



MEETING

AGENDA

15 JULY 2025

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 4 Lagoon Place, Yeppoon on 15 July 2025 commencing at 1:00 PM for transaction of the enclosed business.

Terry Dodds PSM
CHIEF EXECUTIVE OFFICER
14 July 2025

Next Meeting Date: 19 August 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.

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1 OPENING

Acknowledgement of Country

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

Opening Prayer

Deputy Mayor, Councillor Pat Eastwood is scheduled to deliver an opening prayer.

2 ATTENDANCE

Members Present:

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

Officers in Attendance:

Terry Dodds PSM - Chief Executive Officer
Katrina Paterson - General Manager Strategic Growth
Michael Kriedemann – General Manager Infrastructure
Andrea Ellis – General Manager Communities
Kristy Mansfield - General Manager Corporate Services
Jon Rutledge - Chief Human Resources Officer

3 LEAVE OF ABSENCE / APOLOGIES

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Ordinary Meeting held 17 June 2025.

5 DECLARATION OF INTEREST IN MATTERS ON THE AGENDA

6 DEPUTATIONS

Nil

7 BUSINESS ARISING OR OUTSTANDING FROM PREVIOUS MEETINGS

7.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL MEETING

File No: GV

Attachments: 1. Business Outstanding Table - July 2025

Responsible Officer: Terry Dodds PSM - 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 - July 2025

Meeting Date: 15 July 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, Yaamba	<p>THAT Council resolves to advise the Department of Resources that Council:</p> <ol style="list-style-type: none"> (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 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 (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. 	<p>4 Jul 2025</p> <p>Officers are preparing a report to present to Council in August 2025 to provide direction regarding the feedback received from the Department.</p>
2	20/12/2022	The Station Eastern Precinct Site - Development Option	<p>THAT Council resolve to:</p> <ol style="list-style-type: none"> 1) Apply the exceptions mentioned in section 236(1)(a) and 236(1)(b) of the <i>Local Government Regulation 2012</i> in its dealing with Saint Vincent De Paul Society over proposed Lot 2 - The Station eastern precinct at 23 James Street, Yeppoon; and 2) 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 3) 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. 	<p>4 Jul 2025</p> <p>SVDP funding submission is still being negotiated with the State.</p>
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.	<p>4 Jul 2025</p> <p>Draft structure plan expected by end of July 2025</p>
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.	<p>10 Jun 2025</p> <p>Sharon Sommerville: Report is being finalised for July meeting</p>

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.				
5	20/05/2024	Southern Beaches Vehicle Access History, Local Laws and Reference Group.	<p>THAT Council:</p> <p>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</p> <p>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</p> <p>c) Increase education and communication to the community on Livingstone's Local Laws; and</p> <p>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</p> <p>e) Work with existing private and State Government landowners to increase legal pedestrian access to the Southern Beaches of Livingstone Shire.</p>	<p>06 Jun 2025</p> <p>Workshop completed - Report to be presented July Ordinary meeting</p>
6	02/07/2024 (Committee)	Supreme Court Claim - EarthTec Pty Ltd (Statue Bay Project)	<p>THAT the committee recommends to Council that:</p> <ol style="list-style-type: none"> 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. 	<p>05 Jun 2025</p> <p>Claim for costs has been submitted to the Courts. Initial assessments will take up to 3 months (end of August 2025).</p>
7	05/11/2024 (Committee)	Shoreline Erosion Management Plan - Muskies Beach	<p>THAT the committee recommends to Council the following operational plan outcome be considered for the 2025/2026 year along with an associated budget:</p> <ul style="list-style-type: none"> • Develop a Shoreline Erosion Management Plan specific to Musker's Beach, incorporating a beach profile monitoring program and a vegetation plan for the foreshore with extensive community consultation as part of the process. 	<p>10 June 2025</p> <p>Grant announcement expected in next few weeks. If funded project will commence in July 2025.</p>

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.				
8	19/11/2024	Management Plan - Cooe 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 Cooe Bay Main Beach that accommodates increased population and use of the beach 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 June 2025 Expect grant announcement in the next few weeks. If unfunded will be considered for the 2026/27 budget.
9	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.	9 June 2025 A five-yearly review of Council's Local Government Infrastructure Plan (LGIP) has been completed. The purpose of the LGIP Amendment is to ensure that the plan remains accurate, current and relevant. Council decided at its ordinary meeting on 17 December 2024 to make the LGIP Amendment. A State Government Review stage has been undertaken and Council has been notified that it may progress the LGIP Amendment to Public Consultation. The public consultation phase provides an opportunity for the community to view the amended LGIP and to make a submission. The public consultation period for Livingstone Shire Council's proposed Local Government Infrastructure Plan (LGIP) Amendment will begin on Friday 6 June 2025 and will finish on Friday 4 July 2025.
10	21/01/2025	CEO Key Performance Agreement	THAT the Performance Agreement for the CEO from 1 February 2025 to 1 February 2026 consists of Key Performance Indicators as follows: (i) Build and maintain a new Business Integration and Reporting System and manage monthly production stemming from the 5-Year	7 Jul 2025 To be completed upon anniversary (circa 18 Nov 2025).

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.				
			<p>Corporate Plan, and 1-Year Operational Plan requirements and other subsets.</p> <p>(ii) Lift the total average organisational culture score from 53.5% to 58.5%.</p> <p>(iii) Provide advice to the Council regards the workforce, our current and future assets, and the financial decisions that align with all macro-level plans.</p> <p>(iv) Negotiate a new Enterprise Bargaining Agreement.</p> <p>(v) Strategise with the Council on how to bring industries of the future and maintain a balance in the demographic spread (social and economic), ensuring communities are consulted as required.</p>	
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.	10 Jun 2025 Sharon Sommerville: Report coming back to Committee in July
12	04/02/2025 (Committee)	Capricornia Access and Equity Group	THAT the committee supports the deputations' objectives and: <ol style="list-style-type: none"> 1) Acknowledge the importance of an inclusive shire where all residents can fully participate in their community. 2) Review Council operations (planning scheme, policies, procedures and projects) from a holistic perspective with the intention to improve access as a human rights priority and allocate adequate resources. 3) That Council investigate the impediments in the Building Code and report back to council to develop a project framework for advocating to our State and Federal members for changes in the Building Code. 	12 May 2025 Items 1 and 2 ongoing
13	04/02/2025 (Committee)	Shoreline Erosion Management Plan - Putney and Fisherman's Beach, Great Keppel Island	THAT the committee recommends to Council that representations be made to the Queensland Government to support the development of a Shoreline Erosion Management Plan (SEMP) for Putney and Fisherman's Beaches at Great Keppel Island.	14 May 2025 Waiting on outcome of grant application.

*Please note that the notes contained within the Business Outstanding Table are correct at the time of the Agenda being published.				
14	04/02/2025 (Committee)	Living waterways project - Lex Sample Park.	THAT the committee receives the report and its contents are noted and commend the Healthy Land and Water group for its initiative and commitment.	10 June 2025 Concept plans finalised and preparing to commence on-ground work.
15	18/03/2025	Great Keppel Island Revetment Wall at Hideaway Resort - Maintenance Request	THAT Council receive a further report regarding advocacy required and processes to assist, on behalf of the island businesses, regards the capacity to replenish the revetment wall area by using extracted sand from a beach.	10 June 2025 Repairs carried out by Hideaway corporation. No further action required by Council at this stage
16	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 3. In exercising this delegation, the Chief Executive Officer ensures compliance with Council's 'Acquiring Land and Easements for Infrastructure Services Procedure'.	7 July 2025 Owner unavailable during July 2025. Discussions will resume upon owner's return.
17	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.	6 Jun 2025 Matter to be bought back to the table to be considered
18	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	09 Jun 2025 EOI released 09/06/2025, closing on the 14/07/2025. Knight Frank have been engaged to manage the marketing campaign, developing an IM for the commercial sale of proposed lots 4 & 502 /48-52 Cordingley St, Yeppoon.

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

			<p>(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:</p> <ul style="list-style-type: none"> • 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. <p>(b) Where a suitable respondent is identified, the CEO to bring back a report for consideration by Council.</p>	
19	17/06/2025	Bondoola Fire Brigade	<p>THAT Council seek confirmation/clarity from Member for Keppel and Minister Leahy that:</p> <ol style="list-style-type: none"> 1. the block identified for use by Bondoola Fire Brigade is deemed a suitable block by the State; and 2. seek their assistance to fast-track this development application; and 3. the State confirm available funding by 31 July 2025. 	<p>7 July 2025</p> <p>Letter sent to Minister Ann Leahy and Nigel Hutton MP</p>
20	17/06/2025	Emu Park Vegetation Vandalism	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. erect vegetation vandalism signage at identified sites in Emu Park; and 2. enact a media campaign seeking public assistance to report vegetation vandalism. 	

