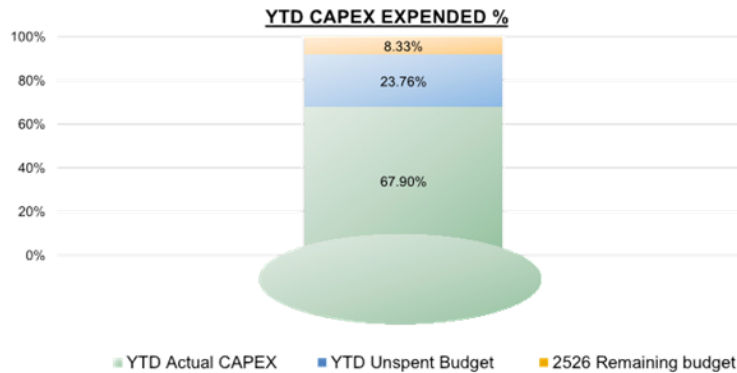
**1. Financial Position and Performance Snapshot**  
**Livingstone Shire Council**  
**For the period ended 31 May 2026**



Operating results	Budget Revision 1 (BR1) (\$ million)	YTD Budget (\$ million)	YTD Actual (\$ million)	YTD Var (\$ million)	YTD Var (%)
Operating Revenue	\$124.159	\$117.936	\$119.792	\$1.856	1.57%
Operating Expenditure	\$125.583	\$114.762	\$109.275	-\$5.487	-4.78%
Operating Surplus/(Deficit)	-\$1.424	\$3.175	\$10.517	\$7.343	231.29%



Capital results	BR1 (\$ million)	YTD Budget (\$ million)	YTD Actual (\$ million)	YTD Var (\$ million)	YTD Var (%)
Capital Revenue	\$38.707	\$35.481	\$31.071	-\$4.411	-12.43%
Capital Expenditure	\$81.875	\$75.052	\$55.596	-\$19.456	-25.92%



Ratio	YTD Actual	FY Budget	Tier 4 Target	Commentary to key points *
Council-Controlled Revenue Ratio (%)	✓ 86.58%	✓ 85.40%	Contextual	The majority of the Council's budgeted revenue is attributed to rates revenue. This ratio is favourable due to the levying of the 2nd half-yearly General Rates & Utility Charges (including second-quarter water consumption) in January 2026.
Population Growth Ratio (%)	Data not available monthly	✓ 2.17%	Contextual	The population estimate for Livingstone Shire Council area as of the 30 June 2026 is 44,143. Since the previous year, the population has grown by 2.17%. Population growth in Regional QLD was 2.20%. (Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0)).
Operating Surplus Ratio (%)	✓ 8.78%	✗ -1.15%	0% - 10%	The ratio being 8.78% indicates Council's YTD result is an operational surplus and this YTD surplus assists in meeting quarterly loan repayments.
Operating Cash Ratio (%)	✓ 35.56%	✓ 26.90%	Greater than 0%	The ratio being 35.56% indicates that Council has the ability to self-fund capital expenditure from surplus funds from core operations.
Unrestricted Cash Expense Cover Ratio (months)	✓ 18.04	✓ 16.00	> 4 months	Council has sufficient unrestricted cash to meet ongoing and emergent financial demands for 18.04 months. Council has access to a \$10m QTC working capital facility, which is equivalent to 1.43 months of cover.
Asset Sustainability Ratio (%)	✓ 104.83%	✓ 122.60%	>90%	This ratio indicates the extent to which Council's existing infrastructure assets are being replaced as they reach the end of their useful lives.
Asset Consumption Ratio (%)	✓ 66.82%	✓ 76.70%	> 60%	Council's infrastructure assets have been consumed by 66.82% compared to what it would cost to build a new asset with the same benefit to the community.
Asset Renewal Funding Ratio (%)	✗ 74.25%	✓ 93.60%	Contextual	This ratio measures the ability of Council to fund projected infrastructure asset renewal/replacements into the future. The ratio being 74.25% is below the budgeted position, with the phasing of capital project expenditures having an affect on the calculation of this ratio on a monthly basis.
Leverage Ratio (times cover)	✓ 0.89	✓ 1.10	0 - 3 Times	The ratio being 0.89 indicates the Council has limited capacity to manage unforeseen financial shocks & meet loan repayments.

2. Financial Reports

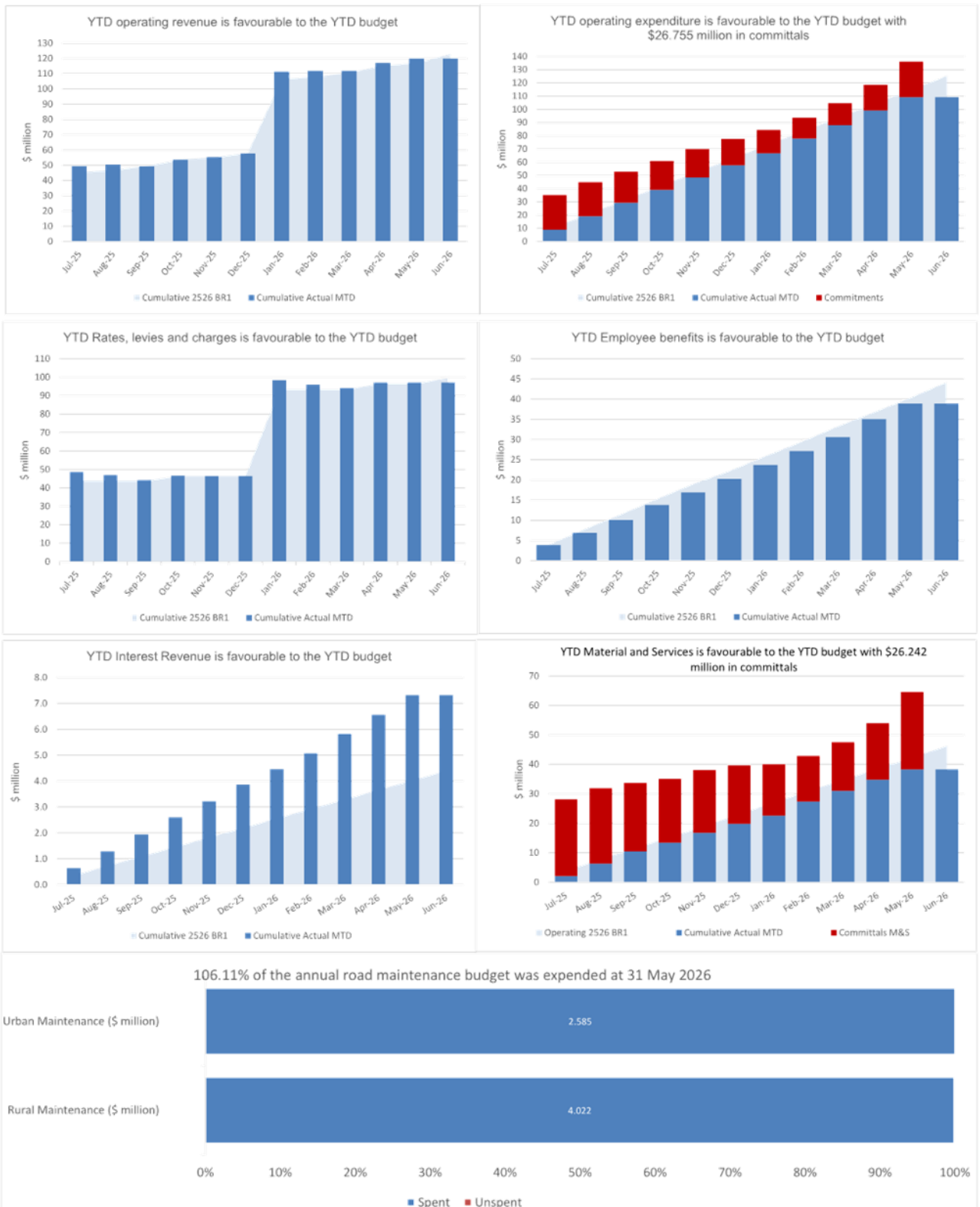
Operating Result for the period ending 31/05/2026

Month (\$ million)				YTD 91.7%				FY	
Actual	2526 BR1	Variance <sup>1</sup>	>\$100K & 10%	Actual	2526 BR1	Variance <sup>1</sup>	>\$100K & 10%	% of Actual YTD	2526 BR1
(\$ million)	(\$ million)	(\$ million)		(\$ million)	(\$ million)	(\$ million)		%	(\$ million)
				<b>Operating revenue</b>					
0.030	(0.044)	0.074		97.171	96.539	0.632	⇄	98%	99.555
0.930	0.569	0.361	✓	6.541	6.260	0.281	⇄	94%	6.932
(0.005)	0.309	(0.314)	✗	2.000	3.408	(1.408)	✗	54%	3.719
0.877	0.222	0.655	✓	5.120	6.395	(1.275)	✗	63%	8.142
0.757	0.367	0.391	✓	7.322	4.032	3.291	✓	166%	4.400
0.169	0.108	0.060		1.638	1.303	0.336	✓	116%	1.412
<b>2.758</b>	<b>1.531</b>	<b>1.227</b>	✓	<b>119.792</b>	<b>117.936</b>	<b>1.856</b>	⇄	<b>96%</b>	<b>124.159</b>
				<b>Operating expenses</b>					
(3.813)	(3.567)	(0.246)	⇄	(38.885)	(40.362)	1.477	⇄	88%	(44.224)
(3.488)	(3.822)	0.335	⇄	(38.307)	(42.337)	4.029	⇄	83%	(46.368)
(0.163)	(0.175)	0.012		(1.945)	(1.926)	(0.020)		93%	(2.102)
(2.740)	(2.740)	(0.000)		(30.137)	(30.137)	0.000		92%	(32.890)
<b>(10.204)</b>	<b>(10.304)</b>	<b>0.100</b>	⇄	<b>(109.275)</b>	<b>(114.762)</b>	<b>5.487</b>	⇄	<b>87%</b>	<b>(125.583)</b>
<b>(7.446)</b>	<b>(8.773)</b>	<b>1.327</b>	✓	<b>10.517</b>	<b>3.175</b>	<b>7.343</b>	✓		<b>(1.424)</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

Fees and charges	The favourable monthly Fees and Charges variance in May 2026 is primarily due to the actual development application fee and development compliance revenue exceeding the budget.
Sales revenue	The monthly and YTD sales revenue are unfavourable to the YTD budget. This unfavourable variance is mainly due to the Tanby Road Upgrade Project that TMR has descoped. Council officers have reviewed and updated this budget further as part of the 2025-26 Revised Budget #2.
Operating grants and subsidies	The monthly and YTD variance to budget is primarily due to the timing of the Financial Assistance Grant. A portion of the 2025-26 financial year allocation of this grant was prepaid and received in cash by Council in late June 2025 and recognised as operational revenue in the 2024-25 financial year. It is unknown whether there will continue to be a prepayment of the 2026-27 financial year allocation in June 2026. The phasing of the Financial Assistance grant will be considered as part of the 2025-26 Revised Budget #2 review.
Interest received	The monthly and YTD favourable variance to budget is mostly due to the Council's total cash balance being higher than YTD budget expectations, and to current YTD underspend in the capital works program. Council officers have reviewed and updated this budget further as part of the 2025-26 Revised Budget #2.
Other income	The YTD other Income is favourable to the budgeted expectations, mainly due to commercial rent/revenue. This is mostly a budget timing variance with some invoices issued in advance of the rental period. Another contributing factor is that the actual YTD other recoveries income at the Yeppoon waste facility is higher than the YTD budget.



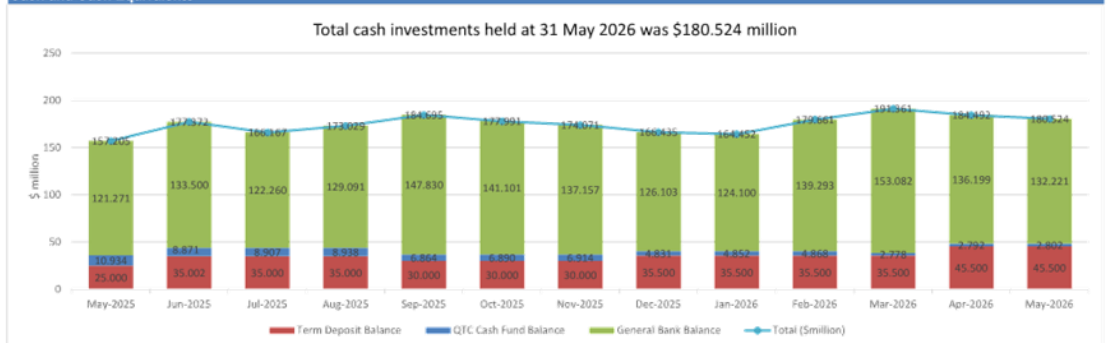
Statement of Financial Position for the period ending 31/05/2026

	Month-end Actual	Last month Actual	Movement	Full Year 2526 BR1
	(\$ million)	(\$ million)	(\$ million)	(\$ million)
Cash and cash equivalents	180.524	184.492	(3.967)	139.343
Receivables	10.693	11.037	(0.344)	9.832
Inventories	1.359	1.300	0.059	2.122
Land held for development or sale	2.958	2.958	0.000	5.005
Contract assets	5.911	4.432	1.479	0.000
Other assets	1.229	1.551	(0.322)	5.199
Property, plant & equipment	1,309.595	1,312.166	(2.571)	1,475.521
Intangibles	0.005	0.011	(0.005)	0.000
Capital works in progress	94.142	88.955	5.187	0.000
<b>TOTAL ASSETS</b>	<b>1,606.416</b>	<b>1,606.901</b>	<b>(0.484)</b>	<b>1,637.022</b>
Payables	11.007	9.963	1.044	6.212
Contract liabilities	29.912	29.608	0.304	19.426
Borrowings	37.827	37.674	0.152	35.864
Provisions	20.506	20.374	0.132	21.264
Other liabilities	1.352	1.487	(0.135)	1.488
<b>TOTAL LIABILITIES</b>	<b>100.603</b>	<b>99.107</b>	<b>1.496</b>	<b>84.254</b>
Asset revaluation surplus	367.829	367.829	0.000	405.894
Retained surplus	1,137.984	1,139.965	(1.981)	1,146.875
<b>TOTAL COMMUNITY EQUITY</b>	<b>1,505.813</b>	<b>1,507.794</b>	<b>(1.981)</b>	<b>1,552.769</b>

Areas to note

<b>Cash and cash equivalents</b>	\$63.961 million of the \$180.524 million of total cash and cash equivalents is externally restricted cash funds. Council has sufficient unrestricted cash to meet ongoing and emergent financial demands for approximately 18.04 months.
<b>Contract Assets</b>	Contract asset balances have increased during May 2026 as the Council has completed its obligations for funding and is awaiting payment.
<b>Other assets</b>	The decrease in other assets compared to the previous month is mostly due to the release of prepaid expenditure during May 2026.
<b>Capital works in progress</b>	The increase in capital works in progress from the previous month reflects capital expenditure in May 2026. Refer to the capital projects detail report for further information on year-to-date expenditure.
<b>Payables</b>	The increase in payables in May 2026 is mostly due to the increase in the value of prepaid General Rates & Utility Charges.

Cash and Cash Equivalents

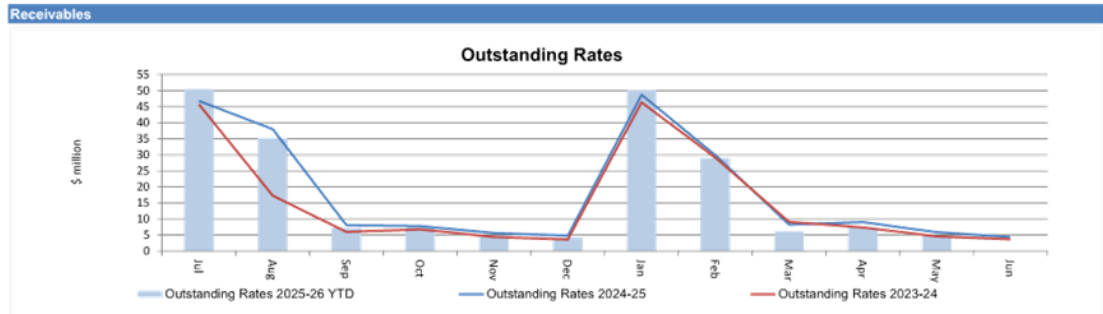


Council's cash investments are held in term deposits, Council's general banker, the Commonwealth Bank (CBA) and the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund. Council's interest-earning rate as at 31 May 2026 is 4.92% p.a. (net of 0.12% administration fees) with the QTC, and 4.85% p.a. with CBA. In May 2026, the weighted average interest rate was 4.82%, which is slightly below the target rate of 4.85% (the target rate is the RBA Cash Rate of 4.35% plus 0.50%). The weighted average interest rate includes the interest rates the Council earns on term deposits.

Term deposit rates are monitored regularly by Council officers to identify investment opportunities and ensure Council maximises its interest earnings, while balancing 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 the Council's monthly cash flow requirements and the rating cycle.

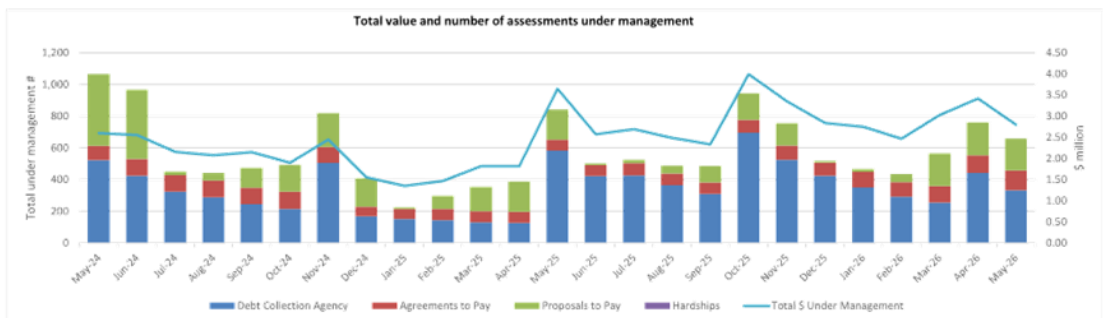
Cash needed for day-to-day requirements is deposited with the QTC or CBA. Interest rates from both facilities are monitored regularly by the Council's finance officers to maximise interest earnings.



Ageing of Rates Receivable at Month End		(\$ million)	
Total Rates Outstanding		\$4,982	
Less: Current and Prepayment		-\$0,236	
<b>Total Eligible for Collection</b>		<b>\$4,746</b>	
Current	\$3,009	63.40%	
1 years	\$0,865	18.23%	
2 years	\$0,462	9.73%	
3 years	\$0,235	4.95%	
4 years	\$0,034	0.72%	
5 years	\$0,141	2.97%	
<b>Total Eligible for Collection</b>	<b>\$4,746</b>	<b>100.00%</b>	

Total receivables under management as at May 2026 are \$2.798 million, which is lower than the \$3.648 million as at May 2025. Interest on overdue rates and utility charges is applied at 7% per annum for the 2025-26 financial year, calculated monthly on all overdue balances, including those subject to formal payment arrangements. This rate has remained unchanged since 2018-19 and has been maintained despite recent CPI increases, reflecting the Council's commitment to managing revenue responsibly while mitigating additional financial pressure on ratepayers. Of the 18841 rateable assessments, 659 (3.5% of ratepayers) are currently under management.

	as at May 2025		as at May 2026	
	#	\$ million	#	\$ million
Debt Collection Agency	584	3,017	333	1,988
Agreements to pay	68	0,330	125	0,523
Proposals to Pay	189	0,301	201	0,287
Council Hardship	0	-	0	-
<b>Total under management</b>	<b>841</b>	<b>\$3,648</b>	<b>659</b>	<b>\$2,798</b>



Council officers are committed to working with any ratepayer who is experiencing difficulty in paying their rates & charges and strongly encourage anyone in this position to make early contact with Council.

**Sale of Land Activity**

Under the Local Government Regulation 2012, Council may initiate a land sale process to recover rates arrears where:

- Residential property rates remain overdue for three or more years, or
- Commercial and Vacant Land are overdue by more than one year.

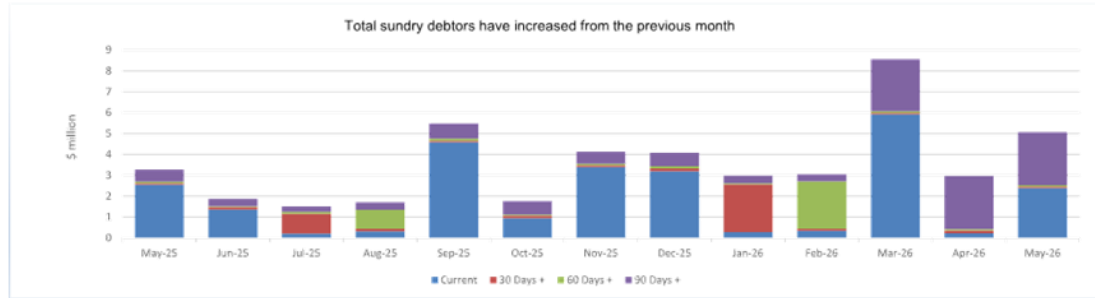
**The 2025 initiated the Sale of Land process**

-Six (6) properties received a Notice of Intention to Sell in November 2025, with a further property notified in January 2026.

-1 property passed in and all other properties paid in full.

**Outstanding Sundry Trade Debtors**

Total Sundry Trade Debtors Outstanding at Month End (\$ m) \$5.063



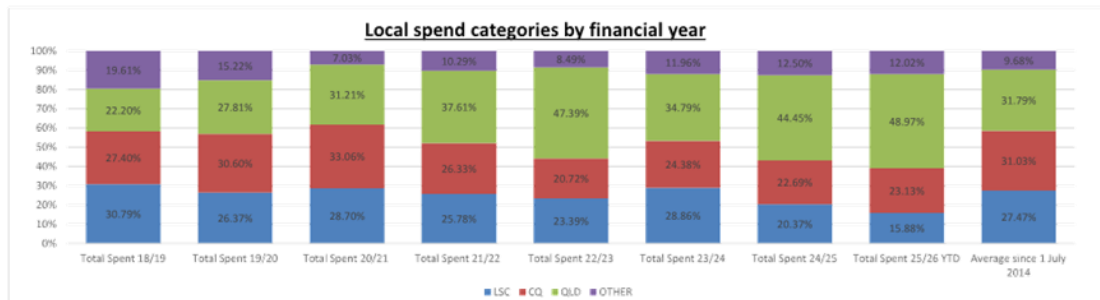
Council strongly supports locally owned and operated businesses, including those with an office or branch in our region. Council is able to report on direct local spend for both operational and capital expenditure in addition to employee salaries & wages.

Total expenditure with businesses located within the Shire boundaries, in the current financial year to date, is 15.88% or \$18.194 million.

This is higher than the same period last year with \$14.54 million spent locally YTD May 2025.

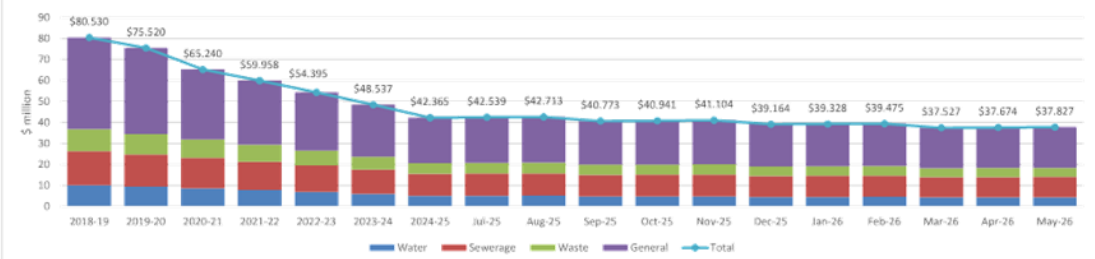
	YTD Spend (\$ million)	YTD Spend (%)
LSC - Business located within the shire boundaries.	18.194	15.88%
CQ - Business completely set up and run outside of LSC boundaries but within the Central Queensland region.	26.488	23.13%
QLD - Business based outside of Central Queensland but within Queensland.	56.090	48.97%
OTHER - Business based outside of Queensland.	13.769	12.02%
	<b>114.540</b>	<b>100.0%</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, 58.5% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.



**Borrowings**

Total Borrowings of \$37.827 million is on track to reduce with quarterly debt service repayments



Debt Position	YTD Actual (\$ million)	2526 BR1 (\$ million)
Total Debt held as at 1 July 2025	42.365	42.365
New borrowings drawn down in 2025-26	0.000	0.000
Interest & administrative charges	1.778	1.921
Total debt service payments	(6.316)	(8.422)
<b>Total Debt held at reporting period</b>	<b>37.827</b>	<b>35.864</b>

In line with Council's debt policy, a debt service payment of \$2.105 million (being approximately \$1.953 million repayment of principal and \$0.152 million interest and administrative charges) is to be paid quarterly during 2025-26. 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 2025-26 financial year.

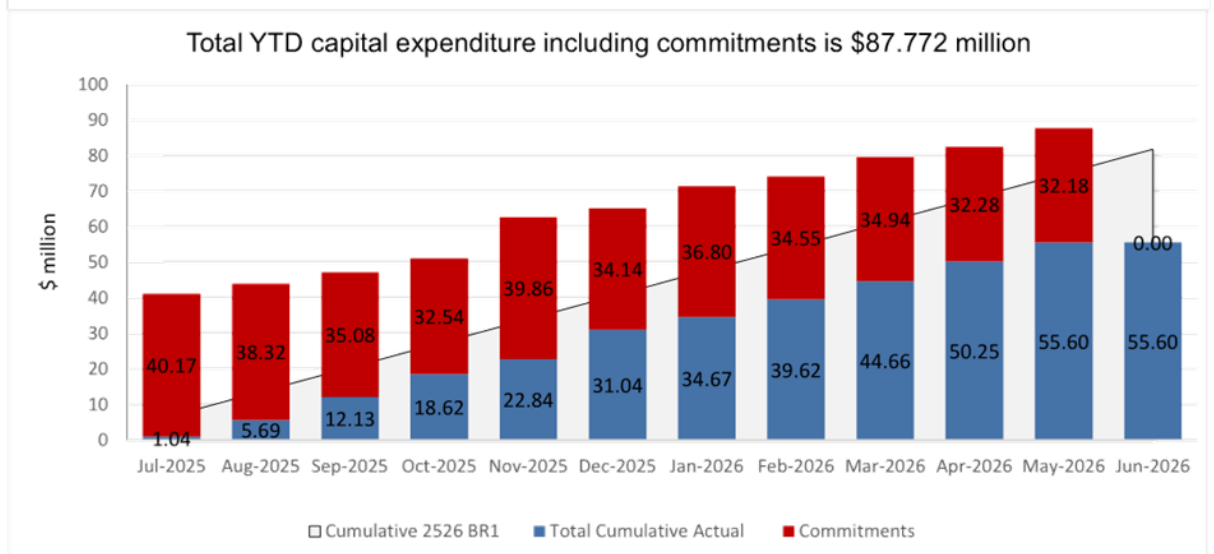
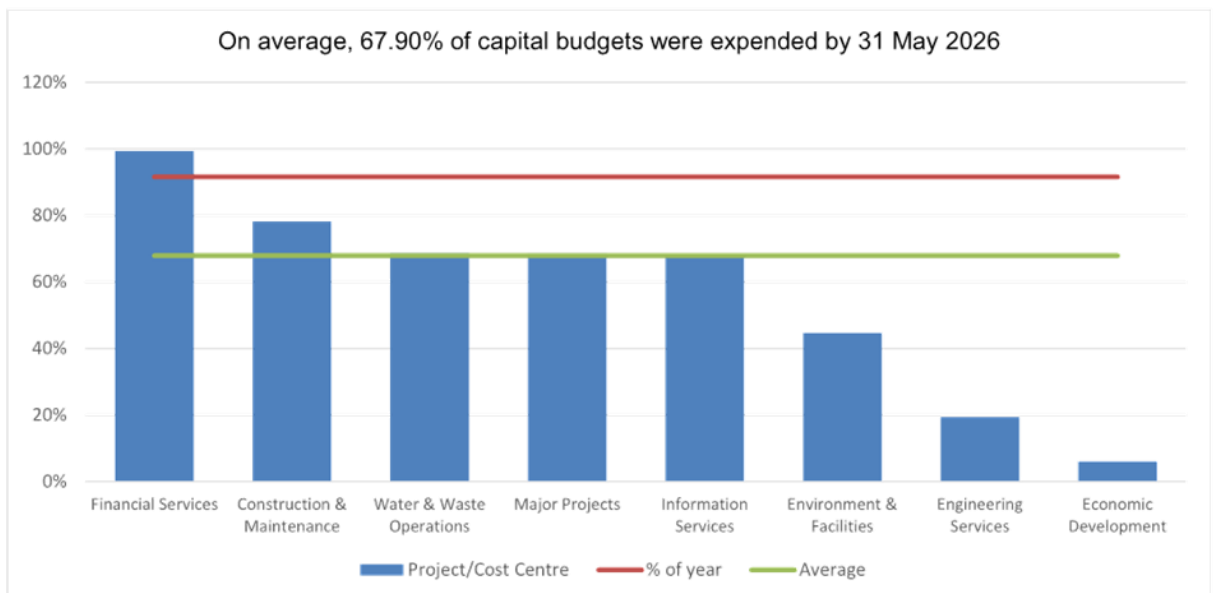
As of 31 May 2026, the weighted average interest rate of all Council debt is approximately 4.72%.

The Department of Local Government, Water & Volunteers 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.

### 3. Capital Expenditure

Capital revenue and expenditure report (all projects) for period ending 31/05/2026

Month (\$ million)			YTD 91.7%		Full year (\$ million)
Actual	2526 BR1	Variance	Actual	% of Full year Budget	2526 BR1
<b>Capital expenditure</b>					
5.100	6.239	(1.139)	52.297	69.68%	75.052
0.250	0.584	(0.334)	3.299	48.34%	6.823
<b>5.350</b>	<b>6.823</b>	<b>(1.473)</b>	<b>55.596</b>	<b>67.90%</b>	<b>81.875</b>
<b>Capital Revenue</b>					
2.015	2.883	(0.867)	23.291	67.3%	34.594
0.189	0.343	(0.154)	7.540	183.3%	4.113
0.000	0.000	0.000	0.239	0.0%	0.000
<b>2.205</b>	<b>3.226</b>	<b>(1.021)</b>	<b>31.071</b>	<b>80.27%</b>	<b>38.707</b>



4. Capital Projects Detail Report

Capital Project Description	Project Status	BR1 EXPENDITURE \$'000	YTD ACTUAL EXPENDITURE \$'000	YTD ACTUAL EXPENDITURE AS % OF BR1	BR1 REVENUE \$'000	YTD ACTUAL REVENUE \$'000
<b>Corporate Services</b>		<b>4,351</b>	<b>4,139</b>	<b>95.1%</b>	<b>0</b>	<b>239</b>
<b>Financial Services</b>		<b>3,770</b>	<b>3,744</b>	<b>99.3%</b>	<b>0</b>	<b>239</b>
(R)-Fleet Renewal Annual Program	Deliver	3,620	3,590	99.2%	0	239
(U) FC-Fuel Pods Yeppoon and Caves Depot	Deliver	150	154	102.5%	0	0
<b>Information Services</b>		<b>581</b>	<b>395</b>	<b>68.1%</b>	<b>0</b>	<b>0</b>
(N)-CIT-Server Replacement Program	Deliver	350	269	76.8%	0	0
(R) CIT-Firewall Replacements	Post Project	120	118	98.2%	0	0
(R) CIT-Switches-Routers-UPS replacement	Deliver	100	0	0.0%	0	0
(R)-CIT-Misc Minor Replacements	Planning	11	9	85.7%	0	0
<b>Infrastructure</b>		<b>72,829</b>	<b>49,481</b>	<b>67.9%</b>	<b>34,501</b>	<b>23,170</b>
<b>Engineering Services</b>		<b>4,234</b>	<b>821</b>	<b>19.4%</b>	<b>280</b>	<b>137</b>
(N) Barmaryee & Limestone Crk Connection(Trunk Road D)	Deliver	500	64	12.9%	0	0
(N) RC-RC-Limestone Ck Rd Adelaide Pk Rd	Deliver	196	119	60.8%	0	0
(N)-DESIGN-B5-Bangalee Bus Shelter	Planning	0	2	0.0%	0	0
(N)-Design-Jeffries St Culdresac 24-065	Planning	3	5	149.6%	0	0
(N)-DESIGN-NC-Phillips Clements Fountain	Deliver	10	7	65.5%	0	0
(N)-DESIGN-PW-Rail Trail to Pines	Deliver	280	143	51.0%	280	134
(N)-DESIGN-RES-Lammermoor Water Booster	Planning	30	21	68.7%	0	0
(N)-DESIGN-RS-Seal parking Pattison St Swimming Complex	Deliver	12	4	30.4%	0	0
(N)-Design-UC PW Kinka Bch shared path	Deliver	0	11	0.0%	0	3
(N)-Design-UC PW Matthew F Drv shared Pa	Deliver	0	1	0.0%	0	(1)
(N)-PW-Minor Access Works Program 25-26	Planning	50	65	129.6%	0	0
(N)-T-123-Land Acquisition-18 Mulambin Rd	Initiation	1,497	6	0.4%	0	0
(R) Barmaryee Road upgrade to sealed ro	Deliver	50	57	113.9%	0	0
(R) Hinz Ave Upgrade to Seal – 24-053	Deliver	91	19	20.6%	0	0
(R)- PR Pavement rehab Matthew Flinders	Deliver	146	29	20.0%	0	0
(R)-Design-24-059-Cobraball Road upgrade	Planning	0	7	0.0%	0	0
(R)-DESIGN-HZ-Inverness Reticulation 24-046	Deliver	530	0	0.0%	0	0
(R)-Design-Queen St Upgrade (Mary to Hill St)	Planning	0	5	0.0%	0	0
(R)-Design-RC-James & Arthur St Intersection	Deliver	140	7	5.3%	0	0
(R)-Design-RC-Mt Chalmers Road upgrade t	Deliver	0	8	0.0%	0	0
(R)-DESIGN-SP-SEW-Farnborough Stage 1 SEW-68	Deliver	35	35	101.4%	0	0
(R)-DESIGN-SP-SEW-Farnborough Stage 2 SE	Deliver	61	1	1.5%	0	0
(R)-PR 26-020 MFD Cooee Bay C/Park-Wreck Point Lookout	Deliver	25	56	223.0%	0	0
(R)-SC-SEW-83 Shaw Ave SPS, upgrade, civil	Deliver	150	31	20.9%	0	0
(R)-WN-Mt Charlton Pipeline Replacement	Deliver	100	0	0.0%	0	0
(R)-WN-Waterpark Ck to Kellys Mains Renewal	Planning	50	0	0.0%	0	0
(R)-WN-Woodbury to Saint Fathis HOBAS Mains	Planning	100	0	0.0%	0	0
(U)-DESIGN-Homemaker Stage 2 est\$20k	Planning	160	0	0.0%	0	0
(U)-DESIGN-PW-Mulambin Shared Path 22-091	Deliver	0	5	0.0%	0	1
(U)-DESIGN-SW-Wood St Emu Park 22-102	Deliver	18	18	98.5%	0	0
(U)-SEW-60 15-040 Arthur St Sewer Passive	Deliver	0	15	0.0%	0	0
(N)-PW-Emu St Footpath 26-034	Planning	0	8	0.0%	0	0
(N)-DESIGN-RES- 26-043 Sawmill Reservoir	Planning	0	3	0.0%	0	0
<b>Major Projects</b>		<b>50,391</b>	<b>34,526</b>	<b>68.5%</b>	<b>29,662</b>	<b>19,336</b>
(N) SEW-Tarooombal South Sewerage PFTI Passive	Deliver	5,500	3,813	69.3%	4,432	1,921
(N)-E&P-Gateway Stage 4 est.\$2.2M	Deliver	3,000	1,091	36.4%	0	0
(N)-GKI Boardwalk ca.\$4M funded	Deliver	500	137	27.5%	1,379	127
(N)-GKI Gateway Arrival Precinct Planning	Deliver	4,500	2,469	54.9%	5,092	2,406
(N)-GKI Wayfinding signage.\$250K funded	Deliver	281	250	88.9%	441	408
(N)-SP-GKI WWTP - Public Amenities	Planning	300	1	0.3%	437	(14)
(N)-SP-GKI WWTP - STP	Deliver	7,000	7,744	110.6%	6,392	6,648
(N)-W&R-Emu Park Transfer Station Upg	Post Project	388	391	100.8%	0	0
(N)-W&R-Yeppoon Landfill Cell extension	Deliver	6,189	1,337	21.6%	1,672	(1,003)
(R) RC-BDG-Doonside Rd Canal Ck Ch6325 T	Post Project	0	50	0.0%	0	9
(R) SN-2425 Sewer Relining Program Passive	Deliver	1,000	847	84.7%	300	18
(R)-RC-BDG-Werribee Rd Replace Timber Bridge	Post Project	328	321	97.8%	161	161
(R)-SPS42-Rosslyn St - Wet Well Replacement	Deliver	300	155	51.6%	0	0
(R)-UC BDG 25-033 Williamson Creek Footbridge	Deliver	300	129	43.1%	0	0
(R)-UC BDG Adelaide Pk bridge replacement	Post Project	43	8	18.5%	0	0
(R)-WN-Coorooman Creek Mains Renewal Program	Planning	0	8	0.0%	0	0
(R)-WP-Meikleville Reservoir Roof Replacement	Closed	16	16	100.0%	0	0
(U)-DESIGN-EPSLC Revetment wall 24-036	Deliver	150	80	53.5%	127	87
(U)-FC-Yeppoon Aquatic Centre Upgrade	Deliver	12,349	10,683	86.5%	5,850	6,411
(U)-RC-Greenlake Rd Artillery Int Upgrade	Post Project	5,909	3,767	63.8%	1,978	1,831
(U)-SP-Emu Pk STP Process Upgrade 19-128	Post Project	450	399	88.7%	285	285
(N)-Pineapple Drv Ext Design	Deliver	200	181	90.4%	0	0
(N)-EWC Neils Rd Int. Design	Deliver	289	371	128.2%	115	43
(N)-EWC Stage 1 Road Road Corridor Design (T-70)	Deliver	400	269	67.3%	0	0
(N)-EWC Stage 1 Road Corridor Constr (T-70)	Planning	0	9	0.0%	0	0
(N)-Pineapple Drv Ext Construction	Planning	1,000	0	0.0%	1,000	0
<b>Water &amp; Waste Operations</b>		<b>1,090</b>	<b>749</b>	<b>68.7%</b>	<b>0</b>	<b>0</b>
(N)-Rookwood Weir Water Allocation	Planning	0	0	0.0%	0	0
(N)-WC-Kellys Off Stream Storage Increase Capacity	Planning	70	8	11.3%	0	0
(R) Kinka Beach Road Manhole Replacement 1115141	Deliver	75	26	34.9%	0	0
(R) SN Manhole Refurbishment	Deliver	125	64	51.1%	0	0
(R) WN-Water Property Service Annual Program	Deliver	54	84	154.7%	0	0
(R)-ICT-SCADA System Upgrade & Replacement	Deliver	105	97	92.6%	0	0
(R)-SN-Sewer Jump up priority annual program	Deliver	15	10	65.5%	0	0
(R)-SP-Active Sewer Renewals \$200K	Deliver	350	196	56.1%	0	0
(R)-WN-Water Main Replacements	Deliver	0	67	0.0%	0	0
(R)-WN-WMR- Water Meter Replacement Annual program	Deliver	38	50	130.8%	0	0
(R)-WN-WV&H Valves & Hydrants Annual Program	Deliver	108	50	46.7%	0	0
(R)-WP-Active Water renewals	Deliver	150	97	64.4%	0	0
<b>Construction &amp; Maintenance</b>		<b>17,114</b>	<b>13,385</b>	<b>78.2%</b>	<b>4,559</b>	<b>3,698</b>
(N) UC-SW-Whitman St Stormwater Sump	Post Project	35	77	222.1%	0	0
(N)-BS- Clayton Rd and Keppel Dve bus stop	Post Project	3	3	96.4%	0	0
(N)-Ocean Park LATM 22-061 one-lane slow points	Post Project	70	68	97.1%	0	0
(N)-RC-NC-Farnborough Rd 19-013 Blackspot	Post Project	30	25	81.8%	13	3

