

ORDINARY MEETING

AGENDA

19 AUGUST 2025

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 19 August 2025 commencing at 11:00 AM for transaction of the enclosed business.

Alastair Dawson
INTERIM CHIEF EXECUTIVE OFFICER
14 August 2025

Next Meeting Date: 16 September 2025

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.

TABLE OF CONTENTS

ITEM		SUBJECT PAG	E NO
1	OPEN	IING	4
2	ATTE	NDANCE	4
3	IFAV	E OF ABSENCE / APOLOGIES	5
4	CONF	FIRMATION OF MINUTES OF PREVIOUS MEETING	5
5	DECL	ARATION OF INTEREST IN MATTERS ON THE AGENDA	5
6	DEPU	ITATIONS	6
	6.1	11:00AM - CAPRICORN ENTERPRISE BI-ANNUAL PROGRESS REPORT	6
	6.2	11:30AM - DEPUTATION - PORSHA PITMAN SUTTIE - ZILZIE BIKE PATH	
	6.3	12:00PM - DEPUTATION - ANDREW VANN - D-235-2024 - NEVILLE STREET MULAMBIN DEVELOPMENT	
	6.4	12:30PM - DEPUTATION - BEN MURPHY - D-235-2024 - NEVILLE STREET MULAMBIN DEVELOPMENT	28
7	BUSI	NESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS	29
	7.1	BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING	29
	7.2	LIFTING MATTERS LAYING ON THE TABLE	38
8	PRES	ENTATION OF PETITIONS	39
	8.1	PETITION - AIR POLLUTION, NUISANCE SMOKE AND ODOUR CAUSED BY DEVELOPERS	39
	8.2	PETITION - DANIEL PARK	
	8.3	CORRESPONDENCE RECEIVED - VEGETATION VANDALISM SIGNAGE	69
9	NOTIC	CES OF MOTION	70
	9.1	NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - NEVILLE STREET DEVELOPMENT	70
	9.2	NOTICE OF MOTION - COUNCILLOR ANDREA FRIEND - RELOCATION OF VEGETATION VANDALISM SIGNAGE	
	9.3	NOTICE OF MOTION - COUNCILLOR RHODES WATSON - ZILZIE BIKE PATH	
	9.4	NOTICE OF MOTION - COUNCILLOR RHODES WATSON - 9 CASEY DRIVE	
	9.5	NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - INTERIM WORK ON TANBY POST OFFICE ROAD AND	
		HOFFMANS ROAD	107

	9.6	NOTICE OF MOTION - MAYOR ADAM BELOT - KEYS TO THE COAST FOR HARRY	110
10	QUES ⁻	TIONS ON NOTICE	113
	10.1	RESPONSE TO QUESTIONS ON NOTICE - CR ANDREA FRIEND - 33 JAMES STREET, YEPPOON	113
11	COMM	IITTEE REPORTS	116
	NIL		116
12	AUDIT	, RISK AND IMPROVEMENT COMMITTEE REPORTS	116
	NIL		116
13	REPOI	RTS	117
	13.1	RESPONSE TO NOTICE OF MOTION - MAYOR ADAM BELOT - HOUSING CRISIS - RESIDENTIAL COUNCIL DWELLING	117
	13.2	CHANGE OF DATE - ORDINARY COUNCIL MEETING OCTOBER 2025	146
	13.3	MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2025	
	13.4	MONTHLY OPERATIONAL REPORT FOR JULY 2025	
	13.5	OPERATIONAL PLAN 2024-2025 Q4 PERFORMANCE REPORT	
	13.6	DEVELOPMENT PERMIT FOR A RECONFIGURING A LOT FOR A RECONFIGURING A LOT FOR ONE (1) INTO 77 RESIDENTIAL LOTS AND ONE ENVIRONMENT AND DRAINAGE LOT (STAGES 1-4), ON LOT 2 ON RP617670, AND LOCATED AT 1-41 NEVILLE STREET, MULAMBIN QLD 4703	
	13.7	FOUR PAWS DESEXING STRATEGY RECOGNITION	
	13.8	DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT (TWO LOTS INTO TWENTY (20) LOTS AND ACCESS AND SERVICES EASEMENTS) - LOCTED AT 255 PANORAMA DRIVE, INVERNESS	850
	13.9	COMMUNITY ORGANISATION REQUEST FOR TENURE (AMENDMENT TO LEASE TERM) - CAPRICORN COAST MARINE	
	13.10	COMMUNITY INCORPORATED TENURE REQUEST - CAWARRAL CRICKET CLUB	937
	13.11	INCORPORATED	943
	13.11	SPACE MANAGEMENT REPORT - FEB TO JUNE 2025	946
	13.12	COMMUNITY ENGAGEMENT - STANAGE BAY	
14	URGE	NT BUSINESS/QUESTIONS	955
15	CLOSE	ED SESSION	956
16	CONFI	DENTIAL REPORTS	957
	16.1 16.2	EAST WEST CONNECTOR (STAGE 1) DETAIL DESIGN FUNDING . GREAT KEPPEL ISLAND (GKI) REVETMENT WALL PROJECT	
		FUNDING	
17	CLOS	URE OF MEETING	959

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 Wade Rothery Councillor Lance Warcon Councillor Andrea Friend

Officers in Attendance:

Alastair Dawson – Interim Chief Executive Officer
Katrina Paterson - General Manager Strategic Growth (Acting)
Michael Kriedemann – General Manager Transport and Utilities
Andrea Ellis – General Manager Communities (Acting)
Kristy Mansfield – General Manager Corporate Services (Acting)
Jon Rutledge - Chief Human Resources Officer (Acting)

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 15 July 2025 Minutes of the Special Meeting held 30 July 2025

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 DEPUTATIONS

6.1 11:00AM - CAPRICORN ENTERPRISE BI-ANNUAL PROGRESS REPORT

File No: ED8.5.12

Attachments: 1. Jul 2024 - June 2025 KPI Report

Responsible Officer: Katrina Paterson - Acting General Manager Strategic

Growth

Alastair Dawson - Interim Chief Executive Officer

Author: Sonia Tomkinson - Manager Economy and Places

SUMMARY

Capricorn Enterprise will be providing a bi-annual progress report update to Councillors.

OFFICER'S RECOMMENDATION

THAT the deputation be received.

BACKGROUND

Capricorn Enterprise is a Regional Tourist Organisation with a membership base of approximately 400 local businesses. Livingstone Shire Council is the second largest financial contributor to Capricorn Enterprise, with the relationship prescribed by a partnership funding agreement (2022-2016) to deliver tourism and economic development services on behalf of Council.

Capricorn Enterprise also manages the Visitor Information Centre. Capricorn Enterprise, as a requirement of Tourism and Events Queensland and Capricorn Enterprise members, represents a much broader region (the greater Southern Great Barrier Reef) beyond the jurisdiction of Livingstone Shire Council, with attendant responsibilities and partnerships.

6.1 - 11:00AM - CAPRICORN ENTERPRISE BI-ANNUAL PROGRESS REPORT

Jul 2024 - June 2025 KPI Report

Meeting Date: 19 August 2025

Attachment No: 1

Livingstone Shire Council – Capricorn Enterprise Partnership and Funding Agreement 2022 -2026

КРІ	SERVICES/ACTIVITY	REPORTING DECEMBER 2024 (for the period July 2024 to June 2025)

1. Growth in domestic	Visitor Information	Year ending Jur				, .					
and international visitor numbers and	Services	International Visi	Dec '22	S) data collecti Mar 23	June 23	Sep 23	Dec '23	Mar '24	June '24	Sep '24	Dec '24
visitor numbers and visitor expenditure	III de la constanta de la Cons	Domestic Visitors	890,000	875,000	826,000	803,000	825,000	776,000	833,000	883,000	842,000
	Highly visible and quality online services (website,	Domestic Nights	3,399,000	3,3170,000	3,074,000	2,871,000	2,634,000	2,361,000	2,680,000	2,700,000	2,823,000
KEY:	social media, marketing and promotional	Domestic Expenditure	\$735.7 M	\$699.4 M	\$629.8 M	\$589.4 M	\$625.2 M	\$688 M	\$731 M	\$782 M	\$703 M
uly24 – Dec24 an25 – June25	collateral)	International Visitors	N/A	N/A	N/A	N/A	N/A	41,000	37,000	39,000	41,000
		International Nights	N/A	N/A	N/A	N/A	N/A	354,000	319,000	289,000	328,000
		International Expenditure	N/A	N/A	N/A	N/A	N/A	\$32 M	\$27 M	\$27 M	\$25 M

Great Barrier Reef Campaign (TEQ)

'Great Things are Happening Here' - Commenced August 2024

Supporting GBR Campaign between 7 GBR RTO's (TTNQ, Tve, Whit, Mack, SGBR (Cap, Glad, BT) "Guardians of the Reef" with Expedia 5 Sep to 10 October 2024 – included Ecotourism accredited operators (GKI Hideaway, FF, Keppel Dive, High Valley Dawn, Capricorn Caves)

Over 200M in readership (\$20M AVE) from nearly 60 news items and articles;

55,000 users to the platforms, and 18,000 bookings

Generating \$7M in gross sales

Phase Two planning underway "Lifetime of Greatness"

Guardian of the Reef Campaign (TEQ) -Led by Tourism Tropical North Qld partnering with GBR RTOs promoting Ecotourism certified operators

- 12,500 unique visits to the platform within its first week in USA and UK
- Global readership: 200M+, AVE: \$20M+, 60+ articles
- 50:1 ROI on AVE and 30:1 ROI on conversion
- 89.3K users to platforms (US/UK/AU), of which 61.5K from UK/US
- \$13.4M gross sales of GOTR products/experiences (\$5.2M from UK/US)
- 32.1K pax booked GOTR products/experiences (10.3K from US/UK)
- 54% TNQ, 16% Whitsundays, 13% Townsville, 12% SGBR, 6% Mackay

Summer is, Cruising Great Islands campaign

- Launched November 2024
- Driving day cruise bookings to online booking platform Rezdy

Too Great to Wail Campaign (TEQ)

Launched Feb 2025. The campaign encouraged Queensland tourism operators to upload compelling offers via ATDW.

Designed to capture the attention of high-intent holidaymakers in the lead-up to Easter, the Capricorn Coast region actively participated, leveraging this platform to showcase its experiences, drive direct bookings, and position itself as the ultimate short break destination.

That Holiday Feeling Campaign (TEQ)

Brand platform launched by TEQ at ATE in April

A key element is the destination led social media approach, including a tailored asset for the Southern Great Barrier Reef region. Industry operators are encouraged to join in by creating video reels using CapCut templates and a remastered version of the pop anthem, *Holiday*. Click here to see the SGBR Social Media Edit – That Holiday Feeling

Drive Campaign - Queensland's Greatest 100km Road Trip (MAJOR CAPRICORN ENTERPRISE CAMPAIGN)

Designed to promote the drive market and showcase the diverse experiences between Rockhampton and the Keppel Bay Islands, the campaign rolled out in **three impactful phases**. This major campaign, led by Capricorn Enterprise, targeted families and couples from Southeast Queensland and Northern NSW. The results of this campaign saw an impressive **38% increase in visitation to the Visitcapicorn.com.au website** in comparison to the same time in 2024.

PHASE ONE - DRIVE CAMPAIGN (APRIL-MAY 2025)

Partner: News Corp + Visit Capricorn channels

- The first phase focused on high-impact visibility to inspire travel planning.
- News Corp digital takeovers and Visit Capricorn social channels highlighted the Capricorn Coast's unique road trip appeal.
- A dedicated campaign landing page on visitcapricorn.com.au featured interactive maps, hero images, and bookable experiences.
- Utilised Cross-platform digital advertising (desktop, mobile, social) and high-performing formats like Truskin and ScrollX.

Key Outcomes:

- Strong campaign engagement from the SEQ drive market
- Total Impressions: 2.5M. 5,400 unique click throughs to landing page

PHASE TWO - DRIVE CAMPAIGN (5 MAY - 1 JUNE 2025)

Partner: CamperMate (Outdoria Pty Ltd)

This phase targeted mobile users already on the road or actively researching trips, influencing spontaneous and extended visitation.

- Ads and curated POIs featured within the CamperMate app and website
- Push notifications and emails promoted regional highlights and operator listings
- Social media posts and branded in-app banners showcased hidden gems

Key Outcomes:

- Estimated 409,000 campaign impressions
- 650,000+ app users reached at key decision-making moments
- 121% incease in searches for Capricorn Coast region
- 125% increase in leads
- Over 166,000 ad impressions on social media

PHASE THREE - DRIVE CAMPAIGN (JUNE 2025)

Partner: Facebook & Instagram

This final phase retargeted mature, high-intent road trippers specifically on the Sunshine Coast.

- Short-form video ads and image slideshows highlighted natural attractions, easy access, and relaxed vibes
- Focused on motivating winter travel and repeat visitation

Key Outcomes:

- 229,000+ Sunshine Coast users reached
- 532,000+ impressions delivered
- 8,910 link clicks to landing page and operator listings
- Strongest engagement from audiences aged 55+

Virgin Australia Recovery Campaign (TEQ)

In market from 27-29 March 2025

Economy Lite fares from Bris to Rok for \$119 (travel between May and June 2025)

Capricorn Enterprise supported this campaign by delivering custom creative across Meta platforms

Qantas Airline Recovery Campaign (TEQ)

In market from 14-16 April 2025

One-way fares from Brisbane to Rockhampton for \$149

Capricorn Enterprise supported this campaign by delivering custom creative via our Meta platforms

Day Cruise Promotion

- Additional focus on promoting Day Cruise options from Yeppoon
- Included in Winter Drive Campaign, Campermate Campaign, Local Radio Advertising, Website Enhancements

INTERNATIONAL CAMPAIGNS

Travelbag (EMDG funding) | UK | (Feb - June 2025)

SGBR Campaign

- \$14,000 campaign investment by three SGBR regions (Capricorn Coast, Gladstone and Bundaberg)
- 50% subsidy by Federal Government's Export Marketing Development Grant
- Leveraged with campaign activity from TEQ's UK office
- Operators included: Castle Rock Farm, Echelon Yeppoon, Pumpkin Island, Great Keppel Island Hideaway, Capricorn Caves
- Regions have introduced a travel agent incentive promotion to drive bookings every SGBR night or experience sold between 1 June and 31 August gives UK agents the chance to win a holiday voucher

Dive Into the Southern Great Barrier Reef Region | Travelbag

Great Keppel Island Hideaway | 2025 / 2026 | Travelbag

Southern Great Barrier Reef Nature & Wildlife | 2025 / 2026 | Travelbag

Explore the Southern Great Barrier Reef | 2025 / 2026 | Travelbag

Best of Travel Group (EMDG funding) | GERMANY | (Apr - June 2025)

SGBR Campaign

- Fully funded by the participating regions and TEQ
- Designed for German FIT (free independent travellers)
- Advertised via Best of Travel's paid marketing channels in Germany, showcasing the experience across digital and trade platforms
- Itinerary integrated into BoTG's catalogues and offered through its network of specialist long-haul travel partners across German-speaking Europe

House of Travel, New Zealand | NEW ZEALAND (March 2025)

Capricorn Coast, SGBR Campaign

- EDM 5.4% click-through rate
- SOCIAL 15 leads, 52,395 impressions, 700 link clicks and 751 engagements
- WEBSITE 1395 sessions, 1238 users
- Island and Rainforest Retreat was top performing page 1,239 views and 853 active users

New look Visit Capricorn website introduced - July 2024

Booking platforms

Online booking platform, Hero is being introduced to allow us to embed our member reservation systems onto the Visit Capricorn website, but also to allow us to better promote holiday packages (i.e. accommodation and experiences).

Rezdy continues to be utilised by the Capricorn Coast Visitor Information Centre, with widgets now also embedded into Visit Capricorn website.

Emma Shaw Ultimate Island Escapes: Australia - launched August 2024 (includes Pumpkin and Great Keppel Island)

Great Keppel Island Visitor Map - update completed December 2024 | 10,000 copies printed and downloadable online

Yeppoon/Capricorn Coast Visitor Map including bike trails - Completed December 2024 | 40,000 copies printed and downloadable online

Australian Traveller 'Nature vs Nurture' - 6-page feature including Capricorn Coast and Keppel Bay - Great Keppel Island_F.pdf - Google Drive

Caravan Park Map - Member properties - updated - Caravan Park Map

Drive QLD Guide front cover and inclusion - 50,000 copies distributed nationwide - 2025 Drive Guide - Drive Queensland

Capricorn Coast Region Visitor Guide 2025/26

- launch in April 2025
- 83 total advertisers (67 formatted ads, 4 full-page ads designed in house, 12 full-page ads supplied by advertisers)
- final publication was 92 pages
- print run of 50,000 copies
- View FULL GUIDE here.

Scenic Eclipse 2 in Keppel Bay

Arrived on Thursday 13th March, docking at the northern end of GKI, near Secret Cove. Capricorn Enterprise has long been advocating for the arrival of luxury cruise ships. Through strategic lobbying and partnerships, this vision came to life with the Capricorn Coast a premier stop for high-end cruise itineraries.

2. Promote the
Capricorn Coast as
the premier
destination on the
Southern Great
Barrier Reef

Destination Tourism Plan | Capricorn Destination Tourism Plan 2021-2030

Product Development

Destination Marketing

Capacity Building

Events Promotion

Updated Capricorn Destination Tourism Plan 2024 - 2032 finalised for Ecotourism certification (excludes Central Highlands) but not yet published, as it needs the 2032 regional targets include.

The new state govt. has now requested that DMP's align with the State government's 20 Year Tourism Plan 2025 – 2045. Aiming for end of June 2025 publication of the Capricorn Destination Management Plan 2025 - 2045

Capricorn Enterprise updated its previous 2021-2030 Destination Tourism Strategy to the current Capricorn Coast Region Destination Tourism Strategy 2024-2032: https://issuu.com/capenterprise/docs/dts 2024 2032

Destination 2045 Regional Consultation Workshop

More than 90 businesses, community and elected representatives welcomed Assistant Minister for Tourism Bree James and Senior Executives from the Department of Environment and Tourism, Innovation and Science on Tuesday 28th January for a regional workshop to help formulate a 20-year tourism plan for Queensland, as well as help inform our Capricorn Destination Plan 2045. Focus areas included Ecotourism, Brisbane 2032, Investment attraction, tourism experience development, access and connectivity, event delivery.

TEQ Global Market Briefings

Mary represented at the TEQ hosted internal planning sessions in Brisbane in February which welcomed state's RTOs and other industry stakeholders.

Olympic Rowing Advisory Committee

The newly established CQ32 Rowing Legacy Advisory Committee in Rockhampton is set to play a pivotal role in shaping the region's preparations for the 2032 Olympic and Paralympic Games. The first meeting was held in April 2025.

Best of Queensland Experiences Program

A total of 62 Capricorn tourism businesses were officially recognised as Best of Queensland Experiences in 2025—up from 59 in 2024 representing 59% of all assessed listings in the region.

- 95% of operators maintaining active social media presence
- 70% offering secure online bookkings
- Formal accreditation participation rose from 21% to 27%
- 15 operators achieved flawless score 100/100

TELEVISION

Channel 9's My Way

Capricorn Enterprise commissioned Channel 9's My Way to film and air six stories with filming in region from Sunday 29th October - Friday 3rd November 2023. Previously aired stories reported, with the following aired during this reporting period:

Bill Gannon (Out There Co.) - aired Sunday 17th March 2024, aired again on Sunday 1st December 2024 - https://youtu.be/uzl2wcHAFKk Phil Hore (Time Safaris Tours) - aired Sunday 10th November 2024 - https://youtu.be/qKGgMBfnw0E

Feel Good Family - 'Road to Riches'

- Spent 10 nights in region with the intention to produce two episodes on their travels
- In addition to their content airing on their YouTube Channel (now 45K+ subscribers) their episodes now also air on free to air TV in Melbourne and Geelong, and Adelaide, in the prime-time slot of 7pm Sunday's via the community TV channels (with 50k+ viewership per month). Their content will also commence broadcasting on the New Zealand community TV channel in the coming weeks.
- https://www.youtube.com/watch?v=M2Ezh_xRRxs
- https://www.youtube.com/watch?v=0 EmPNrb2bQ&t=630s

Sunrise Weather Team - Monday 3 March 2025

Sunrise weather team, led by JT (James Tobin), brought live coverage from Yeppoon Lagoon on Monday, 3rd March.

Monday's coverage was valued at over \$700,000 (\$52,152 per minute) in publicity. Capricorn Enterprise invested \$10K to TEQ for the Qld Drive campaign (rack rate for Sunrise live weather crosses is \$20K per morning). The current average in program airtime value was \$52,152 per minute. For a morning's worth of LIVE weather segment content (minimum 14 minutes), the airtime value would exceed \$730,000. View Ch 7 Sunrise playlist: https://www.youtube.com/playlist?list=PL2U49uKqYLtaBFa1iLSBeiYTnn1pV_Ppr

QLD Rail TVC

Through our valued partnership with Queensland Rail, Capricorn Enterprise secured a complimentary television commercial (TVC) spot onboard their trains for the months of May, June, and July. This prime promotional opportunity offers exceptional exposure, reaching approximately 20,000 passengers each month. Over the campaign's three-month duration, it is expected our captivating advertisement will be viewed by an estimated total of 60,000 passengers, significantly enhancing awareness and showcasing the appeal of our region to a diverse and captive audience.

Great Outdoors (Channel 7)

'Reef to Rainforest' story filmed on 27th - 29th May (aired Saturday 2nd August)

Featuring Ferns Hideaway, Castle Rock Farm, Freedom Fast Cats and Great Keppel Island Hideaway

Will air to audience of 622,100 with a media value of \$454,240.

Seaspray Yeppoon also assisted with an overnight accommodation for the cameraman so he could film the Yeppoon Lagoon and township prior to the arrival of the Produce and Presenter, Kimberley Busteed.

FAMILS AND INFLUENCERS - RECORD NUMBER IN A 12 MONTH PERIOD!

Ross Long Photographer - July 2024

Carnival, Ponant and Scenic Cruise Famil - July 2024

Kiama Seaside Probus Group - July 2024

Ecotourism Australia (CEO Elissa Keenan) - July 2024

Adam Ford - Top Oz Tours - August 2024

CamperMate Famil - August 2024 (planned on-line campaign in late April 2025)

Kiwi Talks Travel (Jasmine Gruber) – October 2024

Feel Good Family (Katie, Paul and Jasper) - October 2024

7

NRMA's Open Road (Dorian Mode and Lydia Thorpe) - October 2024

Optimal Travel Famil (Reshma Shah, Director) - October 2024

Maritime Safety QLD (Kell Dillon), Department of Transport and Main Roads, Regional Harbour Master (John Fallon) at Keppel Bay Marina – October 2024

Royal Caribbean (Gavin Smith, Managing Director) - October 2024

GetAboutAble and Australian Cruise Association (Gemma Axford) - October 2024

Pre-ATEC Meeting Place Famil (Sandra Feustel, GM Product for Pan Pacific) - October 2024

TravelEssence (Gerrie Willemsen) - November 2024

TravelEssence (Andrew Morton and Frits Marchand) - November 2024

Risskov Rejser (Iben Thriege, Sales Manager) - November 2024

Terra Australia (GM, Christophe Napierai, agent Alexandre El-Habouz)

Escape (Alexis Burton-Collins) - February 2025

The Camper Men (Gerd Blank and Henning Pommée) - February 2025

My Dream Adventures - annual team building and famil - March 2025

German Travel Writers (Christian Haas and Matthias Stoll - April 2025

Travelhome (Netherlands) Rick Dierckx (reservations) - April 2025

Riksja Travel (Netherlands) - Madelon Jansen van Rosendaal & Meike De Vlieger - April 2025

Pre-ATE Famil (House of Travel, Knecht Reisen, Travelbag, Travel Trend) - April 2025

Post-ATE Famil (First Light Travel, Progetto Australia, GoWay (Across Australia), Antipodes) - May 2025

Post-ATE Famil (Tourism Australia European Director, Eva Seller) - May 2025

Post-ATE self-drive Sandrine Dizerens Feillet (Co-Founder and Director) and Pascale Gerson (Product Manager) from Antipodes (France)

Post ATE self-drive Ralph Wischer Travel Essence (Netherlands) - May 2025

Post-ATE self-drive Famil (Australia One) - May 2025

Australiareiser Norway Famil - May 2025

Tourism Australia's Industry Relations Manager Rachael Glendinning - May 2025

Diveplanit (Deborah Dickson-Smith) and Dive Spear & Sport 1770 – June 2025

Across Australia (formerly Goway ITO)- June 2025

E-NEWSLETTER'S

Visit Capricorn

2 e-newsletters have been distributed since July 2024.

- Become a Guardian of the Reef 482 recipients (33.5% open rate)
- Summer is, cruising great islands 8368 recipients (8.9% open rate)

QLD's Greatest 100km Road trip email

- Delivered to 3966 subscribers
- Open rate of 19.72% 782 unique opens
- 165 unique clicks
- Subscribers spent quality time interacting with the email, with 59.3% fully reading the content, 38% skimming, and only 2.7% briefly glancing.

Southern Great Barrier Reef E-newsletter

Capricorn Enterprise prepares and distributes the SGBR E-newsletter which is distributed to our trade database of approximately 2000 contacts. The newsletter is distributed quarterly, and content is collated with our SGBR partners in Bundaberg and Gladstone.

- Spring 2024 distributed 1st September 2024 (open rate 16.63%)
- Summer 2024 distributed 9 December 2024 (open rate 14.66%)
- ATE25 2025 distributed 14 February 2025 (open rate 31.34%)
- Winter 2025 distributed 16 July 2025 (open rate 18.7%)

ADVERTISING AND PARTNERSHIPS

Queensland Caravan Parks Directory

- Full-page advert in official directory to promote Caravan Park members
- Print run of 150,000
- Distributed to over 800 outlets in Queensland and Nationally

2024-25 Queensland Brochure - HelloWorld/Viva

Viva Holidays - https://www.secure-travel.net/globaluploads/brochures/vh_QldRailHolidays_2425/index.htm Helloworld Travel - Helloworld Travel Guides - Destination

Boomerang Reisen 30th Anniversary - Capricorn Coast Ad Space

- 5-night package included with GKI, Yeppoon, Byfield
- Full page advert also placed by 3 SGBR regions

TravMedia

TravMedia is the travel industry's social media network, connecting media and public relations professionals worldwide. Our subscription in 2024/25 includes 6 uploaded press releases.

- Capricorn Coast confirms commitment to sustainable tourism with ECO Destination Certification achievement
- Discover What's New on the Capricorn Coast in 2024!
- Keppel Eats from local family business to a national taste sensation
- The Salty Lime Co achieves prestigious Sustainable Tourism Certification
- Exciting new product and experiences across the Capricorn Coast, Southern Great Barrier Reef
- Capricorn Coast artist Lyn Diefenbach recognised on global stage
- Meet the Second-Generation Trailblazers of the Capricorn Coast

PR Content

Capricorn Enterprise has developed and distributed 55 PR content pieces for local media and online platforms to date.

Capricorn Enterprise has developed 150 PR content pieces for local media and online platforms for the 24/25 financial year.

Bay Plaza Yeppoon

Initial discussions have taken place to support Bay Plaza by providing imagery/artwork for their hallway within the Centre.

PROJECTS

Capricorn Coast received Ecotourism Australia's ECO Destination Certification - official announcement 19th July 2024 Assisted The Salty Lime Co has received Sustainable Tourism Certification - April 2025

Green Destinations Top 100 2025 Stories

Capricorn Enterprise has entered a submission in the Green Destinations Top 100 Story Awards for 2025. We have entered under the category 'Thriving Communities', focussing on the impact of natural disasters and how we have been successful in positively moving forward. The 2025 Top 100 list will be announced in September.

Capricorn Coast Region Welcomes You Program

- Launched at Destination Q in November 2024
- Initiative provides online training programs, and in-person workshops tailored for Capricorn Coast
- Topics include hosting visitors, storytelling, accessibility, inclusion, sustainability, and local experiences
- Funded by the QLD Government and delivered by the QLD Regional Tourism Network

Capricorn Coast Region Welcomes You Workshops

- March 4
- Two successful workshops (Rockhampton and Capricorn Coast) as part of Queensland Welcomes You initiative
- Collectively attracted over 40 local and passionate operators
- Funded by QLD Government and delivered by the QLD Regional Tourism Network

Global Sustainable Tourism Council Sustainable Tourism Course - completed by Eloise Chaffers - September 2024

Ecotourism Certified Destination Webinar - September 2024

New product launches

Capricorn Enterprise has been involved with announcements from members, assisting with media releases and other PR. We have assisted the following during this period:

- Yeppoon Golf Club renovations
- Tropical Luxury Cars Yeppoon new vehicle
- · Villa La Sini announcement
- The Salty Hops Festival
- Ofishal Beachclub
- · Reef Distillers Fingerlime Botanical Vodka
- Thyme Travellers Farm Stay
- · High Valley Dawn off-grid Accommotion
- · Elysium Retreat and Stays
- Keppel Bay Sailing Club
- Time Safaris Cemetery Tours

Mount Morgan Recreational Fossicking Area

- The Salty Lime Co accessible amenities at Ceremony Hill
- The Salty Lime Co school tour experience

TOURISM TRADE

My Dream Adventures - Capricorn Coast Sales Training Webinar - July 2024

Big Red Group (ExperienceOZ & Red Balloon) Training Webinar - July 2024

Trade Mentoring Workshop - July 2024

Boomerang Reisen - SGBR Sales Training Webinar - July 2024

Air Canada - SGBR Sales Training Webinar - July 2024

SGBR x Best of Travel Group (Germany) Marketing Collaboration Training Webinar - August 2024

Travelhouse Sales Training Webinar - September 2024

SGBR Sales Training Webinar - October 2024

SGBR Travelbag Sales Training Webinar - November 2024

January: Travelbag - 1 PAX (new PM)

February: Australia One - 1 PAX (groups manager)

March - Travelhome (NL) - 8 PAX

April - Destinology (UK) - 1 PAX - new destination manager

June: Travelbag (UK) - 12 PAX

Tourism Australia Marketplace UK & Europe

- Eloise Chaffers represented SGBR
- Held in London from 18-20 November 2024

ATE2025

Preparations underway to attend ATE25 in Brisbane next year (Sunday 27 April - Thursday 1 May)

- Record 18 booths from SGBR (half of which from Capricorn Coast region)
- Each booth conducted 22 back-to-back appointments per day for 4 days

ATE2025 Media Program

Registration and preparation underway to attend ATE25 Media Program next year (Friday 25 April) - Monday 28 April)

- 17 targeted business appointments from key global markets including USA, Italy, Canada, UK, France, Italy, NZ

2024/25 QRTN Trade Ready Program

- Secured \$20,000+GST for the program
- 8 Business Mentees including: Castle Rock Farm, Freedom Fast Cats, Funtastic Cruises, Hedlow Retreat, High Valley Dawn Permaculture Farm, Keppel Dive and Water Sports, Koorana Crocodile Farm, Oshen Apartments Yeppoon
- 2 Round table workshops first held at Koorana
- Famil support

TEQ/TA Australia on Tour - France (prizes provided by Capricorn Coast, SGBR)

- Events in Lyon, Paris and Toulouse

- 172 French travel agents
- Prizes showcasing the region were awarded accommodation, tours and experiences
- Two winning agents were both from respected travel networks

TEQ ITB Germany (prizes provided by Capricorn Coast, SGBR)

- Capricorn Coast provided one of the giveaways
- Included High Valley Dawn Permaculture Farm, Kraken Adventure Day Cruise, Cathedral Cave Tour

Dive and Stay - Great Keppel Island

GKI in partnership with Keppel Dive and Water Sports has launched new Dive and Stay packages in partnership with Dive in Australia

SGBR Best of Travel Group (Germany) Itinerary

- SGBR campaign with Best of Travel Group (Germany)
- Features Capricorn Caves, coastal day trip with optional experiences such as Byfield, Emu Park, Yeppoon Lagoon, Great Keppel Island,
 Freedom Fast Cats, Keppel Konnections, Funtastic Cruises

ATEC QLD Showcase

- 11th March 2025, Sydney
- Operators represented were Koorana Crocodile Farm, High Valley Dawn Permaculture Farm, Keppel Konnections, Seaspray Yeppoon, Freedom Fast Cats
- Operator attendance was fully subsidised by TEQ
- 3 RTOs represented in the full B2B event on 12th March
- 240 appointments

Queensland is calling NZ

- SGBR represented from 14th 21st March
- 11 product managers with TEQ
- Auckland, Christchurch and Wellington

TEQ Distribution Development Weekend (Queenstown NZ)

- One on one meetings with key Product Managers
- Eloise Chaffers represented the region, along with Katrina Gunders, of Dreamtime Resorts (Stay Yeppoon Salt, Echelon and Beaches on Lammermoor)

EVENTS

Best in Business Awards 2024

- Hosted by Capricorn Enterprise together with Capricornia Chamber of Commerce
- Held on Friday 29th November at Keppel Bay Sailing Club
- 230 guests (sold out event)
- 9 judged categories | 60 nominations | 22 additional businesses in People's Choice
- Charity Partners included CQShines Foundation and Fitzroy Community Hospice (\$6K presented to each)

 Sponsors included Elite Real Estate, Stanwell, Capricorn Coast ECO Destination, IPA by Synergie, Evans Edward, JRT Group, Vector Health and Performance, Tanners Bitumen and Asphalt, Keppel Eats, McDonalds CQ

Best in Business Awards 2026

Due to the enormity of human resources required to hold this event Annually, Capricorn Enterprise and Capricornia Chamber of Commerce has decided to change to a <u>Biennial event</u> and will plan an even bigger **Best in Business Awards 2026** for our Rockhampton and Capricorn Coast regional business community, to be held at the **Frenchville Sports Club** on <u>Friday 27th November 2026</u>.

Queensland Destination Events Program

Capricorn Enterprise has reviewed and recommended 5 QDEP funding applications in Round 28 and 29, with 1 (Capricorn King of Kings) currently approved for a total of \$10,000 funding from Tourism and Events Queensland. Round 29 applicants are yet to be assessed.