8 PRESENTATION OF PETITIONS

Nil

9 NOTICES OF MOTION

9.1 NOTICE OF MOTION - COUNCILLOR ANDREA FRIEND - PARKING WAIVER CAPRICORN COAST HOSPITAL ASSOCIATION INCORPORATION

File No: fA2220

Attachments:

1. NOM - Cr Friend - Parking waiver
2. Letter of request

Responsible Officer: Terry Dodds PSM - Chief Executive Officer

SUMMARY

Councillor Andrea Friend has submitted a 'Notice of Motion' in relation to a parking waiver for the Capricorn Coast Hospital association incorporation.

COUNCILLOR RECOMMENDATION

THAT Council resolve to waiver parking requirements between the hours of 8.30am to 11am each Wednesday in the location of the Keppel Bay Sailing Club, Clubhouse.

COUNCILLOR BACKGROUND

Refer to the attached Notice of Motion

**9.1 - NOTICE OF MOTION -
COUNCILLOR ANDREA FRIEND -
PARKING WAIVER CAPRICORN
COAST HOSPITAL ASSOCIATION
INCORPORATION**

NOM - Cr Friend - Parking waiver

Meeting Date: 15 July 2025

Attachment No: 1

4 Lagoon Place
Yeppoon
Qld 4703

A/Chief Executive Officer
Livingstone Shire Council
Yeppoon Q 4703

Notice of Motion
Parking Waiver Capricorn Coast Hospital Association Incorporation

Dear Mr. Dodds,

I wish to submit the following 'Notice of Motion' in relation to a parking waiver, every Wednesday, from 8.30am to 11.30am located in the parking bays near the Keppel Bay Sailing Club, Clubhouse, be included for the Ordinary Meeting dated the 15th of July 2025.

That Council Resolves to

'Waiver parking requirements between the hours of 8.30am to 11am each Wednesday in the location of the Keppel Bay Sailing Club, Clubhouse.'

History: The Capricorn Coast Hospital Association Incorporation raises much needed fundraising, in the form of weekly Bingo, every Wednesday. This Incorporation has been raising these funds for decades. The monies raised are contributed to the Yeppoon Hospital in the form of much needed equipment, and extra comfort provisions for patients and residents of the Gus Moore Nursing Home. The bingo undertaken every Wednesday is extremely popular and well sort after in the location of KBSC Spinnakers. This causes overcrowding in the KBSC carpark. Due to this overcrowding some are parking on the median strip and have received fines, turning an enjoyable morning for a very worthy cause, into anxiety and upset. Precedent has been set, in December 2024 Council voted unanimously to grant parking permits to Ladies Probus who utilize the Clubhouse KBSC.

Councillor Andrea Friend
Livingstone Shire Council

Livingstone Shire Council – 4 Lagoon Place, Yeppoon. Ph: 0459392411
Email: andrea.friend@livingstone.qld.gov.au



**9.1 - NOTICE OF MOTION -
COUNCILLOR ANDREA FRIEND -
PARKING WAIVER CAPRICORN
COAST HOSPITAL ASSOCIATION
INCORPORATION**

Letter of request

Meeting Date: 15 July 2025

Attachment No: 2



July 2025

1/37 Adelaide Park R 7th
YEPPOON QLD 4703

Cr Andrea Friend

Livingstone Shire Council

YEPPOON 4703

Dear Councillor Friend

I wish to draw our attention to an incident which happened on Wednesday 25th June where due to an increased number of Bingo players at the Spinnaker Club, a number of players were fined for parking on the grass verge in Barry Street outside the Keppel Bay Sailing Club (Spinnaker). James the Ranger called me this morning and I was most appreciative of his help and that of yours, Councillor Friend. Both of you have assured me on enquiry that parking in this position incurs likelihood of fines.

I am therefore writing again with a request for a waiver for extended parking time near the new Clubhouse on the beachside. I am requesting that Council kindly extend the time for players to park between the hours of 8.30 and 11.30AM without censure. Many of our players like to park early in order to get a seat and they are unable to park in Council car park due to limited mobility.

Our Bingo association originally started when the Hospital and Nursing Home were situated in Anzac Parade as a way to raise funds and provide equipment and extra comfort provisions for patients and residents Of Gus Moore Nursing Home. We have provided many items over the years to ensure that we can continue to provide items and equipment that they might otherwise not be able to access. It is due to the hospital that most of our players continue to attend as they have all had relatives or friends as inpatients and know that their contribution helps. We have put up a Dementia area sensory garden and this will be well used in addition to blanket warmers, dialysis beds and are in the process of providing funds for more equipment. We would appreciate being able to park for that extra time without concern as many of our players are pensioners and are unable to afford fines.

If you can please raise this concern on our behalf at the earliest opportunity, we would really appreciate it.

Sincerely

Jan Edwards Secretary/ Bingo Co-ordinator

9.2 NOTICE OF MOTION - COUNCILLOR RHODES WATSON - POTENTIAL UNIT DEVELOPMENT ON COUNCIL OWNED LAND AT CATHNE STREET, YEPPON**File No:** fA2220**Attachments:**

1. NoM - Cr Rhodes Watson - Cathne Street land
2. Cooe Bay Multi Rise Architectural Drawings
3. Daniel Park Urban Design Upgrade

Responsible Officer: Terry Dodds PSM - Chief Executive Officer

SUMMARY

Councillor Rhodes Watson has submitted a 'Notice of Motion' in relation to Potential unit development on Council owned land at Cathne Street, Yeppoon.

COUNCILLOR RECOMMENDATION

THAT

1. Council requests officers to prepare a Development Application for the construction of forty-seven residential units on Council-owned land at Cathne Street, Yeppoon, formerly the Cooe Bay Tennis Courts.
2. following Development Approval, the land and associated approval be offered to the market for sale.
3. One (1) million dollars from the sale be allocated to the re-development of Daniel Park for community use.
4. The remainder of profit from the sale be allocated to the East-West connector road project and the \$13 million shortfall for this project currently identified by Council's Infrastructure team.

BACKGROUND

Refer to attached Notice of Motion from Councillor Rhodes Watson. Councillor Watson has also provided a video attachment which can be viewed during discussion.

OFFICER COMMENTARY

Officers will provide a report, as requested, should Council resolve to support this Notice of Motion.

**9.2 - NOTICE OF MOTION -
COUNCILLOR RHODES WATSON -
POTENTIAL UNIT DEVELOPMENT ON
COUNCIL OWNED LAND AT CATHNE
STREET, YEPPOON**

**NoM - Cr Rhodes Watson - Cathne
Street land**

Meeting Date: 15 July 2025

Attachment No: 1

Mr Terry Dodds PSM
Chief Executive Officer
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

7/7/2025

Notice of Motion

Dear Mr Dodds,

I wish to submit this Notice of Motion in relation to Potential unit development on Council owned land at Cathne Street, Yeppoon

May this be included in the agenda on the July 15 general meeting. I give notice of my intention to move the following:

Resolution

1. 'THAT Council requests officers to prepare a Development Application for the construction of forty-seven residential units on Council-owned land at Cathne Street, Yeppoon, formerly the Cooee Bay Tennis Courts.
2. That following Development Approval, the land and associated approval be offered to the market for sale.
3. One (1) million dollars from the sale be allocated to the re-development of Daniel Park for community use.
4. The remainder of profit from the sale be allocated to the East-West connector road project and the \$13 million shortfall for this project currently identified by Council's Infrastructure team.

BACKGROUND

It has been identified from a number of sources that Livingstone Shire is facing an accommodation crisis, both now and into the future. The demand for residential property far outweighs the available supply with this situation not expected to ease unless significant investment into residential housing occurs. Council has an opportunity to sell prime council-owned for much needed residential and/or holiday accommodation, thus assisting to reduce the housing crisis.

The former Cooee Bay Tennis Courts site at Cathne Street, Cooee Bay was previously identified as prime residential land that could be developed and then offered for sale to the market. This opportunity still exists and is one that it is imperative for Council to consider. Previous designs for this site show the potential for developing forty-seven units, contributing to a reduction in the under-supply of such accommodation. It is proposed that Council submits a Development Application

seeking approval for the unit development, with the property being offered to the market once the application has been approved.

Profit from the sale of the land could then be allocated to the development of the East-West Connector Road project.

COMMENTARY

The above recommendation provides a number of benefits to the community:

- Draft plans already exist, thus taking advantage of expertise and designs already available.
- By applying profits from the sale of the land to the East-West Connector Road project, Council will not need to divert funding from community projects to the Connect Road project in order to meet the funding shortfall (\$13 million).
- The availability of residential and/or holiday accommodation will be increased. By 2032 the Capricorn Coast will require an extra six hundred (600) hotel beds, and 1200 additional houses to meet the increased demand for holiday and permanent accommodation.
- The proposed development has the potential to become a major drawcard to the Capricorn Coast, increasing our tourism profile.
- The design marries well with the environment and is aesthetically pleasing, taking advantage of natural sunlight to both warm and cool the units.
- According to Council officers, the development of this site will potentially generate \$170,000 in rates each year.
- Prime real estate owned by Council needs to provide benefit to the shire. In this case, the benefit can be realised through the proposed development whilst still leaving Daniel Park largely untouched. Additionally, the \$1 million proposed to be allocated to the upgrade of Daniel Park will provide significant social and community benefits to the current and future generations of this shire.