Capital Project Description	Project Status	BR1 EXPENDITURE \$'000	YTD ACTUAL EXPENDITURE \$'000	YTD ACTUAL EXPENDITURE AS % OF BR1	BR1 REVENUE \$'000	YTD ACTUAL REVENUE \$'000
(N)-RC-PW-Byfield Footpath	Closed	330	21	6.4%	0	0
(N)-RC-PW-Cawarral School Footpath 23-128 STIP	Post Project	282	356	126.4%	265	265
(N)-UC-PW-Weppoon State PS footpath 23-121 STIP	Post Project	16	31	196.0%	11	134
(N)-UC-NC -Guardrail Program	Deliver	239	186	78.0%	205	20
(N)-UC-NC Scenic Hwy 22-166 Blackspot	Deliver	350	569	162.3%	469	443
(N)-UC-NC-VinElJones Drv Car Parking 17-011	Planning	306	0	0.0%	0	0
(N)-UC-PW Clayton Rd-Lyndall Dr Lammermoor	Deliver	768	749	97.5%	0	0
(N)-UC-PW-Weppoon Precinct East 22-050	Deliver	1,447	1,607	111.0%	758	750
(N)-UC-RF - Bicycle racks \$56.5K	Post Project	40	33	82.6%	13	13
(N)-UC-SL Reef Guardian Solar Retrofit	Post Project	136	123	89.8%	44	37
(N)-UC-Weppoon State HS carpark	Deliver	40	42	105.1%	25	35
(R) (FW) Racecourse Rd floodway upgrade	Closed	0	0	0.0%	0	0
(R) WC-WMR Rosslyn Bay Trunk 17-114	Deliver	680	261	38.4%	0	0
(R)-PW-Heaslip Stairs-Replace Timber Stairs	Planning	84	3	3.7%	0	0
(R)-RC-FS-Beach access program 2526	Planning	75	0	0.0%	0	0
(R)-RC-FS-Keppel Sands Beach Access 8 \$25k	Deliver	25	73	292.4%	0	0
(R)-RC-FS-Lammermoor North LB12 Beach access	Post Project	73	32	44.2%	100	100
(R)-RC-GR-Rural Resheet Program 2526	Deliver	2,250	1,859	82.6%	338	0
(R)-RC-PR-Cawarral Road, Cawarral (Ch2320-3020)	Post Project	0	(5)	0.0%	0	0
(R)-RC-PR-Etna Creek Road (Ch1900-3400)	Deliver	844	17	2.0%	800	0
(R)-RC-PR-Pavement Rehabilitation Program	Deliver	1,406	6	0.4%	0	0
(R)-UC-IN-Inlet Renewal Program 2526	Deliver	50	35	69.4%	0	0
(R)-UC-RS-Urban Reseal Program 2425 25-010	Deliver	600	232	38.7%	261	261
(R)-UC-RS-Urban Reseal Program 2526 26-001	Deliver	1,850	2,222	120.1%	0	0
(R)-UC-SW-Renewal Program-5305K	Post Project	11	11	96.4%	0	0
(R)-WP-WMR-Farnborough Rd 200mm Water Main	Planning	650	0	0.1%	0	0
(U) RC-Normanby St 22-020 est \$7.339m	Deliver	3,031	3,812	125.8%	555	1,433
(U) SC-SEW-55 SRM-Hartley Street sewer	Deliver	243	258	106.1%	0	0
(U) UC-SW-8-10 Industrial Ave drainage upgrade	Deliver	4	4	100.0%	0	0
(U)-MC-Wadallah Creek Crossing 24-030	Post Project	569	542	95.3%	500	0
(U)-SEW-71-SGM-Scenic Hwy 375 dia gravity	Deliver	275	14	5.2%	0	0
(U)-SN-Mary St sewer realignment 21-082	Post Project	0	(23)	0.0%	0	0
(U)-RC-Caves School Carpark 23-129 STIP	Post Project	222	120	54.0%	202	202
(R)-RC-Dawson Rd upgrade to sealed 22-008	Deliver	80	22	28.0%	0	0
<b>Communities &amp; Environment</b>		<b>4,695</b>	<b>1,975</b>	<b>42.1%</b>	<b>93</b>	<b>110</b>
<b>Environment &amp; Facilities</b>		<b>4,381</b>	<b>1,956</b>	<b>44.7%</b>	<b>93</b>	<b>110</b>
(N) FC-Paramount Park Playground Rockyview	Closed	0	4	0.0%	0	0
(N) FC-Playground Shade Station Quarter	Post Project	50	44	88.8%	0	0
(N)-FC-BBQ Reef Guardian Solar Retrofit	Planning	41	37	89.8%	40	51
(N)-FC-Changing Places Amenity Kerr Park	Deliver	420	178	42.5%	0	0
(R) FC-30 Raymond Tce renovation est	Deliver	100	127	127.5%	0	0
(R) FC-Weppoon Cemetery Memorial Parklan	Deliver	46	16	34.6%	0	0
(R)-COM-Emu Park Air Strip est\$65k	Deliver	3	3	100.0%	0	0
(R)-FC- Weppoon Kracken Deck Replacement	Deliver	370	206	55.5%	0	0
(R)-FC-2526 Switchboard renewals	Planning	139	12	9.0%	0	0
(R)-FC-Barmaryee Netball Courts Repairs	Post Project	55	24	43.3%	0	0
(R)-FC-Barmaryee Sports Field LED Lighting	Deliver	175	88	50.0%	0	0
(R)-FC-BBQ Annual Program Renewals 2526	Planning	20	16	82.0%	0	0
(R)-FC-Beaman Park Amenity Upgrade LRC14	Deliver	425	29	6.9%	0	0
(R)-FC-CCTV Appleton Park	Planning	30	0	0.0%	0	0
(R)-FC-Cordingley St Basketball Stadium	Closed	30	0	0.0%	0	0
(R)-FC-Emu Park Anzac Gatehouse repaint	Planning	60	0	0.0%	0	0
(R)-FC-Emu Park Arbour Replacement	Deliver	150	83	55.4%	0	0
(R)-FC-Emu Park Hall Air Con	Planning	30	21	70.5%	0	0
(R)-FC-Keppel Sands Caravan Park Rhizopod	Planning	150	0	0.0%	0	0
(R)-FC-Lagoon Building 'A' Air Con Replacement	Deliver	248	233	94.1%	0	0
(R)-FC-Lagoon Chlorinator Replacement	Deliver	550	456	83.0%	0	0
(R)-FC-Lagoon Filter Sock Replacement	Post Project	35	20	57.8%	0	0
(R)-FC-Lagoon Place Admin Building Carpet	Post Project	28	29	102.9%	0	0
(R)-FC-Library LED Lighting: Weppoon & Emu Park	Planning	29	0	0.0%	0	0
(R)-FC-Parks Furniture & Fixtures Annual	Planning	30	0	0.0%	0	0
(R)-FC-Playground Equipment Annual Renewal	Planning	75	0	0.0%	0	0
(R)-FC-Station-PWD Automatic Door	Post Project	40	27	66.6%	0	0
(R)-FC-Travelling Irrigator Cooee Bay	Post Project	25	16	64.4%	0	0
(R)-FC-UV Sterilisation Toddler Pool Weppoon Lagoon	Planning	35	2	6.9%	0	0
(R)-FC-Wreck Point Repairs	Planning	80	0	0.0%	0	0
(R)-FC-Weppoon Town Hall Air Con	Planning	600	106	17.7%	0	0
(R)-FC-Ypn Stage Repairs	Planning	60	0	0.0%	0	0
(R)-Weppoon Senior Citizens relocation	Post Project	25	14	55.8%	0	0
(U) FC Don Ireland Aquatic Centre Amenit	Planning	15	22	145.6%	0	0
(U)-FC-Weppoon Kracken Feature Upgrade	Planning	50	0	0.0%	0	0
(N)-FC-CCTV network expansion 2526	Planning	50	0	0.0%	25	0
(R) FC-Ice machine Depot Cordingley St	Post Project	23	20	86.9%	0	0
(N) FC-Thwaite Park Amenities block	Post Project	88	20	22.7%	27	27
(N) Plant & Equipment Community Programs	Post Project	0	9	0.0%	0	32
(R)-FC-Lagoon Place Admin Office Fitout	Deliver	0	92	0.0%	0	0
<b>Economic Development</b>		<b>315</b>	<b>19</b>	<b>6.0%</b>	<b>0</b>	<b>0</b>
(N)-Entryway and Place-Branding Sign	Planning	75	15	20.1%	0	0
(N)-Gateway Stage 5	Planning	140	0	0.0%	0	0
(N)-Normanby St Streetscape Project	Planning	100	4	3.9%	0	0
<b>Grand Total</b>		<b>81,875</b>	<b>55,596</b>	<b>67.9%</b>	<b>34,593</b>	<b>23,520</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>g</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.  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.	$\frac{\text{Net rates, levies and charges} + \text{Total Fees \& charges}}{\text{Total operating revenue}}$
<b>Population Growth Ratio (%)<sup>h</sup></b>	
Population growth is a key driver of a council's operating income, service needs and infrastructure requirements into the future.  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.	$\frac{\text{Prior year estimated population}}{\text{Previous year estimated population}} - 1$
Operating Performance	
<b>Operating Surplus Ratio (%)<sup>i</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.  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.	$\frac{\text{Operating result}}{\text{Total operating revenue}}$
<b>Operating Cash Ratio (%)<sup>j</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.  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.	$\frac{\text{Operating result} + \text{Depreciation and amortisation} + \text{finance costs}}{\text{Total operating revenue}}$
Liquidity	
<b>Unrestricted Cash Expense Cover Ratio (months)<sup>k</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.  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.	$\frac{(\text{Total Cash and Equivalents} + \text{Current investments} + \text{available ongoing QTC working capital facility limit} - \text{Externally Restricted Cash})}{(\text{Total Operating Expenditure} - \text{Depreciation and amortisation} - \text{Finance Costs})}$

<b>Net Financial Liability Ratio (%)*</b>	
<p>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.</p> <p>This ratio is no longer reported against under the new financial management sustainability guideline.</p>	$\frac{\text{Total Liabilities} - \text{Current Assets}}{\text{Total operating revenue}}$
<b>Asset Management</b>	
<b>Asset Sustainability Ratio (%)**</b>	
<p>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.</p> <p>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, with outcomes too far below this level being potentially indicative of underspending against capital replacement requirements.</p>	$\frac{\text{Capital expenditure on replacement of Infrastructure Assets (Renewals)}}{\text{Depreciation expenditure on Infrastructure Assets}}$
<b>Asset Consumption Ratio (%)#</b>	
<p>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.</p> <p>The minimum target of 60% indicates that a council's assets are being broadly consumed in line with their estimated useful lives.</p> <p>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.</p>	$\frac{\text{Written down replacement cost of depreciable infrastructure assets}}{\text{Current replacement cost of depreciable infrastructure assets}}$
<b>Asset Renewal Funding Ratio (%)#</b>	
<p>The asset renewal funding ratio measures the ability of a council to fund its projected infrastructure asset renewal/replacements in the future.</p> <p>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.</p> <p>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.</p>	$\frac{\text{Total of Planned Capital Expenditure on Infrastructure Asset Renewals over 10 years}}{\text{Total of Required Capital Expenditure on Infrastructure Asset Renewals over 10 years}}$
<b>Debt Servicing Capacity</b>	
<b>Leverage Ratio (times cover)#</b>	
<p>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.</p> <p>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.</p> <p>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.</p>	$\frac{\text{Book Value of Debt}}{\text{Total Operating Revenue less Total Operating Expenditure add Depreciation and Amortisation add finance costs}}$
<p>*Financial Management (Sustainability) 2013 legislated ratios                  **Financial Management (Sustainability) 2023 legislated ratios</p>	

**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 2025-26	<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>

# **13.5 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2026**

## **Contract Award Summaries**

**Meeting Date: 16 June 2026**

**Attachment No: 2**

## CONTRACT AWARD SUMMARIES MAY 2026



### 2026.011 - Aquatic and Foreshore Facilities Operations and Maintenance Services

#### Background

Livingstone Shire Council sought submissions from suitably qualified and experienced contractors to provide Aquatic and Foreshore Facilities Operations and Maintenance Services for a range of Council owned aquatic and recreational facilities, including operational management, lifeguarding services, water quality management, cleaning, asset maintenance and associated customer service delivery requirements.

#### Procurement Process

**Tender Advertised:** 11 May 2026 via VendorPanel, LinkedIn and Council website

**Closing Date:** 08 May 2026

**Method:** Open market ITT

**Submissions Received:** 4 conforming tenders, 0 non-conforming tender

#### Evaluation Framework

No.	Criterion	Weighting
1	Corporate & Financial Capacity	15%
2	Capability & Capacity	20%
3	Relevant Experience	20%
4	Operational Methodology	15%
5	Local Content	5%
6	Price	25%
<b>Total:</b>		<b>100%</b>

#### Evaluation Outcome

The evaluation panel undertook individual assessments of the four (4) submissions against the established evaluation criteria, with results consolidated into a summary to support panel deliberations and comparative analysis.

As part of the evaluation process, shortlisted tenderers were invited to deliver presentations outlining their proposed methodology, operational approach and service delivery capability. The panel also completed reference checks to validate contractor experience, operational performance, plant maintenance capability and water quality management expertise.

Following completion of the evaluation and detailed review of all submissions, the panel recommended the award of Contract 2026.011 to Splash Aquatics Group as the preferred supplier for the Aquatic and Foreshore Facilities Operations and Maintenance Services based on demonstrated operational capability, relevant experience, strong service delivery methodology, local presence and overall value for money.

#### Local Benefit

Local Content represented 5% of the evaluation weighting.

Splash Aquatics Group has a base in Rockhampton that will service Council's needs. One (1) submission was received from a local supplier.

#### Recommendation

Award the contract for Tender 2026.011 to Splash Aquatics Group for the Aquatic and Foreshore Facilities Operations and Maintenance Services.

#### Governance & Probity

The procurement process complied with Council's Procurement Policy, the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld) with evaluation documented and probity checks completed.

## CONTRACT AWARD SUMMARIES MAY 2026



### 2026.014 – Construction of Pineapple Drive Extension

#### Background

Livingstone Shire Council sought submissions from suitably qualified and experienced civil contractors for the construction of the Pineapple Drive Extension, forming part of the East West Connector road network. The works included clearing and grubbing, earthworks, pavement construction, stormwater drainage infrastructure, water reticulation works, kerb and channel, guardrails, electrical conduits, street lighting foundations, landscaping and associated civil construction activities.

#### Procurement Process

**Tender Advertised:** 11 May 2026 via VendorPanel, LinkedIn and Council website

**Closing Date:** 08 May 2026

**Method:** Open market ITT

**Submissions Received:** 4 conforming tenders, 0 non-conforming tender

#### Evaluation Framework

No.	Criterion	Weighting
1	Corporate & Financial Capacity	10%
2	Relevant Project Experience	20%
3	Construction Program & Management Plans	10%
4	Construction Methodology	15%
5	Local Content	10%
6	Price	35%
Total:		100%

#### Evaluation Outcome

The evaluation panel undertook individual assessments of the four (4) submissions against the established evaluation criteria, with results consolidated into a summary to support panel deliberations and comparative analysis.

As part of the evaluation process, tender clarifications were issued to shortlisted contractors seeking confirmation of methodology, construction assumptions, program delivery, material lead times and pricing. In particular, Council requested pricing for an extension of the clearing and grubbing scope from Chainage 760 through to Chainage 860 to connect with the East West Connector road reserve.

The panel determined that JRT Civil Pty Ltd represented the best overall value for money, demonstrating strong local capability, relevant project experience, a well-developed construction methodology and a competitive pricing structure.

#### Local Benefit

Local Content represented 10% of the evaluation weighting.

JRT Civil Pty Ltd is based in Yeppoon within the Livingstone Shire Council area and demonstrated a strong commitment to utilising local labour, subcontractors and suppliers throughout the delivery of the project.

#### Recommendation

Award Contract 2026.014 – Construction of Pineapple Drive Extension to JRT Civil Pty Ltd for the lump sum contract amount of **\$2,735,052.00 (excluding GST)**.

#### Governance & Probity

The procurement process complied with Council's Procurement Policy, the Local Government Act 2009 (Qld) and the Local Government Regulation 2012 (Qld) with evaluation documented and probity checks completed.

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**13.6 SOLE SUPPLIER EXCEPTION REGISTER - REPORT FOR 2026-2027**

<b>File No:</b>	<b>fA16323</b>
<b>Attachments:</b>	<b>1. Sole Supplier Register 26/27 Master (A2174812)↓</b>
<b>Responsible Officer:</b>	<b>Sean D'Souza - Interim Manager Financial Services Andrea Ellis - General Manager Corporate Services Alastair Dawson - Interim Chief Executive Officer</b>
<b>Author:</b>	<b>Amanda Lingard - Principal Procurement and Contracts Officer Richard Mills - Principal Project Management Officer</b>

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**SUMMARY**

*The main purpose of this report is to provide a list of suppliers for whom Livingstone Shire council is seeking resolution for annual purchases as an exception to the Local Government Regulation 2012 (s235).*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to apply the exception to the services and suppliers listed in Attachment One (1) in accordance with the *Local Government Regulation 2012* Section 235 (a) or (b) where a local government may enter into a medium-sized contractual arrangement, or a large-sized contractual arrangement without first inviting written quotes or tenders.

- (a) the local government resolves it is satisfied that there is only one 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.

**BACKGROUND**

Section 235 of the *Local Government Regulation 2012* allows a local government to enter medium-sized or large sized contractual arrangements without first inviting written quotes or tenders if-

- a) the local government **resolves** it is satisfied that there is only one supplier who is reasonably available; or
- b) the local government **resolves** that, because of the specialized 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.

The Procurement team have identified an organisational need for purchasing exceptions to be resolved by Council for the attached list (Attachment 1) of annual purchases.

**COMMENTARY**

A comprehensive review of the Sole Supplier Register was undertaken by the Procurement and Contracts Team

Business Unit representatives were requested to review each supplier currently listed on the register and provide updated justification for the continued application of a procurement exception under section 235 of the *Local Government Regulation 2012*. This review included

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confirmation of operational requirements, supplier capability, proprietary equipment and software dependencies, warranty obligations, statutory requirements, specialist service requirements, and any known alternative suppliers within the market.

The Procurement and Contracts Team subsequently undertook an independent assessment of each supplier and exception request to determine whether the exemption remained valid and defensible under the legislative requirements. The review included:

- Assessment of the appropriateness of the nominated exception category under section 235(a) or section 235(b) of the Local Government Regulation 2012;
- Market analysis to identify alternative suppliers, distributors, service providers and competing solutions;
- Review of software licensing arrangements, OEM equipment requirements, warranty obligations and proprietary systems;
- Review of statutory, regulatory and Traditional Owner engagement requirements;
- Assessment of specialist service claims and whether sufficient evidence existed to demonstrate that seeking quotations would be impractical or disadvantageous;
- Consultation with business unit representatives to validate operational requirements and confirm ongoing supplier dependency.

Where the initial review identified suppliers requiring additional justification or evidence to support the proposed exception, the Procurement and Contracts Team undertook further market research, supplier verification and engagement with internal stakeholders. This included reviewing supplier websites, manufacturer and distributor arrangements, software ownership, OEM status, statutory responsibilities, industry practices and the availability of alternative suppliers within the marketplace, with all assessments undertaken in accordance with the purchasing principles of value for money, transparency, accountability and probity as required under the Procurement Policy.

Following this review, Councillors may be reasonably satisfied, having regard to the evidence and analysis undertaken, that the suppliers recommended for inclusion on the Sole Supplier Register have been subject to appropriate scrutiny and market assessment, and that sufficient evidence exists to support the recommended procurement pathway. The review has strengthened Council's procurement governance framework by ensuring that exceptions are evidence-based, transparent, and aligned with the requirements of the *Local Government Regulation 2012*.

## **PREVIOUS DECISIONS**

Previous Sole Supplier Exception Report 2025-26 resolved at the Ordinary Council Meeting 20 May 2025.

## **ENGAGEMENT AND CONSULTATION**

Engagement and consultation occurred with the following stakeholders: Water and Waste, ICT Services, Corporate Services, Fleet Services, Local Laws, People and Performance, Revenue Services and Infrastructure Services.

## **BUDGET IMPLICATIONS**

Provision has been made for the purchase of the goods and services in this report as part of the adopted 2026-27 budget.

## **LEGISLATIVE CONTEXT & LEGAL IMPLICATIONS**

*Local Government Regulation 2012 (s235)*. If the exception under *Local Government Regulation (s235)* is not applied to these purchases, without first inviting written quotations or tenders, Council will be deemed to be outside of its legislative requirements in terms of contracting with these suppliers as per Part 3 of the Default Contracting Procedures which govern how the organisation procures.

**RISK ASSESSMENT**

Risks associated with exception purchases are managed by legislation and internal Council policy.

**CORPORATE PLAN REFERENCE**

*Transparent, Accountable & Progressive Leadership*

*Sustainably manage finances, assets and resources through strong governance.*

**CONCLUSION**

This report provides a list of suppliers for whom Livingstone Shire Council is seeking resolution for annual purchases as an exception to the *Local Government Regulation 2012* (s235).

## **13.6 - SOLE SUPPLIER EXCEPTION REGISTER - REPORT FOR 2026-2027**

### **Sole Supplier Register 26/27 Master (A2174812)**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

Company Name	Exception Description	Exception Code
A.S Dog Trapping	A.S. Dog Trapping is the only known professional shooter within the Livingstone Shire with the specialised licences, equipment, experience and trained personnel required to safely undertake feral animal management activities on public beaches and other public areas. The service requires a minimum of two qualified personnel, including a dedicated spotter to ensure public safety and compliance with legislative requirements. Due to the specialised nature of the service and public safety considerations, it is considered impractical and disadvantageous to invite quotations.	s235(b)
ABB Australia Pty Ltd	ABB Australia Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of automation, electrical control equipment, instrumentation and associated proprietary spare parts utilised across Council's water and wastewater infrastructure. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability, asset performance and manufacturer warranty obligations.	s235(a)
Aerzen	Aerzen is the Original Equipment Manufacturer (OEM) and authorised supplier of blowers, compressors and associated proprietary spare parts utilised within Council's water and wastewater treatment facilities. Use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, process performance and manufacturer warranty obligations.	s235(a)
Aimsun Pty Ltd	Aimsun Pty Ltd is the owner, developer and authorised supplier of the Aimsun traffic modelling and transport planning software platform utilised by Council. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Aimsun Pty Ltd. Continued use ensures system compatibility, data integrity and continuity of Council's transport modelling capabilities.	s235(a)
Akvotek Pty Ltd	Akvotek Pty Ltd is the authorised supplier of membrane cartridges utilised at the Yeppoon Sewerage Treatment Plant. The membrane cartridges are specifically designed for compatibility with the existing membrane treatment system and are critical to maintaining treatment performance, water quality outcomes and operational reliability. Use of approved membrane cartridges is required to ensure system compatibility, manufacturer compliance and continued efficient operation of the treatment process. Accordingly, Akvotek Pty Ltd is the only supplier reasonably available to provide the required membrane cartridges and associated technical support.	s235(a)
Amiad Water Systems Ltd	Amiad Water Systems Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of ESB and AF filtration systems, associated equipment and proprietary spare parts utilised at the Emu Park Sewerage Treatment Plant. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability, filtration performance and manufacturer warranty obligations.	s235(a)
Andritz	Andritz Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of centrifuge systems and associated proprietary spare parts utilised at the Woodbury Water Treatment Plant and Emu Park Sewerage Treatment Plant. Use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, dewatering performance and manufacturer warranty obligations.	s235(a)

Company Name	Exception Description	Exception Code
Aqseptence Group Pty Ltd	Aqseptence Group Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of inlet screening equipment and associated proprietary spare parts utilised at the Emu Park Sewerage Treatment Plant, including screen brushes, baskets and wear bars. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability and manufacturer warranty obligations.	s235(a)
Arris Pty Ltd	Arris Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of the equipment and proprietary spare parts Rhizopod system for no-release Wastewater Treatment and Dispersal System at Keppel Sands Caravan Park.. Use of OEM components is required to maintain system compatibility, operational reliability and manufacturer warranty obligations.	s235(a)
Aurion Corporation Pty Ltd	Aurion Corporation Pty Ltd is the owner, developer and authorised supplier of the Aurion Human Resource and Payroll software platform utilised by Council. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Aurion Corporation Pty Ltd. Continued use ensures system compatibility, data integrity, payroll continuity and compliance with employment and payroll requirements.	s235(a)
Australia Post	Australia Post is the sole provider of the Post Billpay payment service, enabling customers to make payments through Australia Post's national payment network. Ongoing access to the Post Billpay platform, payment processing services and associated support can only be obtained through Australia Post.	s235(a)
Axon Public Safety Pty Ltd	Axon Public Safety Australia is the authorised supplier of Council's body worn camera solution, including camera hardware, secure cloud-based evidence storage, digital evidence management and associated support services. The platform provides continuity of evidence management, chain-of-custody controls and secure storage of recorded footage. Due to the specialised nature of the system and integration with existing operational processes, it is considered impractical and disadvantageous to engage an alternative provider.	s235(b)

Company Name	Exception Description	Exception Code
Barlows Earthmoving Pty Ltd	<p>Barlows Earthmoving Pty Ltd manufactures the proprietary Keppel Block and Kinka Block retaining wall systems locally within Livingstone Shire. These large-format engineered retaining wall blocks provide significant construction efficiencies compared to conventional retaining wall products and are specifically suited to Council's operational requirements. Local manufacture avoids substantial freight and mobilisation costs associated with alternative suppliers located outside the region. Accordingly, Barlows is considered the only supplier reasonably available to provide these retaining wall products.</p> <p>Keppel and Kinka Blocks are a much larger sized block size than other retaining blocks available locally. They have a front face area of 0.7 and 0.6 square meters respectively. This compares to a front face area of 0.08 square meters for other commonly available standard blocks. Thus 8 to 9 commonly available standard blocks are required for the same face area as 1 Keppel/Kinka block. Lay the smaller block is labour intensive, whilst the Keppel/Kinka blocks are installed with the aide of machinery.</p> <p>For mass block retaining walls that are manufactured locally this avoids the high freight costs associated with any other possible supplier outside of our region.</p>	s235(a)
Barry's Weed Spraying	<p>Barry's Weed Spraying has specialised capability to undertake roadside and highway weed management in high-risk traffic environments. The supplier operates purpose-built spray vehicles fitted with traffic management lighting, signage and specialised equipment, enabling safe weed treatment within transport corridors and other difficult to access locations. Their experience managing weed infestations along road reserves, coupled with demonstrated delivery under the TMR Biosecurity Management Plan, provides Council with access to a specialised service not readily available from other local suppliers. This capability is critical in controlling the spread of declared and invasive weeds throughout Council's road network while maintaining compliance with biosecurity and road corridor management requirements. Due to the specialised nature of the services and operational requirements, it is considered impractical and disadvantageous to invite quotations.</p>	s235(b)
Before You Dig Australia Ltd	<p>Before You Dig Australia is the only national referral service for locating underground infrastructure assets, including water, sewer, telecommunications, electricity and gas services. The service provides a centralised point of access to utility asset information and is the recognised industry standard for underground asset location enquiries. Accordingly, it is the only supplier reasonably available to provide this service.</p>	s235(a)
Bellridge Pty Ltd	<p>Bellridge Pty Ltd is the authorised supplier and reseller of the ManageEngine suite of applications utilised by Council for IT service management, network monitoring, endpoint management, cybersecurity, identity management and systems administration functions. Ongoing software licensing, subscription renewals, support, maintenance, upgrades and vendor services for the ManageEngine environment are provided through Bellridge Pty Ltd. Continued use ensures system compatibility, operational continuity, access to vendor support and the ongoing management of Council's ICT infrastructure. Accordingly, Bellridge Pty Ltd is the only supplier reasonably available to provide the required ManageEngine licensing and support services.</p>	s235(a)

Company Name	Exception Description	Exception Code
Big Colour Works	Livingstone Shire Council utilises a fleet of Konica Minolta multifunction devices across its operations. Konica Minolta appoints authorised regional service providers to maintain and support its equipment, and Big Colour Works is the designated authorised service provider for the Capricorn Coast region. As the only locally available authorised provider with access to genuine parts, technical support and manufacturer accreditation, Big Colour Works is the only supplier reasonably available to service and maintain Council's existing printer fleet.	s235(a)
Bolinda Digital	Bolinda Digital Pty Ltd is the owner and authorised supplier of Australia's largest digital library platform and holds exclusive rights to a substantial catalogue of Australian digital publications. The platform provides access to digital content, licensing and lending services that cannot be replicated through alternative Australian providers. Accordingly, Bolinda Digital Pty Ltd is the only supplier reasonably available to provide the required digital library services.	s235(a)
Brightly	Brightly Software Pty Ltd is the owner, developer and authorised supplier of Council's asset management software platform. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Brightly Software Pty Ltd. Continued use ensures system compatibility, data integrity and continuity of Council's asset management functions.	s235(a)
Cardno QLD P/L (for CMDG only)	Cardno (now Stantec) was appointed by the Capricorn Municipal Development Guidelines (CMDG) member councils to develop, maintain and administer the CMDG framework and associated engineering standards. As the appointed custodian of the CMDG documentation and governance framework, Cardno is the only supplier reasonably available to provide ongoing CMDG review, update and facilitation services.	s235(a)
CentriTech	CentriTech is the authorised specialist service provider for GEA, Andritz and Flottweg centrifuge systems utilised within Council's water and wastewater treatment facilities. The supplier has the manufacturer authorisation, technical expertise, specialised tooling and access to proprietary components required to undertake servicing, maintenance, repairs and performance optimisation of these critical assets. Use of an authorised service provider is necessary to maintain equipment reliability, operational performance and manufacturer support requirements. Accordingly, CentriTech is the only supplier reasonably available to provide the required centrifuge servicing and technical support services.	s235(a)
Civica	Civica Pty Ltd is the owner, developer and authorised supplier of the Reflect software platform utilised by Council. The system supports organisational planning, performance management, reporting and strategic management functions. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Civica Pty Ltd. Continued use ensures system compatibility, data integrity, operational continuity and ongoing access to Council's historical planning and performance data. Accordingly, Civica Pty Ltd is the only supplier reasonably available to provide the required software and associated support services.	s235(a)

Company Name	Exception Description	Exception Code
Civil Survey Solutions	Civil Survey Solutions Pty Ltd is the authorised supplier of specialised civil surveying software products and associated modules bundled with Autodesk solutions utilised by Council. The supplier provides software licensing, technical support, maintenance, upgrades and integration services specific to Council's surveying and engineering operations. Continued use ensures compatibility with existing Autodesk environments, survey workflows and historical project data. Accordingly, Civil Survey Solutions Pty Ltd is the only supplier reasonably available to provide the required software and support services.	s235(a)
Conquest Solutions Pty Ltd	Conquest Solutions Pty Ltd is the owner, developer and authorised supplier of the Conquest software platform utilised by Council for fleet, plant and asset maintenance management functions. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Conquest Solutions Pty Ltd. Continued use ensures system compatibility, data integrity, operational continuity and ongoing access to Council's fleet and asset management information within the existing software environment. Accordingly, Conquest Solutions Pty Ltd is the only supplier reasonably available to provide the required software and associated support services.	s235(a)
Coral Coast Composites	Coral Coast Composites is the only Queensland manufacturer of fibre-reinforced vinyl ester sewer manhole base liners that comply with the Capricorn Municipal Development Guidelines (CMDG) Standard Drawing CMDG-S-024. The product has a proven performance history in corrosive sewer environments and is specifically designed to meet Council's infrastructure standards. Previous market testing identified no suitable alternative products capable of meeting the CMDG requirements. In addition to supplying compliant base liners, Coral Coast Composites provides specialised vinyl ester lining services for concrete manhole chambers. Accordingly, Coral Coast Composites is considered the only supplier reasonably available to provide the required products and services.	s235(a)
Darumbal Enterprises Pty Ltd	Darumbal Enterprises Pty Ltd is the recognised entity representing the Darumbal People within the Darumbal Native Title area and provides cultural heritage, native title and traditional owner engagement services on behalf of the Traditional Owner group. Engagement with Darumbal Enterprises is required for matters relating to cultural heritage assessments, native title considerations, land access, heritage management and other activities requiring consultation with the recognised Traditional Owners. Accordingly, Darumbal Enterprises Pty Ltd is the only supplier reasonably available to provide these services within the Darumbal Native Title area.	s235(a)
DocuSign	DocuSign is the only electronic signature platform that provides a fully supported native integration with Council's Unimarket Powered by VendorPanel procurement and contract management platform. The integration supports automated contract execution, workflow management, audit trails, document security and governance requirements. Alternative electronic signature solutions would require manual processing, custom development or third-party integrations, resulting in increased implementation costs, administrative burden and support risks. Accordingly, DocuSign is considered the only supplier reasonably available to meet Council's integrated electronic signature requirements.	s235(a)