Yeppoon Running Festival - \$15,000 Rockhampton River Festival - \$15,000

QDEP program debrief meeting held with TEQ to streamline process and enhance program - September 2024

Capricorn Coast Region Master Events Calendar for 2025 developed.

Caravan and Camping Shows

The following Caravan and Camping Shows have been confirmed for 2025 and will be attended by Cap Coast VIC Volunteers:

- Melbourne C&C 19-23 February 2025
- Adelaide C&C 26 Feb 2 March 2025
- Sydney C&C 29 April 4 May 2025
- Brisbane C&C 4 8 June 2025

Capricorn Enterprise representatives attended:

Victoria Caravan and Camping Show (19-23 Feb)

Adelaide Caravan and Camping Show (26 Feb-2 Mar)

Brisbane 4×4 Show (14-16 Mar)

Sydney Caravan and Camping Show (29 Apr-4 May)

QLD Caravan and Camping Show in Brisbane (4-8 June)

In addition, Capricorn Enterprise distributed Capricorn Coast Region Insider's Guides at key outdoor adventure expos in:

Cairns (9-11 May)

Townsville (16-18 May)

Mackay (23-25 May)

Trade Travel EXPO

- Sydney May 2025
- Promote destination coach tours (Kiama Probus Seasided Group)

13

Yeppoon Running Festival Competitor Booklet and Race Packs

Advertising included in Yeppoon Running Festival Competitor Booklet

Networking Events 2024

Capricorn Enterprise Member Networking Events have been held at:

The Station 4703 - December 2024

Time Safaris Cemetery Tour - May 2025

Keppel Bay Sailing Club - June 2025

Queensland Tourism Awards

- Held Friday 15 November 2024
- Capricorn Coast region claimed 5 out of 31 Gold Awards, plus a Silver and a Bronze
- GOLD Great Keppel Island Hideaway 3 3.5 star accommodation
- GOLD Beef Australia 2024 Major Festivals and Events
- GOLD Beef Australia 2024 Excellence in Food Tourism
- GOLD RRC 'Explore Rockhampton Accessibility Campaign' Richard Powell Award for Tourism and Marketing Campaigns
- GOLD Fun Over 50 Holidays Tour and Transport Operators (commenced operations in Yeppoon and now based in Brisbane, regular tours to our region)

SILVER - Fun Over 50 Holidays - Steve Irwin Award for Ecotourism

BRONZE - Rockynats '04 - Major Festivals and Events

Australian Tourism Awards

- held March 2025 in Adelaide

GOLD - Fun Over 50 Holidays - Tours and Transport

SILVER - Beef Australia 2024 - Major Festivals and Events

FINALIST - GKI Hideaway (3-3.5 Star Accom)

WEBSITE

Visit Capricorn - 43911 total users (1st July - 10th December 2024)

Visit Capricorn - 103,000 total users (1st July - 30th June 2025)

Top pages viewed on VisitCapricorn.com.au are:

- 1. Yeppoon Lagoon ATDW listing (5521)
- 2. This is Yeppoon see you soon (5177)
- 3. Top 25 free attractions in Rockhampton and the Capricorn Coast (3204)
- 4. Places to Stay (2874
- 5. 8 Snorkelling spots at Great Keppel Island (2703)

14

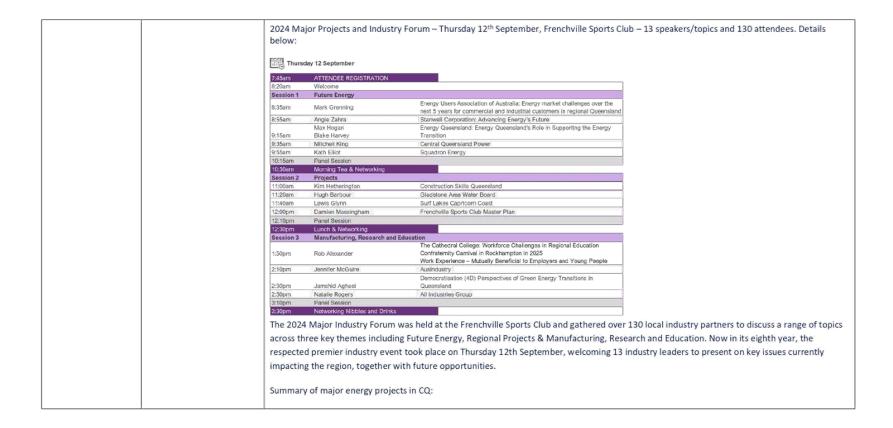
	Top pages viewed on VisitCapricorn.com.au are: 1. QLD's Greatest Road Trip (14,964) 2. Yeppoon Lagoon ATDW Listing (11,440) 3. This is Yeppoon, see you soon (9387) 4. Top 25 Free Attractions in Rockhampton and the Capricorn Coast (6788) 5. Places to Stay (5947) Capricorn Coast Regional Video As part of the 2024 Best in Business Awards, a compilation from the National Experience Content Initiative (NECI) shoots was used to 'wow' the audience at the commencement of the night. Appleton Studios extended on their previous work to produce a 5 minute video which included all of the Capricorn Coast region operators. Hubspot Introduced in February providing software products for inbound marketing, sales, and customer service. It provides tools for customer relationship management, social media marketing, content management, lead generation, web analytics, search engine optimisation, live chat and customer support.
3. Provide access to current destination marketing assets (photos and videos) to Livingstone Shire businesses and community groups	NECI – Tourism Australia Content Creation Program - Content captured in 2022 - 30 photo/videography experiences across the region - Content continues to be utilised across several channels July 2025 – Droneiac commissioned to provide updated aerial images to Capricorn Enteprise
4. Promote and continue to develop the Taste Capricorn Coast project	WEBSITE Taste Capricorn Coast – 3183 total users (1st July – 10th Dec) WEBSITE Taste Capricorn Coast – 7300 total users (1st July – 30th June) FACEBOOK Taste Capricorn Coast – Total 2.8K followers – two posts per week FACEBOOK Taste Capricorn Coast – Total 2.9K followers – total reach 83K Taste Capricorn Coast – new operator photoshoots - The Station 4703, Yeppoon - Reef Distillers, Yeppoon - Crimson Finch, Yeppoon - Sleipner Station, Nankin

15

Maintain the Official Accreditation standard of the Yeppoon Visitor Information Centre 6. Support industry and major projects	Business and Investment Attraction	New VIC Supervisor Susan Baylis commenced in the role on Monday 4th August 2025. Famils 18 August 2024 – High Valley Dawn Permaculture Farm and Beaches Restaurant 10 September 2024 – Beachside Caravan Park, Yeppoon Beach House and Hedlow Retreat 22 October 2024 – Keppel Kraken 28 November 2024 – St Aubin's Village, Empire Apartment Hotel and Dreamtime Centre 27 February 2025 - Yeppoon Cinemas 27 March 2025 - Elysium Retreat and Stays 15 April 2025 - Cockscombe Veterans Bush Retreat 12 May 2025 – Freedom Fast Cats 4 June 2025 - Thyme Travellers Events Capricorn Coast VIC entered the Pinefest Business Decorating Competition and earned 5th place. Volunteer Week Celebrations - Held at Yeppoon Golf Club in May 2025 Investment Attraction Priority Projects for Capricorn Enterprise as outlined in our 2025 to 2028 Strategic Plan are:
through the Capricorn Enterprise Industry Group Initiatives	Business and Industry Support Services and Promotion Information and Research Services	 New Short Term Accommodation including 4.5 star – 1,219 new rooms required by 2032. Great Keppel Island Master Plan – support public and private sector investment which aligns with Capricorn DTP 2024-2032 Rosslyn Bay Harbour Master Plan – support public and private sector investment which aligns with Capricorn DTP 2024-2032 2032 Olympic & Paralympic Games – Rowing & Canoe Sprints on the Fitzroy River East-West Connector Road and associated Temporary Local Planning Instrument (TLPI) 2025 for the Capricorn Coast Capricorn Resort Redevelopment Collaboration of Major Projects Proponents / Managing Contractors

16

Item 6.1 - Attachment 1 Jul 2024 - June 2025 KPI Report



Item 6.1 - Attachment 1 Jul 2024 - June 2025 KPI Report

Project	Developer	Generation	Status	LGA	Value	FTE	Land	Timeframe
Clarke Creek	Squadron Energy	Wind Solar Battery 450 MW Stage 1 800 MW Stage 1	Under construction	Isaac	\$3.0 bn	350	Freehold 1815 ha	Complete Stage 1 202
Boulder Creek	Macquarie Green Energy	Wind, Battery 370 MW	Under construction	Rockhampton Banana	\$765 m	350	Freehold 542 ha	Commence Q4 2023 Complete Q4 2024
Mount Hopeful	Neoen Energy	Wind, Battery 700 MW	Planned	Banana	\$750 m	404	Freehold Unknown	Commence Q2 2024 Complete Q4 2026
Moah Creek	Energy Estate	Wind Solar Battery 1200 MW	Planned	Rockhampton	\$1.1 bn	530	Freehold 798 ha	Commence Q4 2025
Boomer Green Energy Hub	Ark Energy	Wind 1150 MW	Planned	Rockhampton, Livingstone, Issac	\$1bn+	Unknown	Leasehold & Freehold 1694 ha	Commence 2026
Moonlight Range	Greenleaf Renewables & Brookfield	Wind, Battery 450 MW	AXED	Rockhampton	\$1.0bn	Unknown	Freehold 1296 he	REFUSED by the State Government
Broadsound Solar Farm and BESS	Iberdola Australia	Solar 360 MW Battery 180MW	Under construction	Rockhampton	Unknown	400	3600ha	Unknown

SWBMTA - ASMTI Project: Major works on the project have been completed with the managing contract Laing O'Rourke conducting demobilizing.

Rockhampton Ring Road Project:

Rockhampton Ring Road (RRR) Project North and South Package Contractor construction activities are underway at key locations in Parkhurst and on Rockhampton-Ridgelands Road in West Rockhampton. TMR reports that 47 of the 68 contracts awarded to date are going to local businesses, with South Package 1 contract value awarded to local businesses at 85 per cent.

Energy Queensland Regulatory Reset Group: Our work has come to an end on this committee

Information and Research: Economic Profiles have been updated and are available on the Capricorn Enterprise website. The Live Capricorn Coast website has also been updated with house price medians and rental medians.

6.2 11:30AM - DEPUTATION - PORSHA PITMAN SUTTIE - ZILZIE BIKE PATH

File No: qA81488

Attachments: Nil

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

Author: Kylie Keech - Executive Support Officer

SUMMARY

Porsha Pitman Suttie to speak on behalf of the local community, families, young and elderly, advocating for the development of a safe, connected pathway from Keppel Cove Estate Zilzie and connecting the three estates into Emu Park.

OFFICER'S RECOMMENDATION

THAT the Deputation be received.

BACKGROUND

A stretch of 3.2km from where the path ends at Keppel Cove to where it begins at Sea Spray.

This route is heavily used by children and community members, yet the area lacks the infrastructure and signage needed to ensure their safety. My presentation will highlight the community-led "Ride Out" initiative, which brought attention to this issue, and call on Council to support meaningful action that protects our most vulnerable and creates safer, more inclusive public spaces.

Councillor Rhodes Watson has submitted a 'Notice of Motion' in this meeting in relation to installing cycling safety signage on Coorooman Creek Road and prioritising pathways to Zilzie.

6.3 12:00PM - DEPUTATION - ANDREW VANN - D-235-2024 - NEVILLE STREET MULAMBIN DEVELOPMENT

File No: qA81488

Attachments: Nil

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

Author: Kylie Keech - Executive Support Officer

SUMMARY

Andrew Vann will be presenting in relation to D-235-2024 – Neville Street Mulambin Development. An Officers Report will be presented in this meeting.

OFFICER'S RECOMMENDATION

THAT the deputation be received.

6.4 12:30PM - DEPUTATION - BEN MURPHY - D-235-2024 - NEVILLE STREET MULAMBIN DEVELOPMENT

File No: qA81488

Attachments: Nil

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

Author: Kylie Keech - Executive Support Officer

SUMMARY

Ben Murphy will be presenting in relation to D-235-2024 – Neville Street Mulambin Development. An Officers Report will be presented in this meeting.

OFFICER'S RECOMMENDATION

THAT the deputation be received.

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

7.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: fA2206

Attachments: 1. Business Outstanding Table

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

SUMMARY

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

OFFICER'S RECOMMENDATION

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

7.1 - BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

Business Outstanding Table

Meeting Date: 19 August 2025

Attachment No: 1

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

Item	Date	Report Title	Resolution	Comments
1	15/03/2022	Dealings with the Department of Resources over Lots 443, 444 & 445 on Y16911,	THAT Council resolves to advise the Department of Resources that Council: (1) does not have an interest in becoming trustee of land described as Lots 443, 444 and 445 on Y16911 for expansion of the rest	5 Aug 2025 Officers are preparing a report to present to future Council Meeting seeking direction regarding Joan Tierney Park.
		Yaamba	area at Yaamba known as Joan Tierney Park; and (2) does not have an interest in remaining as trustee of the reserve for local government – rest area purposes, described as Lot 450 LN2913, known as Joan Tierney Park; and	nemey rank.
			(3) will pursue an alternative trustee for the reserve for local government – rest area purposes, described as Lot 450 on LN2913, known as Joan Tierney Park.	
2	20/12/2022	The Station Eastern Precinct Site - Development Option	 THAT Council resolve to: Apply the exceptions mentioned in section 236(1)(a) and 236(1)(b) of the Local Government Regulation 2012 in its dealing with Saint Vincent De Paul Society over proposed Lot 2 - The Station eastern precinct at 23 James Street, Yeppoon; and Authorise the Chief Executive Officer to negotiate with Saint Vincent De Paul Society for the disposal of proposed Lot 2 for an amount at or above the current market value; and Condition that the sale of proposed Lot 2 be subject to Saint Vincent De Paul Society obtaining the necessary development approvals and any associated public consultation. 	5 Aug 2025 Met with Saint Vincent De Paul representatives late July. State is still reviewing funding streams and funding application.
3	24/10/2023	Growing the Northern Corridor Project	THAT Council endorse the purpose and completion of the "Growing the Northern Corridor" project as described in this report.	5 Aug 2025 Officer comments on draft structure plan provided. Draft structure plan report will be finalised and Stage 2 of the project - infrastructure options analysis will commence.

InfoCouncil Page 1 of 7

*	Please note th	at the notes contai	ned within the Business Outstanding Table are correct at the time of t	he Agenda being published.
4	21/11/2023	Notice of Motion - Councillor Adam Belot - Housing Crisis - Residential Council Dwelling	THAT in order to assist with the housing crisis, Council delegate to the CEO authority to arrange the renovations for the residential Council dwelling adjacent to the Town Hall be considered within the 2024/2025 budget.	9 Jul 2025 Report being presented at August Council Meeting.
5	20/05/2024	Southern Beaches Vehicle Access History, Local Laws and Reference Group.	THAT Council: a) Writes to the relevant State Government Departments requesting the State Government's position on each of the Southern Beaches identified (i.e Does the State Government support changing the local law on any of the identified beaches?); and b) Confirms its position on the matter (i.e Council supports changing the local law to allow driving on beaches or Council does not support this change). This can be done via a Councillor/Mayor workshop examining the State Government's response (action a), current Council policy, strategy and legislation; and c) Increase education and communication to the community on Livingstone's Local Laws; and d) Pause facilitating the Southern Beaches Vehicle Access Reference Group until Council and the State Government's positions are established and the Local Laws review is complete. Continue to work with members of the group on other issues raised (e.g. Timbers beach inlet creek) and encourage their participation in the Local Laws community consultation; and e) Work with existing private and State Government landowners to increase legal pedestrian access to the Southern Beaches of Livingstone Shire.	12 Aug 2025 Further reports will be presented on driving on beaches at the Briefing and Ordinary Council meetings in September 2025
6	02/07/2024 (Committee)	Supreme Court Claim - EarthTec Pty Ltd (Statue Bay Project)	THAT the committee recommends to Council that: 1. Council notes that legal proceeding brought by EarthTec Pty Ltd in the Supreme Court over the Statue Bay Project from 2017/18 has been dismissed, with two costs orders awarded to Council. 2. The Chief Executive Officer be authorised to seek to recover costs from EarthTec Pty Ltd using the enforceable orders granted by the Supreme Court.	05 Jun 2025 Claim for costs has been submitted to the Courts. Initial assessments will take up to 3 months (end of August 2025).

InfoCouncil Page 2 of 7

*P	*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.					
	18/10/2024	Request for Trustee Lease over Part of Reserve for Park and Recreation - Lot 132 SP132348 at Cobraball Road, Bondoola	THAT Council resolve: 1. that the exception mentioned in section 236(1)(b)(i) of the Local Government Regulation 2012 may apply in its dealing with the State of Queensland (represented by Queensland Fire Department) over part of Reserve for Park and Recreation – Lot 132 SP132348 at Cobraball Road, Bondoola; 2. pursuant to section 236(1)(b)(i) of the Local Government Regulation 2012 to apply section 236(1)(b)(i) of the Local Government Regulation 2012 in its dealing with The State of Queensland (represented by Queensland Fire Department) over part of Reserve for Park and Recreation – Lot 132 SP132348 at Cobraball Road, Bondoola; and 3. to provide a twenty (20) year trustee lease to The State of Queensland (represented by Queensland Fire Department) over an area of land in the north eastern corner of Reserve for Park and Recreation – Lot 132 SP132348 at Cobraball Road, Bondoola at a nominal rental of \$1 per annum plus Goods and Services Tax 4. to delegate to the Chief Executive Officer, pursuant to section 257(1)(b) of the Local Government Act 2009, to negotiate the terms and conditions of the trustee lease provided to the State of Queensland (represented by the Queensland Fire Department), and the CEO notifies Councillors of the ongoing negotiations of the lease. 5. to waive the development application fees for Development Permit for a Material Change of Use for Emergency Services and Operational Works for Clearing of native vegetation.			
9	19/11/2024	Management Plan - Cooee Bay Main Beach Access	THAT Council recommends the following operational plan outcome be considered for the 2025/2026 year along with an associated budget: Develop a management plan for sustainable access to Cooee Bay Main Beach that accommodates increased population and use of the beach 10 June 2025 Expect grant announcement in the next few weeks. If unfunded will be considered for the 2026/27 budget.			

InfoCouncil Page 3 of 7

*	*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.						
			as the area is activated with walking tracks and to accommodate stormwater issues, in line with the outcomes proposed in the Shoreline Management plan adopted in 2022.				
10	03/12/2025	Local Government Infrastructure Plan (5 Year Review) and Planning Scheme Amendment	THAT the Committee recommends that council resolves to: 1. Make a Local Government Infrastructure Plan amendment in accordance with Part 3 of Chapter 5 of the Ministers Guidelines and Rules following the completion of the 5 year review of the Livingstone Local Government Infrastructure Plan in accordance with section 25 (3) of the Planning Act 2016; and 2. The East West Connector identified as T70 in the existing LGIP be reinserted into the new proposed LGIP with the connection points being at Neils – Yeppoon - Rockhampton Road intersection and joining Tanby Road, and 3. Write to the Minister requesting a state review of the proposed Local Government Infrastructure Plan (LGIP) amendment.	12 Aug 2025 Public consultation has ended with 2 submissions. Officers are reviewing the 2 submissions against the Draft LGIP and will make recommendations about whether to incorporate these.			
11	21/01/2025	Notice of Motion - Mayor Adam Belot - Honouring former Councillor Tom Wyatt	THAT in order to honour the late Tom Wyatt Council commits to delivering a significant public greenspace memorial to be named in honour of Tom Wyatt.	5 Aug 2025 Officers will consult with stakeholders regarding proposed options and bring a report back to Council in November 2025.			
12	04/02/2025 (Committee)	Infrastructure Agreement for Trunk Infrastructure Acquisition Lot 5006 SP346289.	THAT the committee recommends to Council to resolve that the Chief Executive Officer be authorised to execute an infrastructure agreement with the owner of Lot 5006 SP346289 to acquire the trunk road corridor items as identified as T37, T137 and T213 in the Adopted Infrastructure Charges Resolution (AICR) version 6 on the attached draft survey alignment; and; The Chief Executive Officer also be authorised to execute in the same infrastructure agreement the acquisition of constructed trunk infrastructure items from Stage 7A of the Sea Haven Estate	12 May 2025 IA awaiting signing by all parties. 7 Jul 2025 No change to status.			
15	18/03/2025	Proposed Acquisition of Land - Mulambin Road Relocation	THAT Council resolves to: 1. Receive and note the contents of this report; 2. Delegates authority under section 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; and	7 July 2025 Owner unavailable during July 2025. Discussions will resume upon owner's return.			

InfoCouncil Page 4 of 7

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.							
			3. In exercising this delegation, the Chief Executive Officer ensures compliance with Council's 'Acquiring Land and Easements for Infrastructure Services Procedure'.				
16	15/04/2025	Notice of Motion - Councillor Glenda Mather - Neville Street Development	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 Council seeking legal advice which will be provided to all Councillors, and to return to a future Council Meeting.	7 Jul 2025 Report being presented at August meeting.			
17	20/05/2025	Progression of Capricorn Coast Homemaker Centre Stage 2	THAT Council undertakes a two-stage tender process for the Sale of Land that is Capricorn Coast Homemaker Centre Proposed Stage 2. This approach is recommended for the following reasons: (a) To ascertain market preferences relating to lot layout, sizes, and intended land use (tenancies), ensuring the proposed configuration is commercially viable and suited to demand, and; (b) To prevent unnecessary resource burden on potential tenderers by shortlisting only the most suitable respondents before requiring detailed submissions, such as advanced concept designs, cost estimates, and development programs. Accordingly, the following resolution is sought: 1. THAT Council (a) Approves commencement of a two-stage tender process for the proposed sale of two parcels of land described as proposed Lot 4 and Lot 502 on SP275134 comprising: • Stage 1: An Expression of Interest to assess market suitability and shortlist qualified respondents. • Stage 2: An Invitation to Tender issued only to shortlisted proponents. (b) Where a suitable respondent is identified, the CEO to bring back a report for consideration by Council.	5 Aug 2025 Three proposals received. These will be invited to submit more detailed proposals via a selective tender process.			
18	17/06/2025	Bondoola Fire Brigade	 THAT Council seek confirmation/clarity from Member for Keppel and Minister Leahy that: the block identified for use by Bondoola Fire Brigade is deemed a suitable block by the State; and seek their assistance to fast-track this development application; and the State confirm available funding by 31 July 2025. 	7 July 2025 Letter sent to Minister Ann Leahy and Nigel Hutton MP			

InfoCouncil Page 5 of 7

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.							
19	17/06/2025	Emu Park Vegetation Vandalism	THAT Council: 1. erect vegetation vandalism signage at identified sites in Emu Park; and 2. enact a media campaign seeking public assistance to report vegetation vandalism.	7 July 2025 Information stand with Local Laws and Installation of Banners scheduled 08/07/25			
20	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 lay on the table pending consideration of a DA to return to a Council Meeting at a later date.	7 July 2025 Applicant informed of Council's decision.			
21	15/07/2025	Long Beach Access	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 briefing session to discuss costings and to return to a future Council Meeting.	12 Aug 2025 Preliminary schedule of cost received from infrastructure section - awaiting further costings for ancillary works - signage. Will come back to the table next Council meeting			
22	15/07/2025	Notice of Motion - Councillor Glenda Mather - Amendment to Planning Scheme for Pet Crematoriums	THAT pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending further information at a briefing session and to return to a future Council Meeting.	12 Aug 2025 Scheduled for initial response at September Council sessions.			
23	15/07/2025	Notice of Motion - Councillor Rhodes Watson - Potential unit development on Council owned	THAT pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending further discussion at a briefing session and to return to a future Council Meeting.	12 Aug 2025 Matter subject to further motion and awaiting outcome of those actions			

InfoCouncil Page 6 of 7

*	Please note th	at the notes contai	ned within the Business Outstanding Table are correct at the time of t	he Agenda being published.
		land at Cathne Street, Yeppoon		
24	15/07/2025	Question on Notice - Councillor Andrea Friend - Code Assessable Development D- 489-2022 for 33 James Street, Yeppoon	THAT the Questions on Notice be received and the answers will be provided at a future Council Meeting.	12 Aug 2025 Response to be provided at 19 August 2025 Council meeting
26	30/07/2025	Daniel Park Cooee Bay	 Council proceed with a development application for a preliminary approval for a material change of use, including a variation request, to apply the provisions of the open space zone to lots 10, 11, & 18 on SP251132; and should the application be approved, Council amalgamates lots 10, 11, 18 & 19 SP 251132 into one parcel of land. 	12 Aug 2025 Request for Town planning consultant quotes have gone out.

InfoCouncil Page 7 of 7

7.2 LIFTING MATTERS LAYING ON THE TABLE

File No: GV13.04.06

Attachments: Nil

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

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:

• Notice of Motion – Councillor Glenda Mather – Neville Street Development

BACKGROUND

This matter was presented at Council Meeting 15 April 2025 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.

8 PRESENTATION OF PETITIONS

8.1 PETITION - AIR POLLUTION, NUISANCE SMOKE AND ODOUR CAUSED BY DEVELOPERS

File No: fA2222

Attachments: 1. Petition - Sea Haven Estate smoke nuisance -

Joanne Ballard

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

SUMMARY

Council has received the following petition from Joanne Ballard requesting:

- 1. Council work collaboratively with the Queensland Fire Department (and any other relevant government dept) to develop, implement and manage a process to severely limit the environmental impact of air pollution, nuisance smoke and odour upon the health and wellbeing of residents caused by permitted burn offs by Developers.
- 2. Provide an avenue for local residents to voice their concerns whereby the Council is able to effectively respond to the resultant air pollution and health and wellbeing complaints and concerns.

RECOMMENDATION

THAT the petition be received.

Council Meeting Standing Orders:

2.9 Petitions

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

8.1 - PETITION - AIR POLLUTION, NUISANCE SMOKE AND ODOUR CAUSED BY DEVELOPERS

Petition - Sea Haven Estate smoke nuisance - Joanne Ballard

Meeting Date: 19 August 2025

Attachment No: 1



Office of the Mayor and CEO Livingstone Shire Council PO Box 2292 YEPPOON QLD 4703

9 July 2025

Dear Mr Belot and Mr Dodds,

Please find enclosed a Petition to the Livingstone Shire Council which I am submiting on behalf of residents in the Sea Haven Estate, Taroomball regarding recent issues relating to smoke nuisance and odors that have impacted on the health and well being of residents in this area.

We would like the council to give consideration to the requests contained in this petition.

Many thanks.

Regards,

Jallard Joanne Ballard Principal Petitioner 46 Havenwood Drive TAROOMBALL Qld 4703

0477 992 488

This petition is to request that Council give consideration to:

- 1. The Livingstone Shire Council working collaboratively with the Queensland Fire Department (and any other relevant government dept) to develop, implement and manage a process to severely limit the environmental impact of air pollution, nuisance smoke and odour upon the health and well being of local residents- caused by permitted burn offs by Developers.
- Provide an avenue for local residents to voice their concerns whereby the council is able to effectively respond to the resultant air pollution and health and well being complaints and concerns.

Information regarding this petition:

As the Principal Petitioner, Joanne Ballard would like to bring the following petition to the attention of Livingstone Shire Council. Recently a Developer was burning off stacks in the Sea Haven Estate area, Taroomball Qld and the nuisance smoke and the toxic odour impacted on the health and well being of a number of residents within the estate — adults and children — with specific health issues such as respiratory problems. Residences are located in close proximity to the area where the burn offs occurred. The smoke on the 26th May spread as far as Lammermoor Beach and Taranganba Street.

The Developer had a permit issued by the Queensland Fire Department to undertake these burn offs and the Principal Petitioner has been advised that there were at least 20 of these stacks. The Developer advised some of the estate residents of the proposed burn off 2 days prior to the event occurring (on 26 May 2025) – not as required under the permit – 72 hours prior to the submission of a permit request. Residents were not given the opportunity to object to this burn off prior to it occurring.

A number of residents (including the Principal Petitioner) have complained to the Developer, the Queensland Fire Department and the Livingstone Shire Council. The nuisance smoke and odour impacted on the health and well being of a number of residents living in close proximity to the fires for several weeks following the initial lighting of the fires.

Matthew Eckhardt, Area Manager RFSQ, Queensland Fire Department advised that their agency manages the processes and procedures around the permit and the actual fire. He advised that the smoke nuisance and odour issues are dealt with under the Environmental Protection Act 1994 – which is administered by Local Government.

The Livingstone Shire Council has advised that they are unable to act as the Developer has a permit to burn and is not undertaking an unlawful act. This is despite the fact that on their planning approvals, the Developers advised they would mulch and not burn. One would assume that Air Pollution, Smoke Nuisance and the associated odour (regardless of the fact that a permit has been issued by Queensland Fire Service) would be a matter for the Livingstone Shire Council to address under the Environmental Protection Act Queensland 1994 and the Queensland Public Health Act 2005, section 11 – for all impacted residents, and that we should not have to go around in circles without having an avenue to voice our concerns and not be able to receive effective advice and follow up action.

According to the council, residents in the Livingstone Shire currently do not have an avenue to have their health, well being and environmental concerns addressed if the Developer has a permit and the burn off is not unlawful. Given that this Developer still has quite a large section of land still to be developed in this area, it is extremely concerning that there is currently no clear pathway for residents to make complaints through the council—especially if the lighting of these fires continues into the future, and the impact that this will potentially have on the health and well being of local residents. Residents have indicated that mulching would be a more environmentally friendly option when clearing land and reduce the debilitating impact on the health and well being of residents caused by burn offs. Under the Planning Act 2016, the council could add that smoke emissions are not permitted on the development approvals - especially where they are in close proximity to residents/estates.

Following a meeting that the Principal Petitioner had with representatives of the Livingstone Shire Council, including Adam Belot (Mayor), Greg Abbotts (Manager Development and Environment), Nat Druery (Coordinator Public Environment), Hazell Chappell (Principal Environmental Health Officer) and speaking with Matthew Eckhardt (Area Manager of RFSQ, Queensland Fire Department), we would like to request the council to give consideration this petition to ensure that the health and well being of residents is a priority in this shire.

Joanne Ballard. 46 Havenwood Drive. Taroomball Old 4703. Mobile: 0477 992 488

1/4

Office of the Mayor & CEO

Principal Petitioner Details

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

Address: PO F

PO Box 2292 YEPPOON QLD 4703



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

Name*			Address*				
Joanne Ballard			46 Havenwood Drive, Taroomball Qld 4703				
Daytime Phone Number* Email			Signature*				
0477992488		theballards79	@gmail.com		970	alland	
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Principal Petitioner Details

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

PO Box 2292 YEPPOON QLD 4703



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

Name*		Address*			
Joanne Ballard		46 Havenwood Drive, Taroomball Qld 4703			
Daytime Phone Number*	Email		Signature*		
0477992488	theballards	79@gmail.com	J-Ballana	ć	
Petition Request			AND STREET		
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Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

PO Box 2292 YEPPOON QLD 4703 Address:



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

Principal Pe	titioner Details				
Name*			Address*		
Joanne Ballard	ı		46 Havenwood Drive, Taroom	ball Qld 4703	
Daytime Pho	ne Number*	Email		Signature*	
0477992488		theballards	79@gmail.com	JFBa	llard
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8.2 PETITION - DANIEL PARK

File No: GV13.04.07

Attachments: 1. Petition to Livingstone Shire Council - Daniel

Park

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

SUMMARY

Council has received the following petition from 311 petitioners requesting that Council freehold land, Lot 10 SP251132, Lot 11 SP251132 and Lot 18 SP251132 (known as the old Cooee Bay Tennis Court site) adjacent to Daniel Park, be kept for community open space/parkland.

RECOMMENDATION

THAT the petition requesting the freehold land (known as the old Cooee Bay Tennis Court site) adjacent to Daniel Park, be changed to community open space/parkland be received.