Conclusion

- The project proposed as part of this Notice of Motion will provide significant financial, social, and tourism benefits to the Capricorn Coast.
- By adopting this recommendation, Council has an opportunity to provide a significant financial benefit to an essential project (the East-West Connect Road), an opportunity to increase the quantum of residential accommodation that is in chronic under-supply, and an opportunity to generate additional rates revenue into the future.

Many thanks

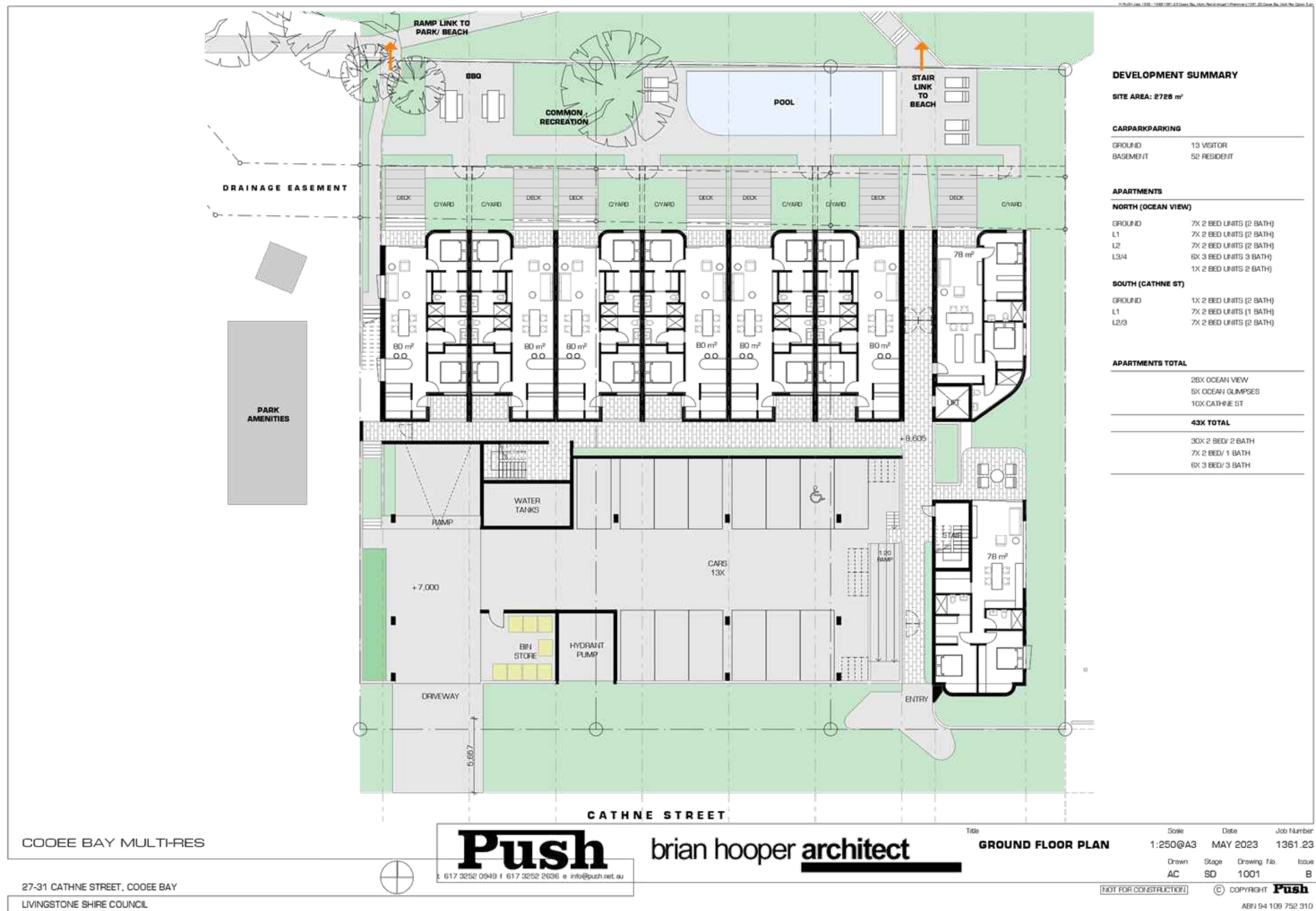
Councillor Rhodes Watson

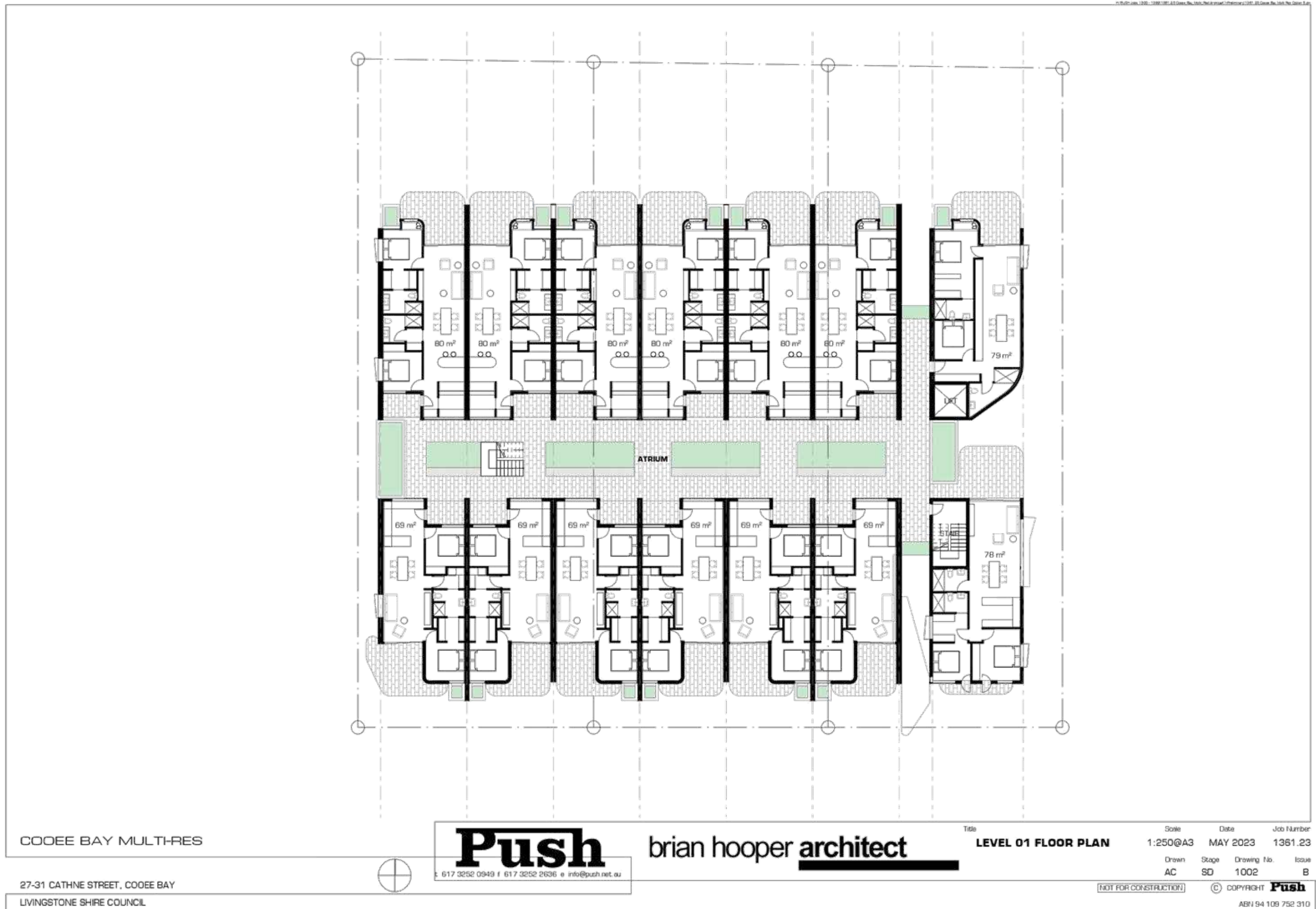
**9.2 - NOTICE OF MOTION -
COUNCILLOR RHODES WATSON -
POTENTIAL UNIT DEVELOPMENT ON
COUNCIL OWNED LAND AT CATHNE
STREET, YEPPOON**