Company Name	Exception Description	Exception Code
DWF Enterprises Pty Ltd	DWF Enterprises Pty Ltd is the only known supplier within Central Queensland capable of providing machine-formed extruded kerb and channel construction services. The supplier's local presence within Livingstone Shire eliminates mobilisation, accommodation and travel costs while providing a specialised construction methodology that delivers a durable and consistent product compared to traditional fixed-form kerb construction. Due to the specialised nature of the equipment, local availability and operational efficiencies achieved through this service, it is considered impractical and disadvantageous to invite quotations for each engagement.	s235(b)
Ecosystem Management and Biosecurity Solutions	Ecosystem Management and Biosecurity Solutions possesses specialised expertise in the cultivation, management and distribution of approved biological control agents for the treatment of Pandanus Dieback, an ongoing environmental issue within the Livingstone Shire. The supplier has established knowledge of the disease, treatment methodologies and biological control programs, and is considered the only supplier reasonably available to provide the required biocontrol agents and associated specialist advice.	s235(a)
Edward Appelton	Edward Appleton is the only locally available supplier with the specialised livestock handling facilities, transport capability, impoundment infrastructure and 24-hour response capacity required to deliver Council's stock impounding and animal control services. The supplier provides the full range of services necessary to capture, transport, impound, manage and dispose of livestock and animals in accordance with legislative and animal welfare requirements. Due to the limited availability of alternative providers capable of delivering the complete service within the region, Edward Appleton is considered the only supplier reasonably available to provide these services.	s235(a)
EFTSure	EFTSure is the owner, developer and authorised supplier of Council's vendor verification and payment protection platform. The system provides continuous monitoring of supplier banking details, independent verification processes and fraud prevention controls designed to reduce the risk of payment fraud, cybercrime and erroneous transactions. Ongoing software licensing, support, maintenance, monitoring services and platform enhancements can only be obtained through EFTSure. Continued use ensures continuity of Council's financial control environment, data integrity and cyber security protections.	s235(b)
Emerson	Emerson is the Original Equipment Manufacturer (OEM) and authorised supplier of process actuated valves, control equipment and associated proprietary spare parts utilised at Council's Water Treatment Plant and Yeppoon West Valve Facility. These assets form a critical component of Council's water treatment and distribution infrastructure. Use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, process control performance and manufacturer warranty obligations. Accordingly, Emerson is the only supplier reasonably available to provide the required equipment, spare parts and support services.	s235(a)

Company Name	Exception Description	Exception Code
Endress and Hauser	Endress+Hauser is the Original Equipment Manufacturer (OEM) and authorised supplier of level instrumentation, flow instrumentation, chemical analysers and associated proprietary spare parts utilised across Council's water and wastewater infrastructure. Use of OEM equipment, consumables and spare parts is required to maintain system compatibility, monitoring accuracy, operational reliability, regulatory compliance and manufacturer warranty obligations. Accordingly, Endress+Hauser is the only supplier reasonably available to provide the required equipment, spare parts and technical support services.	s235(a)
Envirocom	Envirocom is a specialist provider of domestic kerbside waste audit services, including waste characterisation, data collection, analysis, reporting and benchmarking against industry and regulatory requirements. The supplier utilises established methodologies and reporting frameworks that support Council's waste management planning, resource recovery initiatives and compliance obligations. Envirocom is considered the only supplier reasonably available to provide the required waste audit services and associated reporting outcomes.	s235(a)
Ergon Energy	Ergon Energy is the regulated electricity distribution network service provider for Central Queensland and is responsible for the ownership, operation and maintenance of the region's electricity distribution infrastructure. Connection, modification and maintenance works associated with the electricity network can only be undertaken by Ergon Energy within its designated service area. Accordingly, Ergon Energy is the only supplier reasonably available to provide the required electricity infrastructure services	s235(a)
ESRI Australia Pty Ltd	ESRI Australia Pty Ltd is the authorised Australian distributor and supplier of the ESRI ArcGIS suite of geographic information system (GIS) software utilised by Council for spatial data management, mapping, asset management, planning, engineering and operational activities. Ongoing software licensing, support, maintenance, upgrades, cloud services and vendor support can only be obtained through ESRI Australia. Continued use ensures system compatibility, data integrity, operational continuity and ongoing access to Council's spatial datasets, mapping applications and GIS infrastructure. Accordingly, ESRI Australia Pty Ltd is the only supplier reasonably available to provide the required software and associated support services.	s235(a)
Evie Networks	Evie Networks is the only supplier identified as both willing and capable of funding, supplying, installing, operating and maintaining public electric vehicle charging infrastructure within the Livingstone Shire. The supplier provides an end-to-end solution, including charging equipment, software management, customer payment systems, ongoing maintenance and network operation. Given the limited availability of providers prepared to deliver and operate this infrastructure under Council's required commercial model, Evie Networks is considered the only supplier reasonably available to provide the required services.	s235(a)

Company Name	Exception Description	Exception Code
Evoqua Water Technologies	<p>Evoqua Water Technologies The supplier is the Original Equipment Manufacturer (OEM) for the instrumentation, chemical dosing equipment and associated spare parts installed across Livingstone Shire Council's water and sewer treatment facilities. This includes chlorine dosing pumps, chlorine gas systems, chlorine monitoring instruments and pH measurement equipment. Engagement of the OEM is necessary to maintain manufacturer warranties, ensure compatibility with existing assets, and preserve operational integrity and compliance of critical water and wastewater infrastructure.</p> <p>Evoqua Water Technologies is the authorised supplier of OSEC saline vacuum salt tablets specified for use within the Evoqua Chlorine Membrane Electrolysis System and associated salt dissolving tank installed at the Yeppoon Lagoon. Manufacturer operating instructions require the use of Evoqua OSEC saline salt tablets to ensure system performance, chlorine production efficiency, operational reliability and compliance with manufacturer warranty requirements. As the specified consumable for the existing equipment, Evoqua Water Technologies is the only supplier reasonably available to provide the required salt tablets and associated technical support.</p>	s235(a)
Fleet Industries	<p>Fleet Industries is the proprietor and manufacturer of the bus shelter design currently adopted by Council and owns the associated intellectual property and design specifications. The supplier is the only authorised manufacturer able to produce and supply the approved shelter design, ensuring consistency with Council's existing infrastructure standards, asset appearance and maintenance requirements. Procuring an alternative design would require redesign, engineering assessment and modification of established standards, resulting in additional cost and operational inefficiencies. Accordingly, Fleet Industries is considered the only supplier reasonably available to provide the required bus shelters.</p>	s235(a)
Flottweg	<p>Flottweg is the Original Equipment Manufacturer (OEM) and authorised supplier of the centrifuge system and associated proprietary spare parts utilised at the Yeppoon Sewerage Treatment Plant. The centrifuge is a critical component of the sludge dewatering process, and the use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, dewatering performance and manufacturer warranty obligations. Accordingly, Flottweg is the only supplier reasonably available to provide the required equipment, spare parts and support services.</p>	s235(a)
Flowtech	<p>Flowtech is the authorised supplier, maintainer and repairer of Council's digital standpipe network and associated metering infrastructure. The supplier provides specialised equipment, proprietary components, software configuration, calibration and technical support required to ensure the ongoing operation, accuracy and security of Council's standpipe systems. Due to the specialised nature of the equipment and Flowtech's role in supplying and maintaining the existing infrastructure, Flowtech is the only supplier reasonably available to provide the required servicing, repairs, replacement components and technical support.</p>	s235(a)

Company Name	Exception Description	Exception Code
Focus HQ	Focus HQ is the owner, developer and authorised supplier of Council's Capital Works software platform, which is utilised for the planning, delivery, monitoring and reporting of capital projects and infrastructure programs. The system supports project governance, financial tracking, scheduling, resource management and performance reporting. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Focus HQ. Continued use ensures system compatibility, data integrity, operational continuity and ongoing access to Council's capital works project information and reporting framework.	s235(a)
Galapagos Pty Limited T/as IPLATINUM	Galapagos Pty Ltd trading as iPLATINUM is the owner, developer and authorised supplier of the iFerret software platform utilised by Council for information discovery, records searching and data retrieval across corporate systems. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through iPLATINUM. Continued use ensures system compatibility, data integrity, operational continuity and ongoing access to Council's indexed records, documents and enterprise search functionality within the existing information management environment.	s235(a)
GEA Westfalia	GEA Westfalia is the Original Equipment Manufacturer (OEM) and authorised supplier of the centrifuge system and associated proprietary spare parts utilised at the Yeppoon Sewerage Treatment Plant. The centrifuge is a critical component of the sludge dewatering process, and the use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, dewatering performance and manufacturer warranty obligations. Accordingly, GEA Westfalia is the only supplier reasonably available to provide the required equipment, spare parts and support services.	s235(a)
Genelite	Genelite is the Original Equipment Manufacturer (OEM) and authorised supplier of generators, control systems and proprietary spare parts utilised across Council's water and wastewater treatment facilities, pump stations and critical operational infrastructure. Use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, emergency power capability and manufacturer warranty obligations. Accordingly, Genelite is the only supplier reasonably available to provide the required equipment, spare parts and support services.	s235(a)
GEOGRAFIA PTY LTD AKA SPENDMAPP	Geografia Pty Ltd (trading as Spendmapp) is the owner, developer and authorised supplier of the Spendmapp procurement analytics platform utilised by Council for spend analysis, supplier intelligence, procurement reporting and strategic sourcing activities. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Geografia Pty Ltd. Continued use ensures system compatibility, data integrity, continuity of historical spend data and ongoing access to procurement analytics and reporting capabilities within Council's existing procurement environment.	s235(a)

Company Name	Exception Description	Exception Code
GlobalPOS	GlobalPOS is the authorised supplier of Council's GPS surveying equipment, survey accessories and permanent GNSS base station infrastructure. GlobalPOS supplied and commissioned the permanent base station located at Council's Depot and provides ongoing servicing, calibration, technical support and maintenance for the base station, GPS receivers and associated survey equipment. Continued engagement ensures system compatibility, data accuracy, equipment reliability and access to specialist technical support for Council's surveying and construction operations. Due to its role as the original supplier and maintainer of the equipment, GlobalPOS is the only supplier reasonably available to provide the required support, servicing and replacement components.	s235(a)
Grace Records Management	Grace Records Management provides specialised records management services including the secure registration, storage, retrieval, transportation, digitisation and destruction of Council records, as well as the management and exchange of confidential document destruction bins. The supplier has established custody, indexing structures and operational processes for Council's archived records, ensuring continuity, security and compliance with recordkeeping obligations. Transitioning to an alternative provider would require the relocation and re-indexing of large volumes of records, resulting in significant cost, operational disruption and potential risks to record integrity. Accordingly, it is considered impractical and disadvantageous to invite quotations for these services.	s235(b)
Grundfos Pumps Pty Ltd	Grundfos Pumps Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of water pumps, sewer pumps, chemical dosing pumps and associated proprietary spare parts utilised across Council's sewer pump stations, water pump stations and other critical water and wastewater infrastructure assets. Use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, asset performance and manufacturer warranty obligations, while ensuring the continued safe and efficient operation of Council's water and sewer networks.	s235(a)
GWI Digital	GWI Digital was originally engaged through a competitive procurement process to provide ICT advisory and program management services in support of Council's ICT Strategy. Through this engagement, GWI has developed detailed knowledge of Council's ICT environment, strategic objectives, project requirements and the specialist design blueprints underpinning the approved program of works. As Council transitions from planning into implementation, continuity of service is critical to minimise project risk, maintain delivery timeframes and preserve the integrity of the established solution design. Engaging an alternative provider at this stage would require significant knowledge transfer, introduce duplication of effort, increase project costs and create a substantial risk of delays and disruption to delivery. Accordingly, due to the specialised knowledge, continuity requirements and project-specific intellectual property developed during the design phase, it is considered impractical and disadvantageous to invite quotations for these services.	s235(a)

Company Name	Exception Description	Exception Code
HACH Pacific Pty Ltd	HACH Pacific Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of process instrumentation, laboratory instruments, water quality analysers, chemical monitoring equipment and associated proprietary spare parts utilised across Council's water and wastewater treatment facilities. Use of OEM equipment, reagents and spare parts is required to maintain system compatibility, monitoring accuracy, operational reliability, regulatory compliance and manufacturer warranty obligations. Accordingly, HACH Pacific Pty Ltd is the only supplier reasonably available to provide the required equipment, consumables, spare parts and technical support services.	s235(a)
Hastings Deering	Hastings Deering is the exclusive authorised distributor of Caterpillar machinery, genuine Caterpillar parts and associated technical support services within the region. Council operates a fleet of Caterpillar equipment that requires genuine OEM components to maintain asset performance, system compatibility, operational reliability and manufacturer warranty obligations. As the authorised Caterpillar dealer, Hastings Deering is the only supplier reasonably available to provide genuine parts, technical support and warranty services for Council's Caterpillar fleet.	s235(a)
Honeywell Ltd	Honeywell Ltd is the owner, developer and authorised support provider of Council's Honeywell SCADA system, which is utilised to monitor and control critical water, wastewater and operational infrastructure. The SCADA environment includes proprietary software, communications architecture, control logic and system configurations developed specifically for Council's operational requirements. Ongoing maintenance, technical support, software updates, cybersecurity patches and system enhancements require specialist knowledge of the Honeywell platform and can only be effectively provided by the authorised vendor. Accordingly, Honeywell Ltd is the only supplier reasonably available to provide the required SCADA maintenance and support services.	s235(a)
Hydroflux	Hydroflux is the authorised supplier of Longopac bagging systems and replacement Longopac bags utilised at Council's sewerage treatment plants for the containment and disposal of screenings from inlet screening equipment. The Longopac bags are specifically designed for compatibility with the existing screening systems and are required to ensure safe, efficient and hygienic handling of waste material. Due to the proprietary nature of the product and its compatibility requirements, Hydroflux is the only supplier reasonably available to provide the required consumables and associated support services.	s235(a)
Ibis Information Systems Queensland Pty Ltd	IBIS Information Systems Queensland Pty Ltd is the owner, developer and authorised supplier of the IBIS software platform utilised by Council for regulatory, compliance and operational management functions. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through the supplier. The platform contains confidential regulatory and operational data and is integrated into Council's existing business processes and workflows. Due to the specialised nature of the software, the sensitivity of the information managed within the system, and the costs and operational risks associated with transitioning to an alternative provider, it is considered impractical and disadvantageous to invite quotations for these services.	s235(b)

Company Name	Exception Description	Exception Code
Impact Apps Pty Ltd	Impact Apps Pty Ltd is the owner, developer and authorised supplier of the Livingstone Waste Wise App utilised by Council to provide waste management information and digital customer services. The supplier is responsible for the ongoing development, maintenance and enhancement of the application, including the proposed implementation of electronic waste vouchers within the existing platform. As the developer and custodian of the application architecture, Impact Apps Pty Ltd is the only supplier reasonably available to provide software modifications, support, maintenance, upgrades and integration services required to maintain continuity and functionality of the Waste Wise App.	s235(a)
InfoCouncil	InfoCouncil is the owner, developer and authorised supplier of the InfoCouncil governance platform utilised by Council for agenda management, meeting administration, minute preparation, resolution tracking and statutory governance processes. The system supports Council, committee and executive meeting workflows and integrates with Council's broader governance and records management environment. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through InfoCouncil. Continued use ensures system compatibility, governance compliance, data integrity and uninterrupted access to Council's meeting records and decision-making processes.	s235(a)
Infor Global Solutions	Infor Global Solutions is the owner, developer and authorised supplier of the Pathway and Pathway UX software platforms utilised by Council for development assessment, planning, compliance, licensing and regulatory management functions. The systems support statutory workflows, records management, customer interactions and integration with Council's corporate systems. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Infor Global Solutions. Continued use ensures system compatibility, data integrity, regulatory compliance and uninterrupted delivery of Council's regulatory and development services.	s235(a)
Infotrust	Infotrust is the authorised supplier of Council's Software-as-a-Service (SaaS) Application Whitelisting solution, which provides application control, cyber security monitoring and protection against unauthorised software execution across Council's ICT environment. Ongoing software licensing, support, maintenance, threat intelligence updates and platform services can only be obtained through the supplier. Continued use ensures system compatibility, cyber security compliance, operational continuity and the ongoing protection of Council's information systems and digital assets.	s235(a)
Innovative Filtration Solution Pty Ltd (IFS)	Innovative Filtration Solutions Pty Ltd (IFS) is the Original Equipment Manufacturer (OEM) and authorised supplier of the screw press sludge dewatering systems and associated proprietary spare parts utilised at the Emu Park Sewerage Treatment Plant and Great Keppel Island Sewerage Treatment Plant. Use of OEM equipment, spare parts and technical support is required to maintain system compatibility, dewatering performance, operational reliability and manufacturer warranty obligations. Accordingly, IFS is the only supplier reasonably available to provide the required equipment, spare parts and support services.	s235(a)

Company Name	Exception Description	Exception Code
Insight Informatics Pty Ltd	Insight Informatics Pty Ltd is the owner, developer and authorised supplier of the Libero Library Management System utilised by Council's library services. The platform supports catalogue management, circulation, membership management, resource discovery, reporting and integration with digital library services. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Insight Informatics Pty Ltd. Continued use ensures system compatibility, data integrity, service continuity and ongoing access to Council's library collections, member records and historical library data.	s235(a)
Itron Australasia Pty Ltd	Itron Australasia Pty Ltd is the owner, developer and authorised supplier of the Temetra software platform utilised by Council for meter data management, meter reading and mobile data collection activities. The system supports the collection, validation, management and integration of water consumption data with Council's billing and operational systems. Ongoing software licensing, support, maintenance, upgrades and technical services can only be obtained through Itron Australasia Pty Ltd, ensuring system compatibility, data integrity and continuity of Council's metering operations.	s235(a)
Iwaki Pumps Australia	Iwaki Pumps Australia is the Original Equipment Manufacturer (OEM) and authorised supplier of chemical dosing pumps and proprietary spare parts utilised at Council's Water Treatment Plant. Council has recently invested in four new Iwaki dosing pumps, and the use of OEM equipment, spare parts and technical support is required to maintain system compatibility, dosing accuracy, operational reliability and manufacturer warranty obligations. Accordingly, Iwaki Pumps Australia is the only supplier reasonably available to provide the required equipment, spare parts and support services.	s235(a)
iWeigh Solutions Pty Ltd	iWeigh Solutions Pty Ltd is the owner, developer and authorised supplier of Council's weighbridge management software platform. The system supports weighbridge operations, transaction processing, reporting, integration with waste management systems and regulatory data collection. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through iWeigh Solutions Pty Ltd. Continued use ensures system compatibility, data integrity, operational continuity and ongoing support of Council's waste and resource recovery operations.	s235(a)
IXOM Australia	IXOM Australia is the sole Australian manufacturer and supplier of liquefied chlorine gas utilised for water and wastewater treatment processes. The product is critical to Council's disinfection and treatment operations, and no alternative Australian manufacturer is available to supply an equivalent product. Accordingly, IXOM Australia is considered the only supplier reasonably available to provide the required liquefied chlorine gas and associated technical support services.	s235(a)

Company Name	Exception Description	Exception Code
Kone Elevators Pty Ltd	Kone Elevators Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised service provider for the Kone elevators installed within Council facilities. The supplier provides specialised servicing, reactive maintenance, technical support, software updates and proprietary replacement components required to maintain the safe and reliable operation of the lifts. Use of authorised Kone service technicians and genuine OEM parts is required to maintain system integrity, compliance with statutory maintenance requirements, operational reliability and manufacturer warranty obligations, making Kone Elevators Pty Ltd the only supplier reasonably available to provide these services.	s235(a)
KSB Australia Pty Ltd	KSB Australia Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of water pumps, sewer pumps and associated proprietary spare parts utilised across Council's sewer pump stations, water pump stations and other critical water and wastewater infrastructure assets. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability, asset performance and manufacturer warranty obligations, while ensuring the continued safe and efficient operation of Council's water and sewer networks.	s235(a)
LG Software Solutions Pty Ltd	LG Software Solutions Pty Ltd is the owner, developer and authorised supplier of the Pulse software platform utilised by Council for governance, compliance, risk management, delegations, policy management and corporate reporting functions. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through LG Software Solutions Pty Ltd. Continued use ensures system compatibility, data integrity, regulatory compliance and ongoing access to Council's governance and corporate records within the existing Pulse environment.	s235(a)
Magiq Software Ltd	Magiq Software Ltd is the owner, developer and authorised supplier of the Chameleon software platform utilised by Council for customer request management, service delivery and operational workflow processes. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Magiq Software Ltd. Continued use ensures system compatibility, data integrity, business continuity and ongoing access to historical records and operational data within Council's existing software environment.	s235(a)
MAK Water	MAK Water is the Original Equipment Manufacturer (OEM) and authorised supplier of the membrane treatment systems, associated equipment and proprietary spare parts utilised at the Great Keppel Island Sewerage Treatment Plant. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability, treatment performance and manufacturer warranty obligations. In addition, MAK Water is the only identified supplier capable of providing 30% Aluminium Chlorohydrate, Citric Acid, Caustic Soda (Sodium Hydroxide) and Sucrose in 20-litre manual handling containers suitable for transport and operational use on Great Keppel Island. Accordingly, MAK Water is considered the only supplier reasonably available to provide the required equipment, consumables and associated support services.	s235(a)

Company Name	Exception Description	Exception Code
Marsh Valuation Services	Marsh Valuation Services provides specialised asset valuation services for Council's infrastructure, property and operational assets in accordance with local government financial reporting and accounting requirements. The supplier has developed detailed knowledge of Council's asset portfolio, valuation methodologies, asset hierarchies and historical valuation assumptions. Engaging an alternative valuer may result in significant variations in valuation methodology, reduced comparability of historical asset data, additional audit scrutiny and substantial costs associated with reconciling valuation movements. Due to the specialised nature of the services and the need for continuity and consistency in asset valuation outcomes, it is considered impractical and disadvantageous to invite quotations.	s235(b)
Miri Engineering Pty Ltd	Miri Engineering Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of telemetry radios, communications equipment and proprietary spare parts utilised throughout Council's SCADA network supporting critical water and sewer infrastructure. The supplier possesses specialised technical knowledge of the existing communications architecture and provides direct access to OEM equipment, support and replacement components. While alternative wholesalers may be able to supply some equipment, Miri Engineering is typically the most cost-effective source and provides specialised technical support for the existing network. Due to the specialised nature of the SCADA communications system, the need to maintain compatibility and operational reliability, and the limited benefit of seeking alternative quotations, it is considered impractical and disadvantageous to invite quotes for these purchases.	s235(b)
Nearmap Australia	Nearmap Australia Pty Ltd is the owner and authorised supplier of the Nearmap aerial imagery platform, providing high-resolution, frequently updated aerial photography and geospatial data utilised by Council for planning, asset management, engineering, compliance and operational activities. Ongoing access to imagery, historical datasets, software licensing, support and platform services can only be obtained through Nearmap. The proprietary nature of the imagery and associated platform services makes Nearmap the only supplier reasonably available to provide the required aerial imagery solution.	s235(a)
NHP Electrical	NHP Electrical Engineering Products Pty Ltd is the exclusive Australian distributor of Allen-Bradley SCADA, automation and control system components utilised across Council's operational infrastructure. As the authorised distributor, NHP provides genuine equipment, technical support, warranty services and proprietary replacement components. Use of authorised Allen-Bradley products is required to maintain system compatibility, operational reliability, cybersecurity compliance and manufacturer warranty obligations, making NHP the only supplier reasonably available to provide the required goods and services.	s235(a)
Nintex Pty Ltd	Nintex Pty Ltd is the owner, developer and authorised supplier of the Promapp business process management software utilised by Council for documenting, managing and improving organisational processes and workflows. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Nintex. Continued use ensures system compatibility, process integrity, user adoption and access to historical process documentation within Council's existing business improvement framework.	s235(a)

Company Name	Exception Description	Exception Code
Objective	Objective Corporation is the owner, developer and authorised supplier of the Trapeze software platform utilised by Council for records and information management. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Objective. Continued use ensures system compatibility, data integrity, regulatory compliance and seamless integration with Council's existing information management environment.	s235(a)
Paytech Solutions Pty Ltd	Paytech Solutions Pty Ltd is the authorised supplier and service provider for the Nayax-operated wash bay and vacuum terminal payment systems located within Council's car park facilities. The supplier provides specialised maintenance, technical support, software configuration and system integration services required to ensure the ongoing operation of the five (5) Nayax payment terminals. Due to the proprietary nature of the equipment and system architecture, Paytech Solutions Pty Ltd is the only supplier reasonably available to provide the required servicing and maintenance services.	s235(a)
Peter Pal	Peter Pal is the only Queensland-based supplier identified as providing a comprehensive shelf-ready records service, including document preparation, covering, processing, cataloguing and digitisation directly into Council's existing records management database. The integrated nature of the service ensures consistency in record preparation, metadata standards and digitisation processes, making Peter Pal the only supplier reasonably available to provide the required specialised records management services.	s235(a)
QIT Plus Pty Ltd	QIT Plus Pty Ltd is the owner, developer and authorised supplier of the Guardian platform, which is utilised by local governments and disaster management agencies to support disaster preparedness, response, recovery and coordination activities under the Queensland Disaster Management Arrangements. Ongoing software licensing, support, maintenance, upgrades and hosting services can only be obtained through the supplier. Continued use ensures system compatibility, operational continuity and compliance with established disaster management processes and reporting requirements.	s235(a)
Qualtrics LLC	Qualtrics LLC provides Council's employee engagement survey platform and has been utilised since 2020 to collect, analyse and benchmark workforce engagement data. Continued use of the platform ensures retention of historical survey data, consistency in reporting methodologies and the ability to undertake meaningful year-on-year trend analysis. Transitioning to an alternative provider would result in data migration challenges, reduced comparability of historical results and additional implementation costs. Accordingly, it is considered impractical and disadvantageous to engage an alternative supplier for these services.	s235(b)
Quest Software International	Quest Software International is the owner and authorised supplier of Archive Manager, the software platform utilised by Council for email and records archiving. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through the supplier. Continued use ensures system compatibility, data integrity, regulatory compliance and ongoing access to archived records within Council's existing information management environment.	s235(a)

Company Name	Exception Description	Exception Code
Resource Hub Consulting Pty Ltd	Resource Hub Consulting Pty Ltd has provided Council's waste levy administration, reporting, advisory, remote weighbridge monitoring and data management services for the past five years. The supplier has developed specialised knowledge of Council's waste operations, reporting methodologies, levy obligations and historical data sets. Continued engagement ensures consistency in reporting, data integrity and year-on-year performance analysis, enabling Council to maintain accurate comparisons and regulatory compliance. In accordance with Council Resolution dated 27 October 2025, it is considered impractical and disadvantageous to engage an alternative provider due to the transition risks, loss of continuity and potential impacts on reporting accuracy.	s235(b)
Rockwood Constructions Pty Ltd	Rockwood Constructions Pty Ltd provides specialised shade sail design, manufacture and installation services within the Livingstone Shire region. The supplier possesses the specialised fabrication capabilities, engineering expertise, installation equipment and qualified personnel required to deliver complete shade sail solutions, including design certification, manufacture, installation and ongoing maintenance. Based on market assessment, Rockwood Constructions Pty Ltd is the only known supplier within the region capable of providing the full end-to-end service. Due to the specialised nature of the works, local availability and the efficiencies achieved through engaging a single supplier for both manufacture and installation, it is considered impractical and disadvantageous to invite quotations.	s235(b)
Rotork	Rotork is the Original Equipment Manufacturer (OEM) and authorised supplier of electric actuators, control systems and proprietary spare parts utilised on reservoir inlet valves and treatment plant actuated valves across Council's water infrastructure network. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability, asset performance and manufacturer warranty obligations, while ensuring the continued safe operation of critical water infrastructure assets.	s235(a)
Royce Water Technologies Pty Ltd	Royce Water Technologies Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of dissolved oxygen sensors, mixed liquor sensors, CHEMSCAN analysers, associated instrumentation, chemicals and proprietary spare parts utilised at the Yeppoon Sewerage Treatment Plant. Use of OEM equipment, consumables and spare parts is required to maintain system compatibility, monitoring accuracy, operational reliability, regulatory compliance and manufacturer warranty obligations.	s235(a)
Seek Australia	SEEK Australia operates Australia's largest online employment marketplace and provides access to a broad pool of active and passive job seekers across local government, professional, technical and trade disciplines. The platform offers specialised recruitment advertising, candidate attraction and application management services that support Council's workforce recruitment requirements. Due to SEEK's market reach, established user base and position as the leading employment advertising platform in Australia, it is impractical and disadvantageous to seek alternative providers for equivalent recruitment advertising outcomes.	s235(b)

Company Name	Exception Description	Exception Code
Shave and Brett Pty Ltd	Shave and Brett Pty Ltd has provided Council's annual financial statement preparation and audit coordination services for the past four years and has developed specialised knowledge of Council's financial systems, reporting framework, asset valuation methodologies and statutory reporting obligations. Given Council's concurrent transition of its corporate finance system to a cloud environment, continuity of service is critical to minimise reporting risk, support audit efficiency and ensure compliance with legislative reporting timeframes. Due to the specialised knowledge and established understanding of Council's financial operations, it is impractical and disadvantageous to seek alternative quotations for these services.	s235(b)
Siemens	Siemens is the exclusive supplier of Siemens Magflo flow meters utilised throughout Council's water and wastewater treatment facilities for critical process monitoring and control. Standardisation on a single flow meter platform provides operational consistency, staff familiarity, streamlined training, common spare parts holdings and simplified maintenance practices. Continued use of Siemens Magflo meters ensures system compatibility, operational reliability, manufacturer support and warranty compliance, while avoiding the inefficiencies and increased costs associated with maintaining multiple flow meter brands across Council's treatment assets.	s235(a)
Simplex Elevators Pty Ltd	Simplex Elevators Pty Ltd is the authorised service provider for the lift installed within Council's Education Centre and provides specialised servicing, reactive maintenance, technical support and replacement components required to maintain the safe and reliable operation of the asset. The supplier possesses detailed knowledge of the lift configuration, maintenance history and compliance requirements, ensuring continuity of service and adherence to statutory inspection and maintenance obligations. Accordingly, Simplex Elevators Pty Ltd is the only supplier reasonably available to provide the required lift servicing, maintenance and support services.	s235(a)
SITECH Construction Systems Pty Ltd	SITECH Construction Systems is the authorised Trimble dealer for Central Queensland and provides specialised positioning, machine control, survey and construction technology solutions for the civil construction industry. Council operates Trimble machine control systems across its Caterpillar earthmoving fleet and maintains a Trimble GNSS base station at the Cordingley Street Depot. As the authorised regional supplier, SITECH provides equipment sales, equipment hire, software licensing, technical support, calibration, maintenance and specialist training services required to support Council's existing Trimble environment. Continued engagement ensures system compatibility, operational reliability and access to authorised technical support. Accordingly, SITECH Construction Systems is the only supplier reasonably available to provide the required Trimble equipment, software and support services.	s235(a)
Skytrust Intelligence System	Skytrust Intelligence System is the owner, developer and authorised supplier of Council's safety management and injury management software platform. The system supports incident reporting, risk management, compliance monitoring, corrective actions and injury management processes. Ongoing software licensing, support, maintenance, upgrades and hosting services can only be obtained through the supplier to ensure system integrity, security, continuity of records and ongoing vendor support.	s235(a)

Company Name	Exception Description	Exception Code
SmartyGrant – Our Community Pty Ltd	Our Community Pty Ltd is the owner, developer and authorised supplier of the SmartyGrants platform utilised by Council for grant program administration, application management, assessment, reporting and acquittal processes. The platform supports end-to-end grant management workflows, applicant communications, evaluation activities and compliance reporting. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Our Community Pty Ltd. Continued use ensures system compatibility, data integrity, operational continuity and ongoing access to Council's grant application and program management records. Accordingly, Our Community Pty Ltd is the only supplier reasonably available to provide the required SmartyGrants software and associated support services.	s235(a)
Snap Send Solve	Snap Send Solve Pty Ltd is the owner, developer and authorised supplier of the Snap Send Solve platform utilised by Council to receive, manage and respond to customer service requests, asset defects and community reports. The platform provides integrated mobile application, customer engagement and workflow management functionality that supports Council's customer service operations. Ongoing software licensing, support, maintenance, upgrades and vendor services can only be obtained through Snap Send Solve Pty Ltd. Continued use ensures system compatibility, data integrity, operational continuity and ongoing access to historical customer request data and reporting. Accordingly, Snap Send Solve Pty Ltd is the only supplier reasonably available to provide the required software and associated support services.	s235(a)
Social Pinpoint Pty Ltd	Social Pinpoint Pty Ltd provides Council's established online community engagement platform and has been utilised to support community consultation, stakeholder engagement and public participation activities over multiple years. The platform contains historical consultation data, stakeholder information, engagement records and established workflows that support Council's ongoing engagement programs. Continued use ensures continuity of community consultation activities, retention of historical data, consistency in reporting and analysis, and avoids the cost, disruption and data migration risks associated with transitioning to an alternative platform. Accordingly, it is considered impractical and disadvantageous to engage an alternative supplier for these services.	s235(b)
Solus	Solus UK Ltd is the owner, developer and authorised supplier of the Solus Library App platform utilised by public libraries across Australia. The application provides mobile access to library catalogues, membership services, digital resources, notifications and customer self-service functions. Solus is the only supplier authorised to provide licensing, support, maintenance, upgrades and ongoing development of the platform. Accordingly, Solus UK Ltd is the only supplier reasonably available to provide the required library application services and associated support.	s235(a)

Company Name	Exception Description	Exception Code
Standards Australia	Standards Australia is the recognised publisher and custodian of Australian Standards, technical specifications and associated publications referenced within legislation, engineering standards, infrastructure design requirements and regulatory compliance frameworks. Access to official Australian Standards, updates, subscriptions and licensed publications can only be obtained through authorised Standards Australia distribution channels. As the official source of these documents, Standards Australia is the only supplier reasonably available to provide the required standards and publications for Council's legislative, engineering and compliance requirements.	s235(a)
Surf Life Saving Queensland Inc	Surf Life Saving Queensland Inc. is the recognised peak organisation responsible for the delivery of volunteer surf lifesaving and beach patrol services throughout Queensland. The organisation provides qualified lifesavers, patrol equipment, emergency response capability and established operational procedures to support public safety at patrolled beaches. Surf Life Saving Queensland is the only organisation authorised and capable of coordinating and delivering volunteer beach patrol services at Yeppoon Main Beach and Emu Park Main Beach during school holiday periods and is therefore the only supplier reasonably available to provide these services.	s235(a)
Technology One Pty Ltd	TechnologyOne Pty Ltd is the owner, developer and sole authorised supplier of the TechnologyOne enterprise software platform utilised by Council for core business functions including finance, procurement, assets, property and regulatory services. Ongoing software licensing, support, maintenance, upgrades and cloud services can only be obtained directly through TechnologyOne to ensure system integrity, security, compatibility and continued vendor support.	s235(a)
Telstra	Telstra Corporation Limited is the owner and operator of telecommunications infrastructure utilised by Council and is responsible for the provision, maintenance, support and management of associated telecommunications services. Many of Council's telecommunications assets, circuits, network connections and service arrangements are subject to existing contractual agreements and operate within Telstra's proprietary network environment. Maintenance, fault rectification, service modifications and support for these services can only be performed by Telstra. Accordingly, Telstra Corporation Limited is the only supplier reasonably available to provide the required telecommunications infrastructure maintenance and contractual support services.	s235(a)
Trility Solutions Australia Pty Ltd	Trility Solutions Australia Pty Ltd is the designer and supplier of purpose-built plinths and lifting beams used to safely raise and handle 920kg chlorine gas cylinders at Council's Wastewater Treatment Plant. The supplier owns the proprietary design specifications for the plinths and lifting equipment and is the only supplier reasonably available to provide compatible equipment, replacement components and technical support required to maintain safe operation and compliance with health, safety and operational requirements.	s235(a)

Company Name	Exception Description	Exception Code
unimarket Powered by VendorPanel	Unimarket Powered by VendorPanel provides Council's existing source-to-contract procurement platform under the Local Buy Technology Program, including supplier management, sourcing, evaluation and contract management functions. Council is undertaking a phased modernisation of its procurement environment and requires additional VendorPanel modules that integrate directly with the existing platform and supplier data already utilised by Council. Procuring alternative standalone solutions would result in duplication of systems, increased implementation costs, integration risks, additional training requirements and disruption to established procurement processes. Due to the need for system continuity, seamless integration and efficient delivery of Council's procurement transformation program, it is considered impractical and disadvantageous to invite quotations for these additional platform modules.	s235(b)
Vega Australia Pty Ltd	Vega Australia Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of level instrumentation, flow instrumentation and associated proprietary spare parts utilised across Council's water and sewer infrastructure. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability, measurement accuracy and manufacturer warranty obligations.	s235(a)
VOR Environmental Australia Pty Ltd	VOR Environmental Australia Pty Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of the clarifier sludge rake system and associated proprietary spare parts utilised at Council's Wastewater Treatment Plant. Use of OEM equipment and spare parts is required to maintain system compatibility, operational reliability, equipment performance and manufacturer warranty obligations.	s235(a)
Waterform Technologies	Waterform Technologies is the Original Equipment Manufacturer (OEM) and authorised supplier of the ultraviolet (UV) disinfection system and associated proprietary spare parts utilised at the Emu Park Sewerage Treatment Plant. Use of OEM equipment and spare parts is required to maintain system compatibility, disinfection performance, operational reliability and manufacturer warranty obligations.	s235(a)
Woopaburra TUMRA Committee	The Woopaburra Traditional Use of Marine Resources Agreement (TUMRA) Committee is the recognised Traditional Owner body responsible for managing and representing traditional use interests within the marine areas surrounding the Keppel Islands. Engagement with the TUMRA Committee is required for marine and ocean-based activities involving cultural heritage, traditional use rights, marine resource management and consultation with the recognised Traditional Owners. As the recognised representative body for these matters, the Woopaburra TUMRA Committee is the only organisation reasonably available to provide the required consultation and engagement services.	s235(a)

Company Name	Exception Description	Exception Code
Woppaburra Saltwater Aboriginal	Woppaburra Saltwater Aboriginal Corporation is the recognised representative organisation for the Woppaburra People and is responsible for matters relating to cultural heritage, traditional owner consultation and land-based activities on the Keppel Islands. Engagement with the Corporation is required where activities involve land access, cultural heritage considerations, traditional owner consultation and other matters requiring engagement with the recognised Traditional Owners. Accordingly, Woppaburra Saltwater Aboriginal Corporation is the only organisation reasonably available to provide the required consultation and engagement services.	s235(a)
Xylem Water Solutions Australia Ltd	Xylem Water Solutions Australia Ltd is the Original Equipment Manufacturer (OEM) and authorised supplier of sewer pumps, pump components and proprietary spare parts utilised across Council's sewer pump station network. These assets are critical to the operation of Council's wastewater collection infrastructure. Use of OEM equipment, spare parts and technical support is required to maintain system compatibility, operational reliability, asset performance and manufacturer warranty obligations. Accordingly, Xylem Water Solutions Australia Ltd is the only supplier reasonably available to provide the required equipment, spare parts and support services.	s235(a)

**13.7 ENTERPRISE RISK MANAGEMENT POLICY (REVISION)**

<b>File No:</b>	<b>TBC</b>
<b>Attachments:</b>	<b>1. DRAFT Enterprise Risk Management Policy (Clean Version)</b> <a href="#">↓</a> <b>2. DRAFT Enterprise Risk Management Policy (Marked Up Version)</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Andrea Ellis - General Manager Corporate Services Alastair Dawson - Interim Chief Executive Officer</b>
<b>Author:</b>	<b>Catherine Parfitt - Risk &amp; Governance Officer</b>

**SUMMARY**

The purpose of this report is to present the revised Enterprise Risk Management (ERM) Policy and updated Risk Appetite Statement for Council consideration and adoption following the recent Councillor review of Council's risk appetite and tolerance settings undertaken on 5 May 2026.