Council Meeting Standing Orders:

2.9 Petitions

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

8.2 - PETITION - DANIEL PARK

Petition to Livingstone Shire Council - Daniel Park

Meeting Date: 19 August 2025

Attachment No: 1





Office of the Mayor & CEO

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

PO Box 2292 YEPPOON QLD 4703 Address:

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

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

Principal Pe	titioner Details		
Name*	N _{ation} and the	Address*	
James Ashby		34 Cathne Street, Cooee Bay QLD 4703	7
Daytime Pho	ne Number* Email	Signature	<u> </u>
0412526371	jamesashby	1@icloud.com	
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Office of the Mayor & CEO

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

Address: PO Box 2292 YEPPOON QLD 4703



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

Name*			Address*	
lames Ashby			34 Cathne Street, Cooee Bay QLD 470	03
Daytime Ph	one Number*	Email		Signature*
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Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.gld.gov.au

Address: PO Box 2292 YEPPOON QLD 4703



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

Name*			Address*
James Ashby			34 Cathne Street, Cooee Bay QLD 4703
Daytime Pho	one Number*	Email	Signature*
0412526371		jamesashby	y1@icloud.com
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Enquiries: 07 4913 5000 / 1300 790 919 Email: enquiries@livingstone.qld.gov.au

Address: PO Box 2292 YEPPOON QLD 4703



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

Principal Petitioner Details				
Name*	Add	dress*		
James Ashby	34 C	athne Street, Coose Bay C	LD 4703	
Daytime Phone Number*	Email		Signature*	
0412526371	jamesashby1@iclo	ud.com		
Petition Request				
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Office of the Mayor & CEO

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

PO Box 2292 YEPPOON QLD 4703 Address:



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

Name*		Address*		
James Ashby	heriossee	34 Cathne Street, Cooee Bay	QLD 4703	,
Daytime Phone Number*	Email		Signature	
0412526371	jamesashby	1@icloud.com		
Petition Request			i i i	
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Attachment 1 Page 52



Office of the Mayor & CEO

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

Address: PO Box 2292 YEPPOON QLD 4703



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

Name*		ELACTOR DATE OF THE STATE OF TH	Addr	ess*			
James Ashby			34 Cat	hne Street, Cooe	e Bay QL	D 4703	
Daytime Pho	ne Number*	Email				Signature	*
0412526371		jamesash	by1@icloud	d.com			
Petition Red	quest	1777		1		11111	MELLINE.
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Name*		Add	dress*	1	
James Ashby		34 C	athne Street Cace &	ay QLD 4703	
Daytime Ph 0412526371	one Number*	Email jamesashby1@iclo	ud.com	Signature*	
Petition Re	quest	7		100	- "y 121" B
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James Ashby			34 Cathne St	reet, Cooee Bay QL	D 4703	
Daytime Phone I	Number*	Email			Signature	*
0412526371		jamesashby	/1@icloud.com			
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James Ashby			34 Cathne Street, Cooee Bay QLD 4703				
Daytime Phone	Number*	Email		Signature'			
0412526371		jamesashby	1@icloud.com				
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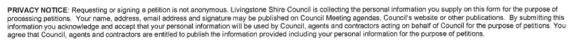
Name*	Address*					
James Ashby	34 Cathne Str	34 Cathne Street, Cooee Bay QLD 4703				
Daytime Phone Number*	Email	Signature	e*			
0412526371	jamesashby1@icloud.com					
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Name*			Address*					
James Ashby			34 Cathne Street, Coo	34 Cathne Street, Cooee Bay QLD 4703				
Daytime Pho	ne Number*	Em	ail	Signatu	re*			
0412526371	3	jame	sashby1@icloud.com					
Petition Req	uest			FITTERS.				
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Petition to Livingstone Shire Council Form



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PO Box 2292 YEPPOON QLD 4703 Address:



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

Name*			Address*		
James Ashby		3	4 Cathne Street, Cooee Bay C	QLD 4703	
Daytime Ph	none Number*	Email		Signature*	
0412526371		jamesashby1@	icloud.com		UZ T
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Name*			Address*		
James Ashby			34 Cathne Street, Cooee Bay	QLD 4703	
Daytime Pho	ne Number*	Email	No. 1 (1915)	Signature	*2
0412526371		jamesashby	/1@icloud.com		
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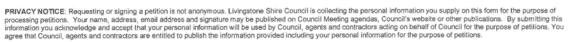
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Office of the Mayor & CEO

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James Ashby		34 (Cathne Street, Cooee Ba	ay QLD 4703	
Daytime Pho	ne Number*	Email	align militar	Signature	*
0412526371		jamesashby1@ick	oud.com		
Petition Req	uest		14		
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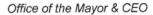
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Name*		<i>*</i>	Address*				
James Ashby	pouper de la company de la com		34 Cathne Street, Coo	ee Bay QLD 47	703		
	one Number*	Email			Signature*		
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Address: PO Box 2292 YEPPOON QLD 4703



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

Principal Pe	etitioner Details					
Name*			Address*			
James Ashby			34 Cathne Street, Co	oee Bay QLD	4703	
Daytime Pho	one Number*	Email	de la companya de la		Signature'	
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Petition to Livingstone Shire Council Form



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

Address: PO Box 2292 YEPPOON QLD 4703



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

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Livingstone

Office of the Mayor & CEO

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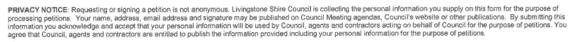
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Address: PO Box 2292 YEPPOON QLD 4703



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

Principal Petitioner Details				
Name*		Address*	D 015 775	<u>6</u>
James Ashby		34 Cathne Street, Coo	oee Bay QLD 4703	
Daytime Phone Number*	Email		Signatu	re*
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Address: PO Box 2292 YEPPOON QLD 4703



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James Ashby			34 Cathne Street, Cooee Bay QLD 4703	
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8.3 CORRESPONDENCE RECEIVED - VEGETATION VANDALISM SIGNAGE

File No: fA2222

Attachments: 1. Cover letter - Vegetation Vandalism Signage -

(Confidential)

2. Correspondence 1 of 2 - Vegetation Vandalism Signange - (Confidential)

3. Correspondence 2 of 2 - Vegetation Vandalism Signage - (Confidential)

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

SUMMARY

At the Ordinary Council Meeting on 17 June 2025 Council resolved to:

- 1. Erect vegetation vandalism signage at identified sites in Emu Park; and
- 2. Enact a media campaign seeking public assistance to report vegetation vandalism.

Council has received correspondence from Gerard Houlihan which states:

- 1. We object to and oppose the erection of the sign
- 2. We require Council to enforce its local laws and take action to prohibit illegal vegetation planting on dune

RECOMMENDATION

THAT Council notes the correspondence and the documents forwarded by Gerard Houlihan.

BACKGROUND

The document forwarded by the Gerard Houlihan technically does not comply with our guidelines, which is why the recommendation refers to a 'document', not a petition. Due to constituents providing signatures and contact details on a document that was not the official Livingstone Shire Council form which contains Council's privacy statement, the correspondence has been included in the confidential agenda.

9 NOTICES OF MOTION

9.1 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - NEVILLE STREET DEVELOPMENT

File No: GV

Attachments: 1. NOM - Neville Street Development

Responsible Officer: Greg Abbotts - Manager Development and Environment

Alastair Dawson - Interim Chief Executive Officer

This Notice of Motion was presented at the Council Meeting held on 15 April 2025 and was laid on the table pending the outcome of Council's request for legal advice.

SUMMARY

Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to proposed development of D-235-2024.

COUNCILLOR RECOMMENDATION

THAT due to wide public concern over the proposed development of D-235-2024 and the impact which may be caused by major vegetation clearing of the site, Council require a Hydrology Study be undertaken in conjunction with the Application to determine the influence any clearing will have on the water table.

COUNCILLOR BACKGROUND

Refer to the attached Notice of Motion

OFFICER COMMENTARY

Officers are aware of the matters provided in submissions and have been actively working with the developer's representative. Officers have also undertaken a workshop with Councillors as requested after the deputation held on 4 February 2025.

As a result of these discussions (with the developer's representatives) there are some proposed changes and it is anticipated that the development will need to undergo a second public notification period (dependent on the changes). This will be for a period of 15 business days. Council has not yet received a formal submission of the proposed changes.

Where officers are able to provide reasonable and relevant conditions they should do so.

Further, it is inappropriate for Officers to comment on specific matters that may have been raised in a "without prejudice" setting.

Update – 13 August 2025

- The legal advice was provided to Mayor and Councillors on 22 April 2025 legal privilege does apply to the advices; and
- The application will be tabled at August 19, 2025 Ordinary Council meeting for decision.

9.1 - NOTICE OF MOTION -COUNCILLOR GLENDA MATHER -NEVILLE STREET DEVELOPMENT

NOM - Neville Street Development

Meeting Date: 19 August 2025

Attachment No: 1

PO Box 5186
Red Hill PO
Rockhampton Q 4701
7 April 2025

Chief Executive Officer Livingstone Shire Council Yeppoon Q 4703

Notice of Motion

Request for a report

Dear Sir.

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

"That due to wide public concern over the proposed development of D-235-2024 and the impact which may be caused by major vegetation clearing of the site, Council require a Hydrology Study be undertaken in conjunction with the Application to determine the influence any clearing will have on the water table."

Background:

Vigorous monitoring of the water flows in the existing swales during the recent rain events has shown locals how long it takes for the water to subside – sometimes days to weeks.

Local photography will verify this.

Without any scientific proof that properties (both existing and proposed) will be granted immunity during rain events, is not a gamble anyone should be prepared to take.

In the absence of a Hydrology Study, proceeding without one would be a gamble most would not be prepared to take.

Many thanks

Glenda Mather Clr

9.2 NOTICE OF MOTION - COUNCILLOR ANDREA FRIEND - RELOCATION OF VEGETATION VANDALISM SIGNAGE

File No: fA2220

Attachments: 1. NoM Councillor Friend - Relocation of

Vegetation Vandalism Signage

2. Attachment 2 Vegetation Vandalism banner

location Emu Park

Responsible Officer: Leise Childs - Coordinator Natural Resource

Management

Andrea Ellis - Acting General Manager Communities
Alastair Dawson - Interim Chief Executive Officer

SUMMARY

Councillor Andrea Friend has submitted a 'Notice of Motion' in relation to relocation of vegetation vandalism signage.

COUNCILLOR RECOMMENDATION

THAT Council resolve to relocate a vegetation vandalism sign, opposite to 52, 54 and 56 Keppel Street Emu Park to approximately 100 meters at the T Intersection of Thomas Street Emu Park.

COUNCILLOR BACKGROUND

Refer to the attached Notice of Motion

OFFICER COMMENTARY

Vegetation vandalism banners were erected on the Shelly's Beach foreshore on the 8th of July 2025, following a resolution of Council on 17th of June 2025

"THAT Council:

- 1. Erect vegetation vandalism signage at identified sites in emu park; and
- 2. Enact a media campaign seeking public assistance to report vegetation vandalism."

A media release was published on 3rd of July 2025 regarding the illegal removal of vegetation and encouraging the public to report incidences of vegetation removal.

The placement of the banners was determined by reference to the Tree and/or Vegetation Vandalism Procedure, which recommends the banners be placed in the location of vegetation damage or removal and that they remain in place until the vegetation has grown to the height of the top of the sign.

The banners were erected on the sand dune landward of the trees that were cut down, an image of the banners and the location is provided in Attachment 2. Due to the significant coastal winds in the location, steel posts were used to stabilise the banners and have been concreted in place. Cameras were placed on the banners to protect them from damage. The banners are generally in front of houses 52,54, and 56 Keppel Street but are greater than 65 metres away from the front boundary of these properties and are visible to properties either side and from beach access EP2.

The cost of the 3 banners was \$1,300, installation materials cost \$1,800 and staff time for three NRM staff for 5 hours including on-costs was approximately \$1,000. Local Laws staff were also involved in the installation providing support to NRM staff and providing information to members of the public.

Relocation of the signs will have additional costs, the dismantling of the current steel support structure, removal of footings and camera poles is expected to cost approximately \$1,800 in staff time and equipment. The installation in the new location will cost a similar amount.

9.2 - NOTICE OF MOTION -COUNCILLOR ANDREA FRIEND -RELOCATION OF VEGETATION VANDALISM SIGNAGE

NoM Councillor Friend - Relocation of Vegetation Vandalism Signage

Meeting Date: 19 August 2025

Acting Chief Executive Officer Livingstone Shire Council Yeppoon Q 4703

Notice of Motion Relocation of Vegetation Vandalism Signage

Dear Mr. Dawson,

I wish to submit the following 'Notice of Motion' in relation to the relocation of a vegetation and vandalism sign located on the foreshore, opposite to 52, 54, and 56 Keppel Street Emu Park.

That Council Resolves to

'Relocate a Vegetation Vandalism Sign, opposite to 52, 54, and 56 Keppel Street Emu Park to approximately 100 meters at the T Intersection of Thomas Street Emu Park.'

History: Trees were cut down within the vicinity of Emu Park Beach Access 2. This is a disgraceful disregard for the stability of the dunal area and causes erosion. Vegetation Vandalism signage was introduced last tenure of council at my instigation. However, this being a large sign, costing ratepayers' money, it would be beneficial and have a greater impact relocated to the T intersection of Keppel and Thomas Street Emu Park.

There has been no forthcoming information of the culprits who caused this damage and residents who live opposite feel emotional stress due to the perception of guilt as the signage faces their homes. The signage cannot be seen from where the trees were removed and not from the beach access area. There are extremely limited viewers of this signage at its current location. Relocating this sign would have a significant positive impact with the ability to have it viewed more often, by many more people. I understand that council are currently initiating a strategy for the Emu Park foreshore, and this will include standardizing this compliance signage. Currently there are no time limits to the duration of the erected signs. Relocating this signage would be advantages for the emotional wellbeing of the 5 people that view it, whilst still be complying with state government legislation, and councils' policies and laws.



Councillor Andrea Friend

9.2 - NOTICE OF MOTION -COUNCILLOR ANDREA FRIEND -RELOCATION OF VEGETATION VANDALISM SIGNAGE

Attachment 2 Vegetation Vandalism banner location Emu Park

Meeting Date: 19 August 2025

Attachment No: 2

17 June 2025 COUNCIL RESOLUTION THAT Council:

- 1. Erect vegetation vandalism signage at identified sites in emu park; and
- 2. Enact a media campaign seeking public assistance to report vegetation vandalism.





7



9.3 NOTICE OF MOTION - COUNCILLOR RHODES WATSON - ZILZIE BIKE PATH

File No: fA2220

Attachments: 1. Cycling safety signage

2. Screenshot - Monte Carlo Avenue

3. 25-073 - MASTERPLAN - Yeppoon to Zilzie

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

SUMMARY

Councillor Rhodes Watson has submitted a 'Notice of Motion' in relation to installing cycling safety signage on Svendsen Road and prioritising pathways to Zilzie.

COUNCILLOR RECOMMENDATION

THAT Council

- 1. Installs cycling safety signage on Svendsen Road.
- 2. Move the Svendsen Road pathway priority up the list to be move from D to B and design be budgeted for 26/27 and constructed in 27/28.

BACKGROUND

30+ years ago traffic was much lighter than it is today. It used to be safe to cycle on the road from Emu Park to Yeppoon. Today Council is building great paths to join these two towns and many other paths.

An emerging issue is the estates of new Zilzie have a large number of children. These children are isolated from the rest of Emu Park because of the lack of walking/cycling infrastructure.

Majority of this road does not have a shoulder. By building this pathway the community will be able to walk or cycle from the Haven estate to Zilzie.

I have measured the road distance from Zilzie Cove to Barrier Reef to be 1.4 km. If Council used the unconstructed road reserve of Monte Carlo Avenue to connect Zilzie Cove and Barrier Reef the distance is reduced to 400m saving quite a sum of money.

Total distance is 2.7km.

This path could be constructed in bitumen or "roller compacted concrete" to save costs. Roller Compacted Concrete Pavements.

OFFICER COMMENTARY

- 1. Cycling safety signage, Svendsen Road
- Install cycling safety signage in the short term.
- Complete a site assessment. Confirm sign locations and spacing in line with Queensland MUTCD and AS 1742.
- Deliver through maintenance works. Minimal design effort beyond a sign layout plan.
- 2. Pathway priority and delivery, Zilzie link

2.1 TMR engagement

- TMR cycling team advised a review of Priority Route maps is planned.
- Cycle Network Local Government Grants Program accept routes not listed as Priority A when demand evidence supports a higher priority.
- Provide demand data, school travel patterns, crash history, and community requests to support a move to Priority B.

2.2 Preferred scope

- Adopt Option B. Use the Monte Carlo Avenue residential road and existing track where suitable.
- Build 2.1 km of new path instead of 3.5 km. Reduce new construction by 1.4 km.

2.3 Cost comparison

Item	Option A, 3.5 km	Option B, 2.1 km	Savings, A minus B
Distance, km	3.5	2.1	1.4
Survey	\$52,500	\$31,500	\$21,000
Concept	\$87,500	\$52,500	\$35,000
Detailed design	\$262,500	\$157,500	\$105,000
Construction, asphalt low	\$1,750,000	\$1,050,000	\$700,000
Construction, asphalt high	\$5,250,000	\$3,150,000	\$2,100,000

2.4 Delivery program and budget, Option B

Fir	nancial year	Cost \$	
20	26/27	Survey and concept	\$84,000
20	27/28	Detailed design	\$157,500
20	26 to 2028	Design total	\$241,500
20	28/29	Construction, conservative estimate	\$3,150,000
20	26 to 2029	Project total, conservative estimate	\$3,391,500

2.5 Risks and delivery approach

- Planning maturity is low due to current Priority D status.
- Unknowns exist for services, drainage, geotechnical conditions, and tenure.
- Use the conservative estimate until investigations reduce risk.
- Follow a three year sequence: Year 1 survey and concept, Year 2 detailed design and approvals, Year 3 construction.

Officer recommendation

- Support Item 1 of the motion to install cycling safety signage on Svendsen Road.
- Support reprioritising the corridor to Priority B.
- Program survey and concept in 2026/27, detailed design in 2027/28, and construction in 2028/29 to avoid rushed outcomes and protect value for money.

9.3 - NOTICE OF MOTION -COUNCILLOR RHODES WATSON -ZILZIE BIKE PATH

Cycling safety signage

Meeting Date: 19 August 2025



9.3 - NOTICE OF MOTION -COUNCILLOR RHODES WATSON -ZILZIE BIKE PATH

Screenshot - Monte Carlo Avenue

Meeting Date: 19 August 2025

Attachment No: 2

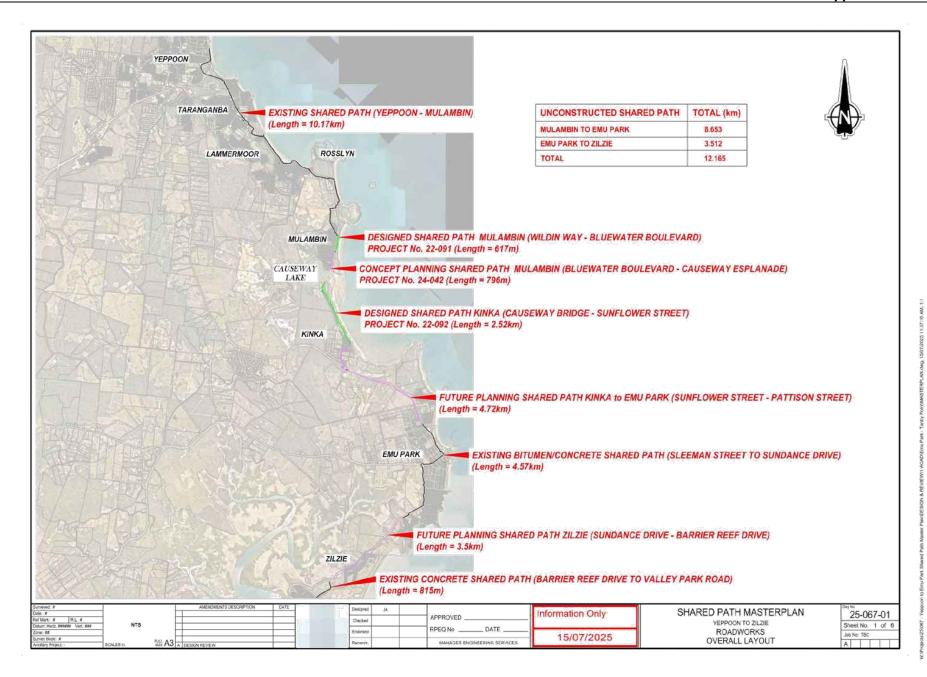


9.3 - NOTICE OF MOTION -COUNCILLOR RHODES WATSON -ZILZIE BIKE PATH

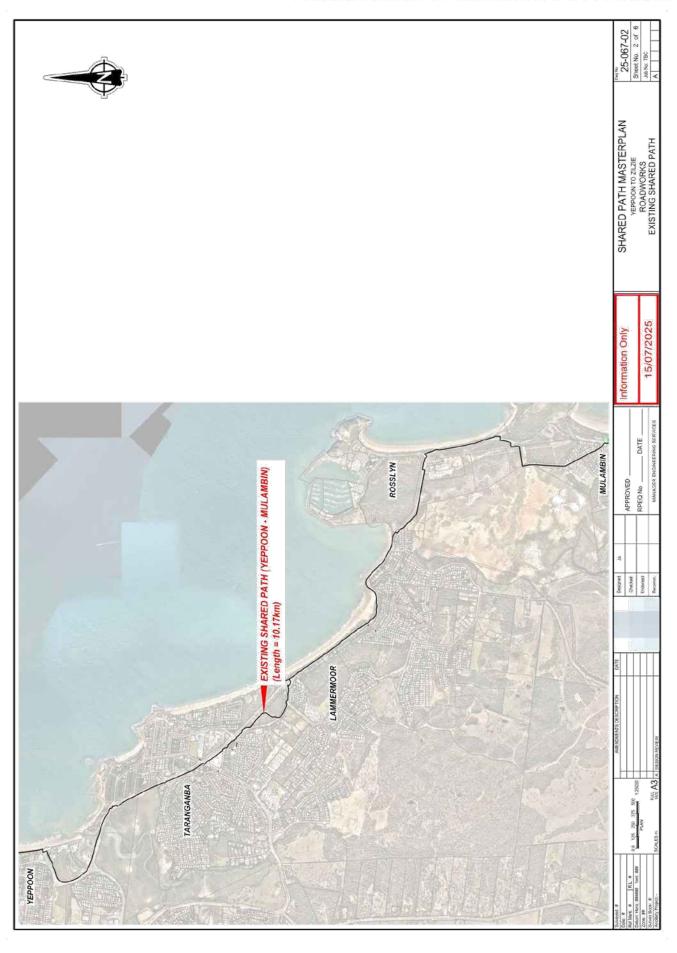
25-073 - MASTERPLAN - Yeppoon to Zilzie

Meeting Date: 19 August 2025

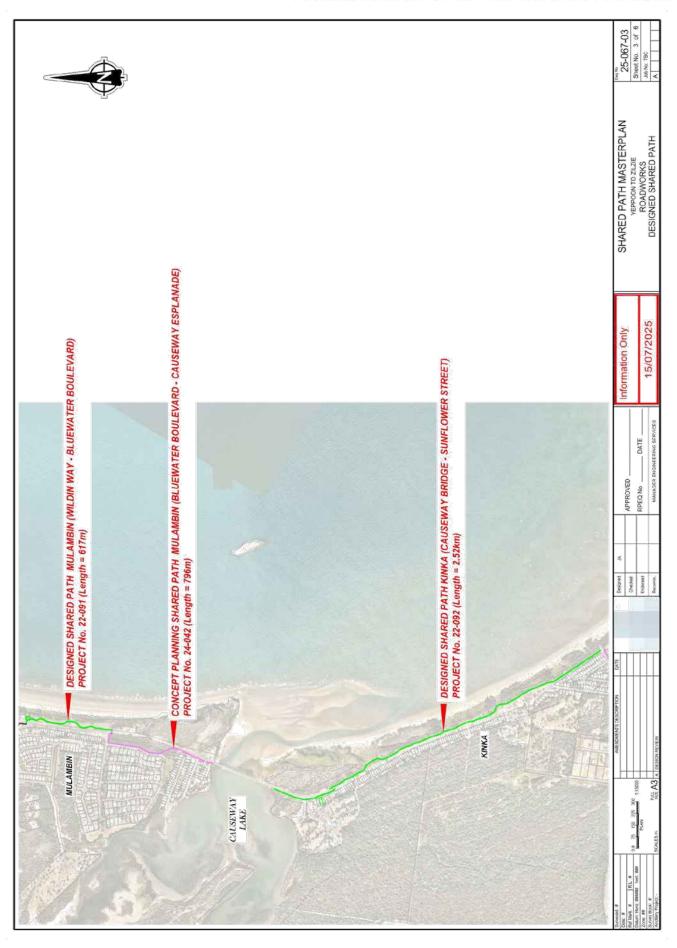
Attachment No: 3



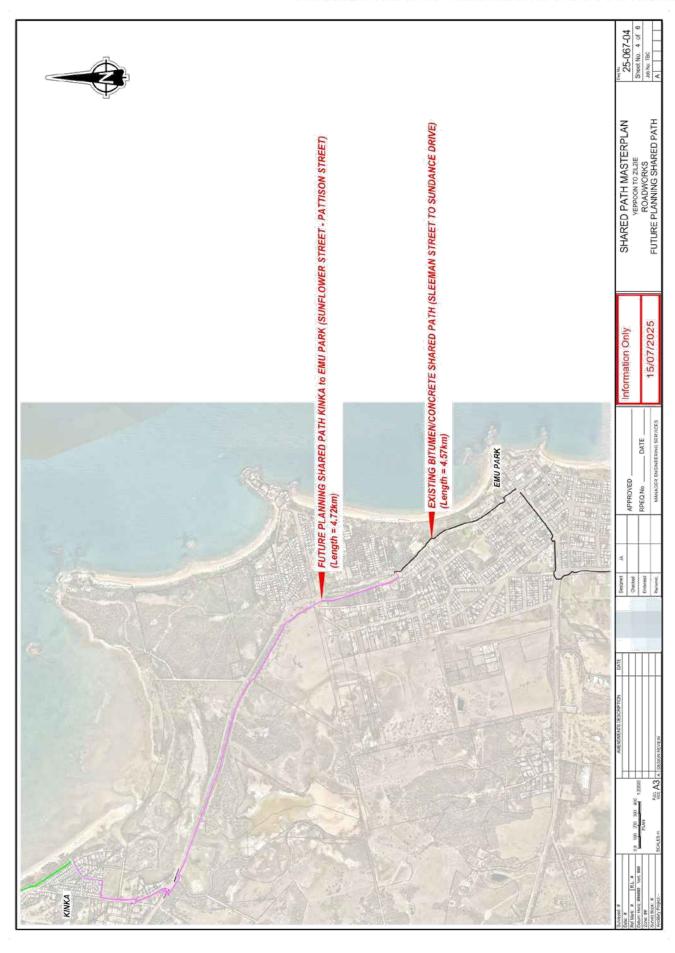
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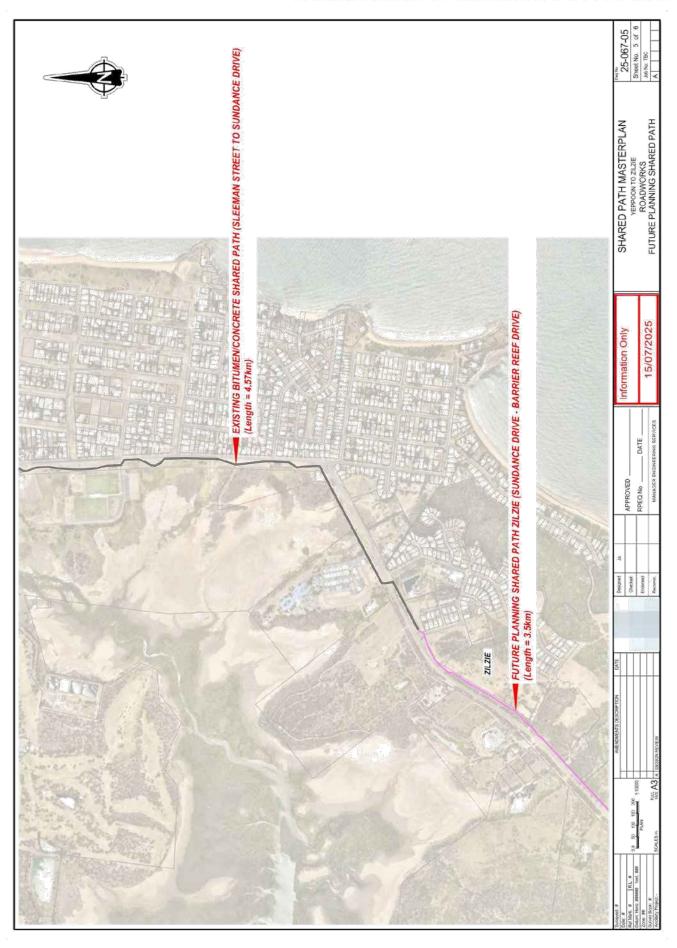
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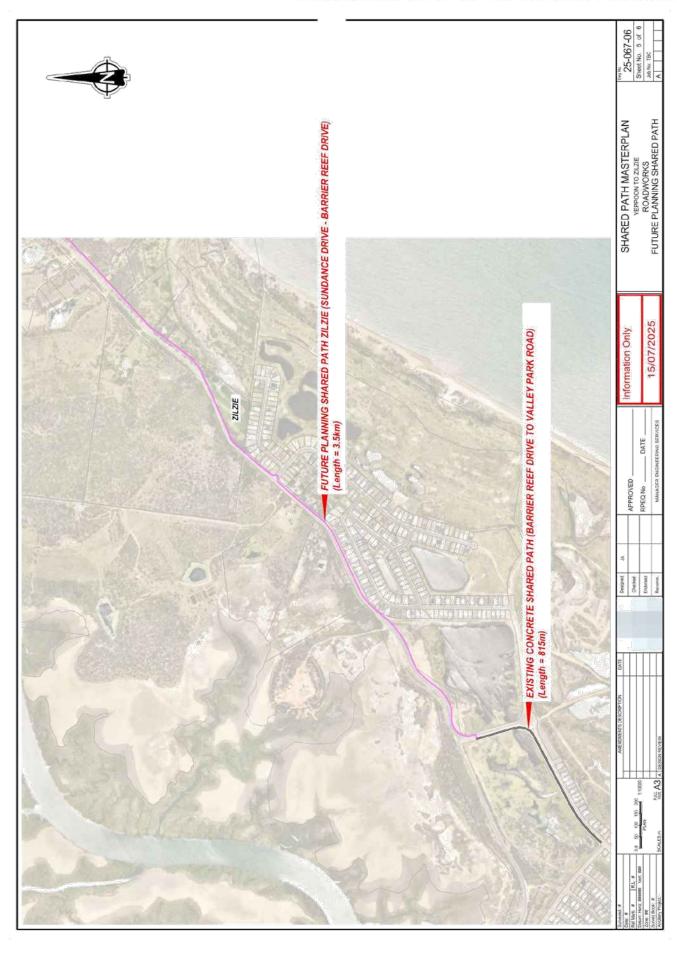
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9.4 NOTICE OF MOTION - COUNCILLOR RHODES WATSON - 9 CASEY DRIVE

File No: GV13.04.04

Attachments: 1. Councillor Rhodes Watson - Notice of Motion

- 9 Casey Drive

2. ROL-A 9 Casey Drive Map

3. Casey Drive Stormwater Map

4. Overlays, Biodiversity and Flood map - 9

Casey Drive

5. State Veg Map - 9 Casey Drive

6. Map of Casey Drive property in Fig Tree

Creek Catchment

Responsible Officer: Greg Abbotts - Manager Development and Environment

Katrina Paterson - Acting General Manager Strategic

Growth

Alastair Dawson - Interim Chief Executive Officer

SUMMARY

Councillor Rhodes Watson has submitted a 'Notice of Motion' in relation to the purchase of land at 9 Casey Drive to provide a public reserve for environmental, stormwater and open space for all in Livingstone Shire.

COUNCILLOR RECOMMENDATION

THAT Council enters negotiations with the landowner of 9 Casey Drive with the aim to obtain land adjoining council's existing block of land, Lot 906 on SP320084, 28 Oxford Road Yeppoon. - to be turned into a unique nature reserve for all to enjoy.

BACKGROUND

Notice of Motion from Councillor Rhodes Watson attached.

OFFICER COMMENTARY

The land at 9 Casey Drive, Lot 28 on RP860145, was identified in 2021 as a strategic acquisition in the Fig Tree Creek Catchment Masterplan Consultation process and it is identified as Stormwater trunk infrastructure in the current Local Government Infrastructure Plan (LGIP), which identifies a large portion of land to be acquired for stormwater drainage Planned Future Trunk Infrastructure (D-47) was anticipated to be required by 2026.

The land is zoned medium density residential however there are a range of constraints to development of the lot. Attachments 3,4 and 5 show the lot is constrained by environmental and flooding overlays and contains a sewer easement and Ergon energy easement along its southern boundary.

The current landowner has proposed a boundary re-alignment between his property and Councils adjoining lot to the west, 28 Oxford Road - Lot 906 on SP320084. Attachment 2 is a draft reconfiguration of a Lot plan showing 2.003 hectares of the lot becoming part of Lot 906 and the owner would retain 4,320 square metres.

The purchase of this land could serve several purposes; a strategic open space/natural corridor asset in the urban centre of Yeppoon, a Water Sensitive Urban Design demonstration project to manage stormwater and flooding for the area, a pedestrian pathway linkage and outdoor education facilities. The land borders the Yeppoon State High School and offers opportunity for studies and projects with the school students involving environment, science, culture and wellbeing.

There is alignment with Council's strategic documents, the Livingstone Shire Community Plan 2030, Natural Environment theme includes the intended outcome to "value and protect Livingstone's pristine natural environment through robust planning and policies". It references Catalyst Projects including Fig Tree Creek Integrated Catchment Plan.

The Vibrant Culture & Healthy Community theme's intended outcomes include, deliver strategic land use, infrastructure planning and urban design activities that support growth, liveability, and sustainability, and create vibrant community spaces to encourage community activation.

The Corporate Plan 2020 – 2030 Natural Environment theme is very relevant: Community Plan Goal 3.3 - Conservation of natural assets and green corridors, including these outcomes:

- 3.3.1. Recognise, preserve and enhance the region's unique biodiversity.
- 3.3.2 Progress and support plans which protect the shire's natural assets, bushland and local eco-systems.
- 3.3.3 Manage threats by collaborating with traditional owners, agencies, community groups and private landholders about land management, protection methods including hazard reduction strategies and conservation policies to ensure the protection of people, property, and the environment.

Strategies that support the acquisition of land for environment, public recreation and active transport are the Livingstone Open Space Framework, Active Livingstone Strategy and Our Living Environment Biodiversity Strategy.

External funding opportunities to undertake works within the lot become available upon the land becoming a Council property. For example, the current project at Lex Semple Park being undertaken by Healthy Land and Water with Commonwealth funding for Urban waterways.

A project could be staged over several years with initial purchase of land providing the opportunity to develop a pathway linkage from Oxford Road and Casey Drive to Rockhampton Road and establishing tenure over a significant stormwater flow path as identified by the Local Government Infrastructure Plan (LGIP).

The acquisition of this parcel provides connectivity with existing Council parkland and with the Yeppoon State High School, protects a significant local environmental asset and wildlife habitat, it has potential to become a nature walk - connecting suburbs with the CBD and it has the capacity to improve stormwater quality and mitigate flooding downstream.

Noting the resolution to enter negotiations, it is noted that Council still requires additional due diligence in terms of cost benefit and strategic alignment, hence it would be recommended that Council enters negotiations to explore the opportunity before any final decision on purchasing the land is made.