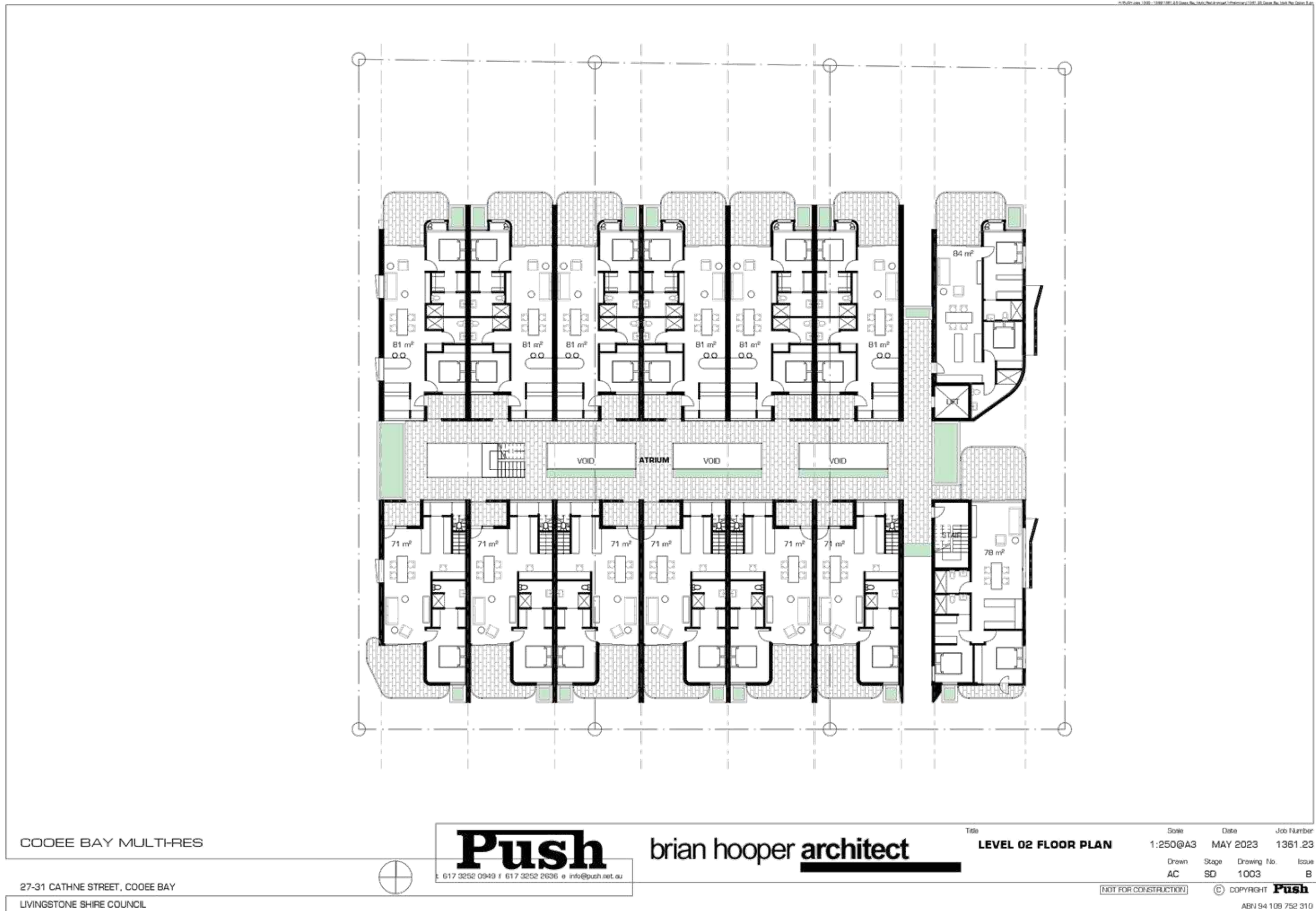
**Cooee Bay Multi Rise Architectural
Drawings**