The review reaffirmed Council's strategic direction toward a predominantly *Balanced* risk appetite across all key risk categories, supporting informed decision-making, innovation, organisational resilience, and sustainable service delivery while maintaining appropriate governance and accountability.

**OFFICER'S RECOMMENDATION**

THAT Council approve the revised Enterprise Risk Management Policy (Attachment 1)

**BACKGROUND**

Council's Enterprise Risk Management Policy establishes the framework for identifying, assessing, managing, monitoring, and reporting risks across Council's strategic, operational, governance, and service delivery activities.

Council previously adopted the Enterprise Risk Management Policy on 16 December 2025. Since that time, Council's enterprise risk management framework has continued to mature through:

- Enhanced strategic and operational risk oversight;
- Integration of risk appetite into decision-making processes;
- Strengthening of control assurance activities;
- Improved audit and governance reporting; and
- Ongoing review of Council's strategic risk environment.

On 5 May 2026, Councillors participated in a strategic risk appetite workshop to reassess Council's appetite and tolerance settings across the key enterprise risk categories.

The outcomes of the review have now been incorporated into the revised Enterprise Risk Management Policy and appended Risk Appetite Statement.

**COMMENTARY**

The revised Risk Appetite Statement reflects Council's move toward a more consistent *Balanced* appetite position across all risk categories. This approach supports informed and disciplined risk-taking while enabling innovation, continuous improvement, organisational resilience, and delivery of long-term community outcomes.

The review also refined tolerance settings to better align with operational realities, strategic priorities, and Council's desired level of oversight and flexibility.

**Revised Risk Appetite and Tolerance Profile**

The table below summarises the revised appetite and tolerance settings endorsed through the Councillor review facilitated on 5 May 2026.

Risk Category	Appetite		Tolerance	
	EXISTING	REVISED 5/5/26	EXISTING	REVISED 5/5/26
Financial Sustainability	B (Balanced)	B (Balanced)	W (Willing)	B (Balanced)
Economic	B (Balanced)	B (Balanced)	W (Willing)	W (Willing)
Health & Safety	B (Balanced)	B (Balanced)	B+ (Balanced, leaning to Willing)	B (Balanced)
Technology	C (Cautious)	B (Balanced)	B+ (Balanced, leaning to Willing)	W (Willing)
Governance & Risk	C (Cautious)	B (Balanced)	B- (Balanced, leaning to Cautious)	B (Balanced)
Assets & Infrastructure	B (Balanced)	B (Balanced)	W (Willing)	W (Willing)
Reputation	B (Balanced)	B (Balanced)	B+ (Balanced, leaning to Willing)	B (Balanced)
People	W (Willing)	B (Balanced)	W (Willing)	W (Willing)
Environmental	B+ (Balanced, leaning to Willing)	B (Balanced)	B+ (Balanced, leaning to Willing)	W (Willing)
Service Delivery	B (Balanced)	B (Balanced)	W- (Willing, leaning to Balanced)	W (Willing)

### Summary of Changes

The updated Councillor Risk Appetite and Tolerance Profiles reflects a more streamlined and contemporary approach to articulating Council's risk position across key strategic categories. The updated profile predominately aligns to "Balanced" and "Willing" ratings, reducing reliance on intermediary "leaning" modifiers and improving clarity in risk-based decision-making.

Key changes include:

- Technology appetite increased from "Cautious" to "Balanced", with tolerance increasing to Willing".
- Governance appetite increased from "Cautious" to "Balanced", with tolerance also revised to "Balanced".
- People appetite reduced from "Willing" to "Balanced".
- Environmental appetite reduced slightly to "Balanced", while tolerance increased to "Willing", supporting greater flexibility in managing environmental sustainability and resilience initiatives.
- Several tolerance ratings were simplified to "Balanced" or "Willing" positions to improve consistency across the framework.

Overall, the revised profile supports informed decision-making, organisational resilience, sustainable service delivery, and strategic innovation within a disciplined governance framework.

### PREVIOUS DECISIONS

The Enterprise Risk Management Policy was previously amended and adopted by Council on 16 December 2025.

### ACCESS AND INCLUSION

There are no known access or inclusion impacts associated with this report.

## ENGAGEMENT AND CONSULTATION

Consultation undertaken as part of the review process included:

- Councillor strategic risk appetite workshop undertaken on 5 May 2026;
- Review and consultation with the Executive Leadership Team.

## 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 adverse human rights implications associated with adoption of the revised Policy.

## BUDGET IMPLICATIONS

There are no direct budget implications associated with approval of the revised Enterprise Risk Management Policy. Implementation will be delivered within existing operational budgets using current governance and risk management resources.

## LEGISLATIVE CONTEXT

The Policy aligns with Council's legislative obligations to ensure effective governance, internal control, and prudent management of risk.

## LEGAL IMPLICATIONS

Adoption of the revised Policy strengthens Council's ability to demonstrate sound governance, informed decision-making, accountability, and due diligence in the management of enterprise risks.

## STAFFING IMPLICATIONS

Implementation of the revised Policy will be supported by existing staff within Governance & Risk, Corporate Services and operational business units. No additional staffing resources are required.

## RISK ASSESSMENT

Adoption of the revised Policy and Risk Appetite Statement will further strengthen Council's enterprise risk management maturity by:

- Maintaining a current and clearly articulated risk appetite framework;
- Improving consistency in risk-based decision-making;
- Strengthening governance, oversight, and accountability arrangements;
- Reinforcing alignment between risk management, strategic planning, audit, and assurance activities.

Failure to adopt the revised Policy may reduce alignment between Council's strategic direction, governance expectations, and enterprise risk management practices.

## CORPORATE PLAN REFERENCE

***Transparent, Accountable & Progressive Leadership***

*Sustainably manage finances, assets and resources through strong governance*

## CONCLUSION

The revised Enterprise Risk Management Policy and Risk Appetite Statement reflect Council's updated strategic direction and continued maturity in governance and risk management practices.

Adoption of the revised Policy will strengthen informed decision-making, accountability, organisational oversight, and Council's ability to effectively manage strategic and operational risks while supporting sustainable service delivery and long-term community outcomes.

## **13.7 - ENTERPRISE RISK MANAGEMENT POLICY (REVISION)**

### **DRAFT Enterprise Risk Management Policy (Clean Version)**

**Meeting Date: 16 June 2026**

**Attachment No: 1**



## ENTERPRISE RISK MANAGEMENT POLICY

### (COMMUNITY POLICY)

#### 1. Scope

The Enterprise Risk Management Policy (this 'Policy') applies to all Councillors, employees, contractors and volunteers engaged in the provision of Council services or the management of Council facilities and assets unless expressly excluded and outlines the expectations and processes for managing risk.

#### 2. Purpose

The purpose of this Policy is to communicate Council's commitment to managing enterprise-wide risks and establish clear responsibilities to ensure that all levels of Council, management and staff adopt sound risk management practices and procedures.

The embedding of the risk management framework into strategic and operational processes supports the organisation to make informed decisions for the benefit of Council and the community.

This Policy operationalises Council's risk appetite and tolerance settings and assigns responsibilities to ensure decisions are made within those settings.

#### 3. References (legislation/related documents)

##### Legislative reference

*Crime and Corruption Act 2001*

*Financial Accountability Act 2009*

*Local Government Act 2009*

*Local Government Regulation 2012* *Work Health & Safety Act 2011*

*Work Health & Safety Regulation 2011*

##### Related documents

AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines

Code of Practice (2021) – How to manage work health and safety risks

Corporate Plan

Enterprise Risk Management Procedure

Operational Plan

Operational Risk Register

Strategic Risk Register

Workplace Health and Safety Queensland

#### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Controls Assurance	'A positive declaration intended to give confidence' or 'the state of being sure or certain about something'. Controls assurance is the process by which management collectively provides accurate and current information to the stakeholders about the efficiency and effectiveness of controls.
Council	Livingstone Shire Council.

Enterprise Risk Management Policy

Adopted/Approved: Draft

Version: 4.1

Portfolio: Corporate Services

Business Unit: Strategy, Governance and Planning

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Councillor/s	The Mayor and Councillors of Livingstone Shire Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Enterprise Risk Management	Council's approach encompassing strategy, processes, culture, technology, standards, and knowledge in identifying, analysing, evaluating, managing, treating, reviewing, and communicating uncertainties the organisation encounters.
Executive Leadership Team	The Executive Leadership Team consists of the Chief Executive Officer, General Managers, Project Director Blueprint Livingstone and Chief People and Performance Officer.
Internal Controls	A process effected by an entity's board of directors, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting and compliance. Internal Control Management provides an approach to assist managers to identify and implement internal controls and then monitor and assess the effectiveness of those controls.
Risk	Effect of uncertainty on objectives. The level of risk is expressed in terms of the combination of consequences and their likelihood.
Risk Appetite	The amount of risk Council, as an organisation, is willing to accept in pursuit of its objectives.
Risk Appetite Rating Scale	Council expresses appetite using the following qualitative ratings: Aggressive, Willing, Balanced, Cautious, Adverse. "Leaning" modifiers (e.g. B+, W-) indicate a tilt toward the adjacent rating.
Risk Capacity	The amount and type of risk Council is able to support in pursuit of its business objectives.
Risk Management	Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council.
Risk Tolerance	Council's readiness to bear the risk, after risk treatment, in order to achieve its objectives.
Residual vs Inherent Risk	<i>Inherent</i> risk is the level before considering controls. <i>Residual</i> risk is the level after controls/treatments. Appetite and tolerance apply to residual risk unless otherwise stated.

## 5. Policy Statement

Council recognises that effective management of risk is part of good leadership and governance and is fundamental to protecting the value that Council generates for the community of Livingstone Shire as it works to achieve its vision and corporate objectives.

Council will foster the embedding and maintenance of a strong risk aware culture where risk is considered a part of normal business activity and that risks are managed consistently and systematically within a context of regulatory obligations, competing resources, and financial and community priorities.

Council is committed to proactively identifying current and emerging risks through ongoing monitoring and reporting and to managing risks through controls aligned to Council's category-specific risk appetite and tolerance settings (**Appendix A**).

Council will adopt an enterprise-wide approach to the management of risk that is fit-for-purpose

and aligns with the principles outlined in AS/NZS ISO 31000:2018 Risk Management Guidelines. The formal, structured approach supports a framework consisting of:

- this Policy;
- the Enterprise Risk Management Procedure;
- tools and templates (such as the Strategic and Operational Risk Registers);
- Council's approved risk management software systems (including project management software that supports the assessment of significant project risks and capital investment decisions);
- complementary/supporting policies (such as fraud prevention, business continuity management, work health and safety management, and code of conduct);
- allocation of risk management responsibilities through relevant position descriptions;
- monitoring effectiveness of controls by Council's Executive Leadership Team;
- monitoring the risk management framework, financial reporting processes, compliance processes and internal audit performance by the Audit, Risk & Improvement Committee.

### 5.1. Types of Risk

Risk Type	Description
Strategic Risks	Organisation-wide risks which may impact on Council's ability to deliver on its vision and strategic objectives as stated in the Corporate Plan. Strategic risks may also represent the effect of uncertainty on objectives associated with the sustainability of Council.
Operational Risks	Risks that may impact on Council's ability to function effectively and deliver its services and programs as stated in the Operational Plan or other operational objectives.
Project Risks	Risk that may impact on Council's ability to deliver a particular project, initiative or event as stated in the Budget and Capital Works Program.

### 5.2 Risk Management Principles

The application of this Policy is defined, guided and supported by the following best practice principles as outlined within the Australian Standard ISO 31000:2018. Risk management:

- Creates and protects value by contributing to the achievement of objectives and improvement of business performance.
- Is an integral part of all organisational processes by it not being a stand-alone activity that is separate from the main activities and processes of Council.
- Is part of decision making and assists decision makers to make informed choices, prioritise actions and distinguish among alternative courses of action.
- Explicitly addresses uncertainty and the nature of that uncertainty, and how it can be addressed.
- Is systemic, structured and timely by contributing to efficiency and to consistent, comparable and reliable results.
- Is based on the best available information and the inputs to the process of managing risk are based on multiple information sources (such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement).
- Is tailored to the organisation by aligning existing processes.
- Takes human and cultural factors into account by recognising the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievement of Council's objectives.
- Is transparent and inclusive by the timely involvement of stakeholders and, in particular, decision makers at all levels of Council.
- Is dynamic, iterative and responsive to change by continually responding to change.
- Facilitates continual improvement of the organisation by identifying, developing and

implementing strategies to improve risk management maturity across Council.

Adherence to these principles enables Council to leverage opportunities, manage the effects of uncertainty on its activities and safeguard the community, the environment, property, resources and Council's reputation.

### 5.3 Risk Appetite

Risk appetite is the amount and type of risk that Council is prepared to tolerate or accept in pursuit of its objectives. It is expressed through a Risk Appetite Statement (**Appendix A**) that sets appetite and tolerance by risk category using the rating scale (Aggressive, Willing, Balanced, Cautious, Adverse).

Council maintains an adverse appetite for unmanaged Extreme risks and a reduced tolerance for High risks, requiring active treatment, escalation, or formal acceptance within defined timeframes. In particular, Council has no appetite for risks which will:

- 1) have a significant negative impact on Council's long term financial sustainability, result in major breaches of legislative requirements and/or significant successful litigation against Council;
- 2) compromise the safety and welfare of employees, Councillors, contractors, volunteers and/or members of the community;
- 3) cause significant and irreparable damage to the environment;
- 4) result in major disruption to the delivery of key Council services;
- 5) result in widespread and sustained damage to Council's reputation; and
- 6) have a significant impact on Council's ability to recruit and retain staff.

Council recognises that delivering a broad range of services sometimes involves activities with inherently higher risk. In such cases, Council will proceed only where residual risk is maintained within the category's stated appetite/tolerance, appropriate controls are in place, and accountability for ongoing monitoring is clear.

Council's revised appetite positions are predominantly *Balanced* across all risk categories, reflecting Council's commitment to informed decision-making, sustainable service delivery, innovation, and prudent governance aligned with community expectations and strategic objectives.

Council has increased its appetite for Technology-related risks to support digital transformation, innovation, and improved service delivery, while maintaining appropriate governance, cyber security, and oversight controls.

Governance and risk settings support balanced and accountable decision-making, with clear escalation, oversight, and assurance requirements for risks outside approved tolerance levels.

Where tolerance leans higher than appetite (e.g. Appetite: *Balanced*; Tolerance: *Willing*), Council may accept additional residual risk to realise clear benefits, subject to the safeguards and approval thresholds defined in the Procedure.

Risks outside the stated appetite or beyond tolerance must be escalated and managed down within agreed timeframes or formally accepted through the approval pathway in the Procedure.

### 5.4 Roles and Responsibilities

Detailed responsibilities, delegations, escalation pathways and risk-acceptance thresholds are set out in the Enterprise Risk Management Procedure. This Policy allocates high-level accountability as follows:

**Elected Council:** Approves and periodically reviews the Enterprise Risk Management Policy and Risk Appetite Statement; Sets and revises Council's risk appetite and tolerance settings (by risk category) to best position Council to achieve its strategic objectives and community outcomes; Integrates appetites/tolerance settings with the Corporate Plan, Long-Term Financial Forecast, Operational Plan and budget priorities (via Council resolutions on these instruments).

**Chief Executive Officer:** Is accountable for the Enterprise Risk Management framework and risk culture; ensures implementation of this Policy and the Procedure; approves risk acceptance

within delegation and ensures timely escalation for matters outside appetite/tolerance.

**Executive Leadership Team:** Owns adherence to appetite/tolerance within portfolio's; ensures appropriate controls, treatments and monitoring are in place; approves risk acceptance within delegation; escalates risks outside tolerance in accordance with the Procedure.

**Risk & Governance Officer:** Administrator of the Enterprise Risk Management framework, systems and tools; provides specialist risk management advice, challenge and quality assurance; coordinates risk acceptance workflow and reporting (including residual vs appetite/tolerance) to Executive Leadership Team, ARaIC and Council; delivers training and awareness.

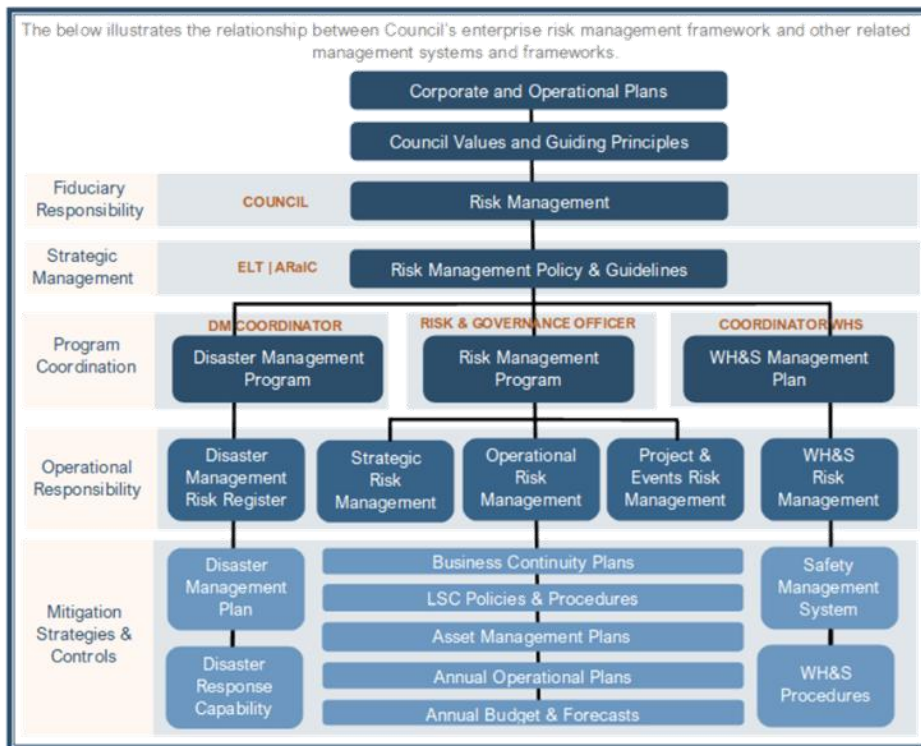
**Managers and Supervisors:** Maintain current risk registers; keep residual risks within appetite/tolerance or initiate treatments/exceptions; implement and test controls; report incidents and emerging risks.

**All Workers (employees, contractors, volunteers):** Identify, assess and escalate risks and incidents; apply required controls; comply with policies, procedures, codes of conduct and relevant appetite/tolerance settings; participate in training.

**Audit, Risk & Improvement Committee (ARaIC):** Provides independent assurance and advice on risk management, internal control and alignment to appetite/tolerance; reviews significant breaches/exceptions and risk acceptance decisions; reports advice and endorsements to Council in line with the ARaIC Terms of Reference.

Note: The Enterprise Risk Management Procedure outlines all detailed roles and responsibilities. Risk management accountabilities are also included in position descriptions, performance plans and business planning documentation.

5.5 Framework Alignment



6. Changes to this Policy

This Policy will be reviewed within 12 months of a new term of Council or more frequently in the event of any material changes in circumstances. In addition, the Risk Appetite Statement should be reviewed by Councillors every six (6) months, and at a minimum annually, to ensure it remains current and reflective of Council's strategic direction and operating environment.

## 7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Enterprise Risk Management Policy (v4.0)'.

Version	Date	Action
1	22/09/2015	Adopted
2	03/10/2017	Amended Policy Adopted
2.1	27/08/2018	Administrative Amendments - reflect organisational restructure
3.0	20/02/2024	Adopted - full revision as part of the Risk Management Maturity Advancement Project 2021-24
4.0	16/12/2025	Amended Policy Adopted (following Councillor Risk Appetite Workshop conducted on 29/09/2025).
4.1	DRAFT	

**ALASTAIR DAWSON**  
**INTERIM CHIEF EXECUTIVE OFFICER**

## Appendix A - Risk Appetite Statement

### Introduction

Risk Management is an essential component of Council's governance framework and supports the achievement of Council's strategic and operational objectives. Effective risk management increases the probability of successful outcomes whilst protecting the reputation and sustainability of Council.

Risk appetite represents the amount and type of risk Council is willing to accept in pursuit of its objectives. This Risk Appetite Statement outlines Council's appetite and tolerance across the key categories of risk relevant to Council's operations, strategic direction, and service delivery responsibilities.

### How Risk Appetite Fits Within Council

Council's risk appetite framework informs strategic and operational decision-making across the organisation. The diagram below demonstrates how the Risk Appetite Statement fits into the organisation and informs risk management.



Our community is central to everything Council does. Community priorities, aspirations, and wellbeing underpin Council's Corporate Plan and guides decision-making across the organisation. Council's risk appetite reflects the need to balance the achievement of community outcomes with the uncertainties and risks inherent in delivering services, infrastructure, and long-term strategic objectives.

### Risk Appetite

Council, its committees, management, employees, contractors, and volunteers are expected to consider Council's risk appetite and tolerance settings when making strategic and operational decisions.

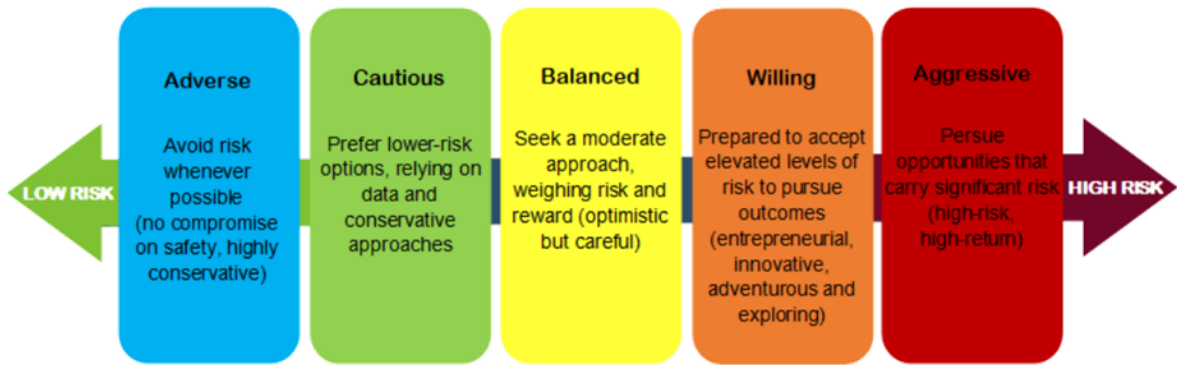
Council adopts a consistently *Balanced* (moderate) risk appetite across all categories. This reflects a disciplined approach to risk-taking, enabling delivery of strategic objectives while maintaining strong governance, financial sustainability, and community trust.

Council seeks to minimise exposure to unacceptable risks relating to safety, governance, integrity, financial sustainability, and community harm, while supporting informed risk-taking, innovation, continuous improvement, and strategic decision-making where this delivers long-term community benefit.

Council recognises that some activities, projects, services, or operational environments inherently involve higher levels of risk. In these circumstances, risks will be assessed and managed on a case-by-case basis in accordance with the Enterprise Risk Management Procedure, ensuring appropriate controls, governance, escalation, and oversight arrangements are in place.

## Risk Appetite Ratings

Council categorises its level of risk appetite into five categories as outlined below:



## Risk Tolerances

Tolerance settings define the upper boundary of acceptable residual risk. In most categories, tolerances align closely with appetite, reinforcing disciplined risk control. Select areas (e.g. Technology, Services Delivery, Environment) permit a higher tolerance to support innovation, service outcomes, and growth. The Risk Appetite Statement informs the development of risk tolerances for Council and provides guidance on how the Risk Appetite Statement is to be applied to everyday business actions and decisions.

While risk appetite is a qualitative statement, risk tolerances operationalise the statement by using quantitative measures where possible to better enable monitoring and review.

The risk appetite will set the tone for risk taking in general, whilst the tolerance informs:

- Expectations for mitigating, accepting, and pursuing certain types of risk;
- Boundaries and thresholds for acceptable risk taking; and
- Actions to be taken or consequence for acting beyond appropriate tolerances.

## Implementation of the Risk Appetite Statement

Council's appetite for and tolerance of risk as outlined in the Risk Appetite Statement forms the basis of our approach to managing risk in our day-to-day activities. The Risk Appetite Statement informs the Enterprise Risk Management Policy and framework which provide the structure for our risk management processes.

Staff are responsible for managing their risk environment. This includes having appropriate controls in place and monitoring their effectiveness. These risks are identified, assessed and managed at both enterprise level ('top-down') and at operational level ('bottom-up'). Risk registers are used to document the risks.

Risks outside the appetite or agreed tolerance levels should be managed in line with this Risk Appetite Statement and should be reported to the Executive Leadership Team. The Executive Leadership Team is accountable for compliance with the Risk Appetite Statement. Risk appetite also needs to be articulated for discussion at Council meetings and at Audit, Risk and Improvement Committee meetings.

Where tolerance exceeds appetite, documented justification, benefit realization, and risk treatment plans are required in accordance with the Enterprise Risk Management Procedure.

## RISK APPETITE STATEMENT

### FINANCIAL

#### BALANCED APPETITE



Council recognises that delivering services, infrastructure, and strategic outcomes require informed financial decision-making and responsible risk taking. Council has a balanced appetite for operational and strategic financial risk where there is a demonstrated community benefit and long-term financial sustainability is maintained.

Council's Investment Policy adopts a passive investment approach that ensures the return of capital.



#### Council will tolerate:

- ◆ Minor unforeseen and unavoidable budget variations to the lesser of 10% or \$100,000 without Council approval.
- ◆ Short Term (<12months) negative performance from commercial business aspects where this does not affect delivery of core services and is expected to provide longer-term benefit.
- ◆ Minor losses, or capital outlays, attributable to new processes or innovation designed to improve services to meet community needs.
- ◆ Calculated financial risks to deliver infrastructure, improve service delivery or promote ecological sustainability.
- ◆ Investment activities that preserve capital, maintain appropriate liquidity, and maximise interest returns within the parameters of Council's Investment Policy.
- ◆ Initiatives that improve efficiency, productivity, financial sustainability, or revenue diversification.

#### Council will not tolerate:

- ◆ Financial practices or investment activities that contravene legislation or Council policy.
- ◆ Inadequate financial controls or oversight that expose Council to fraud, corruption, misuse of funds, or material financial loss.
- ◆ Fraudulent, corrupt, or intentionally misleading financial conduct of any kind.
- ◆ Decisions or activities that create significant unmanaged risks to Council's long-term financial sustainability or viability.
- ◆ Financial sustainability outcomes assessed as High or Very High risk without appropriate treatment strategies, oversight, or escalation.

### ECONOMIC

#### BALANCED APPETITE



Council aims to support sustainable economic growth, investment, and regional resilience through strategic planning, infrastructure delivery, and community development. Guided by the BluePrint 2030, Council seeks to foster a vibrant and diversified economy that strengthens liveability, employment, and investment attraction across the region.

Council has a balanced appetite for economic risk, recognising that achieving long-term economic outcomes requires informed decision-making, collaboration, and targeted investment. Council is willing to pursue initiatives that support sustainable growth, economic diversification, and community benefit where risks are appropriately assessed and managed.



#### Council will tolerate:

- ◆ Projects and infrastructure investments that support sustainable economic growth, liveability, and regional development.
- ◆ Initiatives that encourage investment attraction, business growth, workforce development, tourism, and economic diversification.
- ◆ Partnerships, pilot initiatives, and emerging opportunities that involve a moderate level of uncertainty where there is potential for long-term community or economic benefit.
- ◆ Calculated economic risks associated with innovation, regional advocacy, and long-term strategic planning.

#### Council will not tolerate:

- ◆ Failure to strategically plan for sustainable growth, infrastructure demand, or regional development.
- ◆ Failure to engage with the community to determine long term needs and priorities.
- ◆ Projects or initiatives progressed without appropriate assessment of community benefit, organisational capacity, funding sustainability, or strategic alignment.
- ◆ Negligent or short-sighted decision-making that undermines community confidence, investment attraction, or economic resilience.

## RISK APPETITE STATEMENT

### DIGITAL ASSETS, SYSTEMS, DATA & CYBER SECURITY BALANCED APPETITE

Council has a balanced appetite for risks associated with digital assets, systems, data, and cybersecurity. Council recognises that digital enablement, innovation, automation, and emerging technologies are necessary to support efficient and sustainable service delivery. While no digital environment is entirely risk-free, Council seeks to appropriately manage and balance technology risk against operational, financial, and community benefits.



Council prioritises maintaining the integrity, availability, confidentiality, and resilience of its digital assets and information through proportionate governance, cyber security controls, monitoring, recovery capability, and informed decision making. This is supported by a cyber-aware workforce, continuous improvement of security maturity, appropriate oversight of third-party providers, and ongoing assessment of the evolving threat landscape.

Council is willing to pursue new technologies, digital transformation initiatives, and service improvement where risks are understood, appropriately assessed, and managed within approved governance and security frameworks.



**Council will tolerate:**

- ◆ Implementation of new and emerging technologies that support business improvement, innovation, and service delivery outcomes, where risks are appropriately assessed and controlled.
- ◆ Planned outages, system changes, and reasonable levels of residual cyber and technology risk associated with digital transformation initiatives.
- ◆ Minor control weaknesses or implementation issues that are identified, monitored, and remediated in a timely manner.
- ◆ Use of third-party providers where appropriate governance, due diligence, and oversight arrangements are in place.

**Council will not tolerate:**

- ◆ Prolonged or avoidable disruption to critical systems or services resulting from inadequate governance, maintenance, or recovery capability.
- ◆ Deliberate, negligent, or unmanaged practices that compromise the security, integrity, availability or confidentiality of Council information or systems.
- ◆ Failure to implement and maintain reasonable cyber security, business continuity, and information governance controls.
- ◆ Significant unmanaged cyber security vulnerabilities or unauthorised access, misuse, or disclosure of sensitive information.

### PEOPLE BALANCED APPETITE

Council has a balanced appetite for risks relating to its people, recognising that workforce capability, leadership, culture, and organisational capacity are critical to long-term performance and sustainable service delivery. Council supports initiatives that attract, retain, develop, and empower a capable and adaptable workforce, while fostering accountability, inclusion, engagement, and continuous improvement.



Council recognises that workforce planning, organisational change, and capability development involve a degree of uncertainty and investment, and is prepared to pursue these opportunities where risks are appropriately assessed and managed.



**Council will tolerate:**

- ◆ Workforce initiatives that support recruitment, retention, succession planning, leadership development, and organisational capability.
- ◆ Technology-enabled workforce improvements, learning initiatives, and flexible ways of working that support workforce sustainability and service delivery.
- ◆ Managed organisational change and workforce transformation where risks are appropriately assessed and managed.
- ◆ Reasonable levels of workforce turnover, capability caps, or resourcing pressures where these are identified, monitored, and actively managed.
- ◆ Initiatives that support employee engagement, wellbeing, diversity, inclusion, and performance improvement.

**Council will not tolerate:**


- ◆ Failure to appropriately manage capability, succession, retention, or organisational capacity risks.
- ◆ Employees performing duties for which they are not appropriately authorised, qualified, licenced or competent.
- ◆ Deliberate misconduct or behaviours inconsistent with Council's values, policies, or legislative obligations.
- ◆ Significant unmanaged workforce turnover or poor people management practices that adversely impact organisational capability, culture, or service delivery.
- ◆ Failure to appropriately resource business functions in a way that threatens operational sustainability or service delivery.