9.4 - NOTICE OF MOTION -COUNCILLOR RHODES WATSON - 9 CASEY DRIVE

Councillor Rhodes Watson - Notice of Motion - 9 Casey Drive

Meeting Date: 19 August 2025

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

12/8/25

Notice of Motion Casey Drive Public Reserve

Dear Mr Dawson,

I wish to submit this Notice of Motion in relation to purchase of land 9 Casey Drive to provide a public reserve for environmental, stormwater and open space for all in Livingstone shire.

May this be included in the agenda on the August general meeting. I give notice of my intention to move the following:

A rare opportunity has been offered to the people of Livingstone Shire. A block of land on the edge of Yeppoon's CBD could become a useable nature reserve, if council accepts.

The landholder offer to purchase a large portion of land. Although the landholder would prefer it was park land and is open to reasonable offer from council.

This is a unique opportunity to integrate stormwater management, protect nature, active transport and pedestrian and cycle connection.

It links with the Council land to the west – 28 Oxford Road and with Ergon consent a link back to Alby Wooler Park/ Central Shopping. The purchase of this land protects it for future community benefit and it aligns with the Open Spaces Framework and the Biodiversity Strategy.

'THAT Council enters negotiations with the land owner of 9 Casey Drive from landholder with the aim to obtain land adjoining councils existing block of land, Lot 906 on SP320084, 28 Oxford Road Yeppoon. - to be turned into a unique nature reserve for all to enjoy.'

Many thanks

Councillor Rhodes Watson

9.4 - NOTICE OF MOTION -**COUNCILLOR RHODES WATSON - 9 CASEY DRIVE**

ROL-A 9 Casey Drive Map

Meeting Date: 19 August 2025

Attachment No: 2

Item 9.4 - Attachment 2 ROL-A 9 Casey Drive Map





9.4 - NOTICE OF MOTION - COUNCILLOR RHODES WATSON - 9 CASEY DRIVE

Casey Drive Stormwater Map

Meeting Date: 19 August 2025

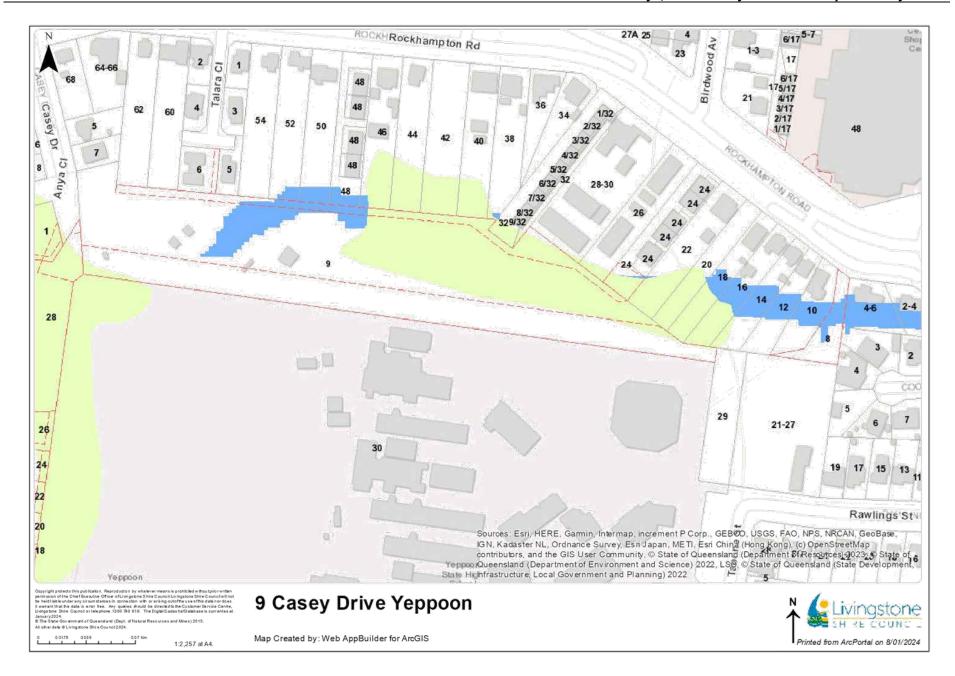
Item 9.4 - Attachment 3 Casey Drive Stormwater Map



9.4 - NOTICE OF MOTION - COUNCILLOR RHODES WATSON - 9 CASEY DRIVE

Overlays, Biodiversity and Flood map - 9 Casey Drive

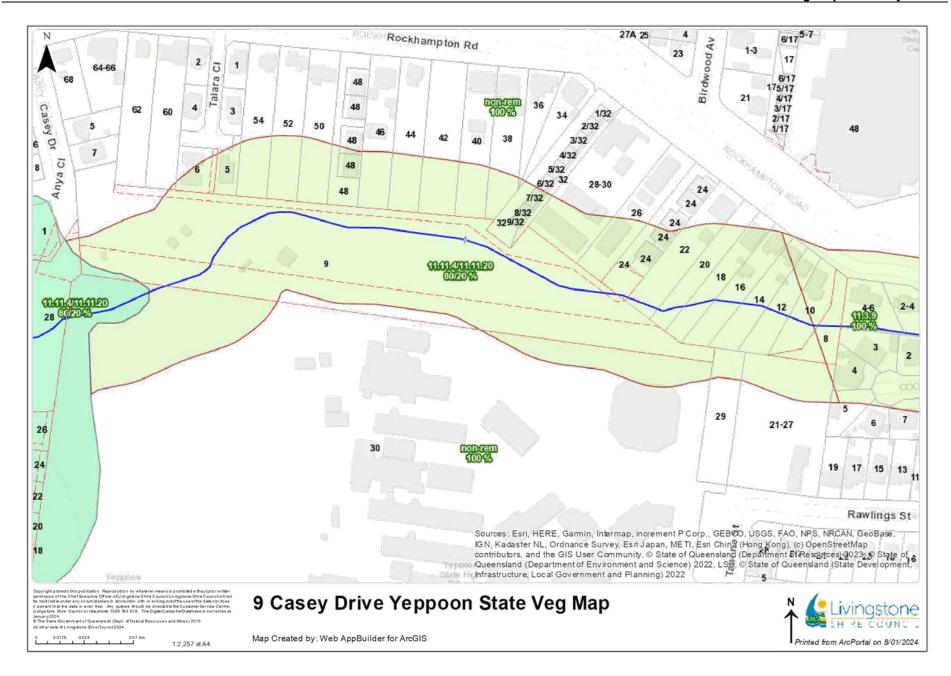
Meeting Date: 19 August 2025



9.4 - NOTICE OF MOTION - COUNCILLOR RHODES WATSON - 9 CASEY DRIVE

State Veg Map - 9 Casey Drive

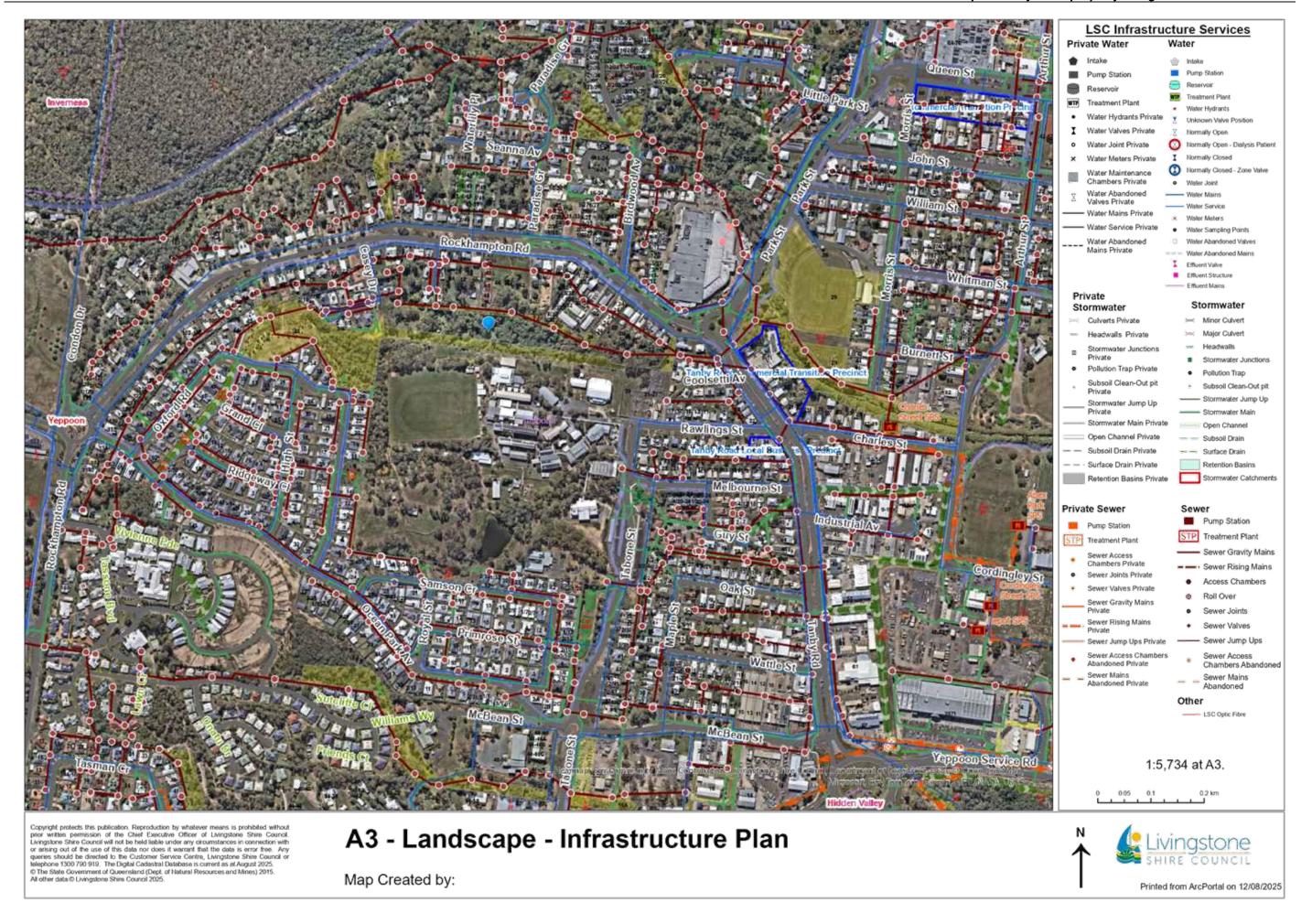
Meeting Date: 19 August 2025



9.4 - NOTICE OF MOTION - COUNCILLOR RHODES WATSON - 9 CASEY DRIVE

Map of Casey Drive property in Fig Tree Creek Catchment

Meeting Date: 19 August 2025



9.5 NOTICE OF MOTION - COUNCILLOR GLENDA MATHER - INTERIM WORK ON TANBY POST OFFICE ROAD AND HOFFMANS ROAD

File No: GV13.04.04

Attachments: 1. NOM - Cr Mather - Tanby Post Office Road

and Hoffmans Road

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

SUMMARY

Councillor Glenda Mather has submitted a 'Notice of Motion' in relation to interim work on Tanby Post Office Road and Hoffmans Road.

COUNCILLOR RECOMMENDATION

THAT interim roadworks be carried out on the troublesome sections of both Tanby Post Office Road, and Hoffman's Road, until such time a full maintenance grade is scheduled.

COUNCILLOR BACKGROUND

Refer to attached Notice of Motion.

OFFICER COMMENTARY

Tanby Post Office Road

Councillor Mather submitted a maintenance request on 18 July 2025 and officers responded to this request on 1 August 2025 as follows: Tanby Post Office Road has been inspected and found to be below the intervention level for grading. The inspection found that the drainage required attention in areas and a works order has been issued to address these. The current forecasted date for grading is September 2025.

Hoffmans Road

A workshop was conducted with Councilors on 1 July 2025, lead by the Manager Civil Construction, to discuss verge and unsealed road maintenance along Hoffmans Road. The road was last inspected on 12 August 2025 and had a roughness index of 5.0 (intervention level set by Council's maintenance procedures is 7.0) therefore it is currently below intervention. Based on the maintenance management plan, this road is planned to be graded in September 2025 (subject to verification of the maintenance plan and network priorities).

Recent roughness assessment along Hoffmans Road is shown below:

Nov 2024 = 3.4

Mar 2024 = 4.0

Apr 2025 = 3.7

May 2025 = 4.0

Aug 2025 = 5.0

9.5 - NOTICE OF MOTION -COUNCILLOR GLENDA MATHER -INTERIM WORK ON TANBY POST OFFICE ROAD AND HOFFMANS ROAD

NOM - Cr Mather - Tanby Post Office Road and Hoffmans Road

Meeting Date: 19 August 2025

PO Box 5186

Red Hill PO

Rockhampton Q 4701

5 August 2025

Chief Executive Officer Livingstone Shire Council Yeppoon Q 4703

Notice of Motion

Interim Maintenance request

Dear Sir,

I wish to submit the following motion as an Agenda Item for the Ordinary Meeting of 19 August 2025.

"That interim roadworks be carried out on the troublesome sections of both Tanby Post Office Road, and Hoffman's Road, until such time a full maintenance grade is scheduled."

Background:

Infrastructure is aware that I've been monitoring both of these roads for some time, and provided photos for Hoffman's with a substantial section being potholed (the eastern end) filled with water following a rain event.

If the worst sections of these roads were to receive attention, this would allow the full maintenance to have some breathing space.

We've got to remember the rural residents only ask for roadworks when it becomes necessary. Some interim work would go a long way to encourage further patience.

Many thanks

Glenda Mather Clr

9.6 NOTICE OF MOTION - MAYOR ADAM BELOT - KEYS TO THE COAST FOR HARRY

File No: GV13.04.04

Attachments:

1. Notice of Motion - Keys to the Coast for Harry

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

SUMMARY

Mayor Adam Belot has submitted a 'Notice of Motion' in relation to Keys to the Coast for Harry.

COUNCILLOR RECOMMENDATION

THAT Council organise for an event to occur that facilitates the presenting of ' the keys to the Shire ' to Harry Grant for his outstanding efforts in the Rugby League world.

COUNCILLOR BACKGROUND

Refer to the attached Notice of Motion

OFFICER COMMENTARY

Officers are very supportive of this initiative and will:

- Contact Harry Grant to seek his involvement/consent and availability.
- Develop a celebration event to occur after the end of the National Rugby League season to celebration Harry Grant and present him with the 'keys to the Coast'.
- Include schools, coaches, clubs, mentors, family associated with the education and development of Harry Grant.

Potential venues

- Barmaryee Multi Sports Complex
- Yeppoon Foreshore
- Yeppoon Seagulls Murray Webb Park

The National Rugby League season culminates on 5th October 2025 with the Grand Final. It is expected that the event will occur between the end of the 2025 season and the beginning of the 2026 season pending availability of Harry Grant.

Potential options

- Keys to the Coast oversized keys to Livingstone Shire
- Naming of the Rugby League fields at Barmaryee Harry Grant Fields
- Public artwork portrait of Harry Grant in prominent position (e.g Coles wall on Queen St)
- Naming of the road into Barmaryee Multi Sports Complex Harry Grant Way/Drive/Road

9.6 - NOTICE OF MOTION - MAYOR ADAM BELOT - KEYS TO THE COAST FOR HARRY

Notice of Motion - Keys to the Coast for Harry

Meeting Date: 19 August 2025

Attachment No: 1

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

12 August 2025

Notice of Motion Keys to the Coast for Harry

Dear Mr Dawson,

I wish to submit this Notice of Motion in relation to Keys to the Coast for Harry.

May this be included in the agenda on the 15^{th} August 2025. I give notice of my intention to move the following:

'THAT Council organise for an event to occur that facilitates the presenting of ' the keys to the Shire ' to Harry Grant for his outstanding efforts in the Rugby League world'

Many thanks

Adam Belot Mayor

10 QUESTIONS ON NOTICE

10.1 RESPONSE TO QUESTIONS ON NOTICE - CR ANDREA FRIEND - 33 JAMES STREET, YEPPOON

File No: D-489-2022

Attachments: 1. Questions on Notice

Responsible Officer: Andrea Ellis - Acting General Manager Communities

Alastair Dawson - Interim Chief Executive Officer

Author: Greg Abbotts - Manager Development and Environment

Jenna Davies - Principal Planning Officer

SUMMARY

Councillor Andrea Friend has asked Question On Notice for the Council Meeting on 15 July 2025, as per attached document.

RECOMMENDATION

THAT the responses to the Questions on Notice be received.

OFFICER COMMENTARY

At Council's Ordinary Meeting of 15 July 2025 Councillor Friend presented the attached Questions on Notice. Below are the questions and Officer's response to same:

Question 1: May the answers to these questions be available when tabled?

Answer: Responses below

Question 2. Which specific Code boxes, for Acceptable and Performance based outcomes complied with the intentions of the Livingstone Shire Planning Scheme?

Answer: The property is in the Major centre zone and the land uses proposed (food and drink outlet, shop, child care centre, health care services) are all listed as Code assessable as per table 5.4.1.4 – Major centre zone (Livingstone Planning Scheme 2018). The purpose (but not limited to) is to provide for the development of the major centre of Yeppoon as a place comprising the largest range and mixture of uses from within the centre activities group, entertainment activities group and community activities group. The specific outcomes for these are listed in Table 6.2.4.4.1 – Outcomes for development that is accepted subject to requirements and assessable development (Livingstone Planning Scheme 2018).

A food and drink outlet, shop and health care services are in the centre activities group and a child care centre is in the community activities group.

Question 3: Have other Shops, Health Care Services, Food and Drink outlets and Child Care Centres been classified as Code within Livingstone Shire?

Answer: The level of assessment for uses such as Shops, health care services, food and drink outlets and child care centres depends on the zone of the subject site.

Question 4: Would you kindly please supply the details of previous code accessible commercial developments?

Answer: An example of a code assessable (commercial – within the entertainment activities group) development, The Station, next door to this site, was code assessable. It was a MCU for a Hotel. Officers have delegation to decide Code assessable development applications.

Question 5: Is it possible for Councillors to be briefed on this DA 489-2022?

This occurred on Tuesday 29 July 2025.

Officers issued a Decision Notice for Refusal on 7 August 2025, as such the application is currently in the appeal period.

10.1 - RESPONSE TO QUESTIONS ON NOTICE - CR ANDREA FRIEND - 33 JAMES STREET, YEPPOON

Questions on Notice

Meeting Date: 19 August 2025

Attachment No: 1

4 Lagoon Place Yeppoon Qld 4703

A/Chief Executive Officer Livingstone Shire Council Yeppoon Q 4703

Questions on Notice D-489-2022 for 33 James Street, Yeppoon

Dear Mr. Dodds,

I wish to submit the following 'Questions on Notice' in relation to Code Development **D-489-2022 for 33 James Street, Yeppoon.** Shops, Health Care Service, Food and drink outlet and Child Care Centre. May these QON be included for the Ordinary Meeting dated the 15^{th of} July 2025.

History: The owners of properties along the boundary of 33 James Street, have been in contact to request why this application was classified as code and not impact. I am requesting the answers formally so that the public may gain an understanding in relation to the classification of Code (No public notification required) and Impact (Public notification required) development applications. I understand that this is in keeping with the intentions of the LSC Planning Scheme and this is what makes it code accessible, however I wish to gain further knowledge of the specifics, in relation to acceptable and performance base outcomes.

- Q1. May the answers to these questions be available when tabled?
- Q2. Which specific Code boxes, for Acceptable and Performance based outcomes complied with the intentions of the Livingstone Shire Planning Scheme?
- Q3. Have other Shops, Health Care Services, Food and Drink outlets and Child Care Centres been classified as Code within Livingstone Shire?
- Q4. Would you kindly please supply the details of previous code accessible commercial developments?
- Q5. Is it possible for Councillors to be briefed on this DA 489-2022?

Councillor Andrea Friend Livingstone Shire Council

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

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



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

11 COMMITTEE REPORTS

Nil

12 AUDIT, RISK AND IMPROVEMENT COMMITTEE REPORTS

Nil

13 REPORTS

13.1 RESPONSE TO NOTICE OF MOTION - MAYOR ADAM BELOT - HOUSING CRISIS - RESIDENTIAL COUNCIL DWELLING

File No: 25-026

Attachments: 1. Mould Report

2. Quantity Surveyor Report

Responsible Officer: Sharon Sommerville - Manager Parks and Facilities

Andrea Ellis - Acting General Manager Communities
Alastair Dawson - Interim Chief Executive Officer

Author: Peter Hyne - Technical Officer Facilities

SUMMARY

Officers have acted in response to Notice of Motion by Councillor Adam Belot tabled at the Ordinary Meeting held on 21 November 2023, to consider undertaking repairs to the dwelling at 30 Raymond Terrace.

Through inspection and specialist reports on the building condition, it was identified that there were significant maintenance issues in relation to mould throughout the building that could only be addressed through complete removal of internal walls due to the building materials being asbestos material and finished with lead paint.

OFFICER'S RECOMMENDATION

THAT Council:

- a) authorises the demolition of 30 Raymond Terrace, Yeppoon due to the extent of repair and high cost to renovate; and
- b) amend the 2025-26 budget to include \$100,000 to complete the demolition and site remediation works associated with the removal of the dwelling at 30 Raymond Terrace, Yeppoon.

BACKGROUND

Council officers have monitored the internal/external condition of the building through planned condition inspection programs and because of the various maintenance issues and cost to repair, propose the demolition of the building.

COMMENTARY

In response to a Notice of Motion by Councillor Adam Belot tabled at the Ordinary Meeting held on 21 November 2023, Council subsequently included \$100,000 in the 2024-25 Capital program to undertake renovations to the dwelling at 30 Raymond Terrace, Yeppoon with the intention to assist with the housing crisis. Provision was not made to carryover this budget into the 2025-26 program and if required, would be facilitated through the budget review process.

Officers inspected the dwelling to assess the extent of work required to renovate the dwelling, to meet the standards set in the *Residential Tenancies and Rooming Accommodation Act 2008*, and to prepare a scope of work and cost estimate.

Upon inspection, significant mould was found throughout the building. A specialist contractor was engaged to undertake a mould assessment. The mould assessment found that the limitation of mould remediation is a concern due to the existing paint, Asbestos-Containing Material (ACM) wall sheeting and the age of structure. The report states that the paint is likely lead based and the internal and external walls are ACM sheeting. Sanding of paint would be prohibited under Occupational Health and Safety regulation and, scrubbing to remove mould would also be prohibited due to risk of disturbing the ACM sheeting. The

report recommends that a full strip out of internal sheeting to remove both mould and lead paint concerns and to enable installation of insulation to minimise future mould issues.

A hygienist report finding recommends extensive repair to the dwelling, a quantity surveyor was engaged to provide cost estimates for:

- repair and renovation concept Design Stage Construction Costs Estimate (Renovation) - Neil Richardson Quantity Surveyor \$374,000 (The QS did not include replacing the kitchen, however the mould assessor recommended full replacement. Cost of a new kitchen estimate \$15,000, and removal of vinyl/underlay cost \$6,500).
- 2. cost to build a new dwelling on the site approximate costs for design/engineering/new build of similar size \$450,000.
- 3. cost to demolish the existing dwelling approximate costs to demolish, \$70,000-\$80,000 (due to the amount of asbestos/lead paint material in building).

The costs exclude:

- Contingency for cost escalation to a future tender date
- Contingency for variations during construction Authority Fees

PREVIOUS DECISIONS

Notice of Motion by Councillor Adam Belot tabled at the Ordinary Meeting held on 21 November 2023.

ACCESS AND INCLUSION

There are no access and inclusion matters related to this report

ENGAGEMENT AND CONSULTATION

Council officers have engaged a hygienist to provide mould report and a quantity surveyor to provide costings to repair building.

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 this report.

BUDGET IMPLICATIONS

\$100,000 was provided for in the 2024-25 Capital program to undertake renovations to the dwelling at 30 Raymond Terrace, Yeppoon with the intention to assist with the housing crisis. Provision was not made to carryover this budget into the 2025-26 program.

The allocation of \$100,000 in the 2025-26 budget is not considered a carryover from the unspent 2024-25 capital budget and will be recognised as a capital expense through the Statement of Comprehensive Income (i.e. will not impact the operating result).

LEGISLATIVE CONTEXT

Under the *Work Health & Safety Act*, Council is the recognised 'Person Conducting the Business Undertaking (PCBU) and is responsible for the safety of workers and the public in providing safe access to facilities controlled by Council. Council can fulfil its obligation by identifying and managing risks to health and safety.

LEGAL IMPLICATIONS

Council has a duty of care to persons using Council facilities to ensure hazards are minimised and managed to reduce the risk of injury.

STAFFING IMPLICATIONS

Existing staff will oversee the delivery of work.

RISK ASSESSMENT

Further deterioration to the building elevating very high levels of fungal hyphae and Aspergillus/Penicillium like spores in both samples collected to date. High levels of surface mould can lead to high levels of airborne mould if ambient conditions change (e.g. temperature, relative humidity, airflow across surfaces, etc.). Aspergillus/Penicillium contain species which are known to be allergenic and produce mycotoxins. The presence of fungal hyphae is indicative of recent active mould growth.

CORPORATE PLAN REFERENCE

Transparent, Accountable and Progressive Leadership

Community Plan Outcome - 4.5 Sustainably manage finances, assets and resources through strong governance

CONCLUSION

Council is responsible for maintenance, including fair wear and tear and the structural integrity of the building at 30 Raymond Terrace. Limitation of mould remediation is a concern, together with the presence asbestos-containing materials, lead paint and overall condition and age of structure.

Officers recommend demolition of the building, with work to be completed in the 2025/26 financial year.

13.1 - RESPONSE TO NOTICE OF MOTION - MAYOR ADAM BELOT - HOUSING CRISIS - RESIDENTIAL COUNCIL DWELLING

Mould Report

Meeting Date: 19 August 2025

Attachment No: 1



DYNAMIC SERVICES
Dynamic1services@gmail.com
0406303425
1 Rattenbury Road ,Limestone ck Qld 4701
ABN:53081407784

LSC PO - YLAW006517 -- # Raymond Terrace Yeppoon

Claim Id

Date Claim Created Feb 22, 2025

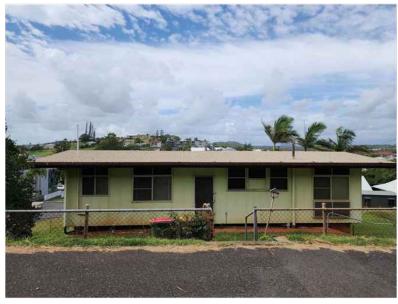
Address

30 Raymond Terrace, Yeppoon QLD, Australia

Date of Loss Feb 22, 2025

Type of Loss Mold

Policyholder Name Livingstone Shire Council



Front Elevation.

Report Details

Mould Assessment

Claim Summary

Powered by Encircle Page 1 of 11

Inspection and Report on Mould Condition

Powered by Encircle Page 2 of 11

Table of Contents

Main Building	4
Exterior	4
Overview Photos	4
Mould Inspection	5
Overview Photos	5
Room Notes	C

Attachments

1. NM9961 Yeppoon Mould Analytical Report 12-02-2025.pdf

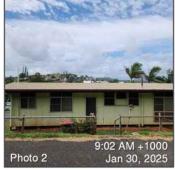
Powered by Encircle Page 3 of 11

Structure: Main Building

Main Building: Exterior

Overview Photos: Exterior



















Powered by Encircle Page 4 of 11

Item 13.1 - Attachment 1 Mould Report





Main Building: Mould Inspection

Overview Photos: Mould Inspection













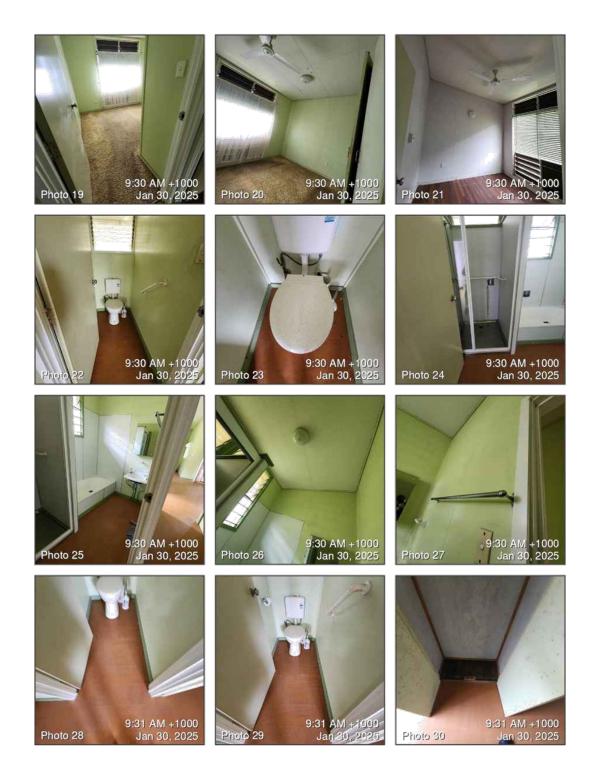
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Item 13.1 - Attachment 1



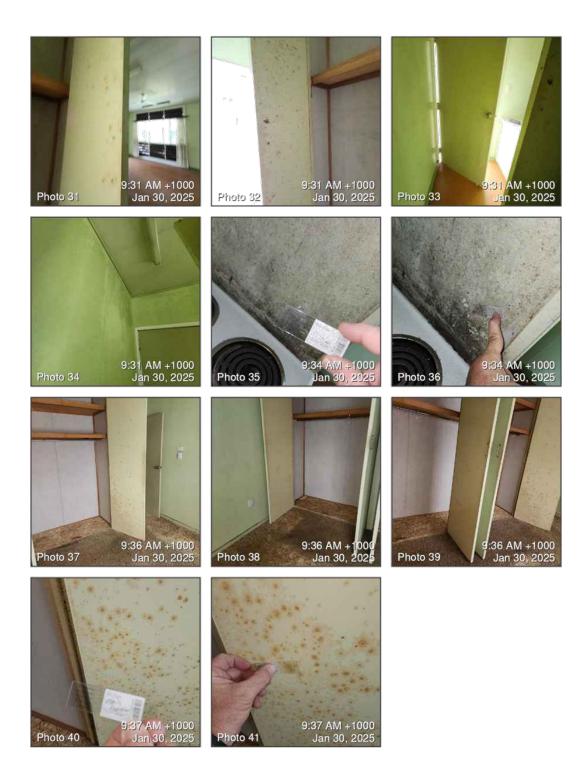
Powered by Encircle Page 6 of 11

Item 13.1 - Attachment 1



Powered by Encircle Page 7 of 11

Item 13.1 - Attachment 1



Powered by Encircle Page 8 of 11

Room Notes: Mould Inspection

Mould Assessment

General Methodology

This assessment and recommendations have been conducted/provided in accordance with related industry best practices, government guides and accepted industry Standards Best practice guidelines including but not limited to the following:

- ANSI/IICRC S500 Standard for Professional Water Damage Restoration
- ANSI/IICRC S520 Standard for Professional Mould Remediation

Observations

The technician will inspect accessible materials for readily observable water damage and/or mould growth as well as signs or

evidence of potential water damage and mould growth. Observations are also made that may be relevant to the reported

event or that might be causing an elevated or abnormal indoor mould ecology.

Materials Moisture Content Readings:

Where relevant the technician will record atmospheric conditions, humidity and temperature as well as check water damaged materials for moisture content when deemed relevant to reporting.

Odour Assessment:

Olfactory sensors are used to determine the presence or absence of musty or malodours typically associated with water damaged materials, historical or present mould growth.

Sampling for Mould:

When sampling for mould is deemed required Dynamic Services will take a surface sample via bio tape medium and send to NATA accredited lab for independent analysis.

Report findings:

1. Observations:

The property is circa 1950 with some changes to design the may impact airflow and ventilation in the hot ,humid periods.. The introduction of sliding windows and installation of air-conditioning can influence the thermal dynamics within the property.

That being said condensation resulting in proliferation on surfaces that reach dew point is possible at different times of the season resulting in proliferation or environmental mould occurrences.

Usage, of air-conditioning and understanding ventilation is likely to be the underlying factor previously involved here or in times of high humidity lack of ventilation.

Roof concerns are currently noted from external observation and photos related are attached.

On the day of attendance the property was closed up . mild malodour present but of

Powered by Encircle Page 9 of 11

acceptable cleanliness. It was evident that walls and ceilings had been cleaned but settled dust and debris are present due to no occupancy or cleaning programme.

Noted visible condition 3 mould was present in almost all areas in various concentrations. Inspection of all rooms was conducted and found established mould proliferation(condition 3 active growth) on walls ceilings and fittings in the habitable living spaces, bedrooms, living or kitchen.

Walls have flaking paint and wall sheeting appears to be possible Asbestos containing materials and is recommended for testing.

2: Material moisture content: No moisture readings required.

No reports of ingress have been made so no requirement at this stage.

3.Odour Assessment:

Malodours were noted at time of inspection. Areas where were concerns were noted were in carpeted rooms and kitchen. .

4: Sampling for Mould:

Visible mould identified, so request for sampling was conducted and results are attached...

Recommendations and limitations.

Our recommendation is to address roof concerns to prevent further deterioration to structure. Install insulation to address condensation and thermal dynamic issues relation to mould growth on internal walls and ceilings.

Limitation of mould remediation is a concern, this is because of the paint and age of structure.

The paint is possible lead based, further to that it is likely the walls are ACM sheeting and sanding of paint would be prohibited under OHS.

Scrubbing to remove mould would also be prohibited due to risk of disturbing acm leaving little options left to address the issues.

We would recommend a full strip out of internals except bathrooms and toilet to remove both concerns and enable reinstatement of insulation to address or limit future mould issues.

Limitations - Mould

Inspections are conducted in a conscientious and professional manner. However, mould contamination may be present in areas that were inaccessible or visually obscured during inspection. Additionally, we do not accept responsibility for mould growth that may occur as a result of previous or future flooding or mould growth caused by environmental issues. Whilst all care is undertaken in the provision of contracted services, no responsibility is accepted for claims, losses or liability arising from the matters identified in this paragraph or alleged by third parties (for whatever reason) and liability to any such party is expressly excluded to the extent permitted at law.