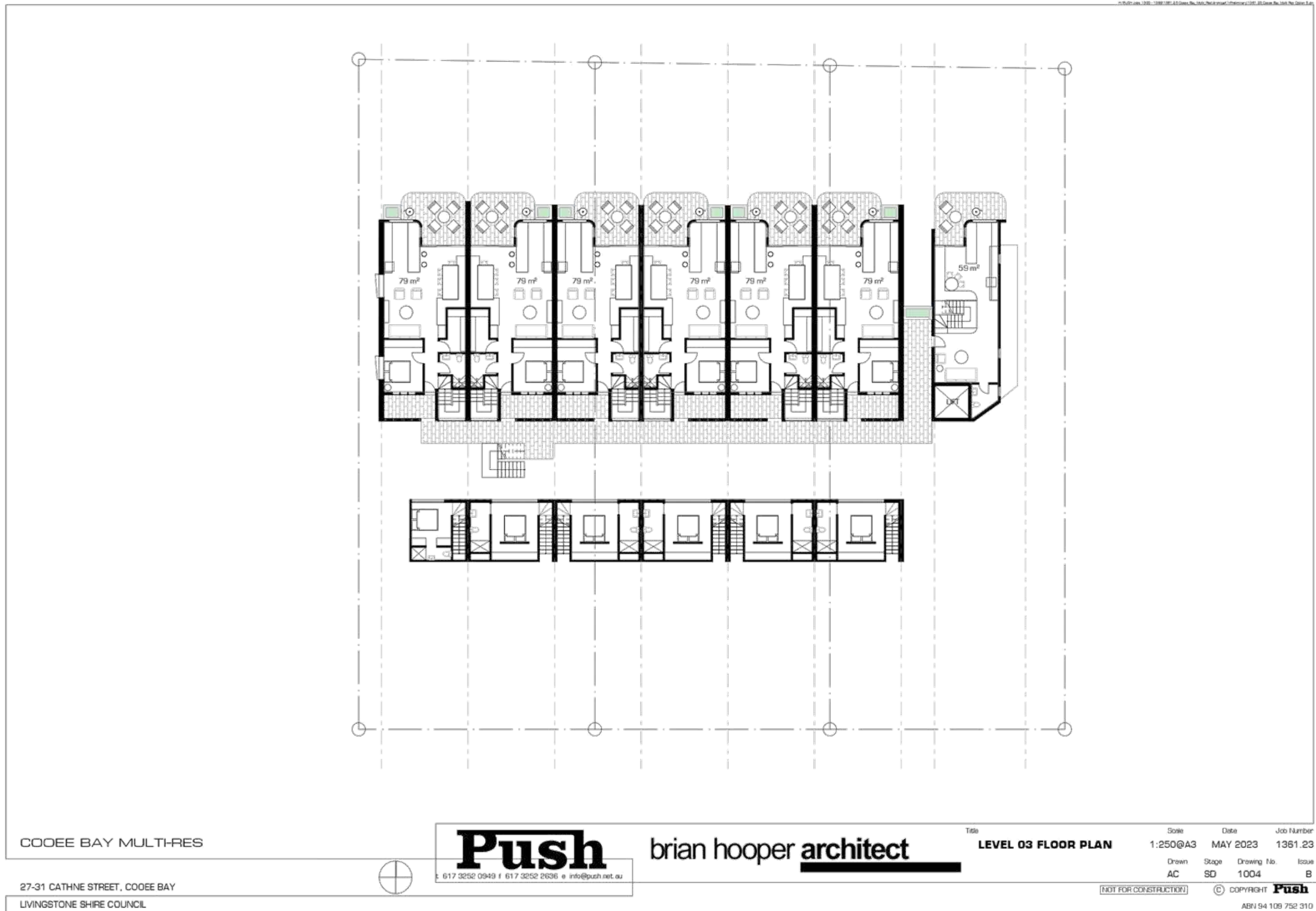
Meeting Date: 15 July 2025

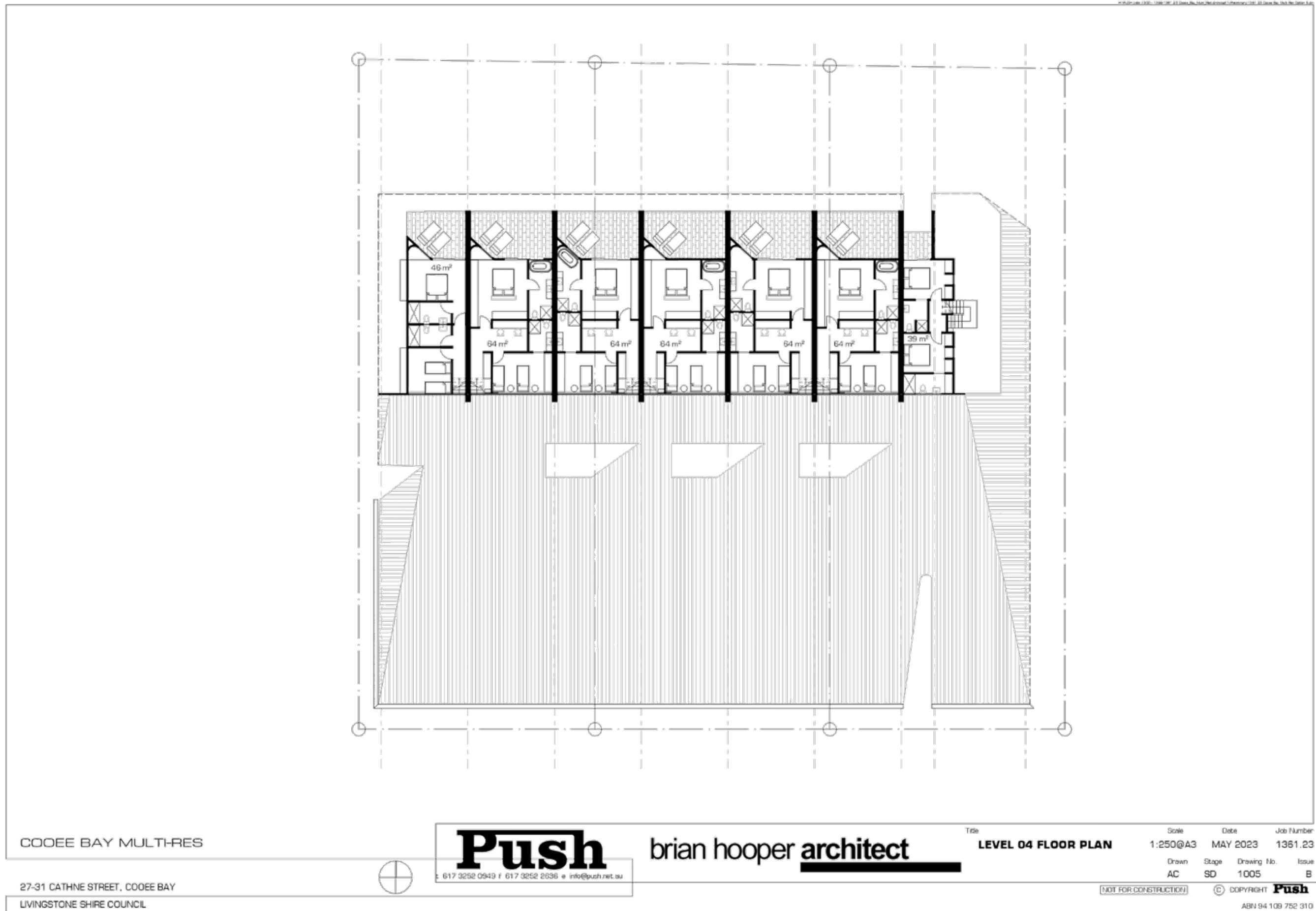
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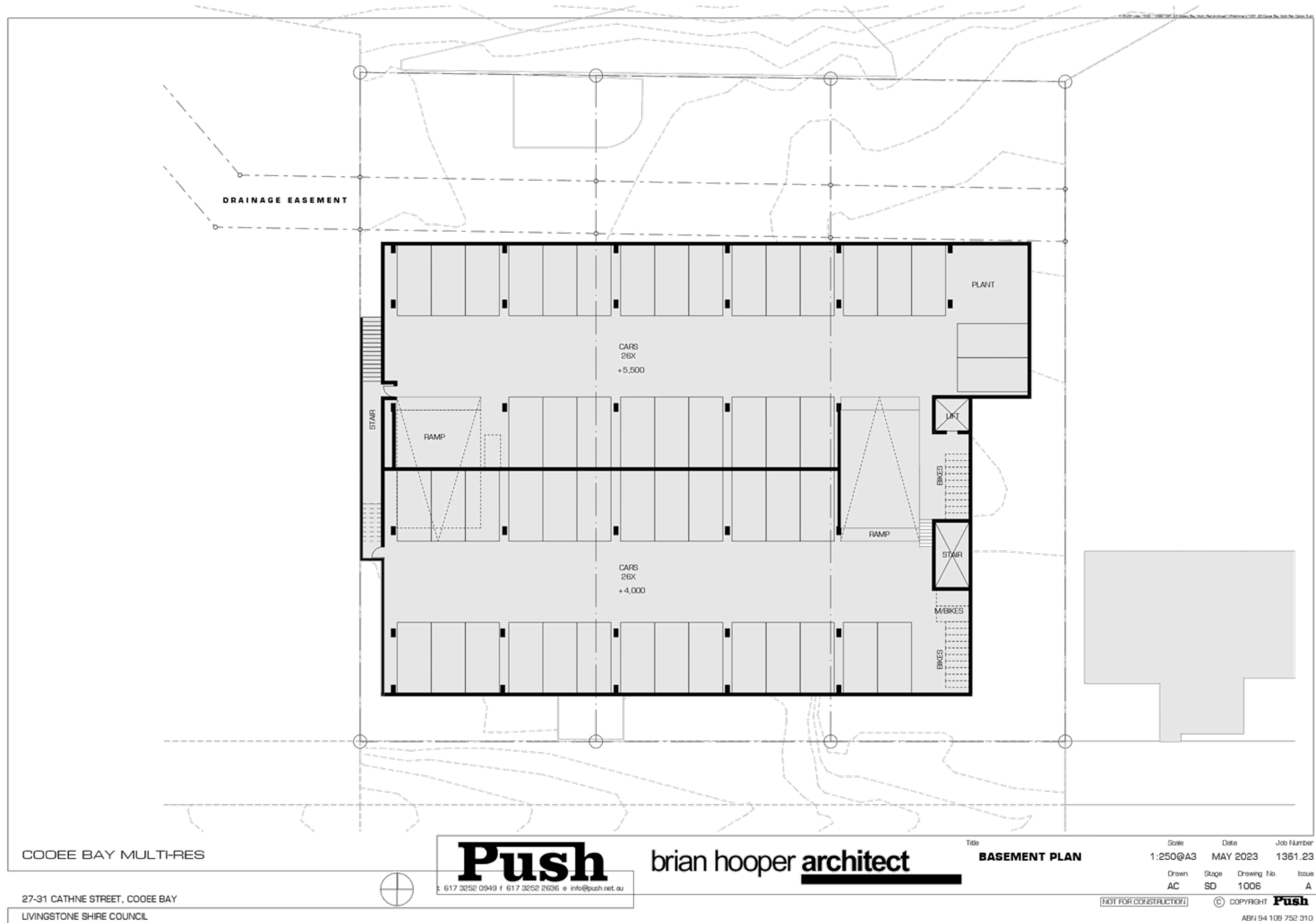














COOEE BAY MULTI-RES

27-31 CATHNE STREET, COOEE BAY

LIVINGSTONE SHIRE COUNCIL

Push

t 617 3252 0949 f 617 3252 2636 e info@push.net.au

brian hooper **architect**Title
SECTIONScale
NTSDate
MAY 2023Job Number
1361.23Drawn
ACStage
SDDrawing No.
2001Issue
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brian hooper **architect**

Title
**3D VIEW
CATHNE ST**

Scale Date Job Number
NTS MAY 2023 1361.23

Drawn Stage Drawing No. Issue
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brian hooper **architect**

Title
**3D VIEW
CATHNE ST**

Scale Date Job Number
NTS MAY 2023 1361.23

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3D VIEW
MATTHEW FLINDERS DR

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3D VIEW

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brian hooper **architect**Title
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NTS	MAY 2023	1361.23

Drawn	Stage	Drawing No.	Issue
AC	SD	3005	A

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brian hooper **architect**
 Title
**3D VIEW
 ATRIUM**

 Scale Date Job Number
 NTS MAY 2023 1361.23

 Drawn Stage Drawing No. Issue
 AC SD 3007 A

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LIVINGSTONE SHIRE COUNCIL

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brian hooper **architect**
 Title
**3D VIEW
 ATRIUM**

 Scale Date Job Number
 NTS MAY 2023 1361.23

 Drawn Stage Drawing No. Issue
 AC SD 3008 A

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brian hooper **architect**Title
3D VIEW

Scale	Date	Job Number
NTS	MAY 2023	1361.23

Drawn	Stage	Drawing No.	Issue
AC	SD	3009	A

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LIVINGSTONE SHIRE COUNCIL

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brian hooper **architect**Title
3D VIEW

Scale	Date	Job Number
NTS	MAY 2023	1361.23

Drawn	Stage	Drawing No.	Issue
AC	SD	3010	A

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9.2 - NOTICE OF MOTION - COUNCILLOR RHODES WATSON - POTENTIAL UNIT DEVELOPMENT ON COUNCIL OWNED LAND AT CATHNE STREET, YEPPOON