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## RISK APPETITE STATEMENT

<b>ASSETS &amp; INFRASTRUCTURE</b>		<b>BALANCED APPETITE</b>
	<p>Council has a balanced appetite for risks relating to assets and infrastructure, recognising the importance of delivering safe, reliable, sustainable, and fit-for-purpose infrastructure services for the community. Council is prepared to accept calculated levels of risk where this supports long-term asset sustainability, service improvement, resilience, innovation, or community benefit, provided risks are appropriately assessed and managed.</p>	
		
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Minor impacts leading to short term disruption to community due to construction activities, where the works provide value for money and the community has been informed.</li> <li>◆ Minor short-term financial impacts on capital project costs where there are demonstrated long-term sustainable gains.</li> <li>◆ Minor impacts to infrastructure resulting from implementation of new technology, innovation initiatives or pilot projects.</li> <li>◆ Unforeseen interruptions of up to 2 days to critical infrastructure from uncontrollable events, where Council responds and communicates promptly to impacted stakeholders.</li> <li>◆ Collaboration with government, industry, contractors, and third-party providers where shared risks are appropriately managed and community benefit is achieved.</li> </ul>		
<p><b>Council will <u>not</u> tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Failure to appropriately manage infrastructure, asset lifecycle, maintenance, or project risk that threaten service delivery or long-term asset sustainability.</li> <li>◆ Significant preventable delays, cost overruns, or contractor performance failures within Council's control.</li> <li>◆ Failure to appropriately manage or escalate significant delays to major infrastructure or renewal projects within Council's control.</li> <li>◆ Failure to appropriately respond to, manage, or recover from critical infrastructure failures or service disruptions.</li> <li>◆ Poor contract, project, or asset management practices that result in avoidable financial loss, asset deterioration, or reduced community outcomes.</li> <li>◆ Activities or decisions that create foreseeable and preventable harm to the community, workers, or the environment.</li> </ul>		
<b>GOVERNANCE</b>		<b>BALANCED APPETITE</b>
	<p>Council has a balanced appetite for governance and risk-related matters, recognising the importance of strong governance, transparency, accountability, ethical conduct, and legislative compliance in maintaining community confidence and organisational integrity.</p> <p>Council supports informed decision-making, continuous improvement, and pragmatic governance approaches where risks are appropriately assessed, managed, and aligned to Council's strategic objectives and obligations.</p>	
		
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Informed decisions made in accordance with Council values, governance frameworks, and strategic objectives, including where differing professional views exist</li> <li>◆ Minor or technical compliance breaches where impacts are limited and prompt corrective actions is taken.</li> <li>◆ Managed governance reform, process improvement, and streamlined decision-making approaches where appropriate controls remain in place.</li> <li>◆ Isolated complaints, disputes, or governance issues arising through normal business activities where these are appropriately managed and addressed.</li> </ul>		
<p><b>Council will <u>not</u> tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Fraudulent, corrupt, unethical, or deliberately non-compliant conduct by employees, Councillors, contractors or volunteers.</li> <li>◆ Failure to appropriately identify, escalate, investigate, or respond to significant governance, integrity, fraud, corruption, or compliance issues.</li> <li>◆ Deliberate or reckless breaches of legislation, Council policies, governance frameworks, or Codes of Conduct.</li> <li>◆ Unauthorised disclosure, misuse, or inappropriate handling of confidential or protected information.</li> <li>◆ Governance failures that expose Council to significant legal, financial, regulatory, or reputational harm.</li> <li>◆ Failure to comply with lawful Government directions, statutory obligations, or regulatory requirements.</li> </ul>		

## RISK APPETITE STATEMENT

<b>ENVIRONMENTAL</b>	<b>BALANCED APPETITE</b>
 <p>Council has a balanced appetite for environmental risks, recognising the importance of protecting and enhancing the natural environment while supporting sustainable growth, resilient communities, and long-term service delivery.</p> <p>Council supports innovative, practical, and environmentally sustainable initiatives where risks are appropriately assessed and managed, and where there is a clear long-term community or environmental benefit.</p>	
	
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Minor or temporary environmental impacts where these are appropriately managed, unavoidable, or offset by broader environmental or community benefit.</li> <li>◆ Changes to practices, technologies, or operational approaches that improve environmental sustainability or resilience.</li> <li>◆ Pilot programs, partnerships, or innovative environmental initiatives that involve managed levels of uncertainty or investment.</li> <li>◆ Reasonable environmental costs associated with achieving improved sustainability, biodiversity, climate resilience, or environmental outcomes.</li> </ul>	
<p><b>Council will <u>not</u> tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Decisions or activities that create significant unmanaged or avoidable environmental harm, biodiversity loss, pollution, or degradation.</li> <li>◆ Failure to appropriately consider environmental sustainability, resilience, or ecological impacts in decision-making and operational activities.</li> <li>◆ Deliberate, negligent, or reckless practices that result in foreseeable and preventable environmental harm.</li> <li>◆ Failure to comply with environmental legislation, regulatory obligations, approvals, or environmental commitments.</li> <li>◆ Environmental practices or decisions that expose Council to significant legal, financial, reputational, or community impacts.</li> </ul>	
<b>WORKPLACE HEALTH &amp; SAFETY</b>	<b>BALANCED APPETITE</b>
 <p>Council has a balanced appetite for workplace health and safety risks, recognising its responsibility to provide a safe and healthy environment for employees, contractors, volunteers and the community. While safety is prioritised, Council acknowledges that some community services and activities inherently involve higher levels of risk. In these cases, Council will ensure that appropriate controls, training, and oversight are in place to reduce the risk as much as possible. Council is also prepared to support proactive and innovative initiatives that strengthen safety culture and practices, provided safety and duty of care are not compromised.</p>	
	
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Minor unforeseen incidents or injuries arising from normal operations where appropriate controls are in place and lessons are identified.</li> <li>◆ Managed operational activities that inherently involve elevated safety risks where appropriate controls, training, supervision, and oversight are implemented.</li> <li>◆ Minor morale issues relating to improving workforce performance.</li> <li>◆ Temporary deviations from best practice, where risks are understood, controlled, and compliant with legislative obligations.</li> <li>◆ Pilot initiatives, process improvements, or alternative approaches that strengthen safety culture or operational effectiveness where risks are appropriately managed.</li> </ul>	
<p><b>Council will <u>not</u> tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Deliberate, reckless, or negligent actions that compromise workplace or community safety.</li> <li>◆ Failure to implement or maintain appropriate WHS controls, training, supervision, or safe systems of work.</li> <li>◆ Practices or behaviours that create foreseeable and preventable risks of fatality, serious injury, illness, bullying, harassment, or discrimination.</li> <li>◆ Employees or contractors undertaking work for which they are not appropriately trained, competent, authorised, or supervised.</li> <li>◆ Failure to comply with WHS legislation, regulatory obligations, policies or procedures.</li> <li>◆ Failure to appropriately maintain safe workplaces, infrastructure, plant, equipment, or operational environments.</li> </ul>	

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## RISK APPETITE STATEMENT

### SERVICE DELIVERY

#### BALANCED APPETITE



Council has a balanced appetite for service delivery risks, recognising the importance of reliable, responsive, and sustainable services, facilities, and community outcomes. Council acknowledges that innovation, continuous improvement, organisational change, and efficiency initiatives may involve a degree of operational disruption or uncertainty where these support long-term capability, resilience, or service improvements. Council seeks to balance community expectations, operational sustainability, affordability, and service continuity through informed decision-making and effective planning.



#### Council will tolerate:

- ◆ Unforeseen interruptions of up to 2 days to critical business functions arising from uncontrollable events, provided impacts are actively managed and appropriately communicated to stakeholders.
- ◆ Unforeseen interruptions of up to 7 days to non-critical business functions arising from uncontrollable events, provided impacts are actively managed and appropriately communicated to stakeholders.
- ◆ Managed impacts to service delivery arising from innovation, technology implementation, workforce flexibility, organisational change, or process improvement initiatives.
- ◆ Reasonable levels of community complaints, dissatisfaction, or reputational impact associated with service changes or new initiatives where there is a broader long-term community benefit.
- ◆ Service delivery partnerships, pilot programs, or alternative delivery approaches where risks are appropriately assessed and managed.

#### Council will not tolerate:

- ◆ Significant or systemic failure to meet critical service obligations, legislative requirements, or reasonable community expectations.
- ◆ Failure to appropriately plan for, respond to, or recover from critical service disruptions or business continuity events.
- ◆ Poor governance, process failures, or inadequate controls that result in avoidable service interruptions, reduced service quality, or community harm.
- ◆ Failure to maintain appropriate policies, procedures, capability, or oversight necessary to support effective and sustainable service delivery.

### REPUTATION

#### BALANCED APPETITE



Council has a balanced appetite for reputational risks, recognising that public trust, confidence, professionalism, transparency, and integrity are fundamental to effective local government. Council acknowledged that legitimate scrutiny, criticism, or differing community views may arise when pursuing decisions or actions intended to deliver long-term community benefit.

Council is committed to acting fairly, transparently, ethically, and professionally, and accepts a reasonable level of reputational risk where decisions are lawful, evidence-based, aligned to Council's values, and made in the public interest.



#### Council will tolerate:

- ◆ Public scrutiny, criticism, complaints, or adverse media attention arising from lawful, transparent, and evidence-based decisions made in the communities interest.
- ◆ Isolated complaints, service concerns, or reputational issues that are appropriately managed and resolved in a timely and professional manner.
- ◆ Reputational impacts associated with innovation, organisational change, advocacy, or strategic decisions where there is broader long-term community benefit.
- ◆ Diverse community views, stakeholder disagreement, or political sensitivity associated with Council decisions, projects, or priorities.

#### Council will not tolerate:

- ◆ Deliberate dishonest, unethical, corrupt, unlawful, or unprofessional conduct by employees, Councillors, contractors, or volunteers.
- ◆ Failure to act fairly, transparently, accountably, or in accordance with Council's values, policies, legislative obligations, or Codes of Conduct.
- ◆ Failure to appropriately manage conflicts of interest, complaints, or significant reputational issues.
- ◆ Conduct or decision-making practices that expose Council to significant and avoidable reputational, legal, regulatory, or community harm.
- ◆ Failure to appropriately escalate or respond to significant reputational issues, media matters, or stakeholder concerns.

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## **13.7 - ENTERPRISE RISK MANAGEMENT POLICY (REVISION)**

### **DRAFT Enterprise Risk Management Policy (Marked Up Version)**

**Meeting Date: 16 June 2026**

**Attachment No: 2**



## ENTERPRISE RISK MANAGEMENT POLICY (COMMUNITY POLICY)

### 1. Scope

The Enterprise Risk Management Policy (this 'Policy') applies to all Councillors, employees, contractors and volunteers engaged in the provision of Council services or the management of Council facilities and assets unless expressly excluded and outlines the expectations and processes for managing risk.

### 2. Purpose

The purpose of this Policy is to communicate Council's commitment to managing enterprise-wide risks and establish clear responsibilities to ensure that all levels of Council, management and staff adopt sound risk management practices and procedures.

The embedding of the risk management framework into strategic and operational processes supports the organisation to make informed decisions for the benefit of Council and the community.

This Policy operationalises Council's risk appetite and tolerance settings and assigns responsibilities to ensure decisions are made within those settings.

### 3. References (legislation/related documents)

#### Legislative reference

*Crime and Corruption Act 2001*

*Financial Accountability Act 2009*

*Local Government Act 2009*

*Local Government Regulation 2012* *Work Health & Safety Act 2011*

*Work Health & Safety Regulation 2011*

#### Related documents

AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines

Code of Practice (2021) – How to manage work health and safety risks

Corporate Plan

Enterprise Risk Management Procedure

Operational Plan

Operational Risk Register

Strategic Risk Register

Workplace Health and Safety Queensland

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

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Controls Assurance	'A positive declaration intended to give confidence' or 'the state of being sure or certain about something'. Controls assurance is the process by which management collectively provides accurate and current information to the stakeholders about the efficiency and effectiveness of controls.
Council	Livingstone Shire Council.
Councillor/s	The Mayor and Councillors of Livingstone Shire Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Enterprise Risk Management	Council's approach encompassing strategy, processes, culture, technology, standards, and knowledge in identifying, analysing, evaluating, managing, treating, reviewing, and communicating uncertainties the organisation encounters.
Executive Leadership Team	The Executive Leadership Team consists of the Chief Executive Officer, General Managers, <a href="#">Project Director Blueprint Livingstone and Chief People and Performance Officer</a> , <del>and Chief Officers</del> .
Internal Controls	A process effected by an entity's board of directors, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives relating to operations, reporting and compliance. Internal Control Management provides an approach to assist managers to identify and implement internal controls and then monitor and assess the effectiveness of those controls.
Risk	Effect of uncertainty on objectives. The level of risk is expressed in terms of the combination of consequences and their likelihood.
Risk Appetite	The amount of risk Council, as an organisation, is willing to accept in pursuit of its objectives.
Risk Appetite Rating Scale	Council expresses appetite using the following qualitative ratings: Aggressive, Willing, Balanced, Cautious, Adverse. "Leaning" modifiers (e.g. B+, W-) indicate a tilt toward the adjacent rating.
Risk Capacity	The amount and type of risk Council is able to support in pursuit of its business objectives.
Risk Management	Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council.
Risk Tolerance	Council's readiness to bear the risk, after risk treatment, in order to achieve its objectives.
Residual vs Inherent Risk	<i>Inherent</i> risk is the level before considering controls. <i>Residual</i> risk is the level after controls/treatments. Appetite and tolerance apply to residual risk unless otherwise stated.

## 5. Policy Statement

Council recognises that effective management of risk is part of good leadership and governance and is fundamental to protecting the value that Council generates for the

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community of Livingstone Shire as it works to achieve its vision and corporate objectives.

Council will foster the embedding and maintenance of a strong risk aware culture where risk is considered a part of normal business activity and that risks are managed consistently and systematically within a context of regulatory obligations, competing resources, and financial and community priorities.

Council is committed to proactively identifying current and emerging risks through ongoing monitoring and reporting and to managing risks through controls aligned to Council's category-specific risk appetite and tolerance settings (**Appendix A**).

Council will adopt an enterprise-wide approach to the management of risk that is fit-for-purpose and aligns with the principles outlined in AS/NZS ISO 31000:2018 Risk Management Guidelines. The formal, structured approach supports a framework consisting of:

- this Policy;
- the Enterprise Risk Management Procedure;
- tools and templates (such as the Strategic and Operational Risk Registers);
- Council's approved risk management software systems (including project management software that supports the assessment of significant project risks and capital investment decisions);
- complementary/supporting policies (such as fraud prevention, business continuity management, work health and safety management, and code of conduct);
- allocation of risk management responsibilities through relevant position descriptions;
- monitoring effectiveness of controls by Council's Executive Leadership Team;
- monitoring the risk management framework, financial reporting processes, compliance processes and internal audit performance by the Audit, Risk & Improvement Committee.

### 5.1. Types of Risk

Risk Type	Description
Strategic Risks	Organisation-wide risks which may impact on Council's ability to deliver on its vision and strategic objectives as stated in the Corporate Plan. Strategic risks may also represent the effect of uncertainty on objectives associated with the sustainability of Council.
Operational Risks	Risks that may impact on Council's ability to function effectively and deliver its services and programs as stated in the Operational Plan or other operational objectives.
Project Risks	Risk that may impact on Council's ability to deliver a particular project, initiative or event as stated in the Budget and Capital Works Program.

### 5.2 Risk Management Principles

The application of this Policy is defined, guided and supported by the following best practice principles as outlined within the Australian Standard ISO 31000:2018. Risk management:

- Creates and protects value by contributing to the achievement of objectives and improvement of business performance.
- Is an integral part of all organisational processes by it not being a stand-alone activity that is separate from the main activities and processes of Council.
- Is part of decision making and assists decision makers to make informed choices, prioritise actions and distinguish among alternative courses of action.
- Explicitly addresses uncertainty and the nature of that uncertainty, and how it can be addressed.

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- Is systemic, structured and timely by contributing to efficiency and to consistent, comparable and reliable results.
- Is based on the best available information and the inputs to the process of managing risk are based on multiple information sources (such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement).
- Is tailored to the organisation by aligning existing processes.
- Takes human and cultural factors into account by recognising the capabilities, perceptions and intentions of external and internal people that can facilitate or hinder achievement of Council's objectives.
- Is transparent and inclusive by the timely involvement of stakeholders and, in particular, decision makers at all levels of Council.
- Is dynamic, iterative and responsive to change by continually responding to change.
- Facilitates continual improvement of the organisation by identifying, developing and implementing strategies to improve risk management maturity across Council.

Adherence to these principles enables Council to leverage opportunities, manage the effects of uncertainty on its activities and safeguard the community, the environment, property, resources and Council's reputation.

### 5.3 Risk Appetite

Risk appetite is the amount and type of risk that Council is prepared to tolerate or accept in pursuit of its objectives. It is expressed through a Risk Appetite Statement (**Appendix A**) that sets appetite and tolerance by risk category using the rating scale (Aggressive, Willing, Balanced, Cautious, Adverse).

~~Council generally has no appetite for residual risks assessed as Extreme. High residual risks are only acceptable within the explicit tolerances set out in Appendix A and require documented approval in accordance with the Enterprise Risk Management Procedure (including risk acceptance, treatment plans, and escalation to ELT/ARaC/Council as applicable). Council maintains an adverse appetite for unmanaged Extreme risks and a reduced tolerance for High risks, requiring active treatment, escalation, or formal acceptance within defined timeframes.~~

In particular, Council has no appetite for risks which will:

- 1) have a significant negative impact on Council's long term financial sustainability, result in major breaches of legislative requirements and/or significant successful litigation against Council;
- 2) compromise the safety and welfare of employees, Councillors, contractors, volunteers and/or members of the community;
- 3) cause significant and irreparable damage to the environment;
- 4) result in major disruption to the delivery of key Council services;
- 5) result in widespread and sustained damage to Council's reputation; and
- 6) have a significant impact on Council's ability to recruit and retain staff.

Council recognises that delivering a broad range of services sometimes involves activities with inherently higher risk. In such cases, Council will proceed only where residual risk is maintained within the category's stated appetite/tolerance, appropriate controls are in place, and accountability for ongoing monitoring is clear.

~~Council's revised appetite positions are category-specific (e.g. 'Balanced' for Financial risks, 'Cautious' for Governance risks,) predominantly *Balanced* across all risk categories, reflecting~~

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Council's commitment to informed decision-making, sustainable service delivery, innovation, and prudent governance aligned with community expectations and strategic objectives.

Council has increased its appetite for Technology-related risks to support digital transformation, innovation, and improved service delivery, while maintaining appropriate governance, cyber security, and oversight controls.

Governance and risk settings support balanced and accountable decision-making, with clear escalation, oversight, and assurance requirements for risks outside approved tolerance levels.

Where tolerance leans higher than appetite (e.g. Appetite: Balanced; Tolerance: Willing), Council may accept additional residual risk to realise clear benefits, subject to the safeguards and approval thresholds defined in the Procedure.

Risks outside the stated appetite or beyond tolerance must be escalated and managed down within agreed timeframes or formally accepted through the approval pathway in the Procedure.

#### 5.4 Roles and Responsibilities

Detailed responsibilities, delegations, escalation pathways and risk-acceptance thresholds are set out in the Enterprise Risk Management Procedure. This Policy allocates high-level accountability as follows:

**Elected Council:** Approves and periodically reviews the Enterprise Risk Management Policy and Risk Appetite Statement; Sets and revises Council's risk appetite and tolerance settings (by risk category) to best position Council to achieve its strategic objectives and community outcomes; Integrates appetites/tolerance settings with the Corporate Plan, Long-Term Financial Forecast, Operational Plan and budget priorities (via Council resolutions on these instruments).

**Chief Executive Officer:** Is accountable for the Enterprise Risk Management framework and risk culture; ensures implementation of this Policy and the Procedure; approves risk acceptance within delegation and ensures timely escalation for matters outside appetite/tolerance.

**Executive Leadership Team:** Owns adherence to appetite/tolerance within portfolio's; ensures appropriate controls, treatments and monitoring are in place; approves risk acceptance within delegation; escalates risks outside tolerance in accordance with the Procedure.

**Risk & Governance Officer:** Administrator of the Enterprise Risk Management framework, systems and tools; provides specialist risk management advice, challenge and quality assurance; coordinates risk acceptance workflow and reporting (including residual vs appetite/tolerance) to [ELT Executive Leadership Team](#), ARaIC and Council; delivers training and awareness.

**Managers and Supervisors:** Maintain current risk registers; keep residual risks within appetite/tolerance or initiate treatments/exceptions; implement and test controls; report incidents and emerging risks.

**All Workers (employees, contractors, volunteers):** Identify, assess and escalate risks and incidents; apply required controls; comply with policies, procedures, codes of conduct and relevant appetite/tolerance settings; participate in training.

**Audit, Risk & Improvement Committee (ARaIC):** Provides independent assurance and advice on risk management, internal control and alignment to appetite/tolerance; reviews significant breaches/exceptions and risk acceptance decisions; reports advice and endorsements to Council in line with the ARaIC Terms of Reference.

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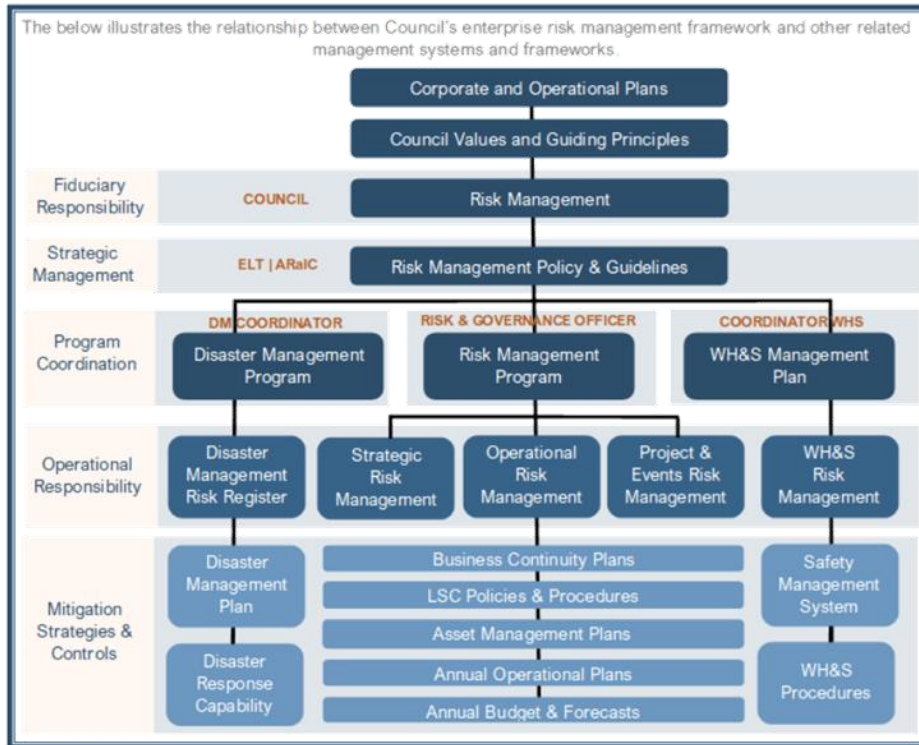
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Note: The Enterprise Risk Management Procedure outlines all detailed roles and responsibilities. Risk management accountabilities are also included in position descriptions, performance plans and business planning documentation.

5.5 Framework Alignment



6. Changes to this Policy

This Policy will be reviewed within 12 months of a new term of Council or more frequently in the event of any material changes in circumstances. In addition, the Risk Appetite Statement should ideally be reviewed by Councillors every six (6) months, and at a minimum annually, within each 12-month period, to ensure it remains current and reflective of Council's strategic direction and operating environment.

7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Enterprise Risk Management Policy (v24.10)'.

Version	Date	Action
1	22/09/2015	Adopted
2	03/10/2017	Amended Policy Adopted
2.1	27/08/2018	Administrative Amendments - reflect organisational restructure
3.0	20/02/2024	Adopted - full revision as part of the Risk Management Maturity Advancement Project 2021-24

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4.0	16/12/2025	Amended Policy Adopted (following Councillor Risk Appetite Workshop conducted on 29/09/2025).
<del>5.04.1</del>	<del>14/05/2026</del> DRAFT	<del>DRAFT Policy and Risk Appetite Statements amended following Councillor review of risk appetite and tolerance thresholds.</del>

**ALASTAIR DAWSON**  
**INTERIM CHIEF EXECUTIVE OFFICER**

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Enterprise Risk Management Policy

Adopted/Approved: ~~Adopted, 20 February 2024~~Draft \_\_\_\_\_

Portfolio: Office of the CEO

Version: ~~34.01~~ \_\_\_\_\_  
~~and Governance~~Corporate Services

\_\_\_\_\_ Business Unit: Finance

## Appendix A - Risk Appetite Statement

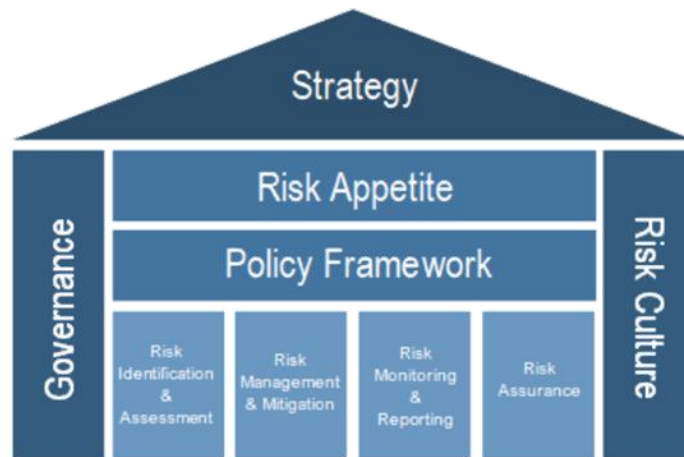
### Introduction

Risk Management is an essential component of Council's governance framework and supports the achievement of Council's strategic and operational objectives. Effective risk management increases the probability of successful outcomes whilst protecting the reputation and sustainability of Council.

~~The Risk appetite is represents the amount and type of risk an organisation Council is willing to accept in pursuit of its strategic goals objectives. This Risk Appetite Statement considers outlines Council's appetite and tolerance across the key categories of risk relevant to Council's operations, strategic direction, and service delivery responsibilities. the most significant categories of potential risks to Council and provides an outline as to how much risk Council is willing to accept in this area.~~

### How Risk Appetite Fits Within Council

~~The Council's risk appetite framework of Council informs the strategic and operational decision-making across the organisation process. The diagram below shows demonstrates how the Risk Appetite Statement fits into the organisation and informs risk management.~~



~~Our community is at the center of everything central to everything Council does. The Community's priorities, and aspirations, and wellbeing underpin for the future as well as their wellbeing form the basis of our Council's Corporate Plan and guides decision-making across the organisation. The needs of the community are front of mind in the development of Council's risk appetite reflects the need to balance the achievement of community outcomes with the uncertainties and risks inherent in delivering services, infrastructure, and long-term strategic objectives, as Council balances the achieving of the goals set by the community with the risks inherent in the environments in which those outcomes are delivered.~~

### Risk Appetite

~~Council, its subcommittees, management, employees, contractors, and volunteers and staff (including contractors and volunteers) are expected to consider Council's Risk Appetite and tolerance settings when making strategic and operational decisions, in both strategic and operational decision-making.~~

~~Council adopts a consistently *Balanced* (moderate) risk appetite across all categories. This reflects a disciplined approach to risk-taking, enabling delivery of strategic objectives while maintaining strong governance, financial sustainability, and community trust. Council's vision and strategic objectives will necessitate that Council accept some risks that~~

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accompany growth, transformation, innovation and are proportionate with the potential reward. Overall, Council has a moderate appetite for risk, and applies a balanced approach aligned to its strategic objectives.

Council's approach to risk appetite is seeks to minimise risk exposure to unacceptable risks relating to safety, governance, integrity, financial sustainability, and community harm, while supporting informed risk-taking, innovation, continuous improvement, and strategic decision-making where this delivers long-term community benefit. our people and their safety, our reputation and corporate governance, whilst accepting and encouraging an increased degree of risk in pursuit of our key strategic directives.

It is acknowledged that Council recognises that some activities, projects, services, or operational environments may at times undertake activities that inherently involve higher levels of risk. carry greater risks. As a result, In these circumstances, risks will be Council's risk appetite in a particular risk category may on occasion be different to the risk level for an activity or project within that category and will be assessed and managed on a case-by-case basis in accordance with the Enterprise Risk Management Procedure, ensuring appropriate controls, governance, escalation, and oversight arrangements are in place. details requirements for identifying and managing risks at activity or project level.

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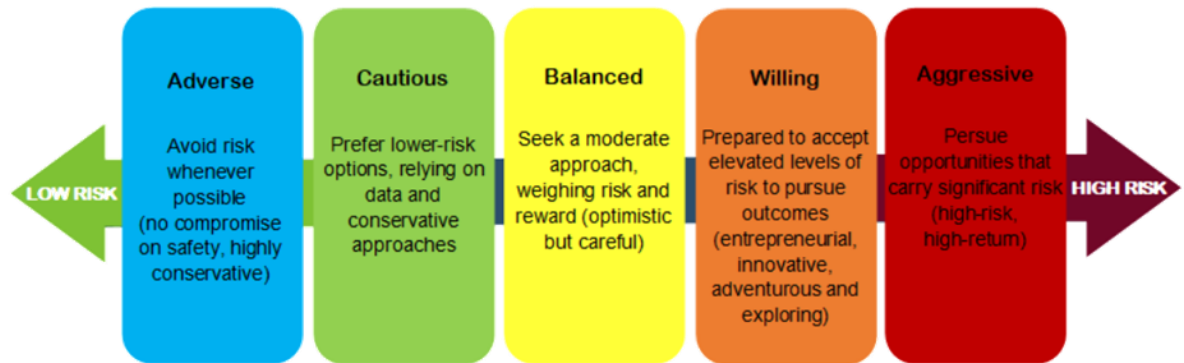
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## Risk Appetite Ratings

Council categorises its level of risk appetite into five categories as outlined below:



## Risk Tolerances

Tolerance settings define the upper boundary of acceptable residual risk. In most categories, tolerances align closely with appetite, reinforcing disciplined risk control. Select areas (e.g. Technology, Services Delivery, Environment) permit a higher tolerance to support innovation, service outcomes, and growth. Risk tolerances are the boundaries set for risk taking. The Risk Appetite Statement informs the development of risk tolerances for Council and provides guidance on how the Risk Appetite Statement is to be applied to everyday business actions and decisions.

While risk appetite is a qualitative statement, risk tolerances operationalise the statement by using quantitative measures where possible to better enable monitoring and review.

The risk appetite will set the tone for risk taking in general, whilst the tolerance informs:

- Expectations for mitigating, accepting, and pursuing certain types of risk;
- Boundaries and thresholds for acceptable risk taking; and
- Actions to be taken or consequence for acting beyond appropriate tolerances.

## Implementation of the Risk Appetite Statement

Council's appetite for and tolerance of risk as outlined in the Risk Appetite Statement forms the basis of our approach to managing risk in our day-to-day activities. The Risk Appetite Statement informs the Enterprise Risk Management Policy and framework which provide the structure for our risk management processes.

Staff are responsible for managing their risk environment. This includes having appropriate controls in place and monitoring their effectiveness. These risks are identified, assessed and managed at both enterprise level ('top-down') and at operational level ('bottom-up'). Risk registers are used to document the risks.

Risks outside the appetite or agreed tolerance levels should be managed in line with this Risk Appetite Statement and should be reported to the Executive Leadership Team. The Executive Leadership Team is accountable for compliance with the Risk Appetite Statement. Risk appetite also needs to be articulated for discussion at Council meetings and at Audit, Risk and Improvement Committee meetings.

Where tolerance exceeds appetite, documented justification, benefit realization, and risk treatment plans are required in accordance with the Enterprise Risk Management Procedure.

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### RISK APPETITE STATEMENT

**FINANCIAL** **BALANCED APPETITE**



Council recognises the financial risks involved in delivering a wide range of services, programs and capital projects. Council has a balanced appetite for operational financial risk providing that the opportunity or return provides a demonstrated benefit or return for Council/community, and where long-term financial sustainability is not threatened.

Council's Investment Policy stipulates a passive investment approach that ensures the return of capital.



**Council will tolerate:**


- ◆ Minor unforeseen and unavoidable budget variations to the lesser of 10% or \$100,000 without Council approval.
- ◆ Short Term (<12months) negative performance from commercial business aspects where this does not affect delivery of core services and is expected to provide longer-term benefit.
- ◆ Minor losses, or capital outlays, attributable to new processes or innovation designed to improve services to meet community needs.
- ◆ Calculated financial risks to deliver infrastructure, improve service delivery or promote ecological sustainability.
- ◆ Investment activities that preserve capital, maintain appropriate liquidity, and maximise interest returns within the parameters of Council's Investment Policy.
- ◆ Initiatives that deliver efficiencies, improvements, or generate additional income streams.

**Council will not tolerate:**

- ◆ Financial activities and/or investment practices that contravene legislation or Council policy.
- ◆ Failure to maintain effective systems, processes and controls to adequately protect Council from fraud or corruption.
- ◆ Fraudulent or corrupt financial transactions of any kind.
- ◆ Decisions or actions that significant and negatively impact long term financial sustainability.
- ◆ Financial sustainability outcomes assessed as presenting a High or Vey High level of risk to Council's viability.


### RISK APPETITE STATEMENT

**FINANCIAL** **BALANCED APPETITE**



Council recognises that delivering services, infrastructure, and strategic outcomes require informed financial decision-making and responsible risk taking. Council has a balanced appetite for operational and strategic financial risk where there is a demonstrated community benefit and long-term financial sustainability is maintained.

Council's Investment Policy adopts a passive investment approach that ensures the return of capital.



**Council will tolerate:**

- ◆ Minor unforeseen and unavoidable budget variations to the lesser of 10% or \$100,000 without Council approval.
- ◆ Short Term (<12months) negative performance from commercial business aspects where this does not affect delivery of core services and is expected to provide longer-term benefit.
- ◆ Minor losses, or capital outlays, attributable to new processes or innovation designed to improve services to meet community needs.
- ◆ Calculated financial risks to deliver infrastructure, improve service delivery or promote ecological sustainability.
- ◆ Investment activities that preserve capital, maintain appropriate liquidity, and maximise interest returns within the parameters of Council's Investment Policy.
- ◆ Initiatives that improve efficiency, productivity, financial sustainability, or revenue diversification.

**Council will not tolerate:**

- ◆ Financial practices or investment activities that contravene legislation or Council policy.
- ◆ Inadequate financial controls or oversight that expose Council to fraud, corruption, misuse of funds, or material financial loss.
- ◆ Fraudulent, corrupt, or intentionally misleading financial conduct of any kind.
- ◆ Decisions or activities that create significant unmanaged risks to Council's long-term financial sustainability or viability.
- ◆ Financial sustainability outcomes assessed as High or Vey High risk without appropriate treatment strategies, oversight, or escalation.

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**ECONOMIC BALANCED APPETITE**

Council aims to support sustainable economic growth, investment, and regional resilience through strategic planning, infrastructure delivery, and community development. Guided by the BluePrint 2030, Council seeks to foster a vibrant and diversified economy that strengthens liveability, employment, and investment attraction across the region.

Council has a balanced appetite for economic risk, recognising that achieving long-term economic outcomes requires informed decision-making, collaboration, and targeted investment. Council is willing to pursue initiatives that support sustainable growth, economic diversification, and community benefit where risks are appropriately assessed and managed.

**Council will tolerate:**

- ◆ Projects and infrastructure investments that support sustainable economic growth, liveability, and regional development.
- ◆ Initiatives that encourage investment attraction, business growth, workforce development, tourism, and economic diversification.
- ◆ Partnerships, pilot initiatives, and emerging opportunities that involve a moderate level of uncertainty where there is potential for long-term community or economic benefit.
- ◆ Calculated economic risks associated with innovation, regional advocacy, and long-term strategic planning.

**Council will not tolerate:**

- ◆ Failure to strategically plan for sustainable growth, infrastructure demand, or regional development.
- ◆ Failure to engage with the community to determine long term needs and priorities.
- ◆ Projects or initiatives progressed without appropriate assessment of community benefit, organisational capacity, funding sustainability, or strategic alignment.
- ◆ Negligent or short-sighted decision-making that undermines community confidence, investment attraction, or economic resilience.

**ECONOMIC BALANCED APPETITE**

Council aims to build the economic capacity of the Shire to create the conditions for sustainable growth and investment. Guided by the BluePrint 2030, Council seeks to foster vibrancy, diversity and resilience so the Shire remains a location of choice in which the community lives, works, plays and invests.

Council has a balanced appetite for economic risk, recognising the importance of careful planning and sound decision-making to support long-term growth. At the same time, Council is willing to tolerate a higher level of risk where initiatives are aligned to strategic priorities, attract investment, diversify the economy, and deliver clear benefits for the community.

**Council will tolerate:**

- ◆ Projects and initiatives that deliver essential enabling infrastructure to support economic growth.
- ◆ Strategies that encourage sustainable population growth and retention of residents and businesses.
- ◆ Initiatives that support growth, diversification, and investment in priority sectors and emerging industries.
- ◆ Attraction of visitors and promotion of the Shire as a desirable destination.
- ◆ Development of a skilled, adaptable workforce and initiatives that increase local employment.
- ◆ Partnerships, collaborations, or pilot initiatives that may involve higher levels of uncertainty but offer potential long-term benefit.
- ◆ Activities that generate additional income streams or enhance economic diversity.

**Council will not tolerate:**

- ◆ Failure to plan strategically for economic growth and investment.
- ◆ Failure to engage with the community to determine long term needs and priorities.
- ◆ Actions that knowingly or negligently undermine long-term economic growth and investment to the region.
- ◆ Projects or initiatives progressed without appropriate assessment of benefits realisation and organisational capacity to implement.