Powered by Encircle Page 10 of 11

IICRC Certified :-Carpet Cleaning Tech Reg #182961

- :- Master Water Damage Restoration Technician
- :- Carpet Repairs & Re-installation Technician
- :- Upholstery and Fine Fabrics Technician
- :- Master Fire and Smoke Restoration Technician
- :- Health and Safety Technician
- :- Odour Control Technician
- :- Applied Mould Remediation Tech
- :- Applied Structural Drying

Decon Systems Certified: Methamphetamine Assessment Technician

Pest Management Technician: QLD Health lic # PMT1002881012

Construction White Card

Commercial Cleaning Contractors.

Powered by Encircle Page 11 of 11



T: 1300 032 004 E: admin@iecl.com.au W: recl.com.au A: 5/158 Murarrie Road, Murarrie QLD 4172 ABN: 40 636 603 640

MOULD ANALYTICAL REPORT

Report Number: 9961 Original Report Number:

Property: 30 Raymond Tce

Yeppoon, QLD 4702

Client: Dynamic Services

Client Address: PO Box 3544 Red Hill Rockhampton

Rockhampton North, QLD 4701

Date of sampling: 05/02/2025 Date Samples Received: 11/02/2025

Sampled by (Name): Dan Haynes (Company): Dynamic Services

Analysts: Zailla Egipto

Reported and released Dr. Alexander Wilki

by:

Dr. Alexander Wilkie. PhD, BBiotech (Hons), IICRC AMRT & WRT

Mycologist

Date of analysis: 12/02/2025 **Date of report:** 12/02/2025

Job reference: -

Purpose of Report: To assess the levels and genera of mould

present pre-remediation.

Laboratory Unique ID: IECL Laboratories, NATA Site No: 25429

Information on amendments to document: (Record of amendment changes are documented in section 6.1).

NATA Accreditation No: 21139, Site No: 25429

Accredited for compliance with ISO/IEC 17025-Testing

‡ indicates a service not covered by NATA accreditation.

Kind regards, A Mills Dr. Alexander Wilkie Mycologist / IEP PhD, BBiotech (Hons)

NM9961 Yeppoon Mould Analytical Report 12-02-2025.xlsm

Page 1 of 7



1.0 Disclaimers

- 1.1 This document and its contents are intended for the addressed client only and is based on the samples provided.
- 1.2 It is to be reviewed by the addressee and is not for general publication without written consent.
- 1.3 Copying or altering of this document, in full or in part is not authorized without written consent.
- 1.4 Copyright of this report is retained by the Author, and the Addressee is granted an exclusive licence to its contents.
- 1.5 Analysis of the samples provided only show information for the period in time which was tested. This data only provides a snapshot of the level of contamination and is subject to change over time.
- 1.6 Indoor Environmental Consulting and Labs is not a medical authority. If you have any health concerns seek professional medical care.
- 1.7 Samples received outside of their expiration date may not be representative of the actual mould levels due to deterioration of adhesive or impaction medium.
- 1.8 ‡ Samples should be collected by people with suitable training. Samples collected by untrained personnel may be inaccurate due to sampling errors, poorly selected sampling locations or other
- 1.9 ‡ Sample collection and documentation was provided by the client listed on the cover page. IECL accepts no responsibility for sample collection, packaging or transportation of samples submitted by external persons.

2.0 Testing & Sampling Details

Table 2.01							
V6555	No. Client Sample Sample No. ID Type			Location Information	Mould Levels		
1	1	B3514099	Bio Tape	Main Bedroom Aspergillus/Penicillium like	80514		
2	2	B3510666	Bio Tape	Kitchen Wall Aspergillus/Penicillium like	963855		

I	The smallest calculated value that can be obtained from a raw count of 1 depending on the optical configuration, percentage of slide viewed, the size of area sampled, and/or volume of air sampled.
Blank Field	Result was below the detection limit.

NM9961 Yeppoon Mould Analytical Report 12-02-2025.xlsm

Page 2 of 7



3.0 Results - Air & Surface Fungal Structures

Table 3.01: Data of	Sample Type	Surface	Surface
Mould Analysis	Client No.	1	2
0.00 Constant of the Constant of the Constant	IECL No.	(1)	(2)
(for complete results			
data see appendix)			
	_		
	tion	Ē	
	sample Locatio	Main Bedroon	/all
	9 7	3ed	> 0
	Idu	Ē.	itchen Wa
	Sar	Ma	Kit
NATA Acc. No. 21139		FS /	FS/
Site No. 25429	Genera Info	cm ²	cm ²
Pollen	2		
Fungal Hyphae	23	16219	57345
Unidentified spores			
Alternaria	沙李父。		
Ascospores	≫ *		
Aureobasidium	沙 本		
Aspergillus/Penicillium like	≫※♥♦	64296	906511
Basidiospores			
Bipolaris/Drechslera like			
Chaetomium	沙 ★ 父 ◆		
Cladosporium	沙 ·莱·		
Curvularia	≫ *		
Cercospora			
Epicoccum)		
Fusarium	>>*** ★ ♦		
Ganoderma	沙 *		
Nigrospora	29		
Oidium/Peronospora			
Pithomyces			
Rust (Pucciniales)			
Smut/Myxomycetes/Periconia			
Scopulariopsis	**·		
Stachybotrys	●父亲◎		
Trichoderma	沙 ★ ♥ ♦		
Torula			
Tetraploa			
Ułocladium	≫ 🔖		
Total Fungal Structures		80514	963855
Debris		2	5
Detection Limit		290	290

FS	Fungal Structures	RED	Mould genera pose a HIGH RISK to health and wellbeing of people ‡
69	Allergenic ‡	ORANGE	Mould genera pose an ELEVATED RISK to health and wellbeing of people ‡
*	Cause of Infection ‡	RED	High Spore Concentrations ‡
处	Mycotoxin Producing ‡	ORANGE	Elevated Spore Concentrations ‡
	Water Damage Indicator ‡	Blank Field	Result was below the detection limit.

NM9961 Yeppoon Mould Analytical Report 12-02-2025.xlsm

Page 3 of 7



4.0 Discussion and Conclusions

Surface sampling revealed very high levels of fungal hyphae and Aspergillus/Penicillium like spores in both samples collected (1,2). However, it should be noted that due to a high debris rating in sample (2), negative bias is expected. High levels of surface mould can lead to high levels of airborne mould if ambient conditions change (e.g. temperature, relative humidity, airflow across surfaces, etc.).

Aspergillus/Penicillium contain species which are known to be allergenic and produce mycotoxins. The presence of fungal hyphae is cindicative of recent active mould growth. While mould sampling alone cannot deem premises contaminated, the sampling provided show samples indicative of recent active mould growth which is consistent with 'Condition 3' (active mould growth) according to the ANSI/IICRC S520 standard.

5.0 Recommendations

- 5.1 All remediation works should be conducted by experienced technicians according to the ANSI/IICRC s520 standard. This standard is set in place to prevent further issues of mould contamination to other areas of the premises, and to protect the health and wellbeing of workers.
- 5.2 Post remediation sampling should be conducted to help ensure that the mould contamination has been adequately removed.

Kind regards, A Milkie Dr. Alexander Wilkie Mycologist / IEP PhD, BBiotech (Hons)



6.0 References

- a. "Standard & Reference Guide for Professional Mold Remediation" ANSI/IICRC S520 -2015, 3rd Edn Institute of Inspection, Cleaning & Restoration Certification, Vancouver, Washington 98661 USA.
- b. "Australian Mould Guidelines (AMG 2010)" 2nd Edn. Kemp, P.C et al. Messenger Publishing 2010
- c. "WHO Guidelines for Indoor Air Quality Dampness and Mould", 2009 World Health Organisation, Copenhagen, Denmark, ISBN 978 92 890 4168 3.
- d. "Microorganisms in home and indoor work environments. Diversity, health impacts, investigation & control." Flannigan, B, Samson, R. A & Miller, J. D. 2nd Edn. 2011. CRC Press, Boco Raton, London & New York.
- "Identifying Fungi A clinical laboratory handbook" 2nd Edn. 2011 Guy St-Germain, Richard Summerbell. Star Publishing Co. Ltd., Belmont, CA, USA. ISBN 978 08986 311 5
- f. ASTM D7391-20, Standard Test Method for Categorization and Quantification of Airborne Fungal Structures in an Inertial Impaction Sample by Optical Microscopy, ASTM International, West Conshohocken, PA, 2020
- g. Environmental Analysis Associates, Inc. Air-o-cell Method Interpretation Guide, January 2011
- h. ASTM D7658-17, Standard Test Method for Direct Microscopy of Fungal Structures from Tape, ASTM International, West Conshohocken, PA, 2017
- Institute of Medicine (US) Committee on Damp Indoor Spaces and Health. Damp Indoor Spaces and Health. Washington (DC): National Academies Press (US); 2004. PMID: 25009878. ISBN: 0-309-53158-6.

6.1 Amendment and alteration record

NM9961 Yeppoon Mould Analytical Report 12-02-2025.xlsm



7.0 Appendicies

7.1 Methodology and additional information

- **7.1.1** Analysis of air and surface samples for fungal structures were performed according to the ASTM D7391-20 and ASTM D7658-17 standards respectively.
- 7.1.2 Sample identification was performed to the genus level.
 Samples were received in good condition unless otherwise stated.
- 7.1.3 This analysis relates only to the samples provided and mentioned in this report.
- **7.1.4** ‡ Air samples were collected using Air-O-Cell (Zefon) slit impaction cassettes. Sampling of 75L of air was collected over a 5-minute period at a flow rate of 15L/min unless specified otherwise.
- **7.1.5** 34% of each air sample was read under 400-600x magnification to count fungal structures and identify to genus level.
- **7.1.6** A minimum of 1 traverse (2% of slide examined) or 2000 spores were counted for each surface sample without excessive contamination.
- 7.1.7 Surface samples with very high mould levels were analysed by counting random fields under 400x or 600x magnification and calculating the average of the fields. Average counts were then used to calculate FS/cm² based on area counted. For slides counted in this manner "# traverses" means "# fields counted".
- 7.1.8 Samples with debris ratings of 2 to 4 may contain negative bias. Samples with a debris rating of 5 are overloaded and values expressed for these samples are estimates only.
- 7.1.9 Counts of FS/cm² or FS/m³ are rounded to the nearest whole number.

7.2 Interpretation of Results

The following guidelines can be used to assess airborne and surface fungal concentrations and types indoors. These guidelines should not be used in preference to comparisons with outdoor reference samples.

Typical indoor Airborne Fungal Spore Concentration Ranges (Ref. g)

Description	Spores (counts/m³)	Predominant Types		
Class building	Less than 2,000	Total for all spore types		
Clean building	Less than 700	Penicillium , Aspergillus , Cladosporium		
Possible indoor amplification	1,000 - 5,000	Penicillium , Aspergillus , Cladosporium		
Indoor amplification likely present	5,000 – 10,000	Penicillium , Aspergillus , Cladosporium		
Chronic indoor amplification	10,000 - 500,000	Penicillium , Aspergillus , Cladosporium		
Inadequate flood cleanup or active indoor destruction of contaminated surfaces	500,000 – 10,000,000	Penicillium , Aspergillus , Stachybotrys Cladosporium , Chaetomium , Basidiomycetes Trichoderma , Ulocladium , etc.		

Total Fungal Hygiene Guide for Indoor Surfaces (Ref. b)

Rating	Total Surface Fungal Spore Concentration			
Low	<50 spores/cm ²			
Normal	50 to 500 spores/cm ²			
Elevated	500 to 1000 spores/cm ² + prevailing species			
Contaminated	>1000 spores/cm ² + dominant species + Propagules			
Extreme contamination	>5000 spores/cm ² + dominant species + Propagules + confluent spores			

NM9961 Yeppoon Mould Analytical Report 12-02-2025.xlsm

Page 6 of 7



Client & (IECL) No.	1		(1)	2		(2)	
	Main Be			Kitchen	-		
Table 7.01				Transfer Trans			
Type / Serial / % Viewed	Bio Tape	B3514099	0.42%	Bio Tape	B3510666	0.42%	
	Raw	FS /	% of	Raw	FS/	% of	
	Count	cm²	Total	Count	cm ²	Total	
Pollen							
Fungal Hyphae	2.8	16219	20%	9.9	57345	6%	
Unidentified spores							
Alternaria							
Ascospores							
Aureobasidium							
Aspergillus/Penicillium like	11.1	64296	80%	156.5	906511	94%	
Basidiospores							
Bipolaris/Drechslera like							
Chaetomium							
Cladosporium							
Curvularia							
Cercospora							
Epicoccum							
Fusarium							
Ganoderma							
Nigrospora							
Oidium/Peronospora							
Pithomyces							
Rust (Pucciniales)							
Smut/Myxomycetes/Periconia							
Scopulariopsis							
Stachybotrys							
Trichoderma							
Torula							
Tetraploa							
Ulocladium							
Total Fungal Structures	13.9	80514		166.4	963855		
Debris	2			5			
# traverses	10			10			
Detection limit	289.62			289.62			
Trace length	0.208			0.208			
FOV diameter	0.166			0.166			
Air volume	1			.1			
Length counted	1.66			1.66			
Ratio counted	0.0042			0.0042			
Total area counted	0.3453			0.3453			
Multiplication factor	5792.4			5792.4			
Slide diameter	400			400			
MF coefficient	2000			2000			
Detection limit count	0.05			0.05			
Fungal Loading Category	N/A			N/A			
Notes							

NM9961 Yeppoon Mould Analytical Report 12-02-2025.xlsm

Page 7 of 7

13.1 - RESPONSE TO NOTICE OF MOTION - MAYOR ADAM BELOT - HOUSING CRISIS - RESIDENTIAL COUNCIL DWELLING

Quantity Surveyor Report

Meeting Date: 19 August 2025

Attachment No: 2



Mr. Errol Meyer Designtek By Email

16/05/2025

My Ref: NJR25041 Your Ref:

30 Raymond Terrace - Yeppoon

Renovations

Concept Design Stage Estimate

Dear Errol

As per documents received from you by email on 12 May 2025 and our subsequent discussions, I have prepared a Concept Design Stage construction cost estimate for the proposed renovations to the residence at 30 Raymond Terrace in Yeppoon.

The estimated Construction Costs of the project are: \$ 374,000

Excluded from this estimate are the following items:

- * GST
- * Escalation to a future tender date
- * Contingency for variations during construction
- * Professional/Consultants' Fees
- * Authority Fees
- * Client Costs such as decanting, temporary accommodation etc.
- * Staging, after hours work etc.

Please refer to the attached Construction Costs estimate. Note that this estimate has not been based on any design or documentation and is considered to be high level only. This estimate assumes the work will be documented and tendered. There may be savings achieved if the client packages up subcontracts and undertakes the work in that manner.

I trust that this estimate meets with your requirements and I ask that you contact me should you need anything further.

Yours Faithfully

Neil Richardson MAIQS CQS

> PO Box 2277 Wandal QLD 4700 Ph: 0418 184 701 Email; neil@njr.com.au Website www.njr.com.au



Construction Cost Estimate Summary

Project: 25041 Raymond Terrace Details: Budget Estimate

Building: Budget Estimate

Cod e	Description	SubTotal	Factor	Total	User1	User2
	Preliminaries	62,288		62,288		
	Substructure	2,600		2,600		
	Staircases	14,950		14,950		
	Roof	60,333		60,333		
	External Walls	10,462		10,462		
	Windows	13,000		13,000		
	External Doors	2,600		2,600		
	Internal Walls	0		0		
	Internal Doors	4,290		4,290		
	Wall Finishes	38,233		38,233		
	Floor Finishes	20,384		20,384		
	Ceiling Finishes	30,888	,	30,888		
	Fitments	14,950		14,950		
	Sanitary Fixtures	16,640		16,640		
	Ventilation	0		0		
	Air Conditioning	0		0		
	Fire Protection	1,040		1,040		
	Electric Light & Power	24,050		24,050		
	Roads, Footpaths & Paved Areas	41,990		41,990		
	Boundary Walls, Fencing & Gates	11,128		11,128		
	Landscaping & Improvements	3,900		3,900		
	Subtotal Excluding Preliminaries (NJR use only)			311,438		

373,726



Project: 25041 Raymond Terrace **Details: Budget Estimate**

	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
ral	iminaries						
161	Markups						
	The percentage markups shown below are added to the various trade rates by way of the factor column.		note				
	Builder's profit and offsite overheads	10.00	%				
	Contingency for items unknown at the time of this estimate	20.00	%				
	Preliminaries						
	Allow for builder's preliminary costs for onsite overheads.	1	item	62,287.68	62,288		62,28
	Included are builder's temporary site facilities, site staff, insurances, fees etc.		note				
	Exclusions (Also refer estimate letter)						
	GST		note				
	Relocation of existing equipment		note				
	Loose furniture or equipment		note				
	Scope difficult to determine without plans		note				
	Construction Contingency		note				
uD	Assume all footings, columns and flooring are to remain		note				
	Allowance for making good to corrosion	1	item	2,000.00	2,000	1.3000	2,60
	Substructure						
tai	rcases		r - r				
tai		1	item	1,500.00	1,500	1.3000	1,95
tai	Demolish garage stairs New concrete stairs and handrails	1	item item	1,500.00 5,000.00	1,500 5,000	1.3000	
tai	rcases Demolish garage stairs	-	-				6,50
tai	Demolish garage stairs New concrete stairs and handrails	1	item	5,000.00	5,000	1.3000	6,50 3,90
	Demolish garage stairs New concrete stairs and handrails Remove handrail to rear stairs and replace Modify stairs - Add riser boards Staircases	1	item item	5,000.00 3,000.00	5,000 3,000	1.3000	6,50 3,90
	Demolish garage stairs New concrete stairs and handrails Remove handrail to rear stairs and replace Modify stairs - Add riser boards Staircases	1	item item	5,000.00 3,000.00	5,000 3,000	1.3000	6,50 3,90 2,60
oo	Demolish garage stairs New concrete stairs and handrails Remove handrail to rear stairs and replace Modify stairs - Add riser boards Staircases	1 1	item item item	5,000.00 3,000.00 2,000.00	5,000 3,000 2,000	1.3000 1.3000 1.3000	6,50 3,90 2,60 5,69
	Demolish garage stairs New concrete stairs and handrails Remove handrail to rear stairs and replace Modify stairs - Add riser boards Staircases Remove existing sheeting	1 1	item item item	5,000.00 3,000.00 2,000.00 4,380.00	5,000 3,000 2,000	1.3000 1.3000 1.3000	6,50 3,90 2,60 5,69
	Demolish garage stairs New concrete stairs and handrails Remove handrail to rear stairs and replace Modify stairs - Add riser boards Staircases f Remove existing sheeting Remove ACM gutters and soffits etc.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	item item item item item	5,000.00 3,000.00 2,000.00 4,380.00 9,880.00	5,000 3,000 2,000 4,380 9,880	1.3000 1.3000 1.3000 1.3000 1.3000	5,69 12,84 34,32
	Pemolish garage stairs New concrete stairs and handrails Remove handrail to rear stairs and replace Modify stairs - Add riser boards Staircases Remove existing sheeting Remove ACM gutters and soffits etc. New roof and all trims	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	item item item item item item item item	5,000.00 3,000.00 2,000.00 4,380.00 9,880.00 220.00	5,000 3,000 2,000 4,380 9,880 26,400	1.3000 1.3000 1.3000 1.3000 1.3000 1.3000	5,69 12,84 34,32
00	Demolish garage stairs New concrete stairs and handrails Remove handrail to rear stairs and replace Modify stairs - Add riser boards Staircases f Remove existing sheeting Remove ACM gutters and soffits etc. New roof and all trims New soffits	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	item item item item item item item item	5,000.00 3,000.00 2,000.00 4,380.00 9,880.00 220.00	5,000 3,000 2,000 4,380 9,880 26,400	1.3000 1.3000 1.3000 1.3000 1.3000 1.3000	1,95 6,50 3,90 2,60 5,69 12,84 34,32 7,47

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Neil Richardson Quantity Surveyor

Page 1 of 4

Page 142 Attachment 2



Project: 25041 Raymond Terrace	Details: Budget Estimate
--------------------------------	--------------------------

Building: Budget Estimate

Code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
Exte	ernal Walls					(Ca	ontinued
	External Walls						
Wine	dows						
	Remove all security screens and replace with new	1	item	5,000.00	5,000	1.3000	6,500
	Replace metal louvre blades with FC	1	item	3,500.00	3,500	1.3000	4,550
	Replace/repaint trims	1	item	1,500.00	1,500	1.3000	1,950
	Windows					•	
Exte	ernal Doors						
1	Repaint & make good - Screens included with windows	1	item	2,000.00	2,000	1.3000	2,600
	External Doors		,	'			
Inte	rnal Walls						
	All wall framing to remain		note				
	Internal Walls		-			•	
Inte	rnal Doors						
	Prepare and paint internal doors	6	no	350.00	2,100	1.3000	2,730
	Making good to doors	1	item	1,200.00	1,200	1.3000	1,560
	Internal Doors			11.			
Wall	Finishes						
	Demolish asbestos walls	173	m2	100.00	17,300	1.3000	22,490
	New painted plasterboard wall linings	173	m2	70.00	12,110	1.3000	15,743
	Wall Finishes	1		11.			
Floo	r Finishes						
	Remove existing	108	m2	25.00	2,700	1,3000	3,510
	New carpet	40	m2	75.00	3,000	1,3000	3,900
	New Vinyl/Tiles	68	m2	110.00	7,480	1.3000	9,72
	Waterproofing	1	item	2,500.00	2,500	1.3000	3,250
	Floor Finishes	1.		1			
Ceil	ing Finishes						
	Demolish asbestos ceilings	108	m2	100.00	10,800	1.3000	14,040
	New painted plasterboard ceilings	108	m2	120.00	12,960	1.3000	16,848
	Ceiling Finishes						
Fi+~	nents						
	iciita						

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Demolish joinery as required

Kitchen - Make good

Neil Richardson Quantity Surveyor

1 item

1 item

1,500.00

1,500.00

Page 2 of 4

1,950

1,950

1,500

1,500

1.3000

1.3000

Page 143 Attachment 2



Project: 25041 Raymond Terrace **Details: Budget Estimate**

Building: Budget Estimate

Code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
Fitm	ents					(C	ontinued)
	Bathroom	1	item	5,000.00	5,000	1.3000	6,500
	Robes to remain - Make good	1	item	1,500.00	1,500	1.3000	1,950
	Laundry cupboard	1	item	2,000.00	2,000	1.3000	2,600

Fitments

Sanitary Fixtures

The following rates include allowance for all water supply (hot & cold), all drainage, traps, tapware etc. to the external face of the building		note				
wc	1	no	2,500.00	2,500	1.3000	3,250
Basin	1	no	2,000.00	2,000	1.3000	2,600
Shower	1	no	2,000.00	2,000	1.3000	2,600
Sink	1	no	2,000.00	2,000	1.3000	2,600
Tubs	1	no	1,800.00	1,800	1.3000	2,340
Hot water	1	no	2,500.00	2,500	1.3000	3,250

Sanitary Fixtures

Ventilation

1	1	 		

Ventilation

Air Conditioning

Nil			

Air Conditioning

Fire Protection

	Extinguisher & blanket	1	item	800.00	800	1.3000	1,040

Fire Protection

Electric Light & Power

	Replace switchboard	1	item	3,500.00	3,500	1.3000	4,550
	Allowance for rewire	1	item	10,000.00	10,000	1.3000	13,000
ĺ	Fixtures and stove etc	1	item	5,000.00	5,000	1.3000	6,500

Electric Light & Power

Roads, Footpaths & Paved Areas

Remove existing driveway and path	1	item	1,400.00	1,400	1.3000	1,820
Concrete driveway including earthworks	90	m2	250.00	22,500	1.3000	29,250
Footpath, stairs and landings including earthworks	24	m2	350.00	8,400	1.3000	10,920

Roads, Footpaths & Paved Areas

16/05/2025 11:21:50 AM

Neil Richardson Quantity Surveyor

Page 3 of 4



Project: 25041 Raymond Terrace **Details: Budget Estimate**

Building: Budget Estimate

Code	Code Description		Unit	Rate	Subtotal	Factor	Total				
Bour	Boundary Walls, Fencing & Gates										
	Remove lower chainwire fence	1	item	2,100.00	2,100	1.3000	2,730				
	1800mm high paling fence	42	m	130.00	5,460	1.3000	7,098				
	Single gates	2	no	500.00	1,000	1.3000	1,300				
	Street fence to remain		note								

Boundary Walls, Fencing &

Landscaping & Improvements

Minor turfing allowance where new paths,	1 item	3,000.00	3,000	1.3000	3,900
fencing & driveway constructed					1 I

Landscaping & Improvements

16/05/2025 11:21:50 AM

Neil Richardson Quantity Surveyor

Page 4 of 4

13.2 CHANGE OF DATE - ORDINARY COUNCIL MEETING OCTOBER 2025

File No: fa2206 Attachments: Nil

Responsible Officer: Alastair Dawson - Interim Chief Executive Officer

Author: Lucy Walker - Coordinator Executive Support

SUMMARY

It is proposed that the scheduled Ordinary Council Meeting for Tuesday, 21 October 2025 be moved to Monday, 27 October 2025. The change is required due to the Local Government Association of Queensland (LGAQ) Annual Conference being held in the Gold Coast from 20–22 October 2025 which all Councillors will be attending.

OFFICER'S RECOMMENDATION

THAT Council approve the rescheduling of the October 2025 Ordinary Council Meeting from Tuesday, 21 October 2025 to Monday, 27 October 2025.

BACKGROUND

The Ordinary Council Meeting calendar for 2025 currently lists the October meeting for 21 October. The LGAQ Annual Conference is a key professional development and networking event for local government representatives, offering workshops, sessions, and opportunities to engage with industry peers.

This year's conference is scheduled for 20–22 October 2025 in the Gold Coast. Majority of Councillors will be attending this year's conference during the originally scheduled Council meeting date.

COMMENTARY

Rescheduling the October Ordinary Council Meeting to Monday, 27 October 2025 will ensure full attendance by Councillors. No significant operational or governance impacts are anticipated as a result of this change, provided appropriate notice is given to the public and relevant stakeholders in accordance with statutory meeting notice requirements.

PREVIOUS DECISIONS

All Councillors are given the opportunity to attend the LGAQ Conference each year.

ACCESS AND INCLUSION

There are no access and inclusions associated with this report.

ENGAGEMENT AND CONSULTATION

Not applicable.

HUMAN RIGHTS IMPLICATIONS

There are no adverse human rights implications associated with this report.

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

STAFFING IMPLICATIONS

Not applicable.

RISK ASSESSMENT

Not applicable.

CORPORATE PLAN REFERENCE

Transparent, Accountable and Progressive Leadership

Community Plan Outcome - 4.1 Ensure communities are engaged, heard and informed

CONCLUSION

Rescheduling the October 2025 Ordinary Council Meeting to 27 October will ensure Councillors can fully participate in both the LGAQ Annual Conference and Council decision-making processes.

13.3 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2025

File No: FM12.14.1

Attachments: 1. Monthly Financial Report 31 July 2025

2. Contract Award Summaries

Responsible Officer: Kristy Mansfield - Acting General Manager Corporate

Services

Alastair Dawson - Interim Chief Executive Officer

Author: Aqeel Ahmad - Financial Accountant

SUMMARY

The purpose of this report is to seek Council's adoption of the Livingstone Shire Council Monthly Financial Report for the Period Ending 31 July 2025.

OFFICER'S RECOMMENDATION

THAT Council receive the Livingstone Shire Council Monthly Financial Report for the period ending 31 July 2025 (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 July 2025. Commitments are excluded from the reported operating & capital expenditures.

All variances are reported against the 2025-26 Adopted Budget (AB), adopted by the Council on 9 June 2025.

COMMENTARY

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

The Council'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 either the month or year-to-date variance exceeds \$100,000 or 10% of the budget.

1. Financial Position and Performance Snapshot – summary of the main financial operating results, capital, cash, and borrowings, and a summary of financial performance indicator year-to-date results. Indicators are based on achieving benchmark results. These have been aligned to the sustainability measures in the Financial Management (Sustainability) Guideline 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 on 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 \$200,000 or more. These details are displayed on Council's website (https://www.livingstone.qld.gov.au/doing-business/business-and-regulations/contracts-and-tenders), and on the public notice board located at the Yeppoon town hall. In July 2025, ten (10) contracts over the prescribed value were established via purchase order.

Current Tenders

At the end of July, there were two (2) open tenders, zero (0) selective tender, three (3) tenders evaluated, one (1) preferred tenderer status, and one (1) contract 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.

July 2025 - 0	July 2025 - Open Tenders					
2025.008	Consultancy Services for Housing Strategy and Planning Scheme Amendments					
2025.016	Expression of Interest (EOI) - Construction o	f Great Keppel Island Arrivals Plaza				
July 2025 - 9	July 2025 - Selective Tenders					
	Nil selective tenderers released to market					
July 2025 - 1	July 2025 - Tenders Evaluated					
2025.005	Preferred Supplier Arrangement (PSA) Plant	t and Equipment Hire (Dry)				
2025.006	Register of Pre-Qualified Suppliers (RPQS) F	Plant and Equipment Hire (Wet)				
2025.010	Homemaker Stage 2 - Land Sale					
July 2025 - F	Preferred Tenderer Status					
2025.004	Great Keppel Island Arrivals Plaza Leasehold	I				
July 2025 - 0	Contracts Awarded	Successful Tenderer/s	Contract Value (exc GST)			
2025.011	Provision of Project Management Services	Wildflower Advisory Pty Ltd	\$300,960.00			

Status Legend:

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

<u>Evaluation</u> – the tender is under evaluation by the tender evaluation panel. Officers outside of the evaluation panel and Councillors are restricted from this process.

<u>Contract Award</u> – the evaluation process is completed, and the approval process to award the contract is underway.

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

Contract - contract issued by letter of award.

PREVIOUS DECISIONS

The 2025-26 Adopted Budget (AB), adopted by the Council on 9 June 2025

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

The 2024-25 Budget Review 1 (25BR1) was adopted on 17 December 2024.

ACCESS AND INCLUSION

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

ENGAGEMENT AND CONSULTATION

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

HUMAN RIGHTS IMPLICATIONS

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

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

BUDGET IMPLICATIONS

The Monthly Financial Report shows the Council's financial position in relation to the Adopted Budget (25AB).

LEGISLATIVE CONTEXT

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

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

LEGAL IMPLICATIONS

There are no anticipated legal implications because of this report.

STAFFING IMPLICATIONS

There are no staffing implications because of this report.

RISK ASSESSMENT

Regular robust reporting of 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.

CORPORATE PLAN REFERENCE

Transparent, Accountable and Progressive Leadership

Community Plan Outcome - 4.5 Sustainably manage finances, assets and resources through strong governance

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

CONCLUSION

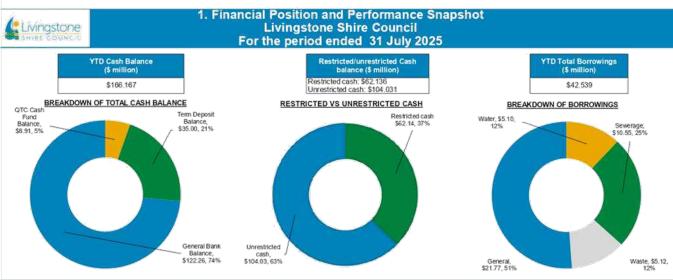
The Monthly Financial Report for the period ending 31 July 2025 provides a comprehensive overview of Council's financial performance and position relative to the 2025-26 AB. The report highlights a favourable year-to-date operating surplus, strong liquidity with 18 months of unrestricted cash coverage, and continued alignment with key financial sustainability indicators. While capital expenditure is tracking below budget expectations, Council retains sufficient financial capacity to meet operational and strategic commitments. This report supports informed decision-making and reinforces the Council's commitment to transparent and responsible financial management.

13.3 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2025

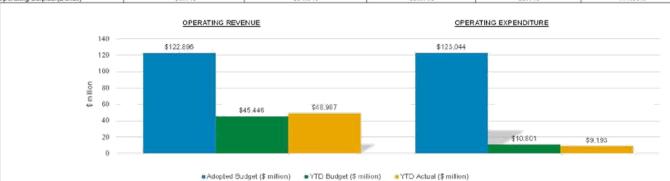
Monthly Financial Report 31 July 2025

Meeting Date: 19 August 2025

Attachment No: 1



Operating results	Adopted Budget (\$ million)	YTD Budget (\$ million)	YTD Actual (\$ million)	YTD Var (\$ million)	YTD Var (%)
Operating Revenue	\$122,896	\$45,446	\$48.987	\$3.541	107,79%
Operating Expenditure	\$123.044	\$10.801	\$9.193	-\$1.608	85.11%
Operating Surplus/(Deficit)	-\$0.148	\$34.646	\$39.795	\$5.149	114.86%



Capital results	Adopted Budget (\$ million)	YTD Budget (\$ million)	YTD Actual (\$ million)	YTD Var (\$ million)	YTD Var (%)
Capital Revenue	\$45.344	\$3.777	\$0.345	-\$3,433	9.13%
Capital Expenditure	\$89.662	\$7.469	\$1.042	-\$6,427	13.90%



Ratio	YTD Actual	FY Budget	Tier 4 Target
Council-Controlled Revenue Ratio (%)*	√ 98.719	6 √ 86.30%	Contextual
Population Growth Ratio (%)*	Data no availabl		Contextual
Operating Surplus Ratio (%)**		6 X -0.10%	0% - 10%
Operating Cash Ratio (%)*	₹ 87.229	6 28.10%	Greater than 0%
Unrestricted Cash Expense Cover Ratio (months)*	√ 18.21	√ 12.00	> 4 months
Asset Sustainability Ratio (%)**	X 16.849	% √ 125.80%	>90%
Asset Consumption Ratio (%)*	√ 67.929	% ₹ 70.20%	> 60%
Asset Renewal Funding Ratio (%)*	Commencin Soon	9 🖋 81.20%	Contextual
everage Ratio (times cover)*	₹ 1.00	√ 1.00	0 - 3 Times

Refer to the Glossary for key terms, definitions, and formulas to calculate the ratios.