Daniel Park Urban Design Upgrade

Meeting Date: 15 July 2025

Attachment No: 3

**LEGEND**

- 01 DANIEL PARK REDEVELOPMENT TO FUTURE DETAIL
- 02 DANIEL PARK EXISTING VEGETATION RETAINED
- 03 NEW LANDSCAPE OPPORTUNITIES (SHADE TREES)
- 04 EXISTING PARK AMENITIES
- 05 NEW ON STREET CARPARKING
- 06 PEDESTRIAN CROSSING
- 07 PROPOSED INTERSECTION UPGRADE (MFD)
- 08 LANDSCAPE INFILL & PATHWAY LINK UPGRADES
- 09 TWO SISTERS COFFEE SHOP
- 10 COOEE BAY STORE
- 11 EXISTING MULTI RES DEVELOPMENT
- 12 COOEE BAY BEACH CARPARK (UPGRADE)
- 13 BEACH ACCESS
- 14 TRAFFIC SLOW POINT
- 15 EXISTING RESIDENTIAL
- 16 FUTURE MULTI RES DEVELOPMENT OPPORTUNITIES

COOEE BAY MULTI-RES

27-31 CATHNE STREET, COOEE BAY
LIVINGSTONE SHIRE COUNCIL


Push

617 3252 0949 f 617 3252 2636 e info@push.net.au

brian hooper **architect**

Title

**DANIEL PARK URBAN
DESIGN UPGRADE**

Scale

NTS

Date

MAY 2023

Job Number

1361.23

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9.3 NOTICE OF MOTION - MAYOR ADAM BELOT - STRATEGIC DEVELOPMENT CONSULTANCY**File No:** qA24221**Attachments:** 1. NoM - Mayor Adam Belot - Strategic Development Consultancy Service**Responsible Officer:** Terry Dodds PSM - Chief Executive Officer

SUMMARY

Mayor Adam Belot has submitted a 'Notice of Motion' in relation to Strategic Development Consultancy Service.

COUNCILLOR RECOMMENDATION

THAT

1. In accordance with s 235 of the local Government Regulation 2012, Council resolves that it is satisfied that there is only one supplier reasonably available to it for the provision of strategic development consultancy service due to the unique combination of professional expertise and local background knowledge sought and that it would be disadvantageous to invite quotes and tenders.
2. Accordingly, Council authorises the Chief Executive Officer to engage GSA Zilzie Pty Ltd (Graham Scott) to provide strategic development, economic development and engineering services. To be reviewed in 6 months.

BACKGROUND

Refer to the attached Notice of Motion

9.3 - NOTICE OF MOTION - MAYOR ADAM BELOT - STRATEGIC DEVELOPMENT CONSULTANCY

NoM - Mayor Adam Belot - Strategic Development Consultancy Service

Meeting Date: 15 July 2025

Attachment No: 1

Mr Terry Dodds PSM
Chief Executive Officer
Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

8 July 2025

**Questions on notice
Strategic Development Consultancy Service**

Dear Mr Dodds,

I wish to submit this Notice of Motion in relation to Strategic Development Consultancy Service.

May this be included in the agenda of the Ordinary Council 15 July 2025. I give notice of my intention to move the following:

‘THAT

1. In accordance with s 235 of the local Government Regulation 2012, Council resolves that it is satisfied that there is only one supplier reasonably available to it for the provision of strategic development consultancy service due to the unique combination of professional expertise and local background knowledge sought and that it would be disadvantageous to invite quotes and tenders.
2. Accordingly, Council authorises the Chief Executive Officer to engage GSA Zilzie Pty Ltd (Graham Scott) to provide strategic development, economic development and engineering services. To be reviewed in 6 months.’

Many thanks

Mayor Adam Belot
Livingstone Shire Council

10 QUESTIONS ON NOTICE

10.1 QUESTIONS ON NOTICE - CR RHODES WATSON - EAST WEST CONNECTOR

File No:	fA2220
Attachments:	1. Questions on Notice - Cr Rhodes Watson - East West Connector
Responsible Officer:	Terry Dodds PSM - Chief Executive Officer
Author:	Renee Dwyer - Executive Assistant to the Mayor Andrea Ellis - Chief Financial Officer
Previous Items:	12.2 - Residential Activation Fund Grant Application - Ordinary Council - 22 May 2025 2:00 PM (Special)

SUMMARY

Councillor Rhodes Watson has asked the following Question On Notice for the Council Meeting on Tuesday 15 July 2025. See attachment.

RECOMMENDATION

THAT Council receives and notes the answers to the questions on notice received by Councillor Watson.

OFFICER COMMENTARY

Councillor Watson submitted Question on Notice to the Chief Executive Officer on 29 June 2025 for tabling at the next Ordinary Meeting of Council relating the East-West Connector. This report provides answers to the questions received.

Question 1: Would you please answer these questions ready during the July meeting?

Answer: Responses below.

Question 2: Do we need more funding to go with \$25,000,000 grant? What will the money be used for?

Answer: The Hidden Valley Residential Precinct is the major priority housing area within Livingstone Shire Council's new Temporary Local Planning Instrument. The critical enabling infrastructure of the East-West Connector Road – stage 1, connects the residential development precinct to the main Yeppoon-Rockhampton Road and unlocks up to 1,500 new residential blocks between years 2 to 10 of the project. With an immediate impact on housing supply in an area currently experiencing excess demand, the project also commences construction of the Rural-sub arterial road that will delivery substantial traffic congestion benefits and regional road upgrade savings in years to come.

The estimated total project cost submitted in the grant application is \$38,824,500 (ex GST), for which Council has applied for \$25,000,000 (ex GST) in funding under the Residential Activation Fund. The application also includes a proposed Council contribution of \$13,824,500 (ex GST).

Question 3. Will the contingency for stage 1 be included in the \$25,000,000 grant?

Answer: In line with standard project management practices, a contingency allowance is incorporated into the total project budget. Council is currently drafting a project plan that includes the budget and risk management components, as required under the funding agreement.

Question 4. Will the \$25 million grant cover all the costs of stage 1? If not where does council plan on finding that funding?

Answer: The estimated total project cost submitted in the grant application is \$38,824,500 (ex GST), for which Council has applied for \$25,000,000 (ex GST) under the Residential Activation Fund. The grant application includes a recipient (Council) contribution of \$13,824,500 (ex GST).

Council's adopted budget includes the fully funded \$25,000,000 trunk road infrastructure (if successful). At the time of finalising the 2025-26 budget documentation, the Tiger team were in the process of completing the necessary project management and planning activities which included an external engagement to review detailed costing and sensitivity analysis. Subject to successful outcome of the grant application, Council will evaluate funding options for its \$13,824,500 contribution—considering internal sources such as general revenue and utility charges, the application of infrastructure charges, or external borrowings.

10.1 - QUESTIONS ON NOTICE - CR RHODES WATSON - EAST WEST CONNECTOR

Questions on Notice - Cr Rhodes Watson - East West Connector

Meeting Date: 15 July 2025

Attachment No: 1

29 June 2025

Hi, may I please have these questions added to the July General Meeting Agenda

Questions on notice re \$25,000,000 for East West Connector

1. Would you please answer these questions ready during the July meeting?
2. Do we need more funding to go with \$25,000,000 grant? What will the money be used for.
3. Will the contingency for stage 1 be included in the \$25,000,000 grant
4. Will the \$25 million grant cover all the costs of stage 1. If not where does council plan on finding that funding.

Thank you,
Rhodes Watson

**10.2 QUESTION ON NOTICE - COUNCILLOR ANDREA FRIEND - CODE
ASSESSABLE DEVELOPMENT D-489-2022 FOR 33 JAMES STREET, YEPPON**

File No: qA81490
Attachments: 1. QoN - Councillor Andrea Friend - D-489-2022
Responsible Officer: Terry Dodds PSM - Chief Executive Officer
Author: Greg Abbotts - Manager Development and Environment

SUMMARY

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

RECOMMENDATION

THAT the Questions on Notice be received.

OFFICER COMMENTARY

Officers will provide a response to these Questions on Notice at a future Council Meeting.

**10.2 - QUESTION ON NOTICE -
COUNCILLOR ANDREA FRIEND -
CODE ASSESSABLE DEVELOPMENT
D-489-2022 FOR 33 JAMES STREET,
YEPPON**

**QoN - Councillor Andrea Friend - D-
489-2022**

Meeting Date: 15 July 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 15th 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?

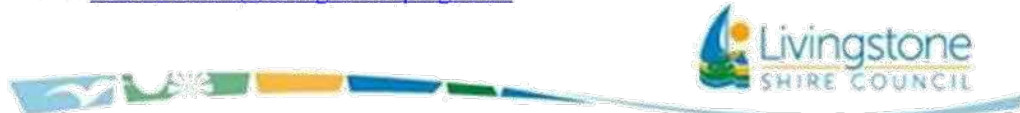
Q3. Have other Shops, Health Care Services, Food and Drink outlets and Child Care Centres been classified as Code within Livingstone Shire?

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

12.1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING 10 JUNE 2025

File No: A176309

Attachments: 1. Audit, Risk and Improvement Committee
Unconfirmed Meeting Minutes - 10 June 2025
(A2186122) - (*Confidential*)

Responsible Officer: Andrea Ellis - Chief Financial Officer
Terry Dodds PSM - Chief Executive Officer

Author: Nicole Carr - Support Services Officer
Mandy Louda - Support Services Officer

SUMMARY

The purpose of this report is for Council to receive the unconfirmed minutes from the Audit, Risk and Improvement Committee (ARaIC) meeting held on 10 June 2025 and note the recommendations from the Committee for consideration and adoption by Council. The reports from this meeting are available for viewing by Councillors on the Audit, Risk and Improvement Committee and Councillor portals.