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### RISK APPETITE STATEMENT

**DIGITAL ASSETS, SYSTEMS, DATA & CYBER SECURITY**
**CAUTIOUS APPETITE**



Council has a cautious appetite for risks associated with digital assets, systems, data, and cybersecurity. Council recognises that no digital environment is entirely risk-free, and prioritises safeguarding the integrity, availability, and confidentiality of our digital resources and information. Council accepts only a limited degree of risk in this area and emphasises robust data backup, redundancy, strict access controls, proactive cybersecurity measures, and responsible digital governance. This is supported by a cyber-aware workforce, timely remediation of control weaknesses, and consistent oversight over third-party providers and the external threat landscape.



**Council will tolerate:**


- ◆ Scheduled outages that are agreed with respective business units/owners and are regarded as part of normal business activities.
- ◆ Implementation of new technologies that create new opportunities for business improvement and innovation, where these involve some minor to moderate risk and are subject to appropriate controls.
- ◆ Timely remediation of identified cyber security control weaknesses.

**Council will not tolerate:**

- ◆ Prolonged unplanned outages of critical Council systems and services.
- ◆ Failure to maintain systems and services that adequately protect Councils data and information and maintain adequate audit trails.
- ◆ A lack of diligence in relation to information security, the procedure, or in the design and implementation of ICT systems and services.
- ◆ Data loss due to inappropriate data management processes.
- ◆ Poor information governance processes.
- ◆ Failure to maintain recovery plans and test plans on a regular basis.
- ◆ Failure to implement reasonable technical and behavioural controls to prevent foreseeable cyber threats.
- ◆ Significant threats to assets arising from external malicious attacks.
- ◆ Misuse, inappropriate distribution or loss of sensitive or confidential information due to the actions of staff.

### RISK APPETITE STATEMENT


**DIGITAL ASSETS, SYSTEMS, DATA & CYBER SECURITY**
**BALANCED APPETITE**



Council has a balanced appetite for risks associated with digital assets, systems, data, and cybersecurity. Council recognises that digital enablement, innovation, automation, and emerging technologies are necessary to support efficient and sustainable service delivery. While no digital environment is entirely risk-free, Council seeks to appropriately manage and balance technology risk against operational, financial, and community benefits.

Council prioritises maintaining the integrity, availability, confidentiality, and resilience of its digital assets and information through proportionate governance, cyber security controls, monitoring, recovery capability, and informed decision making. This is supported by a cyber-aware workforce, continuous improvement of security maturity, appropriate oversight of third-party providers, and ongoing assessment of the evolving threat landscape.

Council is willing to pursue new technologies, digital transformation initiatives, and service improvement where risks are understood, appropriately assessed, and managed within approved governance and security frameworks.



**Council will tolerate:**

- ◆ Implementation of new and emerging technologies that support business improvement, innovation, and service delivery outcomes, where risks are appropriately assessed and controlled.
- ◆ Planned outages, system changes, and reasonable levels of residual cyber and technology risk associated with digital transformation initiatives.
- ◆ Minor control weaknesses or implementation issues that are identified, monitored, and remediated in a timely manner.
- ◆ Use of third-party providers where appropriate governance, due diligence, and oversight arrangements are in place.

**Council will not tolerate:**

- ◆ Prolonged or avoidable disruption to critical systems or services resulting from inadequate governance, maintenance, or recovery capability.
- ◆ Deliberate, negligent, or unmanaged practices that compromise the security, integrity, availability or confidentiality of Council information or systems.
- ◆ Failure to implement and maintain reasonable cyber security, business continuity, and information governance controls.
- ◆ Significant unmanaged cyber security vulnerabilities or unauthorised access, misuse, or disclosure of sensitive information.

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~~Governance Strategy, Governance and Planning~~

\_\_\_\_\_ Business Unit: ~~Finance and~~

**PEOPLE** **BALANCED APPETITE**

Council has a balanced appetite for risks relating to its people, recognising that workforce capability, leadership, culture, and organisational capacity are critical to long-term performance and sustainable service delivery. Council supports initiatives that attract, retain, develop, and empower a capable and adaptable workforce, while fostering accountability, inclusion, engagement, and continuous improvement.



Council recognises that workforce planning, organisational change, and capability development involve a degree of uncertainty and investment, and is prepared to pursue these opportunities where risks are appropriately assessed and managed.



**Council will tolerate:**

- ◆ Workforce initiatives that support recruitment, retention, succession planning, leadership development, and organisational capability.
- ◆ Technology-enabled workforce improvements, learning initiatives, and flexible ways of working that support workforce sustainability and service delivery.
- ◆ Managed organisational change and workforce transformation where risks are appropriately assessed and managed.
- ◆ Reasonable levels of workforce turnover, capability caps, or resourcing pressures where these are identified, monitored, and actively managed.
- ◆ Initiatives that support employee engagement, wellbeing, diversity, inclusion, and performance improvement.

**Council will not tolerate:**

- ◆ Failure to appropriately manage capability, succession, retention, or organisational capacity risks.
- ◆ Employees performing duties for which they are not appropriately authorised, qualified, licenced or competent.
- ◆ Deliberate misconduct or behaviours inconsistent with Council's values, policies, or legislative obligations.
- ◆ Significant unmanaged workforce turnover or poor people management practices that adversely impact organisational capability, culture, or service delivery.
- ◆ Failure to appropriately resource business functions in a way that threatens operational sustainability or service delivery.

**PEOPLE** **WILLING APPETITE**

Council has a willing appetite for risks relating to its people, recognising that investing in workforce capability, culture and leadership is fundamental to long-term success. Council is prepared to pursue innovative and ambitious people strategies to attract, retain and develop talent, create a positive and inclusive workplace culture, and embed organisational values so employees feel connected, engaged and purposeful.





**Council will tolerate:**

- ◆ Activities, programs, initiatives that promote effective recruitment and selection processes, and strengthen talent and succession strategies for a skilled workforce.
- ◆ Technology-enabled solutions that support integrated learning, leadership development, and workforce planning.
- ◆ Opportunities for employees to grow their skills, knowledge and initiative, fostering innovation, adaptability and enthusiasm.
- ◆ Investment in initiatives that support staff wellbeing, engagement, diversity and inclusion.
- ◆ Strong and transparent performance management processes that build capability and accountability.

**Council will not tolerate:**

- ◆ Failure to appropriately consider or manage the impacts of an aging workforce.
- ◆ Significant impediments to the development and implementation of workforce plans and strategies.
- ◆ Employees performing duties for which they are not suitably qualified, training or acting outside of their delegated authority.
- ◆ Failure to appropriately resource business functions in a way that threatens safe work practices.
- ◆ Practices or procedures that create widespread workforce dissatisfaction or disengagement.
- ◆ Unacceptably high or unmanaged staff turnover that threatens culture, capability or service delivery.
- ◆ Serious conduct or behaviour that does not align to Council's Values.
- ◆ Sustained reductions in productivity resulting from poor people management practices.

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RISK APPETITE STATEMENT

<b>ASSETS &amp; INFRASTRUCTURE</b>	<b>BALANCED APPETITE</b>
 <p>Council has a balanced appetite for risks relating to assets and infrastructure, seeking to deliver safe, reliable and sustainable infrastructure services that benefit the community. Council is willing to tolerate calculated levels of risk where short-term impacts or disruptions are outweighed by long-term improvements in value, services delivery, or sustainability, provided critical assets are safeguarded.</p>	
	
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>Minor impacts leading to short term disruption to community due to construction activities, where the works provide value for money and the community has been informed.</li> <li>Minor short-term financial impacts on capital project costs where there are demonstrated long-term sustainable gains.</li> <li>Minor impacts to infrastructure resulting from implementation of new technology, innovation initiatives or pilot projects.</li> <li>Unforeseen interruptions of up to 2 days to critical infrastructure from uncontrollable events, where Council responds and communicates promptly to impacted stakeholders</li> <li>Collaboration with government, industry or third-party providers where shared risks are managed and long-term community benefits are expected.</li> </ul>	
<p><b>Council will not tolerate:</b></p> <ul style="list-style-type: none"> <li>Failure of third-party contractors to provide services within budget and agreed timeframes</li> <li>Non-completion of significant new or renewal infrastructure projects beyond the financial year (or scheduled completion period where projects span multiple years).</li> <li>Significant delays to projects that are within Council control.</li> <li>Asset failures occurring significantly earlier than their projected lifespan due to poor management or oversight.</li> <li>Failure to properly administer and manage contracts.</li> <li>Unmanaged or preventable variations in contract price attributable to aspects of a project within Council's control</li> <li>Failure to escalate critical infrastructure damage or issues for timely response</li> <li>Failure to develop and implement plans to ensure continuity of critical infrastructure during disruptions.</li> <li>Activities that result in reasonably foreseeable and preventable fatalities, harm, serious injury or illnesses</li> </ul>	

RISK APPETITE STATEMENT

<b>ASSETS &amp; INFRASTRUCTURE</b>	<b>BALANCED APPETITE</b>
 <p>Council has a balanced appetite for risks relating to assets and infrastructure, recognising the importance of delivering safe, reliable, sustainable, and fit-for-purpose infrastructure services for the community. Council is prepared to accept calculated levels of risk where this supports long-term asset sustainability, service improvement, resilience, innovation, or community benefit, provided risks are appropriately assessed and managed.</p>	
	
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>Minor impacts leading to short term disruption to community due to construction activities, where the works provide value for money and the community has been informed.</li> <li>Minor short-term financial impacts on capital project costs where there are demonstrated long-term sustainable gains.</li> <li>Minor impacts to infrastructure resulting from implementation of new technology, innovation initiatives or pilot projects.</li> <li>Unforeseen interruptions of up to 2 days to critical infrastructure from uncontrollable events, where Council responds and communicates promptly to impacted stakeholders.</li> <li>Collaboration with government, industry, contractors, and third-party providers where shared risks are appropriately managed and community benefit is achieved.</li> </ul>	
<p><b>Council will not tolerate:</b></p> <ul style="list-style-type: none"> <li>Failure to appropriately manage infrastructure, asset lifecycle, maintenance, or project risk that threaten service delivery or long-term asset sustainability.</li> <li>Significant preventable delays, cost overruns, or contractor performance failures within Council's control.</li> <li>Failure to appropriately manage or escalate significant delays to major infrastructure or renewal projects within Council's control.</li> <li>Failure to appropriately respond to, manage, or recover from critical infrastructure failures or service disruptions.</li> <li>Poor contract, project, or asset management practices that result in avoidable financial loss, asset deterioration, or reduced community outcomes.</li> <li>Activities or decisions that create foreseeable and preventable harm to the community, workers, or the environment.</li> </ul>	

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GOVERNANCE		BALANCED APPETITE
	<p>Council has a balanced appetite for governance and risk-related matters, recognising the importance of strong governance, transparency, accountability, ethical conduct, and legislative compliance in maintaining community confidence and organisational integrity.</p> <p>Council supports informed decision-making, continuous improvement, and pragmatic governance approaches where risks are appropriately assessed, managed, and aligned to Council's strategic objectives and obligations.</p>	
		
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Informed decisions made in accordance with Council values, governance frameworks, and strategic objectives, including where differing professional views exist</li> <li>◆ Minor or technical compliance breaches where impacts are limited and prompt corrective actions is taken.</li> <li>◆ Managed governance reform, process improvement, and streamlined decision-making approaches where appropriate controls remain in place.</li> <li>◆ Isolated complaints, disputes, or governance issues arising through normal business activities where these are appropriately managed and addressed.</li> </ul>		
<p><b>Council will not tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Fraudulent, corrupt, unethical, or deliberately non-compliant conduct by employees, Councillors, contractors or volunteers.</li> <li>◆ Failure to appropriately identify, escalate, investigate, or respond to significant governance, integrity, fraud, corruption, or compliance issues.</li> <li>◆ Deliberate or reckless breaches of legislation, Council policies, governance frameworks, or Codes of Conduct.</li> <li>◆ Unauthorised disclosure, misuse, or inappropriate handling of confidential or protected information.</li> <li>◆ Governance failures that expose Council to significant legal, financial, regulatory, or reputational harm.</li> <li>◆ Failure to comply with lawful Government directions, statutory obligations, or regulatory requirements.</li> </ul>		

GOVERNANCE		CAUTIOUS APPETITE
	<p>Council has a cautious appetite for governance risks, prioritising compliance with legislative and regulatory obligations, transparency in decision-making, and the maintenance of community trust. Council recognises that innovative or streamlined governance approaches may be pursued where compliance is maintained and the organisation's interests are safeguarded.</p>	
		
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Decisions made on merit, in accordance with Council values, even where they differ from professional advice.</li> <li>◆ Unavoidable minor technical breaches that have been considered by Council.</li> <li>◆ Temporary non-compliance resulting from unrealistic regulatory timeframes, where prompt corrective action is taken.</li> <li>◆ Risks that may give rise to isolated complaints incidental to normal business activities, despite best efforts to avoid or mitigate.</li> <li>◆ Streamlined governance processes, provided effective controls remaining in place.</li> </ul>		
<p><b>Council will not tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Corrupt or fraudulent conduct by employees, Councillors, contractors or volunteers.</li> <li>◆ Unreasonable delays when reporting, investigating or correcting any fraudulent, improper, unethical or corrupt conduct.</li> <li>◆ Knowingly breaking the law, failing to comply with legal obligations, or recklessly breaching internal policies.</li> <li>◆ Material breaches of legislation, breaches of the Code of Conduct, or successful litigation against Council.</li> <li>◆ Failure to appropriately consider expert or professional legal advice.</li> <li>◆ Unauthorised release or disclosure of confidential information.</li> <li>◆ Behaviour that exposes Council to extensive litigation or indictable offences.</li> <li>◆ Failure to comply with Government Directions or Orders.</li> </ul>		

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### RISK APPETITE STATEMENT

ENVIRONMENTAL
BALANCED APPETITE



Council has a balanced appetite, leaning to willing, for environmental risks. Council recognises the importance of conserving and enhancing our natural environment and embedding sustainability into all Council decisions. Council is prepared to adopt innovative and progressive practices that may involve moderate risks or cost impacts, provided these support long-term ecological sustainability, protect biodiversity, and deliver enduring community benefit.



**Council will tolerate:**


- ◆ Environmental impacts that are offset by other activity resulting in a clear net environmental benefit.
- ◆ Minor environmental impacts from uncontrollable or unforeseen events, or where necessary to deliver enduring benefits to the community.
- ◆ Changes to procedures and practices to improve environmental outcomes.
- ◆ Minor additional costs in selecting products and services that deliver significant positive environmental impacts.
- ◆ Pilot programs, partnerships, or innovative practices that carry some risk but have the potential to achieve long-term environmental improvements.

**Council will not tolerate:**

- ◆ Decisions that fail to consider the principles of ecologically sustainable development or Councils value of sustainability.
- ◆ Failure to minimise significant impacts on biodiversity and reduce our ecological footprint.
- ◆ Decisions, activities and practices that result in long-term or irreversible environmental damage, negative climate impacts, or threats to biodiversity, including extinction of flora and fauna, or risks to human health and safety.
- ◆ Activities or practices that knowingly compromise the environment, where impacts are reasonably foreseeable and preventable.
- ◆ Failure to meet environmental commitments or legal requirements, including where breaches result in fines or penalties.


### RISK APPETITE STATEMENT

ENVIRONMENTAL
BALANCED APPETITE



Council has a balanced appetite for environmental risks, recognising the importance of protecting and enhancing the natural environment while supporting sustainable growth, resilient communities, and long-term service delivery.

Council supports innovative, practical, and environmentally sustainable initiatives where risks are appropriately assessed and managed, and where there is a clear long-term community or environmental benefit.



**Council will tolerate:**

- ◆ Minor or temporary environmental impacts where these are appropriately managed, unavoidable, or offset by broader environmental or community benefit.
- ◆ Changes to practices, technologies, or operational approaches that improve environmental sustainability or resilience.
- ◆ Pilot programs, partnerships, or innovative environmental initiatives that involve managed levels of uncertainty or investment.
- ◆ Reasonable environmental costs associated with achieving improved sustainability, biodiversity, climate resilience, or environmental outcomes.

**Council will not tolerate:**

- ◆ Decisions or activities that create significant unmanaged or avoidable environmental harm, biodiversity loss, pollution, or degradation.
- ◆ Failure to appropriately consider environmental sustainability, resilience, or ecological impacts in decision-making and operational activities.
- ◆ Deliberate, negligent, or reckless practices that result in foreseeable and preventable environmental harm.
- ◆ Failure to comply with environmental legislation, regulatory obligations, approvals, or environmental commitments.
- ◆ Environmental practices or decisions that expose Council to significant legal, financial, reputational, or community impacts.

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**WORKPLACE HEALTH & SAFETY**
**BALANCED APPETITE**



Council has a balanced appetite for workplace health and safety risks, recognising its responsibility to provide a safe and healthy environment for employees, contractors, volunteers and the community. While safety is prioritised, Council acknowledges that some community services and activities inherently involve higher levels of risk. In these cases, Council will ensure that appropriate controls, training, and oversight are in place to reduce the risk as much as possible. Council is also prepared to support proactive and innovative initiatives that strengthen safety culture and practices, provided safety and duty of care are not compromised.



**Council will tolerate:**

- ◆ Minor unforeseen incidents or injuries arising from normal operations where appropriate controls are in place and lessons are identified.
- ◆ Managed operational activities that inherently involve elevated safety risks where appropriate controls, training, supervision, and oversight are implemented.
- ◆ Minor morale issues relating to improving workforce performance.
- ◆ Temporary deviations from best practice, where risks are understood, controlled, and compliant with legislative obligations.
- ◆ Pilot initiatives, process improvements, or alternative approaches that strengthen safety culture or operational effectiveness where risks are appropriately managed.

**Council will not tolerate:**

- ◆ Deliberate, reckless, or negligent actions that compromise workplace or community safety.
- ◆ Failure to implement or maintain appropriate WHS controls, training, supervision, or safe systems of work.
- ◆ Practices or behaviours that create foreseeable and preventable risks of fatality, serious injury, illness, bullying, harassment, or discrimination.
- ◆ Employees or contractors undertaking work for which they are not appropriately trained, competent, authorised, or supervised.
- ◆ Failure to comply with WHS legislation, regulatory obligations, policies or procedures.
- ◆ Failure to appropriately maintain safe workplaces, infrastructure, plant, equipment, or operational environments.

Enterprise Risk Management Policy

Adopted/Approved: ~~Adopted, 20 February 2024~~ Draft \_\_\_\_\_

Portfolio: ~~Office of the CEO~~ Corporate Services \_\_\_\_\_

Version: ~~34\_10~~ \_\_\_\_\_

Governance Strategy, Governance and Planning \_\_\_\_\_

\_\_\_\_\_ Business Unit: Finance and

**WORKPLACE HEALTH & SAFETY**
**BALANCED APPETITE**



Council has a balanced appetite for workplace health and safety risks, recognising its responsibility to provide a safe and healthy environment for employees, contractors, volunteers and the community. While the wellbeing and safety of people is prioritised above all else, Council acknowledges that some community services and activities inherently carry higher levels of risk. In these cases, Council will ensure that appropriate controls, training, and oversight are in place to reduce the risk as much as possible. Council is also prepared to support proactive and innovative initiatives that strengthen safety culture and practices, provided safety and duty of care are not compromised.



**Council will tolerate:**

- ◆ Minor unforeseen incidents or injuries that arise during normal activities, despite appropriate controls.
- ◆ Minor morale issues relating to improving workforce performance.
- ◆ Practices that are not aligned with best practice, provided safety and duty of care are not compromised.
- ◆ Trial of new initiatives or approaches aimed at strengthening safety culture, where risks are appropriately managed.
- ◆ Delivery of community services or activities that inherently involve higher levels of risk, provided appropriate controls, training and oversight are in place to minimise or eliminate potential harm.

**Council will not tolerate:**

- ◆ Activities that result in reasonably foreseeable and preventable fatalities, serious harm, or significant injury or illness to the community, customers, Councillors, employees, contractors or volunteers.
- ◆ Actions or behaviours that deliberately contravene WHS legislation, regulations, policies or procedures.
- ◆ Practices that knowingly compromise wellbeing, workplace safety or community safety, including discrimination, harassment or bullying.
- ◆ Incidents arising from untrained employees, failed internal processes, or inadequate safety protocols.
- ◆ Failure to maintain safe infrastructure and work environments.

Enterprise Risk Management Policy

Adopted/Approved: ~~Adopted, 20 February 2024~~ Draft \_\_\_\_\_



Portfolio: ~~Office of the CEO~~ Corporate Services \_\_\_\_\_

Version: ~~34.10~~ \_\_\_\_\_



~~Governance~~ Strategy, Governance and Planning \_\_\_\_\_

\_\_\_\_\_ Business Unit: Finance and \_\_\_\_\_

### RISK APPETITE STATEMENT

SERVICE DELIVERY	BALANCED APPETITE
 <p>Council has a balanced appetite for service delivery risks, recognising the importance of reliable, high-quality services, events and facilities that meet community expectations. Council's tolerance leans towards willing, acknowledging that some additional risk may be accepted where creativity, innovation or efficiency improvements can enhance long-term capability and outcomes.</p>	
	
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Unforeseen interruptions of up to 2 days to critical business functions arising from uncontrollable events, provided Council responds and communicates promptly with impacted stakeholders.</li> <li>◆ Unforeseen interruptions of up to 7 days to less critical business functions from uncontrollable events, where Council responds and communicates promptly to impacted stakeholders.</li> <li>◆ Moderate reputational impact from community complaints relating to service quality or new initiatives, where these changes delivery enduring community benefits.</li> <li>◆ Moderate impacts to service delivery from implementation of new technology, innovation initiatives or projects.</li> <li>◆ Moderate impacts arising from initiatives that foster workforce flexibility, capability and adaptability.</li> </ul>	
<p><b>Council will not tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Failure to meet service commitments and community expectations in a significant or systemic way.</li> <li>◆ Failure to demonstrate a commitment to delivering quality services to the community, Councillors, customers and employees.</li> <li>◆ Failure to document and follow policies and procedures, where this impairs the quality of service delivery or causes avoidable service interruptions.</li> <li>◆ Failure to develop plans to respond to a disruption and ensure continuity of critical business functions.</li> </ul>	

### RISK APPETITE STATEMENT

SERVICE DELIVERY	BALANCED APPETITE
 <p>Council has a balanced appetite for service delivery risks, recognising the importance of reliable, responsive, and sustainable services, facilities, and community outcomes. Council acknowledges that innovation, continuous improvement, organisational change, and efficiency initiatives may involve a degree of operational disruption or uncertainty where these support long-term capability, resilience, or service improvements. Council seeks to balance community expectations, operational sustainability, affordability, and service continuity through informed decision-making and effective planning.</p>	
	
<p><b>Council will tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Unforeseen interruptions of up to 2 days to critical business functions arising from uncontrollable events, provided impacts are actively managed and appropriately communicated to stakeholders.</li> <li>◆ Unforeseen interruptions of up to 7 days to non-critical business functions arising from uncontrollable events, provided impacts are actively managed and appropriately communicated to stakeholders.</li> <li>◆ Managed impacts to service delivery arising from innovation, technology implementation, workforce flexibility, organisational change, or process improvement initiatives.</li> <li>◆ Reasonable levels of community complaints, dissatisfaction, or reputational impact associated with service changes or new initiatives where there is a broader long-term community benefit.</li> <li>◆ Service delivery partnerships, pilot programs, or alternative delivery approaches where risks are appropriately assessed and managed.</li> </ul>	
<p><b>Council will not tolerate:</b></p> <ul style="list-style-type: none"> <li>◆ Significant or systemic failure to meet critical service obligations, legislative requirements, or reasonable community expectations.</li> <li>◆ Failure to appropriately plan for, respond to, or recover from critical service disruptions or business continuity events.</li> <li>◆ Poor governance, process failures, or inadequate controls that result in avoidable service interruptions, reduced service quality, or community harm.</li> <li>◆ Failure to maintain appropriate policies, procedures, capability, or oversight necessary to support effective and sustainable service delivery.</li> </ul>	

Enterprise Risk Management Policy

Adopted/Approved: ~~Adopted, 20 February 2024~~ Draft


Portfolio: ~~Office of the CEO~~ Corporate Services

Version: ~~34.10~~ \_\_\_\_\_

~~Governance~~ Strategy, Governance and Planning

\_\_\_\_\_ Business Unit: ~~Finance and~~

**REPUTATION** **BALANCED APPETITE**

 Council has a balanced appetite for reputational risks, recognising that public trust, confidence, professionalism, transparency, and integrity are fundamental to effective local government. Council acknowledged that legitimate scrutiny, criticism, or differing community views may arise when pursuing decisions or actions intended to deliver long-term community benefit.

Council is committed to acting fairly, transparently, ethically, and professionally, and accepts a reasonable level of reputational risk where decisions are lawful, evidence-based, aligned to Council's values, and made in the public interest.

**TOLERANCE**


**Council will tolerate:**

- ◆ Public scrutiny, criticism, complaints, or adverse media attention arising from lawful, transparent, and evidence-based decisions made in the communities interest.
- ◆ Isolated complaints, service concerns, or reputational issues that are appropriately managed and resolved in a timely and professional manner.
- ◆ Reputational impacts associated with innovation, organisational change, advocacy, or strategic decisions where there is broader long-term community benefit.
- ◆ Diverse community views, stakeholder disagreement, or political sensitivity associated with Council decisions, projects, or priorities.

**Council will not tolerate:**

- ◆ Deliberate dishonest, unethical, corrupt, unlawful, or unprofessional conduct by employees, Councillors, contractors, or volunteers.
- ◆ Failure to act fairly, transparently, accountably, or in accordance with Council's values, policies, legislative obligations, or Codes of Conduct.
- ◆ Failure to appropriately manage conflicts of interest, complaints, or significant reputational issues.
- ◆ Conduct or decision-making practices that expose Council to significant and avoidable reputational, legal, regulatory, or community harm.
- ◆ Failure to appropriately escalate or respond to significant reputational issues, media matters, or stakeholder concerns.

**REPUTATION** **BALANCED APPETITE**

 Council has a balanced appetite for reputational risks, recognising that competence (professionalism and doing our job well) and integrity (openness, honesty and transparency) are the cornerstones of public trust. Council acknowledged that not everyone will always agree with its decisions, but is committed to acting in the community's best interests. Council's tolerance leans towards willing, accepting that reputational scrutiny or criticism may arise when pursuing decisions or actions that deliver the greatest good for the community, provided they are underpinned by fairness, professionalism and accountability.

**TOLERANCE**

**Council will tolerate:**

- ◆ Adverse local media or social media coverage, or multiple community complaints, relating to actions or omissions, where Council has acted lawfully, fairly and transparently.
- ◆ Isolated minor incidents, concerns and complaints that can be resolved without reference to external agencies.

**Council will not tolerate:**

- ◆ Failure to act in a fair, honest, transparent and accountable manner.
- ◆ Improper, unethical, corrupt, or unprofessional behaviour, including any failure to exercise respect or duty of care in accordance with law, policies or codes of conduct.
- ◆ Failure to uphold the probity of Council decision making.
- ◆ Any failure to avoid or appropriately manage conflicts of interest.
- ◆ Failure to notify management of actions or omissions that result in reputational issues beyond local scrutiny (e.g. state or national medial, regulatory or integrity agency involvement).
- ◆ Complaints that are not responded to promptly and professionally.

Enterprise Risk Management Policy

Adopted/Approved: ~~Adopted, 20 February 2024~~ Draft

Portfolio: Office of the CEO Corporate Services

Version: 34\_10

Governance Strategy, Governance and Planning

Business Unit: Finance and

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Enterprise Risk Management Policy

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Portfolio: ~~Office of the CEO~~ Corporate Services

Version: ~~34.10~~

~~Governance~~ Strategy, Governance and Planning

Business Unit: Finance and

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**13.8 MEMBERSHIP OF CAPRICORN PEST MANAGEMENT GROUP**

<b>File No:</b>	<b>fA2220</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Responsible Officer:</b>	<b>Sharon Sommerville - Manager Parks and Facilities Katrina Paterson - General Manager Communities and Environment</b>
<b>Author:</b>	<b>Leise Childs - Coordinator Natural Resource Management</b>

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**SUMMARY**

*This report seeks feedback regarding membership of a regional pest management group.*

Livingstone Shire Council has been invited to join the Capricorn Pest Management Group. The aim is to build networks and share resources, information and education to manage pests and weeds across all local government areas in the region.

**OFFICER'S RECOMMENDATION**

THAT Council become a member of the Capricorn Pest Management Group (CPMG) with the aim to build networks, share resources, information, and education across local government areas to better manage pests and weeds across the Central Queensland region.

**BACKGROUND**

Councillor Michelle Wagner, of Gladstone Regional Council, presented to a Council Workshop on 15 April 2026 about joining Capricorn Pest Management Group (CPMG). This not-for-profit group is funded by member councils (Rockhampton, Gladstone, Banana and Central Highlands) plus other support groups such as Gladstone Area Water Board and Fitzroy Basin Association. The aim is to help build networks and share resources, information and education across all local government areas to manage pests and weeds across the region. Livingstone was invited to attend the recent meeting of the CPMG in Gracemere on 23 April 2026. The Coordinator Natural Resource Management and a pest management officer attended. A current project for the group is the regional weed booklet; it is proposed to include Livingstone in this regional publication upon joining the group and provide copies for distribution in the Shire.

The annual fee to join is \$5,500 per year and meetings are monthly, rotated across the local government areas. Rockhampton Regional Council undertakes the secretariat role and receives some funding for this activity. The group does not employ paid staff, its funds are used for agreed projects and shared resources.

A regional biosecurity committee is required to provide feedback to the State about biosecurity matters and regional pest management priorities and was auspiced by the Central Queensland Regional Organisation of Councils (CQROC). This sub-committee of CQROC has not met since the reformation of CQROC. With the membership of Livingstone Shire Council and Woorabinda Aboriginal Shire Council, the Capricorn Pest Management Group could perform the role of the regional biosecurity committee.

Collaboration across the region supports shared projects and funding submissions and provides a forum to advance regional initiatives such as washdown facilities and coordinated pest control programs.

Officers recommend Council become a member of the Capricorn Pest Management Group and take advantage of the opportunity to work collaboratively with neighboring Councils and stakeholders.

**CORPORATE PLAN REFERENCE**

***Natural Environment***

*Creating opportunity to protect and value Livingstone's natural resources for future*

***Error! No document variable supplied.***

**13.9 RECURRENT EVENT FUNDING PROGRAM**

**File No:** CR2.15.3

**Attachments:** Nil

**Responsible Officer:** Molly Saunders - Manager Community and Cultural Services  
Katrina Paterson - General Manager Communities and Environment  
Alastair Dawson - Interim Chief Executive Officer

**Author:** Carlyn Hepburn - Community Development and Engagement Officer  
Lauren Beecroft - Community Development

**SUMMARY**

*This report seeks Council's consideration of the proposed Livingstone Shire Council Recurrent Event Funding Program for events scheduled between January 2027 and December 2029. The program provides multi-year financial support to long-standing community and commemorative events that deliver significant social, cultural, economic, and tourism benefits to Livingstone Shire.*

**OFFICER'S RECOMMENDATION**

- 1) THAT Council endorses the following community and commemorative events for inclusion in the Recurrent Event Funding Program, in accordance with Section 5.3 of the Community Assistance Program Policy, for the period January 2027 to December 2029.:

<b>Community Events:</b>		
Organisation	Event	Amount (per year)
Capricorn Coast Community Events Association Inc	Great Australia Day Beach Party	\$14,000
Lions Club of Emu Park Inc	Festival of the Wind	\$5,000
Yeppoon Show Society	Yeppoon Show	\$14,000
Marlborough Show Society	Marlborough Show	\$10,000
The Caves Progress and Agricultural Society Inc	The Caves Agricultural Show	\$5,000
Lions Club of Yeppoon	Yeppoon Lions Tropical Pine Fest	\$14,000
Capricorn Coast Community Events Association Inc	Carols by the Beach	\$9,000
<b>TOTAL:</b>		<b>\$71,000</b>

<b>Commemorative Events:</b>		
Organisation	Event	Amount (per year)

Yeppoon RSL Sub Branch	Yeppoon ANZAC Day	\$10,000
Emu Park RSL Sub Branch	Emu Park ANZAC Day	\$5,000
Mount Chalmers History Centre	Mt Chalmers ANZAC Day	\$500
The Caves and District ANZAC and Remembrance Day Association	The Caves ANZAC Day	\$4,000
Cockscomb Veterans Bush Retreat Inc	Cockscomb Remembrance Service	\$1000
To be determined	Keppel Sands ANZAC Day	\$500
To be determined	Stanage Bay ANZAC Day	\$500
<b>TOTAL:</b>		<b>\$21,000</b>
<b>COMBINED TOTAL:</b>		<b>\$92,500</b>

- 2) THAT Council authorises the Chief Executive Officer to negotiate and finalise a three-year Multi-Year Funding Agreement with each eligible incorporated not-for-profit organisation, subject to annual budget adoption and compliance with agreement conditions.

## BACKGROUND

Livingstone Shire Council recognises the significant social, cultural and economic value that community events contribute to the shire. Council's Community Assistance Program Policy provides a framework for supporting community organisations through a range of funding programs, including the Recurrent Event Funding Program outlined in Section 5.3.

The Recurrent Event Funding Program supports events that:

- (a) Occur annually or at regular intervals.
- (b) Are well-established (i.e., have been running for at least five years);
- (c) Are open to the general public and provide a significant community benefit; and
- (d) Are run by incorporated not-for-profit organisations.

While Council may identify events for inclusion, event organisers may also submit an Expression of Interest for consideration.

At Councillor workshops held in February and May 2026, elected members reviewed community and commemorative events that provide broad benefit to residents, visitors and the local economy. Councillors identified a list of events considered suitable for multi-year funding support. This list is presented for formal endorsement.

The Recurrent Event Funding Program operates alongside other components of the Community Assistance Program, including the Livingstone Community Fund, Regional Arts Development Fund and In-Kind Support Program. Multi-year agreements provide certainty for event organisers, supporting long-term planning and sustainability. Other organisations remain eligible to apply for competitive funding through biannual grant rounds.

## PREVIOUS DECISIONS

There are no previous Council decisions relating to the establishment of a Recurrent Event Funding Program.

## ENGAGEMENT AND CONSULTATION

A review of feedback received from Councillors, event organisers and Council officers has been undertaken. Through this consultation, several event organisers expressed a desire for multi-year funding arrangements to provide greater certainty and support the long-term planning and sustainability of their events.

At workshops held in February and May 2026, Councillors considered a range of established community events that deliver significant social, cultural, economic and tourism benefits to the Livingstone community. Councillors discussed and identified several events considered suitable for inclusion within Council's Recurrent Event Funding Program.

The proposed list of events is presented herein for Council's formal consideration.

## BUDGET IMPLICATIONS

A total of \$100,000 is proposed in the 2026/2027 budget for Recurrent Event Funding Program. A total of \$100,000 is proposed in the 2026/27 budget for the Recurrent Event Funding Program. The draft Multi-Year Funding Agreement includes provision for a 10% annual increase to account for CPI and rising operational costs.

An additional \$150,000 is proposed in the 2026/27 budget for the Livingstone Community Event Fund, to support remaining community events through competitive biannual funding rounds.

## LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS

Council is exercising its general powers under the *Local Government Act 2009 (Qld)* to provide financial assistance to community organisations. No specific legislative requirements apply to the establishment of a Recurrent Event Funding Program

Section 5.3 of the Community Assistance Program Policy requires that the agreement be with an incorporated not-for-profit organisation. If an event does not currently have one, Council cannot enter into an agreement until this requirement is met.

Council is currently engaged with a solicitor to develop a "Multi-Year Funding Agreement" template. This is anticipated to be finalised prior to July 2026.

## RISK ASSESSMENT

The primary risk associated with the Recurrent Event Funding Program is reputational. As events have been identified by Council without a formal application or expression of interest process, there is a risk of perceived favouritism or a lack of transparency in the allocation of public funds. This may attract criticism where community outcomes are not clearly demonstrated or where other organisations perceive inequity in funding opportunities.

Multi-year funding agreements also create an expectation that Council will continue to support established or "legacy" events. This may reduce Council's flexibility to respond to emerging priorities, changing community needs, or new event opportunities over the term of the agreement.

There is also a risk that additional organisations may seek inclusion in the Recurrent Event Funding Program, creating future budget pressures. To mitigate this risk, Council has proposed an allocation of \$150,000 within the 2026/27 budget for the Livingstone Community Event Fund, which will continue to provide competitive funding opportunities through biannual grant rounds.

Some events identified for recurrent funding have not previously submitted funding applications through an incorporated not-for-profit organisation. As eligibility under Section 5.3 of the Community Assistance Programs Policy requires an incorporated not-for-profit entity to enter into a funding agreement, there is a risk that a suitable organisation may not be willing or able to administer the funding.