The year-to-date actual operational surplus is \$5.149 million favourable to budget.
The year-to-date operating revenue is \$3.541 million favourable to budget.
The year-to-date operating expenditure is \$1.608 million favourable to budget.

Monthly results show an operating surplus for the month of July 2025

Commentary to key points

The July year-to-date capital expenditure is \$1.042 million which is 13.90% of YTD budget expectations.

At the month end of July 2025, Council had \$166.167 million in cash & cash equivalents and total borrowings of \$42.539 million.

^{*} Important Note - Council should note that various year-end accounting entries are to be completed which will affect these financial results.

2. Financial Reports

31/07/2025	sult for the p	eriod ending								
	Month (\$ r	nillion)			YTD 8.3%				F'	Ý
Actual	25-26 AB	Variance ¹	>\$100K & 10%		Actual	25-26 AB	Variance ¹	>\$100K & 10%	% of Actual YTD	25-26 AB
(\$ million)	(\$ million)	(\$ million)			(\$ million)	(\$ million)	(\$ million)		%	(\$ million)
				Operating revenue						
48.446	43.905	4.542	V	Rates, levies and charges	48.446	43.905	4.542	1	49%	99.55
(0.090)	0.569	(0.659)	×	Fees and charges	(0.090)	0.569	(0.659)	×	-1%	6.929
0.021	0.293	(0.272)	×	Sales revenue	0.021	0.293	(0.272)	*	1%	3.52
0.070	0.199	(0.128)	×	Operating grants and subsidies	0.070	0.199	(0.128)	×	1%	7.377
0.434	0.344	0.091		Interest received	0.434	0.344	0.091		11%	4.124
0.106	0.137	(0.032)		Other income	0.106	0.137	(0.032)		8%	1.389
48.987	45.446	3.541	⇔	Total operating revenue	48.987	45.446	3.541	⇔	40%	122.896
				Operating expenses						
(3.883)	(3.821)	(0.061)		Employee benefits	(3.883)	(3.821)	(0.061)		9%	(43.141
(2.379)	(4.064)	1.686	1	Materials & services	(2.379)	(4.064)	1.686	€.	5%	(44.912
(0.179)	(0.175)	(0.004)		Finance costs	(0.179)	(0.175)	(0.004)		9%	(2.102
(2.753)	(2.740)	(0.013)		Depreciation & amortisation	(2.753)	(2.740)	(0.013)		8%	(32.890
(9.193)	(10.801)	1.608	8	Total operating expenses	(9.193)	(10.801)	1.608	*	7%	(123.044)
39.795	34.646	5.149	€.	Net operating result	39.795	34.646	5.149	₽	-26888%	(0.148)

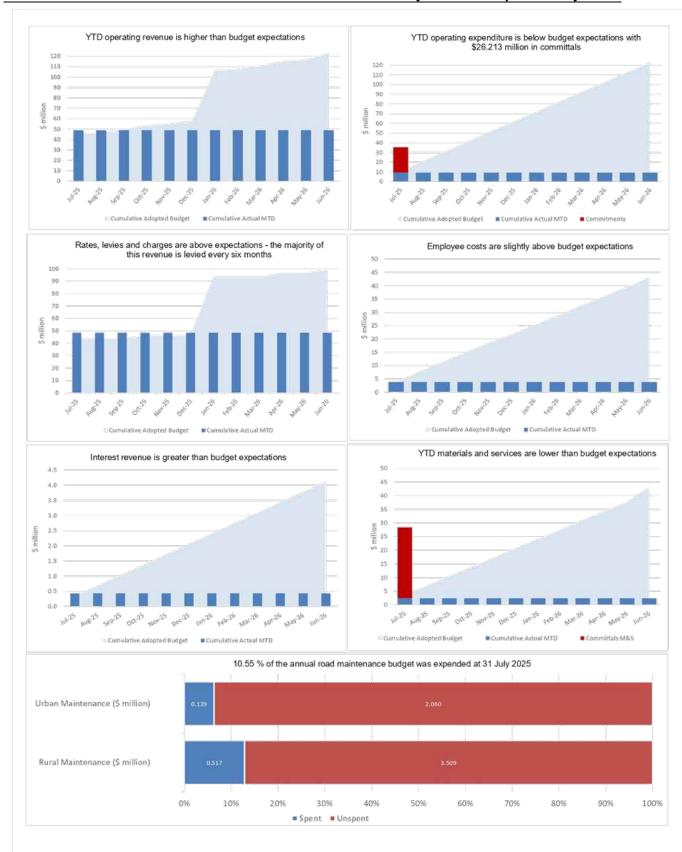
Positive numbers represent under expenditure or additional revenue

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

Within expectations, no comment required

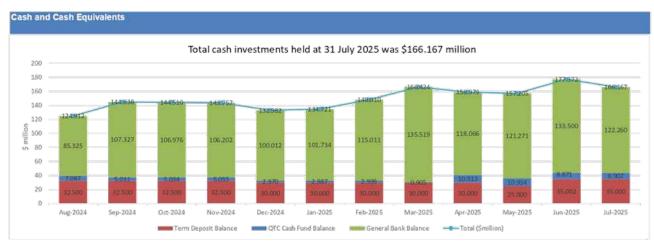
Areas to note

Areas to note	
At the time of reporting, the current	reporting period (July) is subject to change due to the finalisation of the financial year statements for 2024-25. The statements and final results are subject to audit certification.
Rates, levies and charges	The favourable variance is mainly due to the timing difference of discounts being applied to the payments for the Rates notices. Rates were generated in the finance system in July to be issued in August 2025 and due for payment in September 2025.
Fees and charges	The unfavourable variance is mainly related to Local Laws Fees. The collection of the infringement notices in cash during the 2025-26 Financial Year is expected to correct this timing variance.
Sales revenue	Year-to-date sales revenue is behind the budget. The unfavourable variance is mainly due to the Tanby Road footpath project not yet being completed as expected due to the main sewer line installation by the Department of Local Government, Water, & Volunteers. Therefore, the Tanby Road footpath project has been put on hold and will commence after sewer installation.
Operating grants and subsidies	Year-to-date unfavourable variance in operating grants and subsidies revenue is mainly due to a timing difference of grant revenue recognition, which is recognised as revenue on receipt and budgeted on a proportionate basis. The actual dollar variance to budget is immaterial.
Materials & services	Year-to-date materials and services expenditure were lower than budget expectations. The main contributing factors to the underspend are contractor invoices for waste collection and bulk water charges for the month of July are still to be taken up as expenditure upon receipt & processing of these invoices.



	Month-end Actual	Last month Actual	Movement	Full Year 25-26 AB
	(\$ million)	(\$ million)	(\$ million)	(\$ million
Cash and cash equivalents	166.167	177.337	(11.170)	106.68
Receivables	50.189	8.031	42.158	9.75
Inventories	0.487	0.459	0.028	2.17
Land held for development or sale	2.958	2.958	0.000	8.11
Contract assets	3.779	3.779	0.000	0.00
Other assets	3.258	5.185	(1.927)	3.62
Property, plant & equipment	1,290.625	1,293.373	(2.748)	1,429.72
Intangibles	0.171	0.176	(0.005)	0.00
Capital works in progress	44.605	43.563	1.042	0.00
TOTAL ASSETS	1,562.239	1,534.861	27.378	1,560.06
Pavables	6.466	18.945	(12.479)	6.21
Contract liabilities	32.618	32.618	0.000	0.00
Borrowings	42.539	42.365	0.174	35.86
Provisions	19.358	19.338	0.020	20.15
Other liabilities	2.305	2.377	(0.072)	1.29
TOTAL LIABILIITIES	103.286	115.643	(12.357)	63.53
Asset revaluation surplus	310.346	318.471	(8.125)	329.14
Retained surplus/(deficiency)	1,148.607	1,100.747	47.860	1,167.38
TOTAL COMMUNITY EQUITY	1,458.953	1,419.218	39.735	1,496.53

Areas to note	
Cash and cash equivalents	Cash balances have decreased compared to the previous month. This is due to an additional payment run to suppliers/contractors in July 2025, a well as an increased number of supplier invoices posted as part of the FY 2024-25 year-end process that were paid in July 2025. Of the \$166.168 million cash balance held by Council, \$62.136 million of funds are externally restricted.
Receivables	\$42.158 million increase in receivables relates to the system generation of Quarter 4 2024-25 water consumption notices and the first half-yearly rates and utility notices. Water and general rates were generated in the finance system in July to be issued in August 2025 and due for payment in 10 September 2025.
Property, plant and equipment	The decrease of \$2.748 million in Property, Plant & Equipment relates to the monthly depreciation allocation and associated increase in accumulated depreciation.
Capital works in progress	\$1.042 million increase due to capital expenditure incurred during July 2025. Refer to the capital expenditure report for further detail on the capital works program for 2025-26.
Payables	Payables decrease due to the timing of payment runs falling due and invoices payable being committed to the finance system before 30th June, which were paid in July 2025. Moreover, accrued expenditure recognised at 30 June 2025 is released in full in July 2025.
Borrowings	The increase in borrowings by \$0.174 million reflects the application of monthly interest and administration charges accrued on total borrowings in the month.

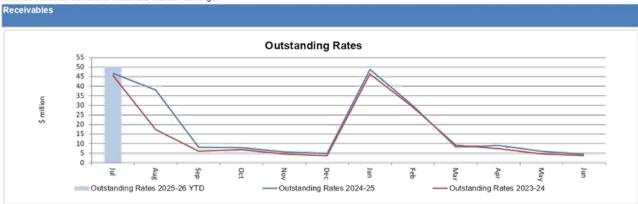


Investments are held with the Council's general bank and in the Queensland Treasury Corporation (QTC) Capital Guaranteed Cash Fund. Council's interest earning rate as at 31 July 2025 is 4.24% p.a. (net of 0.12% administration fees) with the QTC and 4.35% p.a. with CBA. In July 2025, the weighted average interest rate was 4.39% which is above the target rate of 4.35%, which is 0.50% + RBA Cash Rate (3.85%). The weighted average interest rate includes the interest rates on term deposits.

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

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

Cash needed for day-to-day requirements is deposited with the QTC or the Council's general banker. 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	\$50.466	
Less: Current and Prepayment	-\$46.258	
Total Eligible for Collection	\$4.208	12
Current	\$0.329	7.82%
1 years	\$2.539	60.34%
2 years	\$0.736	17.49%
3 years	\$0.352	8.37%
4 years	\$0.083	1.97%
5 years	\$0.169	4.02%
Total Eligible for Collection	\$4.208	100.00%

Total rates receivables eligible for collection of \$4.208 million as at 31 July 2025 is lower in comparison to the position as of 31 July 2024 of \$4.622 million.

Ratepayers have the option to enter into formal payment arrangements, preventing legal action being progressed by Council's debt collection agency. Council resolved to charge 7% per annum on overdue rates and utility charges in 2025-26, applied monthly, on all overdue balances, including those under a formal payment agreement. This percentage rate has remained the same since the 2018-19 Financial Year and Council have ensured that this has remained unaffected by recent large increases in CPI.

Of the 18,747 rateable assessments, 524 (2.80% of ratepayers) are currently under management.

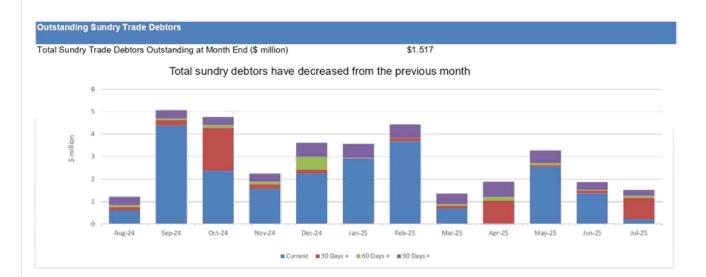
	As at July 2024		As at July 2	025
	#	\$ million	#	\$ million
Debt Collection Agency	323	1.433	426	2.081
Agreements to pay	106	0.675	78	0.565
Proposals to Pay	21	0.050	20	0.047
Council Hardship	0	-	0	-
Total under management	450	\$2.158	524	\$2.692



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.

Under the provisions of the Local Government Regulation 2012 Council has the authority to recover outstanding rates and charges via a land sale process where the amounts have been overdue for three or more years. Commercial and Vacant Land are eligible after one year of arrears.

Properties eligible for Sale of Land to recover overdue property rates and charges (arrears greater than three (3) years) will be issued correspondence in August. This correspondence advises of the seriousness of the arrears, eligibility for land sale, and requests urgent contact from the property owner.



Attachment 1 Page 158

Bass 6 / 12

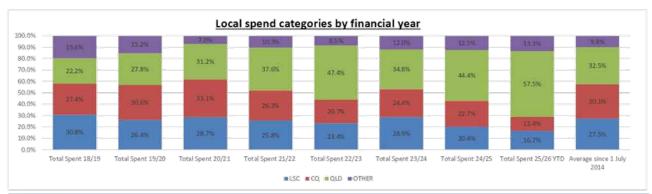
Payables Procurement

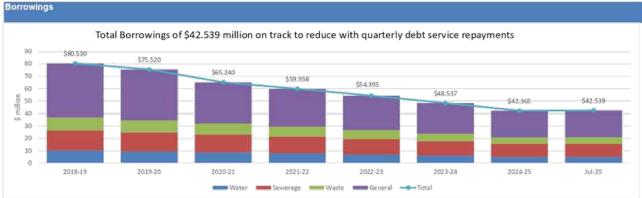
Council strongly supports locally owned and operated businesses, including those with an office or branch in our region. Council is able to report on direct local spend for both operational and capital expenditure in addition to employee salaries & wages.

Total expenditure with businesses located within the Shire boundaries, in the current financial year, is 16.75% or \$2.077 million

	YTD Spend (\$ million)	%
LSC - Business located within the shire boundaries.	2.077	16.75%
CQ - Business completely set up and run outside of LSC boundaries but within the Central Queensland region.	1.542	12.43%
QLD - Business based outside of Central Queensland but within Queensland.	7.133	57.50%
OTHER - Business based outside of Queensland.	1.652	13.32%
	12.404	100.0%

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, 57.68% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.





Debt Position	YTD Actual (\$ million)	AB (\$ 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	0.174	1.922
Total debt service payments	0.000	(8.422)
Total Debt held at reporting period	42.539	35.865

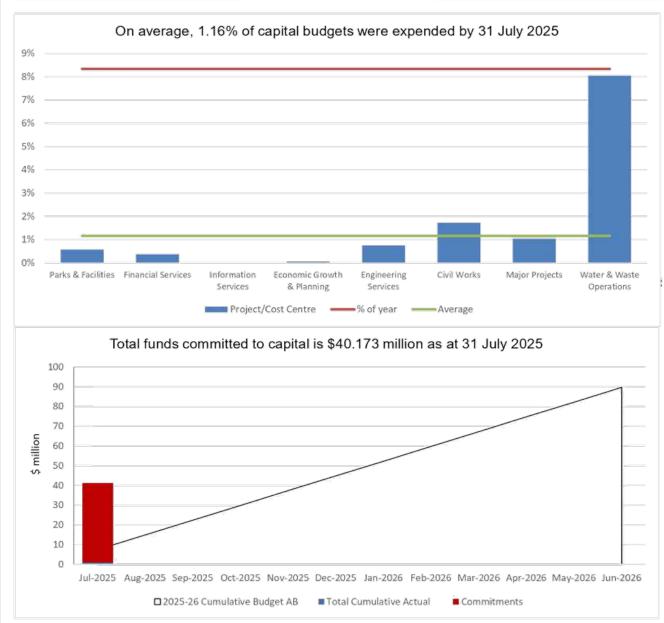
In-line with Council's debt policy, a debt service payment of \$2.105 million (being approximately \$1.931 million repayment of principal and \$0.174 million interest and administrative charges) is to be paid quarterly during 2025-26. Interest accrues monthly, calculated on a daily basis, until the next debt service payment. No new borrowings are budgeted to be drawn down throughout the 2025-26 financial year.

As of 31 July 2025, the weighted average interest rate of all Council debt is approximately 4.76%.

The Department of Local Government, Water & Volunteers has approved a working capital facility of \$10.000 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

Month (\$ million)		Month (\$ million		1)		YTD	8.3%	Full year (\$ million)
Actual	Budget	Variance		Actual	% of Full year Budget	24-25 BR1		
			Capital expenditure					
0.741	6.403	(5.663)	Materials & services	0.741	0.93%	79.407		
0.301	1.065	(0.765)	Internal employee costs	0.301	2.93%	10.255		
1.042	7.469	(6.427)		1.042	1.16%	89.662		
			Capital Revenue					
0.000	3.435	(3.435)	Capital grants & subsidies	0.000	0.0%	41.231		
0.338	0.343	(0.004)	Infrastructure contributions	0.338	8.2%	4.113		
0.006	0.000	0.006	Other capital income	0.006	0.0%	0.000		
0.345	3.777	(3.433)		0.345	0.8%	45.344		



Page 8 / 17

Capital Projects Detail Report

tal Project Description	ANNUAL BUDGETED EXPENDITURE \$'000	YEAR TO DATE ACTUAL EXPENDITURE \$'000	YEAR TO DATE ACTUAL EXPENDITURE AS % OF ANNUAL BUDGET %	ANNUAL BUDGETED REVENUE \$'000	YEAR TO DATE ACTUAL REVENUE \$'000
nunities	4,103	24	0.58%	240	0
rks & Facilities	4,103	24	0.58%	240	0
(R)-COM-Emu Park Air Strip est\$65k	0	3	0.00%	0	0
(R)-FC-BBQ Annual Program Renewals 2526	20	0	0.00%	0	0
(R)-FC-Travelling Irrigator Cooee Bay	25	0	0.00%	0	0
(R)-Yeppoon Senior Citizens relocation	25	0	0.00%	0	0
[N]-FC-CCTV network expansion 2526	25	0	0.00%	0	0
(R)-FC-Lagoon Place Admin Building Carpet	28	0	0.00%	0	0
(R)-FC-Library LED Lighting: Yeppoon & Emu Park	29	0	0.00%	0	0
(R)-FC-Parks Furniture & Fixtures Annual	30	0	0.00%	0	0
(R)-FC-Cordingley St Basketball Stadium	30	0	0.00%	0	0
(R)-FC-Emu Park Hall Air Con	30	0	0.00%	0	0
(R)-FC-Lagoon Filter Sock Replacement	35	20	57.81%	0	0
(R)-FC-Station-PWD Automatic Door	40	0	0.00%	0	0
(N)-FC-BBQ Reef Guardian Solar Retrofit	41	0	0.00%	40	0
(U)-FC-Yeppoon Kraken Feature Upgrade	50	0	0.00%	0	0
(R)-FC-Barmaryee Netball Courts Repairs	55	0	0.00%	0	0
(R)-FC-Emu Park Anzac Gatehouse repaint	60	0	0.00%	0	0
(R)-FC-2526 Switchboard renewals	70	0	0.00%	0	0
(R)-FC-Playground Equipment Annual Renewal	75	0	0.00%	0	0
(N) FC-Paramount Park Playground Rockyview	120	0	0.00%	0	0
(R)-FC-Barmaryee Sports Field LED Lighting	150	0	0.00%	0	0
(R)-FC-Keppel Sands Caravan Park Rhizopod	150	0	0.00%	0	0
(R)-FC-Lagoon Building 'A' Air Con Replacement	250	0	0.00%	0	0
(R)-FC-Beaman Park Amenity Upgrade LRCI4	250	0	0.00%	0	0
(N)-FC-Changing Places Amenity Kerr Park	275	0	0.00%	200	0
(R)-FC- Yeppoon Kracken Deck Replacement	370	0	0.00%	0	0
(R)-FC-Lagoon Chlorinator Replacement	400	0	0.00%	0	0
(R)-FC-Yeppoon Town Hall Air Con	600	0	0.00%	0	0
(R)-FC-Emu Park Arbour Replacement	870	0	0.00%	0	0
orate Services	3,131	10	0.31%	0	0
nancial Services	2,620	10	0.38%	0	0
(U) FC-Fuel Pods Yeppoon and Caves Depot	120	0	0.00%	D	0
(R)-Fleet Renewal Annual Program	2,500	10	0.39%	0	0
formation Services	511	0	0.00%	0	0
(R)-CIT-Firewalls Links Upgrades & backup Links	11	0	0.00%	0	0
(R) CIT-Switches-Routers-UPS replacement	100	0	0.00%	0	0
(R) CIT-Firewalls Links Upgrades & backup Links	120	0	0.00%	0	0
(N)-CIT-Server Replacement Program	280	0	0.00%	0	0
egic Growth	3,617	26	0.71%	280	0
onomic Growth & Planning	195	0	0.05%	0	0
(N)-E&P-Normanby St Streetscape Project	0	0	0.00%	0	0
(N)-E&P-Entryway and Place-Branding Sign	75	0	0.00%	0	0
(N)-E&P-Gateway Stage 5	120	0	0.00%	0	0
gineering Services	3,422	26	0.75%	280	0
(R)-DESIGN-SP-SEW-Farnborough Stage 1 SEW-68	0	16	0.00%	0	0
(U)-DESIGN-PW-Mulambin Shared Path 22-091	0	1	0.00%	0	0
(N)-DESIGN-BS-Bangalee Bus Shelter	0	0	0.00%	0	0
(N)-Design-UC PW Kinka Bch shared path	0	4	0.00%	0	0
(N)-UC-PW-Rail Trail-Rockhampton-Yeppoon	0	0	0.00%	D	0
SEW-60 15-040 Arthur St Sewer Upgrade Passive	0	1	0.00%	0	0
(N)-DESIGN-RS-Seal parking Pattison St Swimming Complex	12	0	0.00%	0	0
(N)-PW-Minor Access Works Program 25-26	50	0	0.00%	0	0
(R)-WN-Waterpark Ck to Kellys Mains Renewal	50	0	0.00%	0	0
(R)-Design-Queen St Upgrade (Mary to Hill St)	50	0	0.00%	0	0
(R)-WN-Mt Charlton Pipeline Replacement	100	0	0.00%	0	0
(R)-WN-Woodbury to Saint Fatihs HOBAS Mains	100	0	0.00%	0	0
(R)-Design-RC-James & Arthur St Intersection	150	2	1.50%	0	0
(R)-SC-SEW-83 Shaw Ave SPS, upgrade, civil	150	0	0.00%	0	0
(R)- PR Pavement rehab Matthew Flinders	200	1	0.64%	0	0
(N) RC-RC-Limestone Ck Rd Adelaide Pk Rd	250	0	0.00%	0	0
(N)-DESIGN-PW-Rail Trail to Pines	280	Ö	0.00%	280	ō
(R)-DESIGN-HZ-Inverness Reticulation 24-046	530	0	0.00%	0	0
(N)-T-123-Land Acquisition-18 Mulambin Rd	1,500	0	0.00%	0	0
port & Utilities	78,812	982	1.25%	40,711	0
ril Works	14,469	251	1.73%	2,512	0
(N)-RC-NC-Farnborough Rd 19-013 Blackspot	0	25	0.00%	0	0
(R)-RC-FS-Lammermoor North LB12 Beach access	0	25	0.00%	0	0
(N)-UC-SL Reef Guardian Solar Retrofit	0	0	0.00%	0	0
(N)-PW-Minor Access Works Program 24-038	0	1	0.00%	0	0
(N)-UC-Yeppoon State HS carpark	0	1	0.00%	0	0
(N)-UC-RF - Bicycle racks \$56.5K	0	37	0.00%	0	0
(N)-BS- Clayton Rd and Keppel Dve bus stop	0	0	0.00%	0	0
	0	11		0	0
(R)-RC-PR-Etna Creek Road (Ch1900-3400)			0.00%		
(R)-UC-SW-Renewal Program-\$305K	0	11	0.00%	0	0
(R)-UC-RS-Urban Reseal Program 2425 25-010	0	(442)	0.00%	0	0
(U)-MC-Wadallah Creek Crossing 24-030	0	1	0.00%	0	0
(R)-RC-PR-Cawarral Road, Cawarral (Ch2320-3020)	0	(58)	0.00%	0	0
(R) UC-RF-Guardrail Annual Program Replacement	0	2	0.00%	0	0
(U) UC-SW-8-10 Industrial Ave drainage upgrade	0	4	0.00%	0	0
(N)-UC PW Yeppoon State PS footpath 23-121 STIP	0	1	0.00%	0	0

ital Project Description	ANNUAL BUDGETED EXPENDITURE \$'000	YEAR TO DATE ACTUAL EXPENDITURE \$'000	YEAR TO DATE ACTUAL EXPENDITURE AS % OF ANNUAL BUDGET %	ANNUAL BUDGETED REVENUE \$'000	YEAR TO DATE ACTUAL REVENUE \$'000
(R)-UC-IN-Inlet Renewal Program 2526	50	0	0.00%	0	0
(U)-UC-SL-Streetlighting Program 25-26	75	0	0.00%	0	0
(R)-PW-Heaslip Stairs-Replace Timber Stairs	85	0	0.00%	0	0
(R)-RC-FS-Beach access program 2526	100	0	0.00%	0	0
(N)-UC-NC Scenic Hwy 22-166 Blackspot	100	121	120.63%	0	0
(U)-RC-Caves School Carpark 23-129 STIP	142	0	0.00%	137	0
(N)-PW-Braithwaite Road Shared Path	221	0	0.00%	111	0
(R) (FW) Racecourse Rd floodway upgrade	240	23	9.42%	120	0
(N)-Ocean Park LATM 22-061 one-lane slow points	250	57	22.91%	0	0
(N)-RC-PW-Cawarral School Footpath 23-128 STIP	268	1	0.32%	254	0
(N)-UC-NC-VinElones Drv Car Parking 17-011	300	0	0.00%	0	0
(N)-RC-PW-Byfield Footpath	320	6	1.88%	0	0
(N)-UC-PW Clayton Rd-Lyndall Dr Lammermoor	387	4	1.14%	0	0
(R)-WP-WMR-Farnborough Rd 200mm Water Main	650	0	0.00%	0	0
(R) WC-WMR Rosslyn Bay Trunk 17-114	680	4	0.56%	0	0
(R)-Design-RC-Dawson Rd upgrade to sealed 22-008	980	1	0.06%	500	0
(R)-RC-PR-Pavement Rehabilitiation Program	1,406	0	0.00%	0	0
(N)-UC-PW-Yeppoon Precinct East 22-050	1,505	0	0.00%	753	0
(R)-UC-RS-Urban Reseal Program 2526 26-001	1,850	23	1.25%	0	0
(R)-RC-GR-Rural Resheet Program 2526	2,250	34	1.53%	392	0
(U) RC-Normanby St 22-020 est \$7.339m	2,610	359	13.77%	247	0
Tajor Projects	63,453	660	1.04%	38,199	0
(R)-RC-BDG-Werribee Rd Replace Timber Bridge	0	4	0.00%	0	0
(N)-WP-WAT-26-Reservoir West Emu Park LZ.	0	1	0.00%	0	0
(R) SN-2425 Sewer Relining Program Passive	0	6	0.00%	0	0
(R)-UC BDG Adelaide Pk bridge replacement	0	5	0.00%	0	0
(N)-W&R-Caves Waste Transfer Station Upg	0	1	0.00%	0	0
(R)-WP-Meikleville Reservoir Roof Replacement	0	16	0.00%	0	0
(N)-DESIGN-RES-Lammermoor Water Booster	30	0	0.00%	0	0
(U)-DESIGN-EPSLC Revetment wall 24-036	70	4	5.16%	0	0
(R) Hinz Ave Upgrade to Seal - 24-053	90	0	0.00%	0	0
(N)-GKI Wayfinding signage.\$250K funded	100	3	2.93%	213	0
(R)-SPS42-Rosslyn St - Wet Well Replacement	305	0	0.00%	0	0
(N)-W&R-Emu Park Transfer Station Upg	389	85	21.85%	0	0
DESIGN EWC Neils Rd intersection	400	1	0.17%	100	0
(R)-UC BDG 25-033 Williamson Creek Footbridge	469	4	0.78%	0	0
(R)-WN-Coorooman Creek Mains Renewal Program	700	4	0.58%	0	0
(R)-SEW-2526 Sewer Relining Program Passive	700	0	0.00%	0	0
(N)-SP-GKI WWTP - Public Amenities	900	2	0.19%	837	0
(U)-SP-Emu Pk STP Process Upgrade 19-128	1,000	222	22.20%	0	0
(N)-GKI Boardwalk ca.\$4M funded	3,700	1	0.03%	3,400	ō
(N) SEW-Taroombal South Sewerage PFTI Passive	4,500	188	4.19%	2,700	0
(U)-RC-Greenlake Rd Artillery Int Upgrade	4,909	8	0.16%	3,092	0
(N)-E&P-Gateway Stage 4 est.\$2.2M	5,094	3	0.06%	0	0
(N)-W&R-Yeppoon Landfill Cell extension	6,400	10	0.15%	2,717	0
(N)-GKI Gateway Arrival Precinct Planning	7,530	82	1.09%	7,330	0
(N)-SP-GKI WWTP - STP	9,370	10	0.11%	10,010	0
(U)-FC-Yeppoon Aquatic Centre Upgrade	16,797	1	0.01%	7,800	0
Vater & Waste Operations	890	72	8.05%	0	0
(R) SEW-Passive Sewer Renewals \$200K	0	0	0.00%	0	0
(R)-WN-Water Main Replacements	0	4	0.00%	0	0
(R)-WN-WMR- Water Meter Replacement Annual program	38	3	8.95%	0	0
(R) WN-Water Property Service Annual Program	54	21	38.10%	0	0
	65	1	1.86%	0	0
(R)-SN-Sewer Jump up priority annual program				-	
(N)-WC-Kellys Off Stream Storage Increase Capacity	70	0	0.00%	0	0
(R)-ICT-SCADA System Upgrade & Replacement	105	0	0.00%	0	0
(R)-WN-WV&H Valves & Hydrants Annual Program	108	1	1.31%	0	0
(R)-WP-Active Water renewals (R)-SP-Active Sewer Renewals \$200K	200	22	11.23%	0	0
	250	18	7.08%	0	0

5. Glossary

J. Glossary		
	Key Terms	
Operating Result	Total operating revenue less total operating expenses	
Total Operating Expenditure	All council expenses minus capital items such as: - losses on disposal of assets, and - impairment losses - depreciation on right of use assets - interest on finance leases associated with right of use assets - other capital expenditure items as identified by Council	
Total Operating Revenue	All council income minus capital items such as; - capital grants, subsidies, contributions and donations - gains on disposal of assets - other capital revenue items as identified by Council	
	Definition of Ratios	
Financial Capacity		
Council-Controlled Revenue Ratio (%		
income, and capacity to respond to unex A higher council- controlled revenue indi relying on external sources. Councils with able to respond to unexpected financial of A lower council-controlled revenue ratio operating revenue and that it is more reli	r of a council's financial flexibility, ability to influence its operating pected financial shocks. cates a stronger ability to generate operating revenue without in a high ratio generally have a healthy rate base and are better obligations such as natural disaster recovery. Indicates that a council has limited capacity to influence its ant on external (and usually less reliable) sources of income and recoverable works contracts, and rental income.	Net rates, levies and + Total Fees & charges charges Total operating revenue
Population Growth Ratio (%) [®] 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.		Prior year estimated population -1
Operating Performance		
Operating Surplus Ratio (%)** 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		Operating result Total operating revenue
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.		
Operating Cash Ratio (%)* The operating cash ratio is a measure of generate a cash surplus excluding depre	councils ability to cover its core operational expenses and ciation, amortisation and finance costs.	Operating result add Depreciation and amortisation add
	that a council is generating surplus cash from its core operations, y to self-fund its capital expenditure requirements.	finance costs Total operating revenue
future liquidity issues, as all other things	ficant indicator of financial sustainability challenges and potential being equal, a negative result means that a council's cash at offsetting the cost of core operational requirements.	

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

6. Reference Material	
Local government sustainability	https://www.statedevelopment.gld.gov.au/local-government/for-councils/finance/local-government-sustainability-framework.
framework	Sustainability Framework
	Financial Management (Sustainability) Guideline
	Risk Framework
	Frequently Asked Questions
Budget 2024-25	https://www.livingstone.qld.gov.au/current-budget
Estimated Resident Population (ERP)	https://profile.id.com.au/livingstone/population-estimate_

13.3 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JULY 2025

Contract Award Summaries

Meeting Date: 19 August 2025

Attachment No: 2



JULY 2025 – CONTRACT AWARD SUMMARIES

2025.011 - Provision of Project Management Services

In preparation for a major phase of infrastructure investment during the 2025-2026 financial year, Livingstone Shire Council committed to delivering over \$60 million in capital works with a diverse range in portfolio of projects. To ensure successful delivery, Council initiated tender 2025.011 – Provision of Project Management Services, engaging a suitably qualified and experienced Consultant to provide additional support to the Infrastructure Projects Team. This engagement is designed to enhance internal capacity, ensure compliance with funding and regulatory requirements and uphold best practices throughout the planning, design and construction phases of project delivery.

The tender was advertised on 30 May 2025. It was posted on VendorPanel Public Tenders, the Livingstone Shire Council website and Council's LinkedIn page. The tender closed at 2:00pm pm on 20 June 2025. The tender request was open for a total 21 days and complied with the Local Government Regulation 2012 requirements.

Council received eight (8) conforming tender responses from consultants with varying capabilities to deliver the specified services. One submission noted a lapsed RPEQ status, and only three (3) submissions fell within the approved budget. All tenders were assessed against the following criteria: Previous Experience, Delivery Capability & Key Personnel (50%), Local Benefit (20%), and Price (30%).