OFFICER'S RECOMMENDATION

THAT Council receive the unconfirmed meeting minutes of the Audit, Risk and Improvement Committee held on 10 June 2025.

BACKGROUND

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

COMMENTARY

Below is a summary of the Committee meeting held on 14 March 2025 via Flying Minute.

The purpose of this Flying Minute was to seek the Committee's endorsement of the following recommendations:

- a) Apologies recorded for Councillor Rhodes Watson and Mr Andrew Greenwood.
There were no Conflicts of Interest to be declared.
- b) Business Outstanding was reviewed and updated accordingly.
- c) Minutes of the Audit, Risk and Improvement Committee Meetings held 14 March 2025, 28 April 2025 Special Meeting and 7 May 2025 were approved.
- d) The following papers were presented to the Committee:
- e) CEO Update on emerging issues;
- f) CFO Update including financial reporting, credit review and a review of Council's delegation processes;
- g) Asset Management Revaluations Update on key asset management and asset financial reporting matters, including the draft asset revaluation position paper for 2024/25 financial year;
- h) Shell General Purpose Financial Statements for the year ending 30 June 2025 were presented to the Committee for any recommended changes and feedback to be considered;
- i) Queensland Audit Office Update;

- j) Report 13 2024-25 Local Government 2024 – The Queensland Audit Office has released Report 13 which summarized the financial audit results of Queensland's 77 Council's and their controlled entities, along with providing three (3) new recommendations for Council's to strengthen governance, strategic risk management and infrastructure planning;
- k) Report 7: 2024-25 Managing Queensland's Regional Water Quality
- l) Report 10: 2024-25 Audit Committee practices and Council's self assessment;
- m) Internal Audit Update received;
- n) Audit Response Action Plan and Business Improvement Opportunities Register received;
- o) Internal Audit Reports – Final reports received for Fleet and Plant Management Practices and Water Management Practices;
- p) Finalisation of the 2024 Internal Audit Quality Assessment Review by OCM;
- q) Enterprise Risk Management Update on high-risk areas;
- r) ICT and Information Services – Updates on cyber security, governance and Project Uplift;
- s) Safety Unit and Human Resource Update received and WHS Strategy shared with the Committee;
- t) Performance Management: Q3 2024-25 Operational Plan Performance Update received;
- u) 2026 Meeting Structure and Schedule confirmed;
- v) Review of the Internal Audit and ARaIC Policy Documents; endorsement of revised Terms of Reference and Internal Audit Charter with specific amendments made;
- w) Notification of Councillor Eastwood stepping down from position within ARaIC and nomination of Councillor Friend as replacement pending Council resolution at the July Ordinary Council Meeting.

Separate reports outlining the Terms of Reference for the Audit, Risk and Improvement Committee and its elected member representation will be presented at the July Ordinary Council meeting for individual council resolutions.

PREVIOUS DECISIONS

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

ACCESS AND INCLUSION

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

ENGAGEMENT AND CONSULTATION

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

HUMAN RIGHTS IMPLICATIONS

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

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

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

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

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

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

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

CORPORATE PLAN REFERENCE***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.

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

CONCLUSION

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

13 REPORTS

13.1 CHANGE OF COUNCIL MEETING START TIME

File No: fA2206
Attachments: Nil
Responsible Officer: Terry Dodds PSM - Chief Executive Officer
Author: Terry Dodds PSM - Chief Executive Officer

SUMMARY

This is an opportunity for Councillors to change the start time of the Ordinary Council Meeting after trialing a later start time of 1pm in the month of June 2025.

OFFICER'S RECOMMENDATION

THAT the Ordinary Council Meeting commence at 11am on the third Tuesday of each month.

BACKGROUND

Councillors have expressed an interest in bringing the start time for the Ordinary Council Meeting, which is held on the third Tuesday of each month, forward to an 11am start after trialing a start time of 1pm in the month of June 2025.

13.2 NOMINATION FOR SPECIAL PUBLIC HOLIDAY 2026 - YEPPOON SHOW

File No: LE19.2.1
Attachments: 1. Letter to CEO
Responsible Officer: Terry Dodds PSM - Chief Executive Officer
Author: Renee Dwyer - Executive Assistant to the Mayor

SUMMARY

This report seeks to request Livingstone's application for a public holiday to align with the Rockhampton Show in 2026.

RECOMMENDATION

THAT the Chief Executive Officer be authorised to submit a nomination for a 2026 Special Public Holiday for the Livingstone Shire local government area to align with the Rockhampton Show. The date to be nominated for the Yeppoon Show Special Holiday is Friday 12 June 2026.

BACKGROUND

Each year, in accordance with the *Holidays Act 1983*, local governments are invited to request special holidays to be observed during the following year. Special holidays appointed in respect of an annual agricultural, horticultural or industrial show are considered a public or bank holiday.

COMMENTARY

Livingstone Shire Council has traditionally resolved to nominate a special holiday to align with the Rockhampton Agricultural Show. This show usually runs for three days, namely, Wednesday, Thursday and Friday during the second week in June. Queensland Ag Shows have advertised the Rockhampton Show as being 10-12 June 2026.

Rockhampton Regional Council has traditionally nominated the Thursday as its public holiday for the show and Livingstone Shire Council has historically resolved to nominate the Friday as the show holiday for its community. This has been done for several reasons, including maximising opportunities for businesses on the coast, as not everyone in Rockhampton goes to the show on the Thursday, with many taking the opportunity to visit the coast.

In keeping with the desire to maximise the benefit to businesses within Livingstone Shire, it is recommended that Council continue with nominating the Friday for the special holiday for the Rockhampton Agricultural Show.

It is anticipated that Rockhampton Regional Council will resolve at their Council Meeting on 8 July 2025 to nominate Thursday 11 June 2026 as the Rockhampton Show Holiday.

PREVIOUS DECISIONS

Council has previously nominated a date for the show holiday for Livingstone Shire to fall in conjunction with the dates of the Rockhampton Agricultural Show.

ACCESS AND INCLUSION

The nomination of a special holiday for the Rockhampton Agricultural Show enables the Livingstone community to attend that particular show. It also provides an opportunity for local businesses to maximise the benefits associated with tourism, as people from Rockhampton visit the various localities within Livingstone during their special holiday.

ENGAGEMENT AND CONSULTATION

A community survey was undertaken in March 2022 which saw 80.8% of respondents select that the Livingstone Shire Show holiday remain the same (Friday of the Rockhampton Show).

HUMAN RIGHTS IMPLICATIONS

Council's obligations under the *Human Rights Act 2019* are not compromised in consideration of this matter.

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

The appointment of show holidays is undertaken pursuant to the *Holidays Act 1983*.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

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

RISK ASSESSMENT

The risks associated with nominating the Friday for a show holiday in association with the Rockhampton Agricultural Show are negligible and pertain predominantly to some inconvenience for those who live in Livingstone Shire but work or study in Rockhampton, or those who live in Rockhampton but work or study in Livingstone Shire. The split in the holidays creates some household disruption as people have different days off but it appears to have been adequately managed by all concerned since 2014.

CORPORATE PLAN REFERENCE***Transparent, Accountable and Progressive Leadership***

Community Plan Outcome - 4.6 Foster a safe, inclusive, capable, and empowered workforce committed to delivering their best

2.4.1 Deliver events, activities, and performances which bring economic and social benefits to the Community.

The nomination of a special holiday to align with the Rockhampton Agricultural Show for the Livingstone Shire enables the Livingstone community to attend that particular show and participate in a cultural activity which brings country and town together.

CONCLUSION

It is necessary for Council to determine a date for a special (show) holiday in association with the 2026 Rockhampton Agricultural Show. Based on Rockhampton Regional Councils proposed Show nomination, **it is recommended that Council nominate Friday 12 June 2024 as the designated date for Livingstone Shire's special holiday.**

13.2 - NOMINATION FOR SPECIAL PUBLIC HOLIDAY 2026 - YEPPPOON SHOW

Letter to CEO

Meeting Date: 15 July 2025

Attachment No: 1



Office of
Industrial Relations

Department of State
Development and
Infrastructure

10 June 2025

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983*, local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2026 for districts in your local government area, please complete the attached request form and submit via email to info@oir.qld.gov.au by no later than **Friday, 25 July 2025**.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, employees are entitled to be absent from work or may refuse to work in reasonable circumstances on a public holiday, without loss of ordinary pay. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but a bank holiday. The *Trading (Allowable Hours) Act 1990*, provides that a bank holiday is only a holiday for banks and insurance offices. Under a directive of the *Public Sector Act 2022*, a special holiday is a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email patricia.faulkner@oir.qld.gov.au.