A further risk is the potential misuse or misappropriation of public funds. To mitigate this risk, Council is seeking legal advice to develop robust Multi-Year Funding Agreements. Annual

acquittal, reporting and compliance requirements will also be incorporated to ensure funds are expended in accordance with the approved purpose and agreement conditions.

**CORPORATE PLAN REFERENCE*****Vibrant Culture & Healthy Community***

*Provide diverse and inclusive cultural, sporting and recreation opportunities to encourage community participation and that contribute to wellbeing*

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**13.10 POLICY REVIEW: COMMUNITY ASSISTANCE PROGRAMS POLICY****File No:** CM4.07.33**Attachments:**

1. **Community Assistance Programs Policy V4.0**[↓](#)
2. **Community Assistance Programs Policy V4.0 - Tracked Changes**[↓](#)

**Responsible Officer:** **Molly Saunders - Manager Community and Cultural Services**  
**Katrina Paterson - General Manager Communities and Environment**  
**Alastair Dawson - Interim Chief Executive Officer****Author:** **Carlyn Hepburn - Community Development and Engagement Officer**  
**Lauren Beecroft - Community Development**

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**SUMMARY**

*This report presents the outcomes of a review of the Community Assistance Programs Policy and proposes an updated policy framework governing the delivery of grants, sponsorship, funding and in-kind support provided by Livingstone Shire Council to community organisations.*

**OFFICER'S RECOMMENDATION**

THAT Council adopts the Community Assistance Programs Policy V4.0 (Attachment One).

**BACKGROUND**

Livingstone Shire Council's Community Development and Events Team administers community funding programs that support organisations in delivering services, projects, and events that benefit the Livingstone Shire community. These programs have historically been delivered under the Livingstone Shire Council Community Assistance Programs Policy.

Throughout 2025/2026, a review of the Community Assistance Programs Policy was undertaken by relevant Council officers and was guided by feedback and comments provided by Councillors and event organisers. This policy was informed by Councillor feedback received from a briefing session in February 2026 and was presented to a briefing session with Councillors on 26 May 2026.

Key changes to the Community Assistance Programs Policy (the Policy) include:

- The previous Events Sponsorship Program has been replaced with a streamlined structure comprising the Community Event Fund and the Recurrent Event Funding Program.
- For-profit businesses and not-for-profit community organisations will now be assessed under separate funding streams.
- The policy now has a stronger focus on community organisations and community outcomes.
- Community grants and community event funding rounds have been consolidated into the Livingstone Community Fund and will run concurrently.
- The Community Fund includes two streams:
  - Community Project Fund; and
  - Community Event Fund.

- A Recurrent Event Funding Program (Section 5.3) has been introduced to provide multi-year funding for established community events identified by Council.

## PREVIOUS DECISIONS

No previous decisions have been made in relation to this current updated policy document.

This Policy repeals the Livingstone Shire Council Policy titled 'Community Assistance Program Policy (v3.0)' with previous versions outlined below:

Version	Date	Action
1.0	08/04/2014	Adopted
2.0	21/08/2018	Amended Policy Adopted
2.1	02/10/2018	Administrative Amendments – removal of repeated definitions
3.0	20/09/2022	Amended Policy Adopted - removal of reference to Mayor's Discretionary Fund provisions and general updates to content
4.0		Amended Policy Adopted – updates to reflect changes made to Community Grants/Event Sponsorship Program.

## ENGAGEMENT AND CONSULTATION

Feedback was obtained from Councillors, previous applicants, assessors and Council officers as part of the policy review process. Recommendations arising from this consultation have been incorporated into the updated Policy.

The Community Development and Events Team will continue to monitor feedback from applicants, Councillors and assessors to support ongoing improvement of the application and assessment process.

## BUDGET IMPLICATIONS

The review and update of the Policy was undertaken using existing staff resources and has no direct budget implications. Funding allocations for each program will continue to be considered and approved through Council's annual budget process.

The consolidation of programs into the Livingstone Community Fund is expected to improve administrative efficiency and provide greater clarity for applicants. Any financial impacts associated with the introduction of the Recurrent Event Funding Program will be considered through future annual budget processes.

## LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS

The Policy is developed in accordance with Sections 194 and 195 of *the Local Government Regulation 2012*, which provide for Council to award grants to community organisations and require Council to adopt a community grants policy that includes eligibility criteria for funding decisions.

The Policy also aligns with the *Local Government Act 2009*, which requires Council to act in a transparent, accountable and sustainable manner, and with the *Public Sector Ethics Act 1994* and *Crime and Corruption Act 2001*, which require fair, impartial and ethical decision-making.

There are no additional legal implications arising from the adoption of this Policy. However, failure to apply the Policy consistently may result in administrative review challenges, complaints, or reputational risk to Council.

## RISK ASSESSMENT

Failure to update the policy presents both reputational and community risks for Council. Feedback from a range of stakeholders has identified opportunities to strengthen and

improve the Community Assistance Programs. Failure to respond to this feedback may result in reputational impacts and a perception that Council is not responsive to community needs.

In addition, the proposed amendments address several inconsistencies and areas of ambiguity within the existing policy that have previously caused uncertainty and confusion for community organisations. Without these updates, stakeholders may continue to experience difficulties interpreting funding eligibility, application requirements and available support programs.

#### **CORPORATE PLAN REFERENCE**

##### ***Vibrant Culture & Healthy Community***

*Provide diverse and inclusive cultural, sporting and recreation opportunities to encourage community participation and that contribute to wellbeing*

## **13.10 - POLICY REVIEW: COMMUNITY ASSISTANCE PROGRAMS POLICY**

### **Community Assistance Programs Policy V4.0**

**Meeting Date: 16 June 2026**

**Attachment No: 1**



## COMMUNITY ASSISTANCE PROGRAMS POLICY (STATUTORY POLICY)

### 1. Scope

The Community Assistance Programs Policy (this 'Policy') applies to all grants, sponsorship, funding, and/or in-kind support provided by Livingstone Shire Council to community organisations.

This Policy is independent of the Rates Rebate and Remissions Policy and the Donations Policy (which are separate policies and budget allocations).

### 2. Purpose

This Policy fulfils Council's obligations pursuant to section 195 of the Local Government Regulation 2012 and establishes a commitment to the process of providing grants, sponsorship, funding, and/or in-kind support to eligible community organisations within Livingstone Shire.

This Policy establishes the framework for the provision of financial and non-financial assistance to eligible community organisations.

### 3. References (legislation/related documents)

#### Legislative reference

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

#### Related documents

Code of Conduct

Financial Delegations Directive

Livingstone Procurement Policy

Regional Arts Development Fund Procedure

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Grant	A financial payment from Council for non-commercial projects, activities, or items which meet specific criteria within a formal application, assessment, and acquittal process.
In-Kind	Products or services provided by Council in lieu of or in addition to, cash grants.

Once-Off Funding	Financial or in-kind assistance which is provided at a single time for a specific purpose.
Recurrent Funding	An agreement to provide repeat financial or in-kind assistance on an annual (or cyclical) basis over a specified time to achieve specific outcomes.

## 5. Policy Statement

Council recognises the positive impact social, cultural, and environmental initiatives deliver to communities across the Shire and is committed to providing worthwhile support and meaningful assistance through its various grants programs including:

- Livingstone Community Fund (which incorporates the Livingstone Community Project Fund and the Livingstone Community Event Fund);
- Regional Arts Development Fund;
- Recurrent Event Funding Program;
- In-Kind Support Program.

These programs will provide funding to eligible organisations in support of initiatives which deliver benefits to the Livingstone community and enable successful applicants to work towards achieving community outcomes and objectives.

Council's Community Assistance Programs will be established and maintained to ensure that the provision of funding is achieved in a transparent and efficient manner and to provide the most effective outcomes for eligible organisations, the Livingstone community, and Council.

Council's grant programs consist of the following classifications of assistance:

### 5.1 Livingstone Community Support Grants

This funding will be administered in line with the allocation specified by Council's annual budget process and may be augmented with financial support from external parties. Applicants will be able to apply for either:

- (a) The Livingstone Shire Council Community Events Fund
- (b) The Livingstone Shire Council Community Projects Fund

Applicants will only be considered eligible to apply where a submission can demonstrate the following:

- a) relevance to the goals and strategies within the Livingstone Community Plan 2030;
- b) a clear focus on protecting or enhancing the environmental, social, or cultural values of Livingstone Shire; and
- c) compliance with the categories and associated requirements of a formal application.

### 5.2 Regional Arts Development Fund

This funding is delivered in partnership between the Queensland Government's Arts Queensland and Livingstone Shire Council.

Applicants need only apply where a submission can demonstrate the following:

- (a) a clear focus on investment in quality locally determined arts and cultural experiences and priorities;
- (b) relevance to the explicit objectives and priorities stipulated annually in the advertisement and promotion of the Fund; and

- (c) compliance with the categories and associated requirements of a formal application.

### 5.3 Recurrent Event Funding Program

This funding is delivered over a multi-year timeframe to support events which:

- (a) occur annually or at regular intervals;
- (b) are well-established (i.e., have been running for at least five years prior to entering into a Multi-Year Funding Agreement with Livingstone Shire Council);
- (c) are open to the general public and provide a significant community benefit; and
- (d) are run by incorporated not-for-profit organisations.

These events are selected by Council for funding, however event organisers can submit a written Expression of Interest for consideration by Council.

### 5.4 In-Kind Support Program

Council can provide non-cash contributions to community organisations applying under Section 5.1(a). Such in-kind contributions could include, but are not limited to, waiving fees, facility use, or Council services.

Applications for such assistance will be considered where requests can demonstrate they meet the specified criteria for in-kind assistance.

## 6. Changes to this Policy

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

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

## 7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Community Assistance Program Policy (v3.1)'.

Version	Date	Action
1.0	08/04/2014	Adopted
2.0	21/08/2018	Amended Policy Adopted
2.1	02/10/2018	Administrative Amendments – removal of repeated definitions
3.0	20/09/2022	Amended Policy Adopted - removal of reference to Mayor's Discretionary Fund provisions and general updates to content
4.0	16/06/2026	Amended Policy Adopted – updates to reflect changes made to Community Grants/Event Sponsorship Program and Recurrent Event Funding Program.

**Alastair Dawson**  
Interim Chief Executive Officer

# **13.10 - POLICY REVIEW: COMMUNITY ASSISTANCE PROGRAMS POLICY**

## **Community Assistance Programs Policy V4.0 - Tracked Changes**

**Meeting Date: 16 June 2026**

**Attachment No: 2**



## COMMUNITY ASSISTANCE PROGRAMMES POLICY (STATUTORY POLICY)

### 1. Scope

The Community Assistance Programmes Policy (this 'Policy') applies to all grants, sponsorship, funding, and/or in-kind support Livingstone Shire Council grants, sponsorship, funding, and/or in-kind support provides to community organisations and/or individuals.

This Policy is independent of the Rates Rebate and Remissions Policy and the Donations Policy, (which is/are separate policy/policies and budget allocation/allocation(s)).

### 2. Purpose

This Policy fulfils Council's obligations pursuant to section 195 of the Local Government Regulation 2012 and establishes a commitment to the process of providing grants, sponsorship, funding, and/or in-kind support to eligible community organisations and individuals within the Livingstone Shire.

### 3. References (legislation/related documents)

#### Legislative reference

Crime and Corruption Act 2001 Local Government Act 2009  
Local Government Regulation 2012  
Public Sector Ethics Act 1994

#### Related documents

Code of Conduct  
Event Sponsorship Programme Procedure  
Financial Delegations Directive Livingstone  
Community Grants Procedure  
Procurement Policy  
Regional Arts Development Fund Procedure

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Grant	A financial payment from Council for non-commercial projects, activities, or items which meet specific criteria within a formal application, assessment, and acquittal process.
In-Kind	Products or services provided by Council in lieu of or in addition to, cash grants.
Once-Off Funding	Financial or in-kind assistance which is provided <u>at</u> a single time for a specific purpose <u>without time limitations</u> .

~~Ad Environment~~

~~Community Assistance Programmes Policy~~

~~Adopted/Approved: Adopted, 20 September~~

~~2022/16<sup>th</sup> June 2026~~

Version: 34.0

Portfolio: ~~Liveability and Wellbeing~~Community and Cultural Services

Business Unit: ~~Community Wellbeing~~Communities and Environment

Page 1 of 4

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Recurrent Funding	An agreement to provide repeat financial or in-kind assistance on an annual (or cyclical) basis over a specified time to achieve specific outcomes.
Sponsorship	A mutually beneficial contract involving the purchase of intangible and exploitable potential, which is associated with an event, organisation or project, and results in tangible benefits to Council as the sponsoring organisation.

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**5. Policy Statement**

Council recognises the positive impact social, cultural, and environmental initiatives deliver to communities across the Shire and is committed to providing worthwhile support and meaningful assistance through its various grants programmes including:

- Livingstone Community Grants Fund (which incorporates the Livingstone Community Project Fund and the Livingstone Community Event Fund);
- Regional Arts Development Fund;
- Recurrent Event Funding Program; Policy; and
- Events Sponsorship Programme; and
- In-kind Support Programme.

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These programmes will provide funding to eligible organisations and/or individuals in support of initiatives which deliver benefits to the Livingstone community and enabling them successful applicants to work towards realising their individual desires goals and aspirations.

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Council's Community Assistance Programmes will be established and maintained to ensure that the provision of funding is achieved in the most transparent and efficient manner and to provide the most effective outcomes for eligible organisations, the Livingstone community, and Council.

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Council's grant programmes consist of the following classifications of assistance:

**5.1 Livingstone Community Support Grants**

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This once-off funding will be administered in line with the allocation specified by Council's annual budget process and may be augmented with financial support from external parties. Applicants will be able to apply for either:

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- (a) The Livingstone Shire Council Community Events Fund
- (b) The Livingstone Shire Council Community Projects Fund

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Applicants need only will only be considered eligible apply where a submission can demonstrate the following:

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(a)(c) relevance to the goals and strategies within the Livingstone Community Plan — Towards 2050; 2030;

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(b)(d) a clear focus on protecting or enhancing the environmental, social, or cultural values of Livingstone Shire; and

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(e)(e) compliance with the categories and associated requirements of a formal application.

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**5.2 Regional Arts Development Fund**

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This funding is delivered in partnership between the Queensland Government's Arts Queensland and Livingstone Shire Council.

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Applicants need only apply where a submission can demonstrate the following:

- (a) a clear focus on investment in quality locally determined arts and cultural experiences and priorities;
- (b) relevance to the explicit objectives and priorities stipulated annually in the advertisement and promotion of the Fund; and
- (c) compliance with the categories and associated requirements of a formal application.

**5.3 Recurrent Event Funding Program**

This funding is delivered over a multi-year timeframe to support events which:

- (a) Occur annually or at regular intervals;
- (b) Are well-established (i.e., have been running for at least five years prior to entering into a Multi-Year Funding Agreement with Livingstone Shire Council);
- (c) Are open to the general public and provide a significant community benefit; and
- (d) Are run by incorporated not-for-profit organisations.

**5.3** These events are selected by Council for funding, however event organisers can submit a written Expression of Interest for consideration by Council. **Events Sponsorship Programme**

This programme provides recurrent funding through a negotiated agreement, for major and minor non-political events, festivals, fetes, and celebrations up to the allocation specified by Council's annual budget.

Applications can be made at any time and support will be provided to applications which showcase the Shire and attract economic and/or tourism opportunities, and enhance community identity and provide community benefit and/or fundraising opportunities.

Support can be provided as cash, in-kind, or a combination of cash and in-kind. Applicants are considered eligible where a submission can demonstrate the following:

- (a) relevance to the goals and strategies within the Livingstone Community Plan Towards 2050;
- (b) alignment with the goals, strategic focus and actions outlined in the Capricorn Coast Region Event Strategy; and
- (c) the services and/or activities must benefit residents and improve the overall liveability of the Shire.

**5.4 In-Kind Programme**

Council can provide non-cash contributions to community organisations applying under 5.1.3.

5.4. Such in-kind contributions could include, but are not limited to, waiving of fees.

Applications for such assistance will be considered where requests can demonstrate they meet the specified criteria for in-kind assistance.

**6. Changes to this Policy**

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

- 1) The related information is amended/replaced; or

Adopted/Approved: Adopted, 20 September 2022  
Version: 34.0

Portfolio: Liveability and Wellbeing  
Business Unit: Community Wellbeing

Adopted/Approved: Adopted, 20 September 2022  
Version: 34.0

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2) Other circumstances as determined from time to time by Council.

**7. Repeals/Amendments**

This Policy repeals the Livingstone Shire Council Policy titled 'Community Assistance Program Policy (v2.1)'.

Version	Date	Action
1.0	08/04/2014	Adopted
2.0	21/08/2018	Amended Policy Adopted
2.1	02/10/2018	Administrative Amendments – removal of repeated definitions
3.0	20/09/2022	Amended Policy Adopted - removal of reference to Mayor's Discretionary Fund provisions and general updates to content
4.0	16 <sup>th</sup> June 2026	Amended Policy Adopted – updates to reflect changes made to Community Grants/Event Sponsorship Program and Recurrent Event Funding Program.

GALE DENDLE  
CHIEF EXECUTIVE OFFICER

Alastair Dawson  
Interim Chief Executive Officer

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~~Community Assistance Program~~es Policy  
Adopted/Approved: Adopted, 20 September  
2022/16<sup>th</sup> June 2026  
Version: 34.0

Portfolio: ~~Liveability and Wellbeing~~Community and Cultural Services  
Business Unit: ~~Community Wellbeing~~Communities and Environment

**13.11 QUEENSLAND CIVIL AND ADMINISTRATIVE TRIBUNAL (QCAT) DECISION**

<b>File No:</b>	<b>fA2206</b>
<b>Attachments:</b>	<b>1. <a href="#">Belot v The Independent Assessor &amp; Anor (2026)</a></b>
<b>Responsible Officer:</b>	<b>Alastair Dawson - Interim Chief Executive Officer</b>
<b>Author:</b>	<b>Alastair Dawson - Interim Chief Executive Officer</b>

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**SUMMARY**

To brief Council on the outcome of a Councillor appeal to a finding of the Office of Independent Assessors (OIA) filed in the Conduct Tribunal 29 April 2020. Further, to seek endorsement of a withdrawal of the obligation to pay a training fee due to the dismissal of the complaint.

**OFFICER'S RECOMMENDATION**

1. THAT Council note the Queensland Civil and Administrative Tribunal (QCAT) decision of 11 May 2026 to set aside the decision of the Councillor Conduct Tribunal of 28 October 2021 and dismiss the application of the Independent Assessor in the Councillor Conduct Tribunal of 29 April 2020
2. THAT Council note the requirement by the Tribunal at the time to pay a \$50 training fee as a result of the initial finding and endorse the Chief Executive Officer's (CEO) decision to withdraw the requirement to pay the fee, as a direct result of the QCAT decision to dismiss the finding of the Tribunal.

**BACKGROUND**

Councillors may be aware of the finding of the Councillor Conduct Tribunal in relation to a number of Councillors who participated in a meeting with a developer on 26 August 2019, without an officer of Council being present. This was subsequently deemed to be a breach of trust resulting in a finding of misconduct.

As a consequence of the three Councillors participating in the meeting, the OIA charged the Councillors, which included the Mayor with breaching the Councillor Code of Conduct. The Councillor Conduct Tribunal subsequently found the Councillors engaged in misconduct with a range of different penalties imposed as a consequence.

Whilst two of the three Councillors involved in the dispute pleaded guilty to the charges, one of the applicants, Councillor Belot chose to challenge the finding of the Tribunal decision. Following a lengthy investigation and trial period the QCAT set aside the decision of the Councillor Conduct Tribunal's decision and dismissed the application of the Independent Assessor which was also filed with the Councillor Conduct Tribunal on 29 April 2020. A full copy of the transcript and findings of the QCAT case is provided as an attachment to this report for information.

Of note, the argument prosecuted by the OIA in the case of *Belot v The Independent Assessor & Anor (2026)* was that the misconduct resulted in a loss of trust of Councillors with the community at large. Despite this, Councillor Belot had then put his hand up for the Mayoralty and was elected, which somewhat blunted the OIA's defence argument.

When the original finding was handed down and Councillors found guilty by the Tribunal, a number of penalties were imposed on the Councillors. For Councillor Belot, that included a requirement to undergo conduct training and pay a fee to Council to cover the cost of training. That fee was \$50.

Whilst Councillor Belot appealed the result of October 2021, Council did continue to seek payment of the training fee from Councillor Belot for Conduct Training, which he correctly sought to defer until the outcome of the appeal. Now the QCAT appeal has been decided in Councillor Belot's favour the imposition of the \$50 training fee is also not likely to be

warranted and as such the CEO is recommending to Council that the requirement for Councillor Belot to pay the fee should also be set aside. Whilst the fee is, in itself, largely an immaterial amount the requirement to continue to pay the fee would be a matter of principal whereby a Councillor was not found guilty of an offence and, therefore, should not be required to pay any fee imposed due to an alternate position.

### **PREVIOUS DECISIONS**

The decision of the Councillor Conduct Tribunal of 28 October 2021 and the Decision of the Independent Assessor filed in the Councillor Conduct Tribunal on 29 April 2020.

### **ENGAGEMENT AND CONSULTATION**

N/A

### **BUDGET IMPLICATIONS**

The \$50 fee is calculated as unearned revenue over subsequent budgets but is an immaterial cost which has negligible impact on the budget.

### **LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS**

NA

### **RISK ASSESSMENT**

A calculation on reputational damage is considered here, as part of the Risk Assessment of the findings. Councillors have a balanced view in relation to reputational risk and, in this case, based on the findings, Councillors would assume a positive outcome through the successful appeal finding of Councillor Belot. Therefore they should support the decision to rescind the requirement to pay a training fee that was subsequently based on a failed finding by the Councillor Conduct Tribunal.

### **CORPORATE PLAN REFERENCE**

***Transparent, Accountable & Progressive Leadership***

*Foster a safe, inclusive, capable, and empowered workforce committed to delivering their best*

**13.11 - QUEENSLAND CIVIL AND  
ADMINISTRATIVE TRIBUNAL (QCAT)  
DECISION**

**Belot v The Independent Assessor &  
Anor (2026)**

**Meeting Date: 16 June 2026**

**Attachment No: 1**

## QUEENSLAND CIVIL AND ADMINISTRATIVE TRIBUNAL

CITATION: *Belot v The Independent Assessor & Anor* [2026]  
QCAT 208

PARTIES: **ADAM JOHN BELOT**  
(applicant)

v

**THE INDEPENDENT ASSESSOR**  
(first respondent)

AND

**COUNCILLOR CONDUCT TRIBUNAL**  
(second respondent)

APPLICATION NO/S: GAR702-21

MATTER TYPE: Review of a Councillor Conduct Tribunal decision

DELIVERED ON: 11 May 2026

HEARING DATE: 18 March 2026

HEARD AT: Brisbane

DECISION OF: Judicial Member Forrest SC

ORDERS: **1. The decision of the Councillor Conduct Tribunal of 28 October 2021 is set aside.**

**2. The application of the Independent Assessor filed in the Councillor Conduct Tribunal on 29 April 2020 is dismissed.**

CATCHWORDS: LOCAL GOVERNMENT – REGULATION AND ADMINISTRATION – COUNCILLORS AND MEMBERS – RIGHTS, DUTIES AND INCIDENTS OF OFFICE – OTHER MATTERS – where the applicant was a councillor of a local government authority – where the applicant was invited to inspect property subject of a development application before the council – where the applicant inspected the property with other councillors without a council officer – where the Councillor Conduct Tribunal found the applicant engaged in misconduct pursuant to s 150L(1)(b)(i) of the *Local Government Act 2009* – whether the applicant engaged in misconduct – whether the decision of the Councillor Conduct Tribunal should be set aside

*Local Government Act 2009* (Qld), ss 4, 150L, 150AT, 150AS  
*Queensland Civil and Administrative Act 2009* (Qld), s 20

*Flori v Winter & Ors* [2019] QCA 281  
*Nugent v Commissioner of Police (Qld)* (2016) 261 A Crim R 383  
*Police Service Board v Morris* (1985) 156 CLR 397  
*Project Blue Sky Inc v Australian Broadcasting Authority* (1998) 194 CLR 355  
*Re Watson* [1997] 1 Qd R 340

APPEARANCES &  
 REPRESENTATION:

Applicant: Mr JT Dillon of counsel instructed by King and Co, Solicitors

First Respondent: Mr MR Wilkinson of counsel for the Independent Assessor

**REASONS FOR DECISION**

- [1] The Applicant (“Councillor Belot”) is currently the mayor of the Livingstone Shire Council (“the LSC”), a local government authority in central Queensland centred around the coastal town of Yeppoon located on the Capricorn Coast. This is the determination of his application to review the decision of the Councillor Conduct Tribunal (“the CCT”) dated 28 October 2021. By that decision, the CCT found that Councillor Belot (who was not the mayor at the time) had engaged in misconduct pursuant to s 150L(1)(b)(i) of the *Local Government Act 2009* (“the LGA”).
- [2] More precisely, the decision of the CCT that is under review was that on 29 August 2019, Councillor Belot, a Councillor of Livingstone Shire Council, engaged in misconduct as defined in s 150L(1)(b)(i) of the LGA, in that his conduct involved a breach of the trust placed in him as a councillor, either knowingly or recklessly, in that it was inconsistent with local government principle 4(2)(a), “transparent and effective processes, and decision making in the public interest”, when he, without a Council officer present, attended the property of an applicant for a development application with some other councillors only present, to discuss the application prior to it being voted on by the full council.

**How the matter is before this Tribunal**

- [3] This Tribunal is given jurisdiction to review decisions of the CCT by s 9 of the *Queensland Civil and Administrative Act 2009* (“the QCAT Act”) and s 150AT and s 150AS(3) of the LGA. The review in this Tribunal is by way of a fresh hearing on the merits and is to produce the correct and preferable decision.<sup>1</sup> This Tribunal has the power to confirm, amend or set aside the CCT’s decision and substitute its own decision in its place. It can also return the matter to the CCT for reconsideration with appropriate directions.<sup>2</sup> If this Tribunal substitutes its own decision for the original decision, the QCAT decision is taken to be the decision of the CCT.<sup>3</sup>

<sup>1</sup> *Queensland Civil and Administrative Act 2009* (Qld) s 20 (“the QCAT Act”).

<sup>2</sup> QCAT Act, s 24(1).

<sup>3</sup> QCAT Act, s 24(2).

**Factual Background**

- [4] There is little, if any, dispute between the parties about the relevant facts.
- [5] A couple of citizens of the Livingstone Shire (“the Roebucks”) had a development application which was being considered by the LSC. Of course, this required the LSC, constituted by its seven councillors, to make the relevant decision to approve or refuse the application. The application had been before the LSC for some time and was coming up for determination in a meeting of the LSC after assessment, reporting and recommendations by employed officers of the LSC performing their statutory and professional duties.
- [6] On 1 August 2019, the Roebucks wrote to the seven councillors of the LSC and invited them to come to the property the subject of the application to conduct a site inspection. On 26 August 2019, they again wrote an email to the councillors asking them to attend a site inspection to better understand their development application before the councillors made their decision in a Council meeting that was to occur on 3 September 2019.
- [7] On 29 August 2019, Councillor Belot and two other councillors attended at the Roebucks’ property for that site inspection. A fourth councillor was also to attend but that councillor failed to make it to the property, having got lost along the way. The other three councillors had not arranged to attend.
- [8] The Roebucks drove the three councillors around the property and showed them particular areas of the property, including some where there were scenic amenity or vegetation concerns apparently held by the employed officers of the LSC assessing the application.
- [9] Councillor Belot said in his unchallenged evidence that:
- (a) he did not know the Roebucks or have any social or personal involvement with them at that time;
  - (b) he has not had any social or personal involvement with them since that time;
  - (c) the email he received through his Council email address on 1 August 2019 was the first direct contact he had ever had with the Roebucks;
  - (d) one of the other councillors had actually communicated with the Roebucks to organise the inspection on 29 August 2019;
  - (e) he saw the invitation as an “opportunity to carry out [his] duties and functions as a councillor”;
  - (f) he was aware that the scenic amenity, lot and building envelope size and layout, and vegetation matters were of contention in respect of the proposed subdivision of the Roebucks’ land;
  - (g) the site inspection was not a secret and he recorded the fact that it took place in his Council diary;
  - (h) the three councillors were only at the site for about an hour;
  - (i) the Roebucks were respectful and polite and did not try to “lobby” the three councillors;

- (j) there was no detailed discussion about the application;
  - (k) none of the councillors discussed the way in which they intended to vote.
- [10] At the Council meeting on 3 September 2019, Councillor Belot informed the meeting that he had attended a site inspection at the proposed development site only a few days before along with the other two councillors. Discussion ensued but nothing was said about the councillors attending without a LSC officer or about their attendance at all in a negative sense. Nothing was said to suggest that the three councillors who had attended had done anything improper. However, no decision on the application was made at that meeting and it was agreed that all councillors would attend another site inspection with the Roebucks that was to be arranged. That site inspection took place on 10 September 2019. It was initially agreed between the Council and the Roebucks that only councillors would attend this site visit. However, prior to the visit, Council insisted that officers attend with the councillors, and two Council officers travelled with the seven councillors to the site. At the site, though, only one of them accompanied the seven councillors onto the property during the site inspection as the Roebucks firmly objected to the attendance of the other Council officer. It seems apparent that the Roebucks had objection to this particular Council officer's attendance arising out of the development application assessment process.
- [11] Councillor Belot deposed to more unchallenged evidence that I consider relevant. He outlined his experience in dealing with development applications as an LSC councillor. He said that not every councillor had the time to attend every site inspection and that when a councillor did, they shared information with the other councillors and that was generally welcomed and seen as a positive thing. He said that in his experience if all councillors had not attended a site inspection, there was no general understanding or consensus that considered the process to be flawed because of that.
- [12] Councillor Belot said that in 2019, how a councillor managed their time around inspections, background checks and the like was up to the councillor and not dictated by specific formal procedures. He said he does not recall there being any specific practice or procedure in place for councillors meeting with developers. He does not recall there being any specific requirement for a Council officer to be present when dealing with a developer. None of that evidence was challenged.
- [13] Councillor Belot acknowledged that there was a policy document in place at the time in 2019 known as the "Councillor Interaction with the Organisation Policy". He accepts that he was in the Council meeting on 30 November 2018 when it was adopted in its third iteration. Councillor Belot said that he did not specifically have that policy document or its detail in mind when he attended the site inspection in 2019.
- [14] That policy document was in evidence before the Tribunal. It includes in its purpose the establishment and provision of a guide for legal and ethical decision making and councillor contact with lobbyists, developers and submitters. Those are three different classes of persons related to development applications, with each having different characteristics defining them. The definitions are set out in the "Definitions" section of the policy document. "Lobbyist" is as defined in the *Integrity Act 2009*. "Submitter" is as defined in the *Planning Act 2016*. "Developer" is, relevantly, an individual acting on behalf of a development application and/or approval.
- [15] Part 6 of that policy document is headed "Councillor Contact with Lobbyists, Developers and Submitters". It includes the following relevant paragraphs:

### 6.1 Introduction

Free and open access to Councillors, and Council itself, is vital to efficient and effective local government.

Contact with Councillors is undertaken by many people in the community in relation to a broad range of matters. Lobbyists, developers and submitters seek access to Councillors to discuss potential and existing development applications. The public has a clear expectation that such contact is carried out ethically and transparently.

...

### 6.2 Exchanges with Potential Developers, Lobbyists or Submitters in the Pre-Application Phase

It is expected that Councillors will encourage responsible and appropriate development in Council's local government area. Councillors should not feel inhibited in any communications with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

In dealing with developers, lobbyists or submitters for a particular potential development, Councillors should:

- (a) Clarify that any opinion they give is personal and does not in any way represent the Council's attitude (positive or negative) to the proposal;
- (b) Encourage them to seek independent professional advice; and
- (c) Encourage them to seek preliminary advice on their proposal by arranging a pre-lodgement meeting with Council staff.

It is recommended that Councillors keep appropriate diary notes of the date, time and details of such dealings.

### 6.3 Exchanges with Developers, Lobbyists or Submitters in the Post-Application Phase

Once an objector/submitter has formally lodged a submission, Councillors will decline all invitations to meet or discuss their submission on a one-on-one basis with them. The request should be referred to the Liveability and Wellbeing portfolio which will set a date, time and venue for a meeting involving available elected members and officers. At least seven (7) days' notice in advance shall be given to all parties, if practicable.

...

- [16] Though Councillor Belot said he did not have the details of that policy in mind in August 2019, he said he had a working knowledge and understanding of what was generally required of him as a councillor, including in terms of dealings with developers. He said he understood that he had a general duty to act transparently and ethically, but also to be effective, efficient and accountable, to ensure good governance, and to enhance democratic representation, social inclusion, and community engagement.
- [17] Councillor Belot said that he knew it was improper to have a secret meeting with a developer or to meet one-on-one with a developer. He said he would never do that.

- [18] Significantly, Councillor Belot said that in 2019 he did not understand it to be “a requirement” that a Council officer be present any time they interacted with a developer. Read word for word, the relevant provisions of the then extant policy document adopted by the LSC do not expressly state that requirement. It seems that paragraph 6.3 set out above was rather poorly worded and probably was meant to relate to meetings with developers, too. However, it did not expressly say that. The policy guideline also instructs councillors to decline one-on-one meetings. Councillor Belot did not have a one-on-one meeting with the Roebucks. The instruction to refer such a request for a meeting to the Liveability and Wellbeing portfolio for the setting of a date, time and venue for a meeting involving available elected members and officers could easily have been misunderstood in the context of immediately following the instruction to avoid one-on-one meetings. If the policy was intended to instruct that any meetings between councillors and developers had to be conducted that way, with a Council officer mandatorily present, then it did not say that expressly. The Officer of the Independent Assessor also acknowledged that Part 6, paragraph 6.3 of that policy document was ambiguous.
- [19] Councillor Belot said that he did not think that attending the site inspection with two other councillors was improper, or in breach of his obligations as a councillor. If he had thought that, he said he would not have done it.

#### **The Applicaton that was Before the CCT**

- [20] The Independent Assessor alleged (having received a complaint from a person who was also a councillor on the LSC at the relevant time) that Councillor Belot:

engaged in misconduct as defined in section 150L(1)(b)(i) of the *Local Government Act 2009* (Act), in that his conduct involved a breach of the trust placed in him as a councillor, either knowingly or recklessly, in that it was inconsistent with local government principle 4(2)(a), ‘transparent and effective processes, and decision making in the public interest’, when he, without a Council Officer present, attended the property of an applicant for a development application with some other councillors only present, to discuss the application prior to it being voted on by the full council.

#### **The Relevant Statutory Definition of Misconduct**

- [21] Section 150L of the LGA defines misconduct. It says:

- (1) The conduct of a councillor is *misconduct* if the conduct—
- (a) adversely affects, directly or indirectly, the honest and impartial performance of the councillor’s functions or the exercise of the councillor’s powers; or
  - (b) is or involves—
    - (i) a breach of the trust placed in the councillor, either knowingly or recklessly...

#### **The Independent Assessor’s Case Against Councillor Belot**

- [22] The Independent Assessor alleges that Councillor Belot engaged in conduct (as particularised in the Application) which was a reckless breach of the trust placed in the councillor, because his conduct in attending the site inspection on 29 August 2019

without a Council officer present was not consistent with local government principle 4(2)(a) of the LGA.

- [23] Relevantly, s 4(1) of the LGA requires any person performing a responsibility under the LGA to do so in accordance and consistently with, the local government principles contained in s 4(2). Specifically, s 4 says:

(1) To ensure the system of local government is accountable, effective, efficient and sustainable, Parliament requires—

(a) anyone who is performing a responsibility under this Act to do so in accordance with the local government principles; and

(b) any action that is taken under this Act to be taken in a way that—

(i) is consistent with the local government principles; and

(ii) provides results that are consistent with the local government principles, in as far as the results are within the control of the person who is taking the action.

(2) 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.

- [24] Accordingly, the Independent Assessor alleges that Councillor Belot's conduct on 29 August 2019 was misconduct because it was a reckless breach of the trust placed in him because attending the site visit without a Council officer present with him was not consistent with transparent and effective processes and decision making in the public interest, the first of the principles set out above.

- [25] In written submissions, the Independent Assessor submitted that the key issues for determination are:

(a) Did Councillor Belot's conduct involve a breach of the trust placed in him as a councillor?

(b) If the answer to the first question is yes, did he knowingly or recklessly breach that trust?