Of the submissions, two (2) were from consultants based in the Livingstone Shire Council area, three (3) from the broader Central Queensland region, and three (3) from other parts of Queensland, including one proposing relocation for the contract duration. The panel identified three (3) top-ranked submissions with the capability to deliver the required services, though with varying levels of experience and support. One proposal stood out for its strong track record, proven delivery capability, and clear commitment to local benefits. Despite a significant price difference, the panel agreed the submission with the higher cost did not represent greater value for money and unanimously recommended Wildflower Advisory Pty Ltd as the preferred tenderer.

13.4 MONTHLY OPERATIONAL REPORT FOR JULY 2025

File No: fA76756

Attachments: 1. Monthly Operational Report - July 2025

Responsible Officer: Kristy Mansfield - Acting General Manager Corporate

Services

Alastair Dawson - Interim Chief Executive Officer

Author: Poala Santini - Coordinator Governance

AGENDA

SUMMARY

Council is presented with the first Monthly Operational Report for July 2025.

OFFICER'S RECOMMENDATION

THAT Council receives the Monthly Operational Report for July 2025.

BACKGROUND

To enhance transparency in reporting, Council has transitioned to a Monthly Operational Report (MOR). The MOR outlines key programs and their intended outcomes for each portfolio and associated business unit for the financial year.

To ensure Council meets its obligations under section 174(3) of the *Local Government Regulation 2012*, the MOR incorporates operational plan reporting. It details the key programs and outcomes to be achieved against the Corporate Plan for the 2025–2026 financial year. Council's five-year Corporate Plan, known as the *Community Plan 2030*, was adopted on 17 December 2024.

In addition to operational reporting, the MOR provides information on section accountabilities, team roles, financial outcomes, project status updates, business-as-usual activities, service metrics, and an executive summary that highlights achievements, celebrations, challenges, and other key developments.

COMMENTARY

The attached Monthly Operational Report - July 2025 provides a comprehensive update for each of the directorates.

Part B of the report outlines progress against the Five-Year Delivery Program and the One-Year Operational Plan, which detail key activities planned for the year. The table below summarises the current status of these activities by theme:

Status	Diversified & Resilient Economy	Natural Environment	Vibrant Culture & Healthy Community	Transparent, Accountable & Progressive Leadership	Total
√ - On track	16	14	21	34	85
At risk (may need rescheduling)	0	1	3	3	7
	0	0	0	1	1

Of the 93 activities, 91% are on track, 8% are at risk and 1% off track and likely to be deferred.

PREVIOUS DECISIONS

The 2025-2026 Operational Plan was adopted by Council on 9 June 2025.

ACCESS AND INCLUSION

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

ENGAGEMENT AND CONSULTATION

Consultation has taken place with internal stakeholders.

HUMAN RIGHTS IMPLICATIONS

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

There are no adverse human rights implications associated with this report.

BUDGET IMPLICATIONS

The activities and projects identified in the Monthly Operational Report - July 2025 are funded from the 2025-2026 Annual Budget.

LEGISLATIVE CONTEXT

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

Section 174 of the Local Government Regulation 2012 states:

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

LEGAL IMPLICATIONS

There are no legal implications associated with this matter.

STAFFING IMPLICATIONS

Activities and projects included in the MOR are managed by the relevant Council areas. Status updates and commentary have been provided by those responsible areas. While the delivery of the operational plan relies on staff resources, and some significant activities relate to workforce matters, there are no direct impacts on staff resulting from this report.

RISK ASSESSMENT

Failure to deliver on Council's Operational Plan may result in Council not meeting the commitments outlined in the Community Plan. Any risks associated with specific activities are managed by the relevant areas and reported through regular performance reporting.

CORPORATE PLAN REFERENCE

Transparent, Accountable and Progressive Leadership

Community Plan Outcome - 4.5 Sustainably manage finances, assets and resources through strong governance

CONCLUSION

The Monthly Operational Report supports transparent reporting and ensures that statutory requirements are met. It provides both Council and the community with insight into Council's performance against the annual programs and activities, aligned with the *Community Plan 2030*.

13.4 - MONTHLY OPERATIONAL REPORT FOR JULY 2025

Monthly Operational Report - July 2025

Meeting Date: 19 August 2025

Attachment No: 1

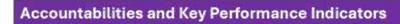


Table of Contents

2025 - 2026 - 01 - CIV - Chief Executive Officer - Monthly Operational Plan (A2162232) (1).docx	
2025 - 2026 - 02 - CIV - People & Culture - Monthly Operational Report (A2162250) (1).docx	8
2025 - 2026 - 03 - COR - Corporate Services - Monthly Operational Report (A2162216) (1).docx	13
2025 - 2026 - 04 - COR - Financial Services - Monthly Operational Report (A2162226) (1).docx	19
2025 - 2026 - 05 - COR - Information Technology - Monthly Operational Report (A2162234) (1).docx	24
2025 - 2026 - 06 - COM - Communities - Monthly Operational Report (A2177066) (1).docx	28
2025 - 2026 - 07 - COM - Community & Cultural Services - Monthly Operational Report (A2177065) (1).docx	34
2025 - 2026 - 08 - COM - Development & Environment - Monthly Operational Report (A2177064) (1).docx	42
2025 - 2026 - 09 - COM - Parks & Facilities - Monthly Operational Report (A2177068) (1).docx	50
2025 - 2026 - 10 - T&U - Transport & Utilities - Monthly Operational Report (A2162264) (2).docx	54
2025 - 2026 - 11 - T&U - Civil Works - Monthly Operational Report (A2162258) (1).docx	58
2025 - 2026 - 12 - T&U - Major Projects - Monthly Operational Report (A2162266) (1).docx	61
2025 - 2026 - 13 - T&U - Water & Waste Operations - Monthly Operational Report (A2162256) (1).docx	67
2025 - 2026 - 14 - SGR - Strategic Growth - Monthly Operational Report (A2175750) (1).docx	71
2025 - 2026 - 15 - SGR - Engineering Services - Monthly Operational Report (A2162262) (1).docx	75
2025 - 2026 - 16 - SGR - Economic Growth & Planning - Monthly Operational Report (A2175660).docx	78

Monthly Operational Report – July 2025 Civic Services





he CEO leads Council operations and connects elected members with strategy and culture, driving annovation and improvement to achieve organisational goals.	SBPO S S S S	Accountability Accountability Framework Adverse Event Planning Adverse Event Planning Civic Events Including Elections
nd connects elected members with strategy and culture, driving nnovation and improvement to	\$ \$ \$ \$	Adverse Event Planning Adverse Event Planning Civic Events Including Elections
nnovation and improvement to	\$ \$ \$	Adverse Event Planning Civic Events Including Elections
nnovation and improvement to	S S	Civic Events Including Elections
,	S	
emove organisational goals.	S	
		Customer Service
		EM Response Planning
	S	End of Term Report
	S	Engagement with Communication
		Section
	S	Governance Civic
	S	Intergovernment Relations -
		General
	S	Intergovernment Relations- Civic
	S	Leading Advocacy
	S	Legal Services Strategy
	S	Monthly Operational Report
	S	Office Independent Assessment
	S	Office of CEO Administration
		Management
	S	Organisational Structure
	S	Overall Structure Plan (see Terry)
	S	Staff Culture
	8	Advocacy for Council
	В	Community Strategic Plan
	L	Coordination Service
	8	Councillors
	В	Intergovernment Relations- Civic

Key Performance Indicator 2025/2026	Target Date	Evidence/Comments	✓ <u>Å</u> >

Monthly Operational Report – July 2025 Civic Services Page 3 of 84

PART A: Section Accountabilities and Team Roles

Chief Human Resources Officer

Overseeing the business to deliver strategic and timely human resource, industrial relations, and payroll solutions across Council. This includes ensuring compliance with legislative obligations.

Coordinator Executive Support

Support to leadership team and elected members. Administration of the Mayor and CEO's corporate duties. Council Meetings and Briefing Sessions. Elected member meetings, requests, and travel coordination.

Accountabilities

SBPO	Accountability
S	Chain of Responsibility (NHVR)
S	Code of Conduct Management
S	Corporate Change Management
S	Cultural Plan Strategy
S	Enterprise Bargaining Strategy
S	Human Resources Strategy
S	Payroll Strategy
S	Personal Protective Equipment Strategy
S	Remuneration Strategy
S	Reward and Recognition Strategy
S	Staff Health and Wellbeing
S	Strategic Workforce Initiatives
S	Talent Management
S	Volunteer Management
S	Work Health and Safety Strategy
S	Workcover and RTW Strategy
S	Workforce Plan
В	Aurion HR Systems Maintenance
В	Corporate Change Management Support
8	Employment Law
В	HR Information Systems
В	Legal Representation - Employment Matters
В	Workforce Planning

Accountabilities

SBPO	Accountability
В	Business Etiquette/International Protocols
В	CEO Support
В	Communication and Information Management
В	Correspondence and Reports
В	Councillor Conflict Interest
В	Customer Service
В	Deputation and Visitor Protocol
В	Diary Management - CEO/Mayor/Councillor
В	Elected Member Training
В	Executive Support Record Keeping
В	Legislation Research
В	Meeting/Workshop/Committees
В	OIA/Sensitive Complaint Management
В	Policy Procedure Management
В	Project Support
0	Councillor Support
0	Mayer non corporate media support
0	Mayor Support
0	Office Support
0	COROC
0	LGAQ Conference
P	Info Council Upgrade
P	Japan/China Visit

Monthly Operational Report – July 2025 Civic Services

PART B: 5 Year Delivery Program and 1 Year Operational Plan

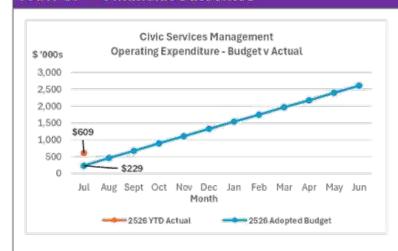
OP Ref	5 Year Delivery Program 2025 - 2030	Council's	Performance Measure	Performance Me	easure Target			Responsible Officer	Ye	ar				Comments	✓ <u>^</u> ×
				2025 – 26	Baseline	Interim (2026 – 27)	2030		1	2	3	4	5		
THEM 4.3			PROGRESSIVE LEADERSHIP sitive customer experiences		λ2	at sive si	X:	ž	di 01	in .		lan .	(A) 3		uh:
4.3.3	Improve customer experiences through closing out customer service requests on time (Organisational KPI)	Provider	Customer service request (CSR) close out rate	90%	81.18%	Maintain or improve from baseline	Maintain or improve from baseline	S: Chief Executive Officer B: GM Communities P: O:Manager Communities & Cultural Services	~	~	~	~	~	Customer Support and IT working together to understand existing measurement tools and potential for integration and improvements. Internal working group meeting scheduled for August.	1
			PROGRESSIVE LEADERSHIP												
	Contribute to driving a performance culture through achievement of Operational Plan targets (Organisational KPI)	Provider	and resources through strong gove Operational Plan targets achieved	90%	80%	Maintain or improve from baseline	Maintain or improve from baseline	S: Chief Executive Officer B: GM Corporate Services P: O: Coord Gov & Risk	~	~	~	~	~	2025–26 Operational Plan. As if July there are 91% of activities on track, 7% at risk and 1% off track and likely to deferred of July.	1
4.5.3	Contribute to driving a performance culture through achievement of Capital Works targets (Organisational KPI)	Provider	Capital delivery (Actual spend vs Original Adopted Budget)	90%	29%	Maintain or improve from baseline	Maintain or improve from baseline	S: Chief Executive Officer B: GM Corporate Services P: O:Principal Project Management Office	~	~	~	~	~	24-25 annualised performance was 80.8 %. Total projects commitments for 25-26 are \$40M representing a solid starting position for 25-26.	1
4.5.4	Deliver cost effective services within approved operating budget (Organisational KPI)	Provider	Expenditure of Operational budgets are managed to within +/- 5%	Maintain or improve from baseline	95%	Maintain or improve from baseline	Maintain or improve from baseline	S: Chief Executive Officer B: GM Corporate Services P: O:Manager Financial Services	~	~	~	~	~	Total operational expenditure is reported in the July 2025 Monthly Financial Report at 7.5% of the 2025-26 budget.	1
THEM 4.6			PROGRESSIVE LEADERSHIP empowered workforce committed	to delivering their	The et									,	
	Employee Turnover (excluding retirement & temp engagements) (Organisational KPI)	Provider	Percentage of employees leaving Council within a certain period of time	12.5%	10.98%	Maintain or improve from baseline	Improve from baseline	S: Chief Executive Officer B: Chief Human Resources Officer P: O:	~	~	~	~	~	1.7% Turnover for the month of July 2025.	1
4.6.2	Increase employee attendance (Organisational KPI)	Provider	Annualised attendance	95%	94.80%	Maintain or improve from baseline	Maintain or improve from baseline	S: Chief Executive Officer B: Chief Human Resources Officer P: O:	~	~	~	~	~	94.3% (Period 23/06 – 20/07). Percentage based on last pay day for the month). Page 5 of 84	**

Monthly Operational Report - July 2025

Civic Services

4.6.3	Drive employee	Provider	Increase average organisational	58.5%	53.5%	Maintain or	Improve from	S: Chief Executive	~	~	~	~	~	Last survey completed in October 2024.	1
	engagement through		culture score			improve from	baseline	Officer							
	demonstrating effective					baseline		B: Chief Human							
	leadership, engagement							Resources Officer							
	and collaboration							P							
	(Organisational KPI)							0							
4.6.4	Proactively contribute to	Provider	Reduction in Lost Time Injury	<12.0	26.07	Maintain or	Improve from	S: Chief Executive	~	~	~	~	~	LTIFR at EOFY= 10.56	1
	the safety, health and		Frequency Rate			improve from	baseline	Officer						EOFY as of end of July = 7.02	•
	wellbeing of our people					baseline		B: Chief Human							
	(Organisational KPI)							Resources Officer							
								P:							
								O:							

PART C: Financial Outcomes



Budget v Actual graphs (departmental) with bullet point explanations for any significant variations.

PART D: Project Status

#	PROJECT	COMMENTS	✓ <u>*</u> ×
	Future Growth Project	Realigning department structure to a project structure to facilitate agile approach to regional planning and accelerated shire growth – project being scoped	1
	Council Meeting Template Update	Executive Support currently working on this project – workshops to commence with InfoCouncil users and Councillors.	1

PARTE: Business as Usual

Note: A review of strategy and aligned structure currently underway to more fully align council's focus on rapid shire growth to match the capacity and capability of the organisation to deliver.

PART F: Service Metrics

Monthly Operational Report - July 2025

For the period, Executive Support recording of Customer Requests logged was as follows:

	1 Jul – 31 July
CR's Logged	35
CR's Completed	24
CR's remaining open	11

For the period, requests escalated to the CEO was as follows: 0

Page 6 of 84

Risk Management

Date Updated	Risk Details	Existing Controls/Challenges	Required Actions	✓ <u>▲</u> ×
8/25	Leadership Transition and Structure Disruption (Machinery of Government)	High risk – remains high risk	Recruitment strategy to align future CEO with Council goals	
8/25	Reduced transparency in Council decision-making	High risk – review Committee structure and briefing policy	CEO to chair briefings to prevent decision making other than in public forum	

PART G: Executive Summary (Achievements of note, celebrations, recognition of team members, significant change, challenges, emerging trends or significant highlights)

- Renee Dwyer and Lucy Walker received 15 years of service
- Kylie Keech joined team on 9 July 2025 as Executive Support Officer

Monthly Operational Report - July 2025 Civic Services Directorate - People and Culture





Chief Human Resources Officer Overseeing the business to deliver strategic and timely human resource, industrial relations, and payroll solutions across Council. This includes ensuring compliance with legislative obligations. S Code of Conduct Management S Corporate Change Management S Cultural Plan Strategy S Enterprise Bargaining Strategy S Human Resources Strategy S Payrolt Strategy S Personal Protective Equipment Strategy S Reward and Recognition Strategy S Reward and Recognition Strategy S Strategy S Strategy S Strategy S Talent Management S Volunteer Management S Work Health and Safety Strategy S Workcover and RTW Strategy S Workforce Plan
Overseeing the business to deliver strategic and timely human resource, industrial relations, and payroll solutions across Council. This includes ensuring compliance with legislative obligations. S Code of Conduct Management S Cultural Plan Strategy S Enterprise Bargaining Strategy S Human Resources Strategy S Payroll Strategy S Personal Protective Equipment Strategy S Remuneration Strategy S Reward and Recognition Strategy S Staff Health and Wellbeing S Strategic Workforce Initiatives S Talent Management S Work Health and Safety Strategy S Workcover and RTW Strategy
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This includes ensuring compliance with legislative obligations. Management S
with legislative obligations. S Corporate Change Management S Cultural Plan Strategy S Enterprise Bargaining Strategy S Human Resources Strategy S Payroll Strategy S Personal Protective Equipment Strategy S Remuneration Strategy S Reward and Recognition Strategy S Staff Health and Wellbeing S Strategic Workforce Initiatives S Talent Management S Volunteer Management S Work Health and Safety Strategy S Workcover and RTW Strategy
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S Workcover and RTW Strategy
Strategy
S Workforce Plan
8 Aurion HR Systems
Maintenance
B Corporate Change
Management Support
B Employment Law
B HR Information Systems
B Legal Representation -
Employment Matters
B Workforce Planning

Key Performance Indicator 2025/2026	Target Date	Evidence/Comments	√ 🔺 ×

PART A: Section Accountabilities and Team Roles

Coordi	nator Human Resources and Pa	yroll		Coordi	nator Safety	Princip	oal Organisation Development	Advisor	
solution	with the business to advise on and do s in a timely manner to all areas with Council's compliance of HR, IR and	in Counc	cil.	providir maintai System providir	ning a comprehensive Health and Safety Management		with the business to build high perf	orming te	eams to support our vision and values.
Accoun	tabilities			Accoun	tabilities	Accour	ntabilities		
SBPO	Accountability	SBPO	Accountability	SBPO	Accountability	SBPO	Accountability	SBPO	Accountability
8	Employee Assistance Program	В	Workforce Performance Management	B B	Drug and Alcohol Program (inc Testing) First Aid Kits - Council	В	Accountability Framework	0	Apprentice and Trainee Support
В	Employee Corporate Uniforms (inc. Policy)	0	Corporate Change Management Advice and Support	B	Hazardous Substance Management (eg: Chem Alert)	В	Apprentices and Trainees	0	Aurion Administration Maintenance (Training/OD
В	Employee Relations Management	0	Delivery of Workforce Culture Initiatives	В	Health and Safety Representatives (inc. Election and Forums)	В	Career Education in the	0	Modules) Traineeship and Cadetship
В	Employee Reward and Recognition Management	0	Dispute Resolution Service Delivery	B B	LSC Employee Health and Wellbeing Programs Personal Protective Equipment Supplies		Community (eg: school visits, career fairs)		Support
В	Employee Value Proposition	0	Employee Relations Service Delivery	B B	Safety Audits/Compliance Safety Incident Management System (eg: Sky	В	Compliance and Mandatory Training Competencies Matrix	0	Coordinating Delivery of Workplace Health and Safety
8	HR/Payroll Legislative Compliance Management	0	Employment Law Advisory Service	8	trust) Safety Management System	В	Delivery of Training and	0	Training Employee Cultural Plan
8	Industrial Relations Management	0	Industrial Relations Service Delivery	8	Workplace Health Safety Legislation	В	Development Programs Leadership and Employee	0	Framework and Delivery Onboarding and Induction
В	Job Evaluation Assessments	0	Recruitment and Selection Service Delivery	B B	Workplace Health Safety Programs (LSC) Workplace Health Safety Queensland	В	Professional Development Management of Talent	0	Service Delivery Staff Professional
В	Labour Hire System and Framework	0	Reward and Recognition Service Delivery	0	Regulator Liaison Maintenance of WHS Registers	20.	Management		Registrations/Accreditation and Membership
В	Management of Casual Administration Officer Pool	0	Talent Management Service	0	Return to Work and Claims Management Safety Awareness Programs	В	Mandatory Competency/Compliance	0	Succession Planning Service Delivery
B B	Management of Employment Law Payroll Management	0	Uniforms Workforce Performance Delivery	0	Staff Health and Wellbeing WHS Testing and Compliance	В	Onboarding and Induction	0	Training, Development and
8	Position Descriptions Maintenance and Assessments Recruitment and Selection Management	-		0	Workers Compensation Annual Estimate and Return	В	Pathway to Employment Programs (eg. host employment, work placements)	0	Mandatory Competencies Workforce Planning Execution and Delivery
B B O	Remuneration Management Succession Planning Support Aurion Administration					8	Staff Professional Registrations/Accreditation and Membership		
	Maintenance (HR and Payroll, including E-Recruitment)					В	Succession Planning Management		
		-				В	Verification of Competency Framework		
						В	Volunteer Induction and Training Service (Governance)		
						B B	Work Experience Programs Workforce Culture Delivery		
				į		В	Workforce Planning, Development and Management		

PART B: 5 Year Delivery Program and 1 Year Operational Plan

OP Ref		Council's Role	Performance Measure	Performance Me	asure Target			Responsible Officer	Ye	ar				Comments	✓ <u>Å</u>
	2025 - 2030			2025 – 26	Baseline	Interim (2026 – 27)	2030		1	2	3	4	5		
THE PROPERTY OF THE PARTY OF TH			PROGRESSIVE LEADERSHIP npowered workforce committed to	delivering their b	est										
4.6.5	Zero improvement or prohibition notices issued by WorkSafe Qld	Provider	Zero improvement notices	0	6	Maintain baseline	Maintain baseline	S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Coord Safety	~	~	~	~	~	July: 2 x Improvement Notices issued 15/07/2025. Inadequate Risk Assessment revision. Lack of Confined Space rescue trained personnel.	×
4.6.6	Local Government Workcare (LGW) external audit findings implemented	Provider	100% of actions identified for delivery year completed	100%	100%	Maintain baseline		S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Coord Safety	~	~	~			July: Baseline dust monitoring delayed due to repeat inclement weather events. Nov 2024 Jan 2025 Jun 2025 Rescheduled to commence 23/24 Sept 2025. On track to be completed FY26.	1
4.6.7	Work Health and Safety Strategy actions implemented	Provider	100% of actions identified for delivery year completed	100%	100%	Maintain baseline		S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Coord Safety	~	~				July: First Aid Risk Assessments ongoing. Hazard Identification and Risk Management Training under development. On track to be completed FY26.	4
4.6.8	Research, scope and identify a fit for purpose Learning Management System	Provider	Project to be delivered in 2028-29				Project delivered within budget and timeframe	S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Principal Org Development Officer				~		July: This project of scoping and identifying the need for an LMS is on track to be completed in FY26.	1
4.6.9	Transitioning organisation to an online performance appraisal system	Provider	Performance appraisal system successfully implemented	100%				S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Principal Org Development Officer	~					July: The PULSE performance review system has been implemented for employees to set FY26 reviews. OD and HR continue to work with employees to assist in navigating the system and embedding the training.	✓
4.6.10	Individual performance plans in place for eligible employees	Provider	75% of eligible employees have a performance plan	75%	78%	Maintain or improve from baseline	Improve from baseline	S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Coord HR & Payroll	~	~	~	~	~	July: 20% of eligible employees have a performance review set or pending acceptance in the PULSE system.	1

4.6.11	Develop updated Workforce Plan (2025- 2030) to align with new Corporate Plan	Provider	Workforce Plan 2025-2030 developed and approved	100%		S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Principal Org Development Officer	~		C O tř	uly: Initial discussions have commenced between Acting Chief HR Officer and Principal OD with regard to he approach of developing the Norkforce Plan.	1
4.6.12	Enterprise bargaining negotiations (x3 agreements)	Facilitator	New certified agreement in effect (certified) by 30.09.2025	30-Sep-25		S: Chief Human Resource Officer B: Chief Human Resources Officer P: O: Coordinator HR & Payroll	~			uly: Negotiations between parties continue to be had, and progress made.	1

PART C: Financial Outcomes



Budget v Actual graphs (departmental) with bullet point explanations for any significant variations.

PART D: Project Status

PROJECT		COMMENTS	✓ <u>∧</u> ×
Cultural Action Plan	an	- All gathered feedback obtained from employees over the last 8-9 months has been reviewed and synthesised not themes. This information has identified areas of priority and suggested actions that Council could start to explore to build a detailed action plan. This body of work continues to be a focus to maintain momentum in driving change.	4
Engagement Survey	ey	- The status of the 2025 Employee Engagement Survey is to be further discussed with ELT.	✓
Performance Revie	ew (Pulse)	- System implemented from 1 July for all performance reviews. The performance reviews are to be completed by 31 August 2025	1
Directive and Proce	edure Review	HR Directive and Procedure review continues. Central to this review are the guiding principles of: - Fostering a Culture of Accountability: Clearly outline expectations and responsibilities, ensuring transparency and fairness in all our practices. - Build a Strong Community: Promote equality and inclusivity, celebrating the diverse perspectives and contributions of all employees. - Maintain a Positive Work Environment: Frame our policies in a positive manner, focusing on growth, opportunities, and the support available to our employees. - Unlock Potential: Encourage continuous improvement, innovation and creativity, supporting the professional and personal development of our employees. - Promote Teamwork: Ensure our policies are clear, concise and easily understood, fostering collaboration and shared success.	
Safety Managemen (PRISM) Implement	,	A review of Councils Safety and Health Management System (SHMS) commenced in 2023 to align with new LGW audit requirements. Over 200 Policies, Plans and Procedures were revised to comply with ISO4500 and uploaded to PRISM (Proactive Risk and Injury Safety Management) in Objective Nexus. A consultation period to review and provide feedback on the new SHMS commenced in March 2025 and closed at the end of June 2025. All workers were informed of the consultation period via JCC and Safety committee meetings, Toolbox meetings and via email and noticeboards.	

Monthly Operational Report - July 2025

Page 11 of 84

	PRISM went live in July 2025 and is accessible to all workers via computer, tablet, and mobile phone. PRISM is a read/ download only system controlled by the Safety Unit, any changes to documents requires consultation with the relevant cross section of the workforce.				
	- Finalising planning for the implementation of a survey to be rolled out through a phased approach across Council. This survey will assist in identifying psychosocial hazards within work areas, and will be used to assess and implement control measures.				
Psychosocial Hazard Risk	Training the source in provide a sychological factor and the angle of the state of				
Management	- Procurement process currently underway to implement an onsite wellbeing program. This program focuses on mental health and wellbeing.				
	- Consideration is being given to appropriate further training that can be rolled out through the Council.				

DADTE	District Control of the Control of t	200
PARTE:	Business as Usu	al

PART F: Service Metrics

Risk Management

Date Updated	Risk Details	Existing Controls/Challenges	Required Actions				

PART G: Executive Summary (Achievements of note, celebrations, recognition of team members, significant change, challenges, emerging trends or significant highlights)

For the month of July

- 10 new employees commenced with Council.
- Council's new employee performance management system (Pulse) went live.
- Council hosted information sessions from Brighter Super for employees.
- After significant consultation processes, Council's new organisation structure went live from 7 July.
- Organisational Development facilitated a Workplace DiSC Profile workshop with the Community Compliance team.
- LTIFR below threshold of 12.00, currently sitting at 7.02 as of end of July.

Monthly Operational Report - July 2025

Corporate Services Directorate





General Manager Corporate Services

This role leads Council's Corporate Services, ensuring strategic alignment, strong governance, and efficient operations across key functions. It drives performance, supports informed decision-making, and serves as Secretariat to the Audit, Risk and Improvement Committee.

Accountabilities

T	SBP	Accountability	SBP	Accountability
	0		0	
	S	Annual Report	S	Project Management Office
	S	Asset Steering Committee	S	Revenue Strategy
	S	Audits	S	Risk Management
	S	Business Continuity	S	Strategic Assets
	S	Business Improvement and Systems	В	Audit Committee Management Secretariat
	S	Contract Management Strategy	В	Audit Committee Software Support/Management
	S	Corporate Performance and	В	Corporate Financial Planning,
		Reporting		Development and Management
	S	Cyber Security	В	External Audit Management
	S	Emerging Technology Assessment	В	Information and Records Governance Management
	S	Emerging Technology in Assessment and Adaption where appropriate	В	Intergovernment Relations - Corporate Services Directorate
	S	Finance Services	В	Legislative Compliance Strategy
	S	Financial Appraisats (Business Cases)	В	SAMP Monitoring
	S	Governance framework (including registers and monitoring) strategy	В	Strategic Asset Planning (LTFP)
	S	ICT Project Governance	p	Annual Budget Preparation (1 Year Operating Plan)
	S	Information and Records Management	P	Corporate Plan (5 Years) and Operational Plan (1 Year)
	S	Information Technology and Digital Services	P	Corporate Planning Integration and Delivery
	S	Intergovernment Relations - Corporate Services Directorate	P	Golden Thread (Financial Projects Delivery)
	S	Legislative Compliance Strategy	P	LGAQ Data Analytics
	S	Plant, Fleet, Equipment and Stores		
	S	Policy and Procedure Strategy		
	S	Policy and Procedures (Internal)		
	S	Procurement		
		A CONTRACTOR OF THE CONTRACTOR		

Key Performance Indicator 2025/2026	Target Date	Evidence/Comments	√ <u>∧</u> X

Monthly Operational Report – July 2025

Corporate Services Directorate

Corporate Services Directorate

Attachment 1 Page 182

PART A: Section Accountabilities and Team Roles

			Principal Project Management	Coordinator Strategic Asset	
Chief Information Officer	Manager Financial Services	Coordinator Governance	Officer	Management.	Support Services Officer
Enabling Council's business operations to operate efficiently and effectively through the provision of information and communication technology services. Support the community with reliable access to accurate information.	Providing financial, management and asset accounting services to the organisation. Ensuring fiscal management, financial sustainability, financial planning and accountability.	Ensure Council's compliance with legislative and regulatory obligations by managing risk, insurance, corporate registers, and reporting. Support internal audit and ARaIC. Oversee complaints management, information access and privacy, and lead fraud and corruption prevention efforts.	To support the organisation to establish and implement project management best practices and facilitate opportunities to improve efficiency and effectiveness of organisational processes.	The provision of strategic and tactical asset management services to the organisation.	The provision of administrative and operational assistance across key service areas, ensuring smooth dayto-day functions and supporting team efficiency.
Accountabilities	Accountabilities	Accountabilities	Accountabilities	Accountabilities	Accountabilities
SBPO Accountability	SBPO Accountability	SBPO Accountability	SBPO Accountability	SBPO Accountability	SBPO Accountability
B IT Product Development	B Accounts Payable	B Business Continuity	B Infrastructure Forward	B Organisational Asset Advisory and	O Audit Committee
B IT Product Development	B Asset and Financing	Framework	Works	Information Role and Services	Management Councillor
Management	Alignment	B Business Continuity	B Project Management	B Annual Condition Inspection	Software (Management
B New System	B Asset Capitalisation	Planning	Framework	Programs in conjunction with	of documents and
Implementation	(Capital and Contribute)	B Coordination of	B Project Management	Comprehensive Revaluations	information)
B Record Keeping risk	B Asset Sale Policy and	Delegations	Support	B Asset Creation, Disposal and	O Audit, Risk and
assessment	Framework	B Corporate Performance	B Project Office Development	Updating	Improvement Committee
B Software Licence	B Budget Strategy	and Reporting Management	and Management	B Asset Management Plan	Administration (ARaIC)
Renewals and Budgets	B Contract Management	B Dispute Resolution	O Delivery of Major Project	Development, Monitoring and	O CFO Support
B Telstra	Framework	B Election Coordination and	Framework	Updating	O Finance and Governance
Register/Management	B Debt Recovery	Delivery	O Project Framework Training	B Asset Systems Data Management	Administrative Support
B Tier 1 and Tier 2 Software	B Development and	B Fraud and Corruption	and Support	(maintain alignment and attribute	O Support Services
Compliance	Management of	Prevention Framework	O Project Management	information between GIS, AMS and Modelling software systems)	
O System Analysis	Investments	B Governance Framework	Systems Support	B Depreciation Management	
P Conquest Upgrade	B Fees and Charges Management	Development and Management	O Project Management Community of Practice	B Develop and Maintain Councils	
E Finance i Oppido	B Internal Finance and	B Insurance Portfotio	O Project Portfolio (Reporting	Road Register	
P IT Reporting Upgrade	Revenue Management	Management	and Governance)	B Monitor and Update As	
	B Lease and Financing	B Internal Audit Management	and odyemanoc)	Constructed Submission Manual,	
	Alignment	Contract		Forms and Checktists	
	B Loans and Borrowings	B Legislative Reporting		B Review and maintain Councils	
	B Management of Rates and	B Manage Insurance Portfolio		asset useful lives, unit rates and	
	Revenue	B Manage RTI and IP		assessment of remaining useful	
	B Plant, Fleet & Equipment	8 Management of Authorised		life	
	Administration	Persons and LGW's		B Strategic Asset Management	
	B Reporting on	B Monthly Operating Report		Modelling (including long term	
	organisational spend	(MOR)		asset renewal, maintenance and	
	analytics/comptiance	B Policy and Procedure		condition forecasting)	
	B Strategic Procurement	Management/Corporate		B Strategic Asset Management Plan	
	Planning, Policy and	Forms related to P & P		Development, Monitoring and	
	Framework	B Record Keeping risk		Updating	(
	B Tenders and Contracts	assessment		B Strategic Asset Management	(
	B Vendor Management	B Risk Management		Steering Committee	(
	System	B RTI and IP Management		P ADAC Implementation	(
	P Annual Statutory Reporting	B Software Management -		P AMP Improvement Projects	(
	(Financial Statements)	PULSE		P Council Asset Management Plan	(
	P Quarterly Budget Review	O Councillor Induction and		Migration	(
	and Reporting to Council	Training		P SAMP Improvement Projects	1
		P In House Legal Project		ļ	1

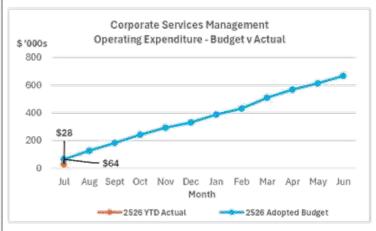
Attachment 1 Page 183

PART B: 5 Year Delivery Program and 1 Year Operational Plan

OP Ref	5 Year Delivery Program 2025 - 2030	Council's Role	Performance Measure	Performance Me	sure Target Responsible Officer			Year					Comments	×	
				2025 – 26	Baseline	Interim (2026 – 27)	2030		1	2	3	4	5		
THEM 4.5	THEME - TRANSPARENT, ACCOUNTABLE AND PROGRESSIVE LEADERSHIP 4.5 Sustainably manage finances, assets and resources through strong governance														
4.5.1	Financial sustainability	Facilitator	Measures the level of financial sustainability risk	Maintain or improve from baseline	Five (5) out of six (6) measures are within the target risk tolerance	Maintain or improve from baseline	Each financial sustainability measure within the relative target risk tolerance	S: Chief Executive Officer B: GM Corporate Services P: O: Manager Financial Services	~	100	152.5	~	~	Council remains committed to ensuring long-term financial sustainability through responsible resource management, strategic planning, and continuous improvement in operational efficiency.	
4.5.5	Improve alignment of Council adopted strategies and plans with the Community Plan 2030 - "Golden Thread Project"	Provider	Number of existing strategies and plans reviewed	20%	Number of adopted strategies/plan s for review to be documented / established in 2025–26	50%	100%	S: Chief Executive Officer B: GM Corporate Services P: GM Corporate Services O:	~	~	~	~	~	Information collection has commenced to support the review of existing strategic documents pertaining to Communities.	1
	Strengthening governance and control systems through the establishment of an efficient and effective internal audit function	Provider	Completion of high and medium risk audit actions within timeframes	80%	65%	Maintain or improve from baseline	Maintain or improve from baseline	S: GM Corporate Services B: GM Corporate Services P: O: Coord Gov & Risk	~	~	~	~	~	0% for the month of July. 1 high risk audit action was completed which was outside of the timeframe. Currently there are 16 open audit actions – 7 high and 9 medium.	
4.5.8	Maintain currency of adopted Policy documents	Provider	Council statutory and community policies are current and reviewed within stated timeframes	>90%	>90%	Maintain or improve from baseline	Maintain or improve from baseline	S: GM Corporate Services B: GM Corporate Services P: O: Coord Gov & Risk	~	~	~	~	~	Of the 73 statutory and community policy documents there are 4 overdue equating to 5%.	1

Attachment 1 Page 184

PART C: Financial Outcomes





Budget v Actual graphs (departmental) with bullet point explanations for any significant variations.