I also wish to advise a review of the administrative processes for the appointment of special holidays is currently underway. The review will investigate options for a more streamlined process for future special holiday appointments.

Yours sincerely

Shane Donovan
A/Executive Director, Industrial Relations
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe 1300 362 128
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

13.3 2025 AUSTRALIAN MAYORS SUMMIT AGAINST ANTISEMITISM

File No: GV13.4.1
Attachments: Nil
Responsible Officer: Terry Dodds PSM - Chief Executive Officer
Author: Lynda Bayliss - Executive Support Officer

SUMMARY

The 2025 Australian Mayors Summit Against Antisemitism is being held on 3-5 September, 2025 at the Gold Coast.

OFFICER'S RECOMMENDATION

THAT Council endorse the attendance by Mayor, Councillor Adam Belot and Deputy Mayor, Councillor Pat Eastwood at the 2025 Australian Mayors Summit Against Antisemitism.

BACKGROUND

The 2025 Australian Mayors Summit Against Antisemitism, hosted by the Combat Antisemitism Movement (CAM) and Never Again Is Now (NAIN), and chaired by the Gold Coast Mayor Tom Tate, will bring together more than 100 city leaders, local government policymakers, and community advocates from across Australia in a collective effort to secure and nurture Jewish life in the country at a moment of grave emergency, with levels of antisemitism soaring to unprecedented highs.

COMMENTARY

Hosted by the Combat Antisemitism Movement (CAM), in partnership with the Executive Council of Australian Jewry (ECAJ), and chaired by Mayor Tom Tate of the Gold Coast, the summit will offer an opportunity to stand in solidarity, learn from peers, and exchange effective tools and strategies to combat antisemitism and racism locally - where it is most acutely felt and where action has the greatest impact.

More than 200 mayors and other local government representatives from across Australia will come together to share best practices and develop collaborative strategies, policies, and initiatives to combat contemporary antisemitism, as well as other hate in our communities.

The Executive Council of Australia Jewry (ECAJ) reported a 316% increase in anti-Jewish incidents, with 2,062 cases recorded from October 2023 to September 2024, compared to 495 the previous year. Acts of hate are on the rise in Australia and as community leaders we should be committing to a safe and peaceful future.

In recent years, CAM has built an international network of mayors united by the common mission of tackle the world's oldest hatred together, with regional summits held in the United States, Germany, Greece, and Latin America, and now it is Australia's turn to join this impactful initiative.

This landmark forum will serve as a platform for mayors to share best practices, receive practical tools, forge new collaborative partnerships, devise innovative cities-oriented strategies and action plans, and launch joint projects to counter antisemitism and affect lasting social change for the better.

Flights and accommodation will be covered for approved registrants. All meals provided.

PREVIOUS DECISIONS

Nil

ACCESS AND INCLUSION

Nil

ENGAGEMENT AND CONSULTATION

Nil

HUMAN RIGHTS IMPLICATIONS

Under Section 58(1) of Queensland's Human Rights Act 2019, public entities - including local councils and their representatives - are legally obligated to act and make decisions in a way that is compatible with human rights and to give proper consideration to relevant human rights when making decisions.

Mayor, Councillor Adam Belot and Deputy Mayor Councillor Pat Eastwood's attendance at the 2025 Australian Mayors Summit Against Antisemitism aligns with these obligations.

By participating, Mayor and the Deputy Mayor would be actively supporting the rights to equality, freedom of religion, and protection from discrimination - core rights protected under the Act.

Such engagement demonstrates a commitment to fostering inclusive communities and upholding the human rights of all residents, thereby fulfilling the Council's statutory responsibilities under the Act.

BUDGET IMPLICATIONS

The 2025 Australian Mayors Summit Against Antisemitism costs estimate (per person) is as follows:

Registration (free for approved registrants)	\$0.00
Accommodation (free for approved registrants)	\$0.00
Flights (free for approved registrants)	\$0.00
Meals (free for approved registrants)	\$0.00
Incidentals	\$150.00
PER PERSON TOTAL	\$150.00

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE PLAN REFERENCE***Diversified and Resilient Economy***

Community Plan Outcome - 1.1 Promote, and value diverse business, industry, and employment

CONCLUSION

A Council resolution is sought regarding the Mayor and Deputy Mayor's attendance at the 2025 Australian Mayors Summit Against Antisemitism.

13.4 YEPPOON SENIOR CITIZENS ASSOCIATION - RELOCATION

File No: qA22455

Attachments: 1. Recipients of Council funding and in-kind support 2024-2205 financial year

Responsible Officer: Molly Saunders - Manager Community and Cultural Services
Katrina Paterson - General Manager Communities
Terry Dodds PSM - Chief Executive Officer

Author: Laurie Rainbird - Principal Community Development and Engagement Officer

SUMMARY

This report seeks a Council resolution regarding the level of support Council will provide to assist the Yeppoon Senior Citizens Association in relocating their regular activities.

OFFICER'S RECOMMENDATION

THAT Council resolve to:

1. Support the relocation of the regular activities of the Yeppoon Senior Citizens Association to the Yeppoon Town Hall by:
 - a) Facilitating and funding the Yeppoon Senior Citizens Association's regular use of the Yeppoon Town Hall where possible (that is, without changing or cancelling existing bookings);
 - b) Funding and constructing a music equipment storage cupboard in the Town Hall foyer;
 - c) Funding the relocation and storage of items not required at Town Hall for a period of one year and
 - d) Giving permission for the of use outside of the Yeppoon Town Hall Use Terms and Conditions.

and

2. Council makes clear that all members of the Yeppoon Senior Citizens Association are expected to be courteous and respectful towards all Council staff and other users of the Yeppoon Town Hall and that disrespectful or discriminatory behaviour and/or language towards staff or community members will not be tolerated.

BACKGROUND

Livingstone Shire Council entered into a lease agreement with CQUniversity in 2020 for use of the former TAFE facility on Tabone Street. During this tenure agreement, seven organisations have utilised the facility, including the Yeppoon Senior Citizens Association. In June 2023, Council officers were informed an Expression of Interest (EOI) process was being undertaken for the sale of the TAFE facility. Due to cessation of the arrangement (the proposed sale), the executive leadership team at that time decided not to submit an EOI and CQUniversity subsequently accepted an offer from the Nullu Badi Ngudyubay Academy (NBNA) for the purposes of providing another educational institute in Livingstone Shire.

Officers were informed in February 2025 that the lease held by Council was ending on 30 June 2025 and all current users of the facility were informed shortly thereafter that they would need to relocate. The Yeppoon Senior Citizens Association have voiced their concerns regarding the need to relocate. The Yeppoon Senior Citizens Association have between 25 and 40 active members (approximately 0.4% of the 10,911 residents aged 60+ in Livingstone Shire) and host a weekly morning tea, a monthly music morning, and various outings. Their monthly use of the TAFE facility is approximately 15 hours.

Officers are aware of at least five other community groups specifically providing activities for senior citizens that offer a broad range of health, educational, and social benefits. These groups use shared facilities, including the Community Centre. This does not include the broad variety of non-specific community groups in which senior members of the Livingstone Shire community participate, including Queensland Country Women's Association, Returned Services Leagues, Lions and Rotary clubs, and more.

Clear and transparent decision-making is required in relation to this matter, as:

- a) There has been some public attention on the matter of finding a suitable location for the Yeppoon Senior Citizens Association, primarily on social media, and
- b) A number of other organisations use the Yeppoon Town Hall (and other shared Council facilities), and maintaining equitable use is essential.

COMMENTARY

Council officers have been in discussion with the Yeppoon Senior Citizens Association since February this year to discuss the need for them to relocate their activities. Below is a timeline of meetings and correspondence:

- 10th Feb 25: Mayor, CEO, and GM Communities met with Yeppoon Senior Citizens Association to inform them of the sale of the facility and the need to relocate.
- 3rd March: Meeting held with Yeppoon Senior Citizens Association at Basketball Facility.
- 17th March: Yeppoon Senior Citizens Association met with the Mayor at Lagoon Place.
- Manager, Community and Cultural Services started fortnightly updates by email.
- 7th April: Councillor Warcon, Councillor Friend, and Manager Community and Cultural Services met with Yeppoon Senior Citizens Association.
- 19th May: Councillors and Mayor, General Manager Communities, and Manager Community and Cultural Services met with the Yeppoon Senior Citizens Association.
- 2nd June: Mayor, General Manager Communities met with the Yeppoon Senior Citizens Association at the Basketball Facility.
- 23rd June: Mayor, Councillor Mather, General Manager Communities and Manager Community and Cultural Services met with the Yeppoon Senior Citizens Association.

Members of the Yeppoon Senior Citizens Association have been disrespectful and dismissive towards Livingstone Shire Council staff and other tenants of the TAFE throughout these discussions.

As a result of these discussions, the Yeppoon Senior Citizens Association have chosen to pursue