- [26] At the hearing before this Tribunal, it was not contended that Councillor Belot knowingly breached the trust but rather that his conduct amounted to "textbook" recklessness.

- [27] In the written submissions, the Independent Assessor acknowledged that the term "breach of the trust" is not defined in the LGA. It was submitted that when deciding breach of trust matters, the CCT has consistently applied the Queensland Court of Appeal's decision in *Flori v Winter & Ors* [2019] QCA 281 ("*Flori*"). In that case,

the Court of Appeal was considering the application to the particular facts of that case of statutory wording that required consideration of “conduct” by a person who “holds or held an appointment” (in *Flori* it was service as a police officer in the Queensland Police Service) “that is or involves... a breach of the trust placed in the person as the holder of the appointment”.<sup>4</sup>

- [28] Fraser JA, with whom Buss AJA and Henry J agreed, discussed the meaning of those statutory words used in that Act. Reference was made to the decision of Thomas J in *Re Watson* [1997] 1 Qd R 340 at 344 where his Honour, Thomas J, said:

The words “breach of the trust placed in the person by reason of his holding the appointment” is not a term of art and should be given its ordinary meaning. When a police officer assaults a member of the public or abuses his powers, the natural response of both the public and, when the occasion arises, the sentencing court, is to describe such conduct as damaging the public trust that is placed in the force. ... It seems to me that the privilege of having arms is a particularly sensitive one which calls for serious personal discipline, and that breach of such discipline is capable of amounting to a breach of the trust placed in a police officer by reason of his position. The threatening of a fellow police officer with a service firearm is in my view capable of involving such a breach of trust.

- [29] Fraser JA went on to reference Brennan J in *Police Service Board v Morris* (1985) 156 CLR 397 at 412 observing that “the effectiveness of the police in protecting the community rests heavily upon the community’s confidence in the integrity of the members of the police force.” Fraser JA then went on to reference Morrison JA who observed in *Nugent v Commissioner of Police (Qld)* (2016) 261 A Crim R 383 at [62] “that a police officer owes the duties of a constable at common law to maintain the King’s peace for the benefit of the citizenry, bringing to justice those by whom it is infringed.” Fraser JA then went on himself to observe at [58] that “[t]hose distinctive responsibilities of police officers explain why various forms of serious misconduct by police officers, including serious offences, have been treated by courts in various contexts as a “breach of trust” within the ordinary meaning of that expression...”.

- [30] Those references then lead Fraser JA to say at [59]:

For present purposes it is sufficient to observe that a serious criminal offence committed by a police officer that is apt to undermine public confidence in the integrity of that police officer is appropriately described as “a breach of the trust placed in” that person as a member of the police force.

- [31] The Independent Assessor’s submission, adopting that statement by Fraser JA, is that conduct by a local government councillor that is “apt to undermine public confidence in the integrity” of the person occupying the role of councillor can amount to a breach of trust.
- [32] The Independent Assessor’s submissions included concessions that it is not argued that Councillor Belot was dishonest or corrupt or that he acted in bad faith. Rather, it was submitted that it is the public’s confidence in the process that is at the heart of this matter. It was submitted that Councillor Belot’s conduct exposed him to the risk of private influence and to the perception of private influence. Here, I observe, as a matter of relevance on this point in my judgment, that I was told at the hearing of this review, albeit, I acknowledge, in answer to questions I asked, that Councillor Belot

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<sup>4</sup> *Crime and Misconduct Act 2001* (Qld), ss 14, 15.

(currently the mayor of the LSC) was directly elected as mayor in the local government elections that took place in March 2024. This was in the wake of what I expect was publicity in the Livingstone Shire about the finding of misconduct by the CCT of 8 October 2021. His subsequent election as mayor suggests that the voting citizens of the Livingstone Shire did not have their confidence in Councillor Belot's integrity as severely undermined by the airing of the detail of his conduct on 29 August 2019 as the Independent Assessor might suggest by the strength of the submissions on this point. Of course, whilst I consider that a relevant matter, it is not in itself determinative of this review.

- [33] The Independent Assessor's submissions acknowledge that Councillor Belot attended the site inspection not alone but with two other elected councillors. Nevertheless, the Independent Assessor has submitted that:

The presence of council officers was an important transparency safeguard for a number of reasons. Firstly, it would have enabled independent observation of the meeting and provided balance to the information provided by the Roebucks. In the absence of any council officers, the Roebucks were able to present information to the councillors without any risk that it would be challenged by council officers. Secondly, it would have allowed for an independent record to be made of the meeting by council officers. As it stands, there does not appear to have been any contemporaneous notes made of the interaction between the Roebucks and the three councillors by [Councillor Belot]. This is concerning from the perspective of transparency and risk management. An interaction of this nature, which is conducted between a developer and members of the decision-making body, outside of the presence of council officers, could inevitably lead to a perception that councillors have been unduly influenced in their decision-making, or that the decision, which is subsequently made by Council, is not impartial.

- [34] I have already observed that the evidence before me did not establish any actual statutory provision, regulatory requirement or unambiguous policy guideline for the mandatory presence of a Council officer at a site visit with a developer being undertaken by a lone councillor, not to mention by three councillors as took place on the occasion under consideration. I consider that quite significant in this matter.
- [35] The Independent Assessor submitted that Councillor Belot's actions were not transparent, and therefore not consistent with the local government principles, specifically s 4(2)(a) of the LGA, and as such amounts to a breach of the trust placed in him as a councillor.
- [36] The Independent Assessor also relied upon evidence that was, without objection, adduced in the form of a statement by Mr Greg Chemello, a highly qualified professional who has been involved in local government in Queensland in many key ways. He has worked in town planning, property development and public sector management. He was Director-General of the Department of Local Government and Multicultural Affairs in Queensland for three months in 2018. He was a Deputy Director-General for three years from 2013 to 2015. He was appointed Interim Administrator of Ipswich City Council after Parliament terminated the roles of all elected councillors. He was the CEO of Moreton Bay Regional Council for three and a half years.
- [37] I record here that I had previously heard an application by the Independent Assessor to be permitted to adduce and rely upon the statement even though Mr Chemello

would not be available for cross-examination as he has, since writing the statement, become a member of the CCT. Furthermore, I made it known that I knew Mr Chemello, having previously served with him on the Prostitution Licensing Authority's Board. No objection was taken by Councillor Belot to me hearing the application and no objection was taken to the Independent Assessor relying upon it.

- [38] Mr Chemello expresses the opinion that it was not appropriate for Councillor Belot and the other two councillors to meet the Roebucks "without advising the mayor and CEO and without Council staff." He said that the preferred manner of dealing with a development application in circumstances such as presented in this case is for all councillors to attend a site inspection, if any are going to, and for them to be accompanied by Council officers who can ensure that any information or views expressed by the applicant developers and by the councillors are recorded and can be verified or contested if needed as part of the later decision-making meeting. However, he noted, having reviewed the Council's policy document that I have referred to above, that "the policy does not specifically address this circumstance".
- [39] In his conclusion, Mr Chemello expressed the opinion that "the conduct of Councillor Belot **may** be considered to be inconsistent with the local government principle in section 4(2)(a) of the [LGA], being "transparent and effective processes, and decision making in the public interest."<sup>5</sup>
- [40] It is trite to say that Mr Chemello's opinion is not determinative of this review. He only expresses the opinion that the Councillor's conduct may be considered inconsistent with the principle of transparent and effective processes and decision making, but he does not express any opinion as to whether it thereby amounts to a breach of trust that brings it within the definition of misconduct. In any event, that determination is for this Tribunal, not for some third party, no matter how experienced, well qualified and respected that third party might be. That is not to say that I totally discount it or that I do not take it into my consideration in determining the matter. I do.

#### **The Submissions made for Councillor Belot**

- [41] For Councillor Belot, it was submitted that the Independent Assessor's approach focussed too narrowly on "transparency" and did not consider the competing requirements of each of the relevant principles and responsibilities of councillors within proper statutory context. It was then submitted that instead of considering and applying the words of the statute in proper context, ie "whether conduct is or involves "a breach of the trust placed in the councillor", the Independent Assessor's submissions rely on an alternative test advanced in apparent reliance upon Fraser JA's observation in *Flori* in respect of the breach of trust by a police officer who commits a serious criminal offence. Where Fraser JA said that the commission of a serious criminal offence by a police officer that is "apt to undermine public confidence in the integrity" is appropriately described as a breach of the trust placed in that police officer, the Independent Assessor submits that conduct of a councillor that is apt to undermine public confidence in the integrity of that councillor should also be treated as a breach of trust.
- [42] Counsel for Councillor Belot made submissions about the proper approach to statutory construction. He cited *Flori* as containing a summary of that at [22]. In addition, he

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<sup>5</sup> Mr Chemello's highlighting.

cited the High Court's decision in *Project Blue Sky Inc v Australian Broadcasting Authority* (1998) 194 CLR 355. At [69], the High Court said:

The primary object of statutory construction is to construe the relevant provision so that it is consistent with the language and purpose of all the provisions of the statute. The meaning of the provision must be determined "by reference to the language of the instrument viewed as a whole."...

- [43] Counsel for Councillor Belot submitted that it was the Independent Assessor who, in earlier written submissions, referenced the Explanatory Notes to the *Local Government Bill 2009* which said:

This Bill provides a principles-based framework for decision making and governance. It gives local governments flexibility to decide processes that suit their size, location and administrative circumstances, as long as the processes are rational, justifiable and transparent. Anyone performing a responsibility under this Bill must consider the application of the local government principles. The principles apply to the processes carried out under the Bill as well as the results of those processes.

Principles-based legislation allows practitioners to focus on outcomes and develop their own operational procedures and processes. It does not mean that the Bill will be less enforceable. Principles-based legislation achieves higher levels of compliance. By requiring entities to comply with the spirit rather than the letter of the law, they must come to terms with the reasons behind the law.

Principles replace detailed prescription of roles and responsibilities and make a mandated separate code of conduct for councillors redundant.

The principles highlight the absolute essentials of excellently performing local governments which citizens expect and deserve. The principles are at one and the same time, aspirational, inspirational, practical and demanding.

- [44] It was then submitted that:

A consideration of whether Councillor Belot breached the trust placed in him as a councillor involves consideration of the whole of the LGA and in particular, the relevant misconduct provisions, local government principles and the responsibilities considered in their proper statutory context.

- [45] It was then submitted that the whole of s 4(2)(a) of the LGA must be considered along with the other principles set out in s 4(2) and also with s 150L. Section 4(2)(a) sets only one of the principles and is not just providing for "transparency" but rather "transparent and effective processes, and decision-making in the public interest" The other principles are equally important. They are principles of sustainable development and management of assets and infrastructure, and delivery of effective services; democratic representation, social inclusion and meaningful community engagement; good governance of, and by, local government; and ethical and legal behaviour of councillors, local government employees and councillor advisors.

- [46] In addition, it was submitted that the responsibilities also imposed upon Councillors by s 12 of the LGA are to be considered when assessing Councillor Belot's conduct on 29 August, 2019. Those responsibilities are:

(1) A councillor must represent the current and future interests of the residents of the local government area.

(2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.

(3) All councillors have the following responsibilities—

(a) ensuring the local government—

(i) discharges its responsibilities under this Act; and

(ii) achieves its corporate plan; and

(iii) complies with all laws that apply to local governments;

(b) providing high quality leadership to the local government and the community;

(c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;

(d) being accountable to the community for the local government's performance.

[47] Counsel for Councillor Belot also went on to submit that the focus must be on the words of the LGA itself, considered in the statutory context. The relevant question, it was submitted, is whether the conduct particularised is or involves a "breach of the trust placed in the councillor, either knowingly or recklessly". It was submitted that Fraser JA's approach in *Flori* is distinguishable as it specifically related to serious misconduct by police officers that included serious criminal offences. Those were assessed as amounting to a breach of trust as they were "apt to undermine public confidence in the integrity" of the police officer involved.

[48] Counsel for Councillor Belot further submitted:

- (a) there is no suggestion the councillor had an improper motive or purpose in attending the site inspection;
- (b) there is no suggestion that his conduct adversely affected, directly or indirectly, the honest and impartial performance of the councillor's functions and powers;
- (c) when the councillor attended the site inspection on 29 August 2019, he was acting consistently with his responsibilities and the local government principles in a manner which did not involve a breach of trust;
- (d) as a decision maker, it was appropriate for the councillor to conduct a site inspection to better understand the development application he had to assess;
- (e) attending the site inspection with other councillors so as to avoid a one-on-one meeting with the Roebucks was a sensible and adequate precaution. It was not actually in breach of the relevant Council policy that existed at the time;
- (f) the site inspection would not have contravened other councils' policy documents or the model policy published by the Office of the Independent Assessor itself;
- (g) the site inspection was arranged openly, without secrecy, using council emails and it was recorded in the councillor's diary;

- (h) all seven councillors had been invited to attend the site inspection, with four saying they would and, ultimately, three attending (as the fourth got lost on the way to the site);
- (i) the fact of the inspection was openly shared with the other councillors at their 3 September 2019 meeting.

[49] Counsel for Councillor Belot further submitted:

- (a) to slavishly require a council officer rather than another councillor or another appropriate person to be present on a site visit with a developer applicant is not expressly or impliedly required by either the LGA or the LSC's own policy, nor is it consistent with the statutory intent behind the flexible principles-based approach of the LGA;
- (b) the need for transparency must be considered in light of the statutory context which requires effective processes and decision making, and the need to be accountable for performance. Day to day realities and practicalities and operational time and resource limitations must be considered;
- (c) any person is capable of observing and making a record and there is no reason to slavishly require that it be one kept by a council officer. A council officer does not necessarily have more integrity or accuracy than a councillor. In this instance, a short record was kept by Councillor Belot by way of a diary entry;
- (d) the conduct of Councillor Belot and his colleagues was transparent having regard to all of the facts and circumstances. There is no suggestion that there was any impropriety or improper intent or secrecy involved;
- (e) there is no rational basis upon which a reasonable person, appraised of all of the relevant facts and circumstances could have a perception that Councillor Belot of the councillors accompanying him had been unduly influenced. The mere fact that a site inspection occurred with other councillors is not enough;
- (f) it is not unusual for particular councillors with particular portfolios to have more or less knowledge about particular matters and to the extent that a site inspection allowed Councillor Belot to be better informed, it was open to the other councillors to do so too. In any event, Councillor Belot informed the other councillors about what had occurred, and the other councillors also conducted a site inspection at a later date;
- (g) the facts do not establish that any breach of trust either knowingly or recklessly occurred. Councillor Belot was acting for a proper purpose in the discharge of his responsibilities as a councillor;
- (h) Councillor Belot's evidence that he understood he had a duty to act transparently and ethically; that he knew it would be improper to have a one-on-one meeting; that there was no general requirement at the time that a council officer had to attend with councillors; that he did not think it improper to attend with other councillors; or that it would breach his obligations as a councillor; and that he would not have attended the site inspection if he had thought it would be improper or in breach of his obligations, all should lead this Tribunal to find that Councillor Belot did not engage in misconduct.

### My Conclusion

- [50] I accept the submissions of counsel for Councillor Belot and find that Councillor Belot's conduct on 29 August 2019 did not amount to misconduct as that term is defined in the LGA.
- [51] I consider that Fraser JA (with whom the two other Judges of the Court of Appeal agreed) in *Flori* cautiously approached the question of whether something a police officer had done amounted to a "breach of the trust placed in" that police officer "as a member of the police force", ultimately expressing satisfaction that a serious criminal offence committed by a police officer is apt to undermine public confidence in the integrity of that police officer and therefore is "appropriately described as a 'breach of the trust placed in' that person as a member of the police force."
- [52] In my judgement, if a police officer commits a serious criminal offence whilst on duty that is more than likely to undermine public confidence in the integrity of that police officer. Respectfully, I would not disagree with the judges of the Court of Appeal that such conduct is appropriately described as a breach of the trust placed in that person as a member of the police force. But this case is not about a police officer who committed a serious criminal offence. It is about a local government, elected councillor who, with two other elected councillors attended a site visit with developer applicants to get a better understanding of the issues involved in the assessment of the application.
- [53] Certainly, the citizens of each local government area, such as the citizens of the Livingstone Shire, do place their collective public trust in the persons they elect as their councillors to govern in accordance with the principles set out in the LGA and to uphold the responsibilities imposed upon them in that Act. As such, I do not disagree with the submissions of the Independent Assessor that actions that undermine, or conduct that is "apt to" (meaning "likely to") undermine, the public's confidence or collective trust in a local government councillor could potentially also be "appropriately described as a breach of the trust placed in that person" as a councillor.
- [54] However, I respectfully accept the submission of counsel for Councillor Belot that the proper determination of whether or not the councillor's conduct amounts to a breach of that trust must be made by considering the subject conduct "in the context of the whole of the LGA and in particular, the relevant misconduct provisions, local government principles and the responsibilities considered in their proper statutory context." I also consider that the gravamen of the conduct within the entire factual and statutory context of its occurrence must be considered carefully when determining whether it truly was apt to undermine public confidence in the integrity of the councillor such that it can be safely found that the conduct has amounted to or involves a breach of the public's trust in that councillor.
- [55] As I have already observed, at the relevant time, there was no firm, unambiguous statutory, regulatory or policy statement, requirement or accepted practice in the Livingstone Shire that councillors could not meet with applicant developers in the presence of other councillors except with an employed Council officer present and making a detailed record of the meeting. In these circumstances, where no dishonesty or impropriety is alleged against Councillor Belot, where he recorded the visit in his Council diary, where he reported the visit to the next Council meeting only days afterwards, I am satisfied that any concerns about Councillor Belot's conduct do not

reach a threshold of seriousness so as to be considered as so undermining of public confidence in his integrity as a councillor that his conduct amounted to a breach of the public's trust in him. As I have already observed, just a few years after the events in question, the citizens of the Livingstone Shire directly elected him as their mayor, thereby apparently demonstrating that their trust in him had not been diminished.

- [56] Accordingly, I set aside the decision of the CCT under review and dismiss the Independent Assessor's application to the CCT of 29 April 2020.

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**13.12 MINOR AMENDMENTS TO COUNCILLOR CONDUCT WITH LOBBYISTS, DEVELOPERS AND SUBMITTERS POLICY**

<b>File No:</b>	<b>fA42012</b>
<b>Attachments:</b>	<b>1. Councillor Contact with Lobbyists, Developers and Submitters Policy</b> <a href="#">↓</a> <b>2. TRACK CHANGES Councillor Contact with Lobbyists, Developers and Submitters Policy</b> <a href="#">↓</a>
<b>Responsible Officer:</b>	<b>Alastair Dawson - Interim Chief Executive Officer</b>
<b>Author:</b>	<b>Alastair Dawson - Interim Chief Executive Officer</b>

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**SUMMARY**

The following report recommends a minor amendment to the Councillor Conduct with Lobbyists, developers and Submitters policy following a recent decision by QCAT with set aside an integrity matter appealed by the Mayor in relation to engaging with a submitter on an application.

The tribunal dismissed the notion that Councillors and officers have differing degrees of integrity when meeting with interested parties but that transparency can be ensured by the provision of adequate notes to events.

**OFFICER'S RECOMMENDATION**

THAT Council resolve to adopt the minor amendment to the Councillor Conduct with Lobbyists, Developer and Submitters policy as recommended in this report.

**BACKGROUND**

Council has adopted a Policy governing Councillor contact with developers, Lobbyists and Submitters, with the latest amendment being adopted at Council's meeting of 25 May 2023.

The basis of the policy is to provide a guidance for Councillors in meeting with submitters, developers and Lobbyists so as to avoid undue influence on council decision making at the table.

The Policy deals with pre-application phases and post application phases.

In the pre-lodgment phase Councillors are able to engage with interested parties and the policy framework sets out the obligation of Councillors in that engagement phase, which are principally aimed at ensuring Councillors adhere to the principle of transparent and effective processes and decision making in the public interest outlined in section 4(2) of the Local Government Act.

The Policy allows Councillors to meet with Lobbyists, Developers and Submitters pre-lodgment, provided they conduct themselves in a way which cannot be construed as representing the views of Council as a whole unless those actions reflect existing policy and provided that they maintain public trust and confidence in council.

A slightly different position occurs where developers, lobbyists and submitters seek to meet with Councillors during the post lodgment phase of an application.

Under current policy Councillors are required to decline all invitations to meet or discuss the applicants submission on a one on one basis. Instead the submitter is required to be referred to the Communities Portfolio where a formal meeting is organised and an officer subsequently accompanies Councillors to the meeting. The inference in the policy is that having an officer ensures greater level of unbiased transparency and integrity.

However, as noted in the QCAT appeal *Belot v The Independent Assessor & Anor*, the notion that Councillors require an office to accompany them to meetings with developers, etc in order to maintain public trust (a matter often argued by the office of the Independent

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Assessor) is not supported by the Tribunal's finding> More importantly, whilst the issue of having officers independently recording meetings and providing them as part of the council record would be a possible best practice approach, the reality of conduct at Council is that contemporaneous notes are not always kept of meetings, even when officers accompany Councillors. The lesson is that Councillors do not suffer a lesser level of integrity simply by not having officers accompany them to meetings. What is more important is that good notes of meetings are kept and shared among those involved to ensure transparency.

On that basis, the requirement for Councillors to be accompanied to meetings by Officers, whilst desirable for professional advisory reasons, has been removed as a direct requirement for post application meetings.

The requirement has been amended to recommended that officers be available for advice and to maintain notes, but in the event officers are not available or that Councillors choose to meet submitters, lobbyists and developers without officers being present, they provide comprehensive notes of the meeting and those be admitted as part of the record of transaction through the post application process.

### **PREVIOUS DECISIONS**

*Belot V the Independent assessor & Anor (2026 QCAT 208)*

*Councillor Contact with Lobbyists, Developers and Submitters Policy decision 25 May 2023*

### **ENGAGEMENT AND CONSULTATION**

NIL

### **BUDGET IMPLICATIONS**

NIL

### **LEGISLATIVE CONTEXT AND LEGAL IMPLICATIONS**

The minor amendment is reflective of the decision of QCAT in the case of Belot vs Independent Assessor & Anor (2026)

### **RISK ASSESSMENT**

An assessment of risks suggests no major difference from outcome by changes to the minor amendment of Policy. Risks typically occur where adherence to policy do not occur, such as the keeping of contemporaneous notes and ensuring they form part of the formal record of transaction regarding the application in question.

### **CORPORATE PLAN REFERENCE**

*Transparent, Accountable & Progressive Leadership*

*Ensure communities are engaged, heard and informed*

# **13.12 - MINOR AMENDMENTS TO COUNCILLOR CONDUCT WITH LOBBYISTS, DEVELOPERS AND SUBMITTERS POLICY**

## **Councillor Contact with Lobbyists, Developers and Submitters Policy**

**Meeting Date: 16 June 2026**

**Attachment No: 1**



## COUNCILLOR CONTACT WITH LOBBYISTS, DEVELOPERS AND SUBMITTERS POLICY (COMMUNITY POLICY)

### 1. Scope

The Councillor Contact with Lobbyists, Developers and Submitters Policy (this Policy) applies to the Mayor, Councillors and officers of Livingstone Shire Council.

### 2. Purpose

The purpose of this Policy is to carry forward the intent of equivalent provisions of the former Councillor Interaction with the Organisation Policy as it related to Councillor contact with lobbyists, developers and submitters.

### 3. References (legislation/related documents)

#### Legislative reference

*Local Government Act 2009*

*Local Government Regulations 2012*

*Planning Act 2016*

*Public Sector Ethics Act 1994*

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Act	<i>Local Government Act 2009.</i>
CEO	Chief Executive Officer
Council	Livingstone Shire Council.
Councillor/s	The Mayor and Councillors of Livingstone Shire Council, within the meaning of the <i>Local Government Act 2009</i> .
Portfolio Councillor/ Portfolio Holder	A Councillor who has been allocated portfolio responsibility for a Council function(s).
Regulation	<i>Local Government Regulation 2012.</i>
Senior Executive Employees	An employee of the local government who reports directly to the Chief Executive Officer and whose position would ordinarily be considered to be a senior position in the local government's corporate structure. Senior executive employees are known as General Managers and Chief Officers in accordance with the Livingstone Shire Council organisational structure.

## 5. Policy Statement - Councillor Contact with Lobbyists, Developers and Submitters

### 5.1 Introduction

Free and open access to Councillors and Council itself, is vital to efficient and effective local government.

Contact with Councillors is undertaken by many people in the community in relation to a broad range of matters. Lobbyists, developers and submitters seek access to Councillors to discuss potential and existing development applications. The public has a clear expectation that such contact is carried out ethically and transparently.

The Development Assessment (DA) process is a legal process. It must be transparent, unbiased, unfettered and legally correct. The provisions of the Planning act, particularly IDAS, require that the "assessment manager" (usually Council) does not pre-determine an application.

Each Councillor has an obligation under the *Local Government Act 2009* (the Act) to represent the overall public interest for the Shire. In doing so, Councillors must comply with the Local Government principle of transparent and effective processes and decision making in the public interest outlined in Section 4(2) of the Act.

In all communications with development proponents and others having, or likely to have, a direct material interest in a development proposal, Councillors are required to, at all times, conduct themselves in such a manner that their actions and comments:

- (1) Cannot be readily construed as representing the views of Council as a whole unless those comments and actions either reflect current Council policy or are specifically authorised by a resolution of Council, and
- (2) Promote and maintain the public's trust and confidence in Council.

### 5.2 Exchanges with Potential Developers, Lobbyists or Submitters in the Pre-Application Phase

It is expected that Councillors will encourage responsible and appropriate development in Council's local government area. Councillors should not feel inhibited in any communications with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

In dealings with developers, lobbyists or submitters for a particular potential development, Councillors should:

- (a) Clarify that any opinion they give is personal and does not in any way represent the Council's attitude (positive or negative) to the proposal;
- (b) Encourage them to seek independent professional advice; and
- (c) Encourage them to seek preliminary advice on their proposal by arranging a pre-lodgement meeting with Council staff.

It is recommended that Councillors keep appropriate diary notes of the date, time and details of such dealings.

### 5.3 Exchanges with Developers, Lobbyists or Submitters in the Post Application Phase

Once an objector/submitter has formally lodged a submission, Councillors will decline all invitations to meet or discuss their submission on a one-on-one basis with them. The request should be referred to the Communities portfolio which will set a date, time and venue for a meeting involving available elected members and officers. At least seven (7) days' notice in advance shall be given to all parties, if practicable.

Until such time that the objector/submitter formally lodges a submission, the protocol as outlined above for the pre-lodgement phase will apply. If a group of potential objectors/submitters wish to meet with a Councillor or Councillors, then the protocol which applies to developers/lobbyists once a formal application is received shall apply.

Once an appeal is lodged with the Court in respect of a development application, all parties to the appeal should lodge requests through their legal representative who will co-ordinate discussions through Council's legal advisors.

This protocol does not apply to applications for development approval where Council is not the decision maker in respect of the matter (e.g. applications for development where the relevant State Minister is the decision maker).

**6. Changes to this Policy**

This Policy is to remain in force until otherwise amended/replaced by resolution of the Council.

**7. Repeals/Amendments**

This Policy repeals the Livingstone Shire Council Policy titled 'Councillor Contact with Lobbyists, Developers and Submitters Policy (v1.1)'.

Version	Date	Action
1.0	21/09/2021	Policy Adopted – pre-existing policy repealed and new Policy adopted
1.1	25/05/2023	Administrative Amendment – reflect organisational restructure
1.2	22/12/2025	Administrative Amendments – reflect current organisational structure

**CALE DENDLE**  
**CHIEF EXECUTIVE OFFICER**

# **13.12 - MINOR AMENDMENTS TO COUNCILLOR CONDUCT WITH LOBBYISTS, DEVELOPERS AND SUBMITTERS POLICY**

## **TRACK CHANGES Councillor Contact with Lobbyists, Developers and Submitters Policy**

**Meeting Date: 16 June 2026**

**Attachment No: 2**



## COUNCILLOR CONTACT WITH LOBBYISTS, DEVELOPERS AND SUBMITTERS POLICY (COMMUNITY POLICY)

### 1. Scope

The Councillor Contact with Lobbyists, Developers and Submitters Policy (this Policy) applies to the Mayor, Councillors and officers of Livingstone Shire Council.

### 2. Purpose

The purpose of this Policy is to carry forward the intent of equivalent provisions of the former Councillor Interaction with the Organisation Policy as it related to Councillor contact with lobbyists, developers and submitters.

### 3. References (legislation/related documents)

#### Legislative reference

*Local Government Act 2009*

*Local Government Regulations 2012*

*Planning Act 2016*

*Public Sector Ethics Act 1994*

[Belot vs Independent Assessor & Anor \(2026\)](#)

### 4. Definitions

To assist in interpretation, the following definitions shall apply:

Act	<i>Local Government Act 2009.</i>
CEO	Chief Executive Officer
Council	Livingstone Shire Council.
Councillor/s	The Mayor and Councillors of Livingstone Shire Council, within the meaning of the <i>Local Government Act 2009.</i>
Portfolio Councillor/ Portfolio Holder	A Councillor who has been allocated portfolio responsibility for a Council function(s).
Regulation	<i>Local Government Regulation 2012.</i>
Senior Executive Employees	An employee of the local government who reports directly to the Chief Executive Officer and whose position would ordinarily be considered to be a senior position in the local government's corporate structure. Senior executive employees are known as General Managers and Chief Officers in accordance with the Livingstone Shire Council organisational structure.

Councillor Contact with Lobbyists, Developers and Submitters Policy

Adopted/Approved: Approved, ~~22-December-2025~~ 25 May 2023

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## 5. Policy Statement - Councillor Contact with Lobbyists, Developers and Submitters

### 5.1 Introduction

Free and open access to Councillors and Council itself, is vital to efficient and effective local government.

Contact with Councillors is undertaken by many people in the community in relation to a broad range of matters. Lobbyists, developers and submitters seek access to Councillors to discuss potential and existing development applications. The public has a clear expectation that such contact is carried out ethically and transparently.

The Development Assessment (DA) process is a legal process. It must be transparent, unbiased, unfettered and legally correct. The provisions of the Planning act, particularly IDAS, require that the "assessment manager" (usually Council) does not pre-determine an application.

Each Councillor has an obligation under the *Local Government Act 2009* (the Act) to represent the overall public interest for the Shire. In doing so, Councillors must comply with the Local Government principle of transparent and effective processes and decision making in the public interest outlined in Section 4(2) of the Act.

In all communications with development proponents and others having, or likely to have, a direct material interest in a development proposal, Councillors are required to, at all times, conduct themselves in such a manner that their actions and comments:

- (1) Cannot be readily construed as representing the views of Council as a whole unless those comments and actions either reflect current Council policy or are specifically authorised by a resolution of Council, and
- (2) Promote and maintain the public's trust and confidence in Council.

### 5.2 Exchanges with Potential Developers, Lobbyists or Submitters in the Pre-Application Phase

It is expected that Councillors will encourage responsible and appropriate development in Council's local government area. Councillors should not feel inhibited in any communications with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

In dealings with developers, lobbyists or submitters for a particular potential development, Councillors should:

- (a) Clarify that any opinion they give is personal and does not in any way represent the Council's attitude (positive or negative) to the proposal;
- (b) Encourage them to seek independent professional advice; and
- (c) Encourage them to seek preliminary advice on their proposal by arranging a pre-lodgement meeting with Council staff.

It is recommended that Councillors keep appropriate diary notes of the date, time and details of such dealings.

### 5.3 Exchanges with Developers, Lobbyists or Submitters in the Post Application Phase

~~Once an objector/submitter has formally lodged a submission, Councillors will decline all invitations to meet or discuss their submission on a one-on-one basis with them. The request should be referred to the Communities portfolio which will set a date, time and venue~~

Councillor Contact with Lobbyists, Developers and Submitters Policy

Adopted/Approved: Approved, ~~22-December-2025~~ 25 May 2023

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~~for a meeting involving available elected members and officers. At least seven (7) days' notice in advance shall be given to all parties, if practicable.~~

Once an objector/submitter has formally lodged a submission, Councillors should decline all invitations to meet or discuss their submission on a one-on-one basis with them. Requests for meetings should be established through Council's formal meeting invitations process (department of Communities or the CEO and Mayor's Office). Where practicable a qualified officer should be present at the one-on-one meeting with the submitter/objector to both provide advice and to ensure contemporaneous notes are kept of the meeting, which can then be inserted into Council's formal records system.

Where Officers are not available, Councillors may choose to meet with submitters/objectors without an officer being present, provided contemporaneous notes are kept of the meeting and those notes are captured within Council's records system as a public record of the meeting.

Until such time that the objector/submitter formally lodges a submission, the protocol as outlined above for the pre-lodgement phase will apply. If a group of potential objectors/submitters wish to meet with a Councillor or Councillors, then the protocol which applies to developers/lobbyists once a formal application is received shall apply.

Once an appeal is lodged with the Court in respect of a development application, all parties to the appeal should lodge requests through their legal representative who will co-ordinate discussions through Council's legal advisors.

This protocol does not apply to applications for development approval where Council is not the decision maker in respect of the matter (e.g. applications for development where the relevant State Minister is the decision maker).

## 6. Changes to this Policy

This Policy is to remain in force until otherwise amended/replaced by resolution of the Council.

## 7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Councillor Contact with Lobbyists, Developers and Submitters Policy (v1.1)'.

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**ALASTAIR DAWSON** **CALE DENDLE** **ALASTAIR DAWSON**  
**INTERIM CHIEF EXECUTIVE OFFICER**

Councillor Contact with Lobbyists, Developers and Submitters Policy

Adopted/Approved: Approved, ~~22-December-2025~~ 25 May 2023

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## **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 cannot 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 Amendment to Recycled Water Charges to Iwasaki Resort**

This report is considered confidential in accordance with section 254J(3)(d), of the *Local Government Regulation 2012*, as it contains information relating to rating concessions.

#### **16.2 Davis & Anor V Livingstone Shire Council - PEC Appeal no.3233 of 2025 Update**

This report is considered confidential in accordance with section 254J(3)(e), of the *Local Government Regulation 2012*, as it contains information relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

#### **16.3 Budget for demolition of buildings on Council owned land and relocation of services**

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

## 16 CONFIDENTIAL REPORTS

### 16.1 AMENDMENT TO RECYCLED WATER CHARGES TO IWASAKI RESORT

**File No:** TBA

**Attachments:** Nil

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

**Author:** Alastair Dawson - Interim Chief Executive Officer

This report is considered confidential in accordance with section 254J(3)(d), of the *Local Government Regulation 2012*, as it contains information relating to rating concessions.

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#### SUMMARY

Council resolved at its meeting of 21 April to change the recycled water charges to the Iwasaki Sangyo property in line with other commercial users and following the conclusion of a previous five year agreement.

Management of the Iwasaki Group have sought further information and negotiations on the fee, which the following report will outline, along with a proposed resolution for Council consideration.

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**16.2 DAVIS & ANOR V LIVINGSTONE SHIRE COUNCIL - PEC APPEAL NO.3233 OF 2025 UPDATE****File No:** D-266-2024**Attachments:**

1. Terry Law Legal Briefing Note
2. Town Planning Joint Expert Report
3. Separate Report Bill Thompson
4. Separate Report Nick McGowan

**Responsible Officer:** Katrina Paterson - General Manager Communities and Environment  
Alastair Dawson - Interim Chief Executive Officer**Author:** Sonia Tomkinson - Manager Economy and Places**Previous Items:**

13.1 - Material Change of Use for Non-Resident Workforce Accommodation, Low Impact Industry (Metal Fabrication) and High Impact Industry (Concrete Batching) - Ordinary Council - 27 Oct 2025 9:00 AM

16.5 - Update on Appeal - Development Application for Material Change of Use, Non-resident workforce accommodation, Low impact industry (metal Fabrication) and High Impact Industry (Concrete Batching) - Ordinary Council - 17 Mar 2026 9:00 AM

This report is considered confidential in accordance with section 254J(3)(e), of the *Local Government Regulation 2012*, as it contains information relating to legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

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**SUMMARY**

This report provides an update on the Appeal by the applicant and Council's legal/expert team.

**16.3 BUDGET FOR DEMOLITION OF BUILDINGS ON COUNCIL OWNED LAND AND RELOCATION OF SERVICES****File No:** ED8.05.05**Attachments:** 1. Workshop Presentation 11.06.2026**Responsible Officer:** Katrina Paterson - General Manager Communities and Environment  
Alastair Dawson - Interim Chief Executive Officer**Author:** Arna Hart - Economic Development Officer  
Sonia Tomkinson - Manager Economy and Places

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 seeks Council endorsement to progress removal of buildings and relocation of services on Council owned land as identified in this report.

**17 CLOSURE OF MEETING**