PART D: Project Status

PROJECT	COMMENTS	✓ <u></u>
Strategic Asset Management Improvement Item projects	Two sub-projects will be carried over from the 2024-25 financial year into the 2025-26 financial year. This is the migration of Councils water and sewer asset management models to councils specialised modelling software called Assetic Predictor. As at the end of July 2025, a revised scope for this work has been developed and been put to the market.	<u> </u>
In-House Legal Evaluation	The purpose of this project is to evaluate if an in-house legal service could offer cost savings, improved service, and better alignment with organisational goals. This project is in the final stages with the risk and compliance needs to be completed and the project report finalised. Project report to be completed by 30 September 2025.	1
Project Management Framework	Discrete elements that support the framework - Business Case and Project management plan documentation have been finalised. Detailing the use of Focus HQ as the primary reporting tool will be completed shortly. A revised draft of the Framework is planned by end of Q1 2526.	1
Community of Practice - Project Mgmt	First meeting of 2526 is planned for 14 th August which will include a Project Portfolio review for 2425.	1
Project Management Systems Support	All planned projects for 2526 have been loaded into Focus HQ, support to convert them to active status is ongoing with all designated Project Managers.	1

PARTE: Business as Usual

Strategic Asset Management Team – For the month of July 2025 the main focus continues to be end of financial year processing and reporting as part of the 2024-25 financial statements. Governance & Risk - The main focus for the upcoming month of August is the collation of data for the annual report, Strategic Risk Workshop and the draft Strategic Internal Audit Plan.

PART F: Service Metrics

GOVERNANCE & RISK

Overall Council has 213 policy documents with 24% overdue for review. Since July 2024 overdue policy documents has reduced by 19%. The Governance & Risk team remains committed to further reducing this number, aiming to have no overdue policy documents by 30 June 2026.

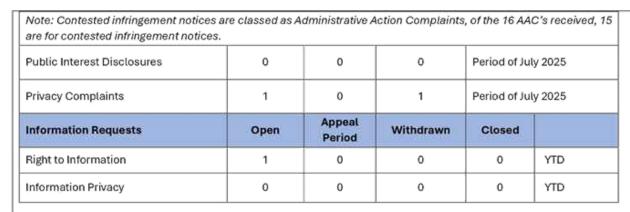
*All statutory policies that are required to be reviewed within a legislated timeframe have been reviewed and adopted.

Complaint Management	Open	Closed	Total received	
Administrative Action Complaints	1	15	16	Period of July 2025

Monthly Operational Report - July 2025

Corporate Services Directorate

Page 16 of 84



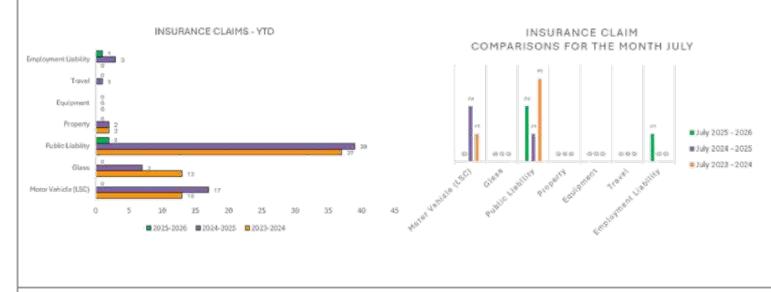
ENTERPRISE RISK MANAGEMENT

Council continues to review and monitor its Strategic and Operational Risks as recorded through the Corporate Risk Register.



INSURANCE

For the month of July there were three insurance claims submitted as per the tables below, which provides a comparison for claims received from 2023/24 through to 2025/26 for the month of July and year to date.



Risk Management

Date Updated	Risk Details	Existing Controls/Challenges	Required Actions	✓ <u>*</u> ×

PART G: Executive Summary (Achievements of note, celebrations, recognition of team members, significant change, challenges, emerging trends or significant highlights)

Monthly Operational Report – July 2025

Corporate Services Directorate

Corporate Services Directorate

Monthly Operational Report - July 2025

Corporate Services Directorate - Financial Services





PARTA: Section Accountabilities and Team Roles

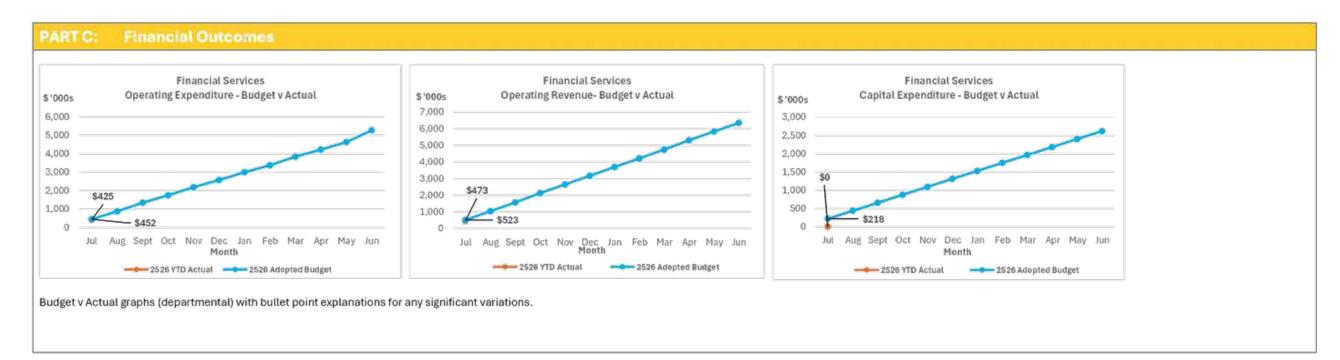
Mana	ger Financial Services	Coordi	nator Accounting Services		Coordi	nator Procurement & Fleet Servic		Coordinator Revenue & Property Services				
drive o a strate direction deliver organis	key functions including finance, e, procurement and fleet services—to perational excellence. This role plays egic part in shaping Council's financial on, ensuring integrated service y that supports long-term sational goals and sustainable al outcomes.	account Ensuring sustaina	ng financial, management and asset ting services to the organisation. g fiscal management, financial ability, taxation compliance financial g and accountability.	procurement choices by providing straightforward guidance and empowering staff to achieve				Oversee the responsible management and collection of revenue, including annual rate levies, debt recover and the sale of land for unpaid rates. Maintain the rate master file and respond to ratepayer enquiries.				
Accou	ntabilities	Accoun	tabilities	T	Accoun	tabilities		Accountabilities				
SBPO	Accountability	SBPO	Accountability	Ш	SBPO	Accountability	7	SBPO	Accountability			
B	Accounts Payable	В	Business Partnering		В	Auction and Asset Disposal	1	В	Property and Titles			
В	Asset and Financing Alignment	В	Corporate Card Facility Management		В	Compliance to Legislation	1	В	Revenue Reporting			
В	Asset Capitalisation (Capital and	В	Development and Management of		В	Contract Management Process	1	В	Sundry Debtor Management			
	Contribute)		Investments		0	Update		В	Trade Waste Billing			
В	Asset Sale Policy and Framework	8	Management accounting and		В	Inventory Stores	1	В	Utility Bills			
В	Budget Strategy		reporting management		В	Light Vehicles	1	В	Utility Bills Management			
В	Contract Management Framework	В	Point of Sale Technology		8	Management of Purchasing	1	В	Valuations			
8	Debt Recovery	В	Taxation Compliance		В	Plant and Machinery	1	0	Calculate Annual Rates			
В	Development and Management of	0	Accounting Systems Maintenance		В	Plant Vehicle and Equipment	1	0	Fees and Charge Model and Support			
-	Investments	0	Annual Budget Preparation	Ш		Management		0	NAR Database Management			
В	Fees and Charges Management	0	Banking Platform Maintenance	Ш	В	Procurement and Tender	1	0	Pensioner Remissions			
В	Internal Finance and Revenue Management	0	Budget Reporting			Framework and Advice		0	QFES EMC Rural Levy Management			
В	Lease and Financing Alignment	0	Budget Resource for Managers	Ш	В	Procurement Reporting		0	Rates and Revenue			
В	Loans and Borrowings	0	Budget Software Support		В	Purchasing (Stores)		0	Rates Billing and Admin Service			
В	Management of Rates and Revenue	0	Corporate Financial Accounting		0	Procurement Service Delivery			Delivery			
В	Plant, Fleet & Equipment		Service (including Compliance)	Ш	0	Toll and Fleet Arrangements		0	Rates Enquiry Service			
"	Administration	0	External Audit Services	Ш				0	Revenue Accounting Reconciliation			
В	Reporting on organisational spend	0	Internal Monthly Budget Reporting	Ш				P	Fees and Charges Review			
	analytics/compliance	0	Ledger Maintenance and Costing					P	Revenue Modelling			
В	Strategic Procurement Planning,	0	Management accounting and	Ш								
-	Policy and Framework		reporting delivery									
В	Tenders and Contracts	0	Monthly Financial Reporting									
В	Vendor Management System	0	Reconciliation Monthly Accounts									
P	Annual Statutory Reporting	O	Water Waste Sewer Models									
	(Financial Statements)											
P	Quarterly Budget Review and											

Page 188

Reporting to Council

PART B: 5 Year Delivery Program and 1 Year Operational Plan

OP Ref	5 Year Delivery Program 2025 - 2030	Council's Role	Performance Measure	Performance Me	Responsible Officer	Ye	ar				Comments	✓ <u>^</u>			
				2025 - 26 Baseline Interim (2026 - 27) 2030			1	2	3	4	5				
Section 1	THEME - DIVERSIFIED & RESILIENT ECONOMY 1.1 Promote, and value diverse business, industry and employment														
1.1.7	Provide procurement opportunities which support local suppliers and businesses	Provider	Percentage of procurement spend with local business	30%	29%	Maintain or improve from baseline	Maintain or improve from baseline	S: GM Corporate Services B: Manager Financial Services P: O: Coordinator Procurement & Fleet Services	~	~	~	~	~	Local Content for July 2025 – 17%.	1
THEME	- TRANSPARENT, ACCOUN Ensure communities are el		PROGRESSIVE LEADERSHIP												
4.1.3	Monitor satisfaction levels of attendees at Local Industry Forums in Council procurement process to optimise local spend for economic benefit	Facilitator	Conduct post-event survey to measure satisfaction level of attendees	70% satisfaction		80% satisfaction	90% satisfaction	S: GM Corporate Services B: Manager Financial Services P: Coordinator Procurement & Fleet Services O:	~	~	~	~	~	To be scheduled November 2025.	
THEME			PROGRESSIVE LEADERSHIP nature o	fwork and the peo	de of the commu	Men									
4.4.1	Improve rate payment optimisation platforms by transitioning to a customer led experience	Provider	Reduction in the number of manual applications for direct debit	10% reduction from baseline	476	15% reduction from baseline		S: GM Corporate Services B: Manager Financial Services P: Coordinator Revenue Services O:	~	~				Reviewing current process for opportunities utilising existing software.	1
THEME			PROGRESSIVE LEADERSHIP and resources through strong gover	manax.	100	111	12	-1.000	2			W100	70	•	
4.5.6	Timely collection of levied rates and charges	Provider	Outstanding rates at the end of each quarter (excluding prepayments)	<5%	4.04%	<5%	<5%	S: GM Corporate Services B: Manager Financial Services P: O: Coordinator Revenue Services	~	~	~	~	~	Overdue Rates & Utilities as a % of; Budgeted Revenue 4.14%; Revenue Generated 8.7%.	√
4.5.9	Undertake rating structure review	Provider	Report and presentation to Council	Q2 Dec 2025				S: GM Corporate Services B: Manager Financial Services P: Coordinator Revenue Services O:	~					Developing scope of works / Specification details for RFQ.	✓



PART D: Project Status

PROJECT	COMMENTS	√ <u>∧</u> ×
Bulk Fuel Cells	As part of Council's disaster management mitigation efforts, new bunded fuel tanks will be supplied and installed to enhance emergency response capabilities. This project has commenced with current progress being made in requesting quotes.	✓
Rating Structure & Revenue Strategy	This strategic initiative is aimed at evaluating and refining Council's approach to rating and revenue generation to ensure fairness, sustainability, and alignment with community needs. Work is	-/-
review	underway in preparing requests for quotes, with project completion expected by December 2025.	*

PARTE: Business as Usual

Accounting Services Team:

- Progressing tasks associated with preparing Council 2024-25 financial year draft general purpose financial statements. Team members completing tasks in accordance with the financial statements task schedule.
- . Readying supporting documentation for Council's upcoming external audit scheduled to commence with the Queensland Audit Office from Monday 1 September.
- Continuing to progress with the rollout of Citibank Corporate Purchase Cards. Testing underway with the next step to finalise testing before Accounts Payable staff work with Council's cardholders to activate cards.
- . Working with Project team in accordance with the project plan to undertake testing for the transition of Council's Assets Register and Works Management functionalities to the Conquest software cloud-based solution.
- Successful roll-over of Council's Budgeting software from the 2024-25 financial year to the 2025-26 financial year.
- . Implemented the changes made to Council's organisational structure into Council's corporate finance and budgeting software systems to facilitate reporting for the 2025-26 financial year.
- Onboarding of Financial Accountant commencing in the accounting team as a maternity relief-replacement.

Procurement & Fleet Services Team:

- . Sample requests from the Queensland Audit Office have been received. Collation of documentation is underway in preparation for the external audit scheduled for September.
- . Planning is underway for the Local Buy Summit, hosted by LSC in November 2025. This region-wide event will bring together CQ Councils and key stakeholders in Procurement & Local Government.
- Recruitment for the Procurement & Contracts Officer position is in progress, with applications closing end of July 2025.
- · Preparations finalised for onboarding the new Purchasing Officer, commencing in August.
- · Looking to recruit mechanic due to retirement.

Revenue Services Team:

- Rates & Utility Notices (1st Half-year 25/26), and Water Consumption Notices (for usage Quarter 4 of 2024/25) issued 11 August 2025 (Due 10 September 2025).
- New look Rates and Water Notices implemented.
- Properties eligible for Sale of Land to recover overdue property rates and charges (arrears greater that three (3) years) will be issued correspondence in August. This correspondence advises of the seriousness of the arrears, eligibility for land sale and requests urgent contact from the property owner.
- Successful roll-over of Council's revenue management software from the 2024-25 financial year to the 2025-26 financial year.
- Adopted Fees and Charges 2025/26 implemented.
- Review of online payment and direct debit processes underway seeking improvement opportunities and payment optimisation allowing for customer lead experience.
- Scoping underway for the Rating Structure & Revenue Strategy review to assist the 2026/27 annual budget review.
- Review of online payment and direct debit processes underway seeking improvement opportunities and payment optimisation allowing for customer lead experience.

PART F: Service Metrics

Accounting Services Team:

- . 13,271 supplier invoices processed during 2024-25 financial year, averaging 1,106 invoices/month.
- . An average 92% of supplier invoices processed within Councils payment terms over course of the 2024-25 financial year (KPI: greater than 90%).
- 101 Council Officers with Corporate Purchase Cards as of 30 June 2025, collectively spending an average of \$133,000/month.
- All Accounts Payable customer service requests closed out within organisational timelines.

Procurement & Fleet Services Team:

- . Open to Market: 2 tenders currently active on market.
- . Under Evaluation: 4 tenders undergoing assessment.
- · Awarded: 1 tender successfully awarded during July.
- . 9 Tenders in preparation for upcoming release to market; an additional 16 tenders scheduled for preparation and release prior to December 2025.
- Contract Cycle Time: 74 Days (Average Target:- 100 Days).

Revenue Services Team:

- 18,749 Rateable Assessments.
- 14,256 Water Assessments.
- 2,717 Pensioners (2,765 July 2024/25; 2,574 July 2023/24)
- · 24.7% Rates & Utility Notices delivered electronically.
- 24.8 % Water Consumption Notices delivered electronically.
- Current Rateable Valuations of Shire \$4,711,920,655.
- 2,095 Change of Ownerships Processed for the year 2024/25 (1,935 2023/24)

Page 22 of 84

Risk Management

Date Updated	Risk Details	Existing Controls/Challenges	Required Actions	✓ <u>▲</u> .×
04/08/2025	Long lead time on fleet yellow plant and trucks	Placing orders early when received price will change	Monitor	<u> </u>

PART G: Executive Summary (Achievements of note, celebrations, recognition of team members, significant change, challenges, emerging trends or significant highlights)

Accounting Services Team:

- Recognition of large effort by Council's Financial Accountant Sasha Kolega in leading the change, working with Council's Human Resources & Payroll staff and software support representatives, to implement Council's new on-cost methodology for the 2025-26 financial year. This was a large body of work, with many complexities, which required patience and focus.
- . Treasury & Management Accountant successfully completed probation and on-boarding.
- Coordinator Accounting Services successful recipient of 2025 Local Government Finance Professional Scholarship to study the Professional Certificate in Infrastructure Financial Management.

Revenue Services Team:

Celebrating excellent collaboration across teams and the fantastic research and design undertaken by Hayley Stevens in generating the refreshed base stock templates and website updates for the new look Rates, Water and Animal notices implemented in time for the 2025/26 Notices.

Page 23 of 84

Monthly Operational Report - July 2025

Corporate Services Directorate – Information Services



PARTA: Section Accountabilities and Team Roles

abling Co erate effice provision mmunica pport the	bling Council's business operations to trate efficiently and effectively through provision of information and nmunication technology services. port the community with reliable access ccurate information.		provided by the ServiceDesk, Infrastructure, Cyber Securi and Business Applications functions for Council. tion technology services. community with reliable access			Provide o Council's opportuni	perational implementation which supports technology project program and facilitate ties where technology can be utilised to susiness productivity.	The provision of administrative and operational assistance across key service areas, ensuring smooth day-to-day functions and supporting team efficiency.		
countabi	lities	Accoun	tabilities	Accountabilities A		Accountabilities				
SBPO A	ccountability	SBPO	Accountability	SBPO	Accountability	SBPO	Accountability			
		В	GIS Mapping System	B	IT Product Development	0	Audit Committee Management Councillor			
в п	Product Development	В	Internal Phone and Internet Services	В	New System Implementation		Software			
	tanagement	8	Internal Phone and Internet Services	В	Business System Analysis		(Management of documents and information)			
	oftware Licence Renewals and		Management	P	Conquest Upgrade	0	Audit, Risk and Improvement Committee			
	udgets	В	IT Asset Procurement and Disposal	P	Finance 1 Upgrade		Administration			
	entralised Software, Phone	В	IT Help Desk	P	The state of the s		(ARaiC)			
	nd Printing budget		IT Networks Development and Management		IT Reporting Upgrade	0	Information Services Administrative Support			
	nanagement	В		0	Business System Analysis	0	Support for centralised Software, Phone and			
The state of the state of	oftware Compliance	8	IT Support Development and Management	0	Training IT and Business Apps	10	Printing budget			
	evelopment and management	8	IT System Administration Development and				Frinding Dudget			
	The state of the s		Management (Software and Hardware)							
	f new system implementation	В	Portable Assets Development and Management							
THE RESERVE OF THE PARTY.	Project Program delivery		= []							
	nformation Security	0	Cyber Security Program implementation							
	nanagement	0	Printing Services							
	raining IT and Business Apps	0	Training IT and Business Apps							
	usiness System Analysis	0	Cyber Security Planning and Management							
	evelopment and management	0	Data Storage and Back Up							
	ne implementation of the Cyber	0	Development and Management of IT Cabling							
	ecurity Program		requirements							
B P	rinting Services Management	0	IT Asset Procurement and Disposal							
	orporate Business	0	IT System/software and hardware support							
А	pplications Integration and	ೆನಿಗೆ ಒ	service							
N	fanagement	0	Portable Assets Coordination - IT							
	fanagement of IT operations	0	Software Licencing							
а	nd continuous improvement	0	Support Service for IT systems							
	or service delivery		walkers and man set it along the							
B D	evelopment and management									
	or Reporting services									
-	onquest Upgrade									
	inance 1 Upgrade									
	Reporting Upgrade									
	HANAGER ANDIGER									

Monthly Operational Report - July 2025

Corporate Services Directorate - Information Services

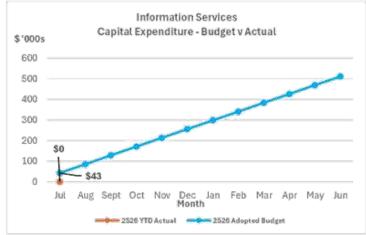
PART B: 5 Year Delivery Program and 1 Year Operational Plan

OP Ref	5 Year Delivery Program 2025 - 2030	Council's Role	Performance Measure	Performance Me	easure Target			Responsible Officer	Ye	ar				Comments	✓ <u>A</u> ×
				2025 – 26	Baseline	Interim (2026 – 27)	2030		1	2	3	4	5		
THEM			PROGRESSIVE LEADERSHIP onsiveness to the changing nature	of work and the ne	eds of the comm	unity									
4.4.2	Progress Information Services Project portfolio - Finance One upgraded to CiA SAAS platform	Provider	Project completed by June 2026 within allocated budget and timeframe	100%				S: GM Corporate Services B: Chief Information Officer P: Coordinator ICT Projects O:	~					On track for the first phase of the Finance SaaS project activity in November 2025.	√
	Progress Information Services Project portfolio - Conquest uplifts advanced within agreed timelines	Provider	Project completed by June 2026 within allocated budget and timeframe	100%				S: GM Corporate Services B: Chief Information Officer P: Coordinator ICT Projects O:	~					On track for Conquest 4 delivery in September 2025. Currently planning User Training and Migration tasks to support the Go Live.	✓
4.4.4	Upgrade CRM User Interface to Pathway UX.	Provider	Project completed by 2025-26 within allocated budget and timeframe	100%				S: GM Corporate Services B: Chief Information Officer P: O: Coordinator IT	~					Planning currently for delivery of training in October 2025 to support rollout.	¥
4.4.5	Develop a longer term digital strategy	Provider	Strategy developed and delivered to ELT	100%				S: GM Corporate Services B: Chief Information Officer P: Chief Information Officer Officer	~					Longer term strategy is currently on track for delivery December 2025 with workshop sessions planned with Leadership team members and key stakeholders.	✓
4.4.6	Design the optimal data management, integration and visualisation architecture for LSC	Provider	Design to be completed by 2025- 26	50%		50%		S: GM Corporate Services B: Chief Information Officer P: Chief Information Officer O:	~	~				Currently on track to deliver a replace and provide modernised reporting platform for improving access to data for business owners.	✓

- 1 -	4.4.7	Continue strengthening	Provider	Ensuring alignment with the best	80%	80%	Asset renewal	Maintain	S: GM Corporate	V	~	V	~	~	Seven out of the Eight control domains	1	
		our Cyber Security		practice and industry advice			for Firewall	baseline	Services						have been implemented from the ASD	~	
		posture					and ASD		B: Chief						Essential Eight. Due to complete before		
							Essential 8		Information						Dec 2025.		
									Officer								
									P:								
									O: Coordinator IT								

PART C: Financial Outcomes





Budget v Actual graphs (departmental) with bullet point explanations for any significant variations.

PART D: Project Status

PROJECT	COMMENTS	√ <u>∧</u> :
Windows 11 OS Upgrade	Rollout of Microsoft's next generation Operating System for staff devices is being rolled out per site over the next few months to ensure that Council's systems remain under a support arrangement with the software vendor. This latest Operating System provides enhanced security, performance fixes and quality of life improvements for usability around the latest features. Project is due to be completed by September 2025 and includes all Council end user computer assets.	THE RESERVE TO SHARE SHA
Third-party software update management	It can be extremely challenging to keep third-party applications up to date to ensure that vulnerabilities can be quickly remediated as vendors provide software patches to ensure systems are secure and protected. This project is almost completed and due by September 2025.	1
Application Whitelisting	Part of the Australian Signals Directorate Maturity Level 1 recommendation to implement technical controls which prevent unknown software running on Council's systems that could potentially lead to malicious attacks or exploitation of data.	1
Improved Customer Request Reporting	With the aim to overall improve customer request reporting experience an integration with Council's Customer Request Management system (Pathway) will be setup to ensure that members of the public are able to use the Snap Send Solve mobile application to report issues that reduces time for issues to be logged and notifies the requester on actioning of the request. This will enable a more streamlined reporting experience for customers while reducing inefficient time spent manually creating these requests in Council's systems. This project is on track and due to be completed by end of August 2025.	1
CRM Client Upgrade	Council's Customer Request system (Pathway) has released a substantial update for its client application which is required to implement to remain under support from the vendor. This new client is a modern web-based interface that provides a significant number of quality-of-life improvements for users within the internal business units within Council. This software implementation is reasonably complex, with significant time spent resolving roadblock issues that were introduced in software releases and will require further user training. This project is on track to be completed for end of October 2025.	1
Staff Intranet	An Intranet for Staff is a tool that will increase internal communication across the organisation and provide a central location to provide access to important information. This project is currently in the discovery phase to provide a scope for the implementation. The target for completion is January 2026.	✓
Improved Internet Services for Remote locations	To improve issues for internet and access to digital services at remote sites the existing links have been improved with StarLink services at the Caves Waste Transfer Station, Caves Depot and Woodbury Water Treatment Plant. This project was completed in July 2025.	1
Audio Visual Meeting Room Upgrades	Since January 2025, eleven meeting spaces across Council facilities have been upgraded with modern AV technology, enhancing functionality, reliability, and overall user experience. These improvements have also reduced the time participants spend troubleshooting technology-related issues, allowing meetings to run more efficiently. This project was completed in July 2025.	1
Switch Hardware Replacement	Planned capital project for replacement of critical network hardware for network services to support Council operations. These upgrades are essential to maintain the availability of organisational network-based services, including wireless networks, phones, internet access, and email. The replacement of these assets will ensure that our network systems receive the latest security updates, safeguarding our network infrastructure and information systems. This project is due to commence February 2026.	1
Server Hardware Replacement	A planned capital project will relocate the disaster recovery data centre to support core server infrastructure. This initiative is critical to ensuring resilient, reliable, and secure digital services. The project is currently in the requirements scoping phase and scheduled to commence early next year with completion by April 2026. Page 26	1

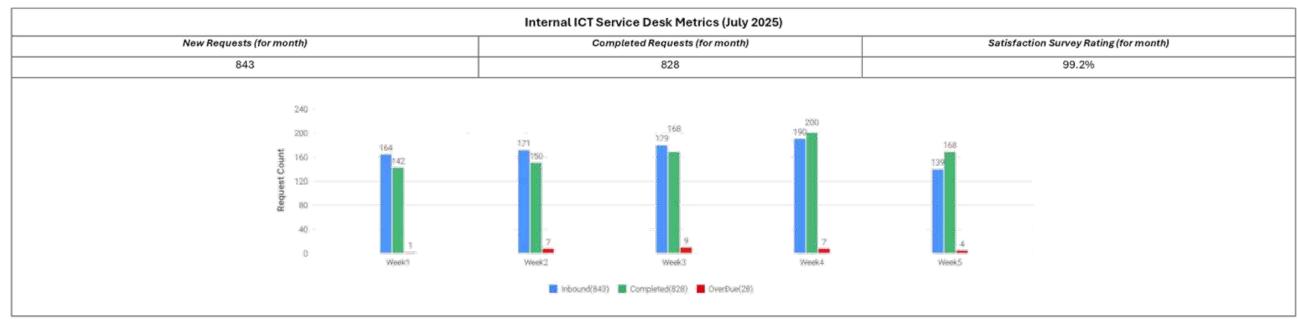
Monthly Operational Report - July 2025

Corporate Services Directorate - Information Services

Security Gateway Kenewai	A capital project is scheduled to commence in December 2025 to renew Council's existing security appliances. This upgrade is essential to protect information systems from external threats and	1	
and the state of t	to maintain secure remote access for the external workforce.		

PART E: Business as Usu	
Server Infrastructure Upgrades	Software and Firmware upgrade to Councit's underlying Server infrastructure, this provides performance fixes and improves security by remediating disclosed vulnerabilities from the vendor. Completion of this activity is routine, however, to reduce impact to service delivery this activity is being completed outside of business hours of operation in multiple steps to reduce change risk. It is anticipated these tasks will be completed early August 2025.
Pathway Application Update	After successful testing the latest software update to Council's Customer Request Management system in non-production systems, the production environment is now scheduled to receive the latest vendor software release in August 2025. This software update will deliver performance improvements and resolve key issues delaying the employment of the new client application.

PARTF: Service Metrics



Risk Management

Date Updated	Risk Details	Existing Controls/Challenges	Required Actions	✓ ▲ X

PART G: Executive Summary (Achievements of note, celebrations, recognition of team members, significant change, challenges, emerging trends or significant highlights)

Monthly Operational Report - July 2025

Communities Directorate





General Manager Accountabilities and Key Performance Indicators

General Manager Communities	Accou	ntabilities				
Key Responsibilities]						
,,	SBPO	Accountability	SBPO	Accountability	SBPO	Accountability
	S	Adverse Event Planning Strategy	S	Customer Service Planning and Direction	S	Property/Spans
	S	Arts and Culture Strategy	S	Direction and Planning for Cemeteries	S	Public Library Service Strategy
	S	Biodiversity Strategy Action Plan	S	Disability Action Plan Strategy	S	Rural Fire Service Strategy
	S	Branding and Marketing	S	Emergency Management Planning and Response	S	Shoreline Management Plan
	S	Building and Facilities Management Service	S	Engagement Strategy	S	Showground
	S	Building Capital Works	S	Engagement with Communications	S	Sporting Precinct Strategy and Plans (eg: Barmaryee Masterplan Review)
	S	Building Codes	S	Environmental Regulation	S	Statutory Planning Strategy
	S	Business Incubation Services (Internat)	S	Environmental Sustainability	S	Strategic Development of Community Services Programs
	S	Cemeteries	S	Flying Fox/Bats Strategy	S	Strategic Direction for Local Strategic Planning Statement
	S	Chamber of Commerce	S	Formal leases, licences and agreements	S	Strategy for Environmental Regulation
	S	Civic Events Planning	S	Hazard Reduction Strategy - Develop and Maintain	S	Strategy for Public Health
	S	Coastal Hazard Application Strategy	S	Healthy and Active Livingstone Strategy	S	Strategy for Volunteer Program
	S	Commercial Building Codes Strategy	S	Intergovernment Relations- Planning and Environment	S	Street Tree Strategy
	S	Commercial Businesses	S	Intergovernmental Relationships (Community and Eco Develop)	s	Venue Hire
	S	Communication	S	Land Development	S	Caravan Parks Strategy
	S	Community and Economic Development Administration Strategy	S	Libraries	S	Caravan Parks (Owned)
	S	Community and Tourism Grants Strategy	S	Local Strategic Planning Statement	В	Adverse Event Planning Management
	S	Community Arts Culture	S	Low Carbon Livingstone Plan	В	Emergency Communications
	S	Community Engagement	S	Open Space Amenity Buildings and Facilities Strategy	В	Intergovernment Relations - Community and Eco Development Directive
	S	Community Events Strategy	S	Open Space Building and Facilities	В	Planning for Utilities Failure
	S	Community Safety Strategy	S	Planning Advisory Services	В	RFS Building Assets
	S	Community Services	S	Private Building and Planning Compliance	В	RFS Fleet Asset Management
	S	Community Services Quality Strategy	s	Private Planning Compliance Strategy	В	Hazard Reduction
	S	Crown Land Strategy	s	Property (Building and Facilities) Operations		
	S	Cultural Plan Development and Management				

Monthly Operational Report – July 2025 Communities Directorate Page 28 of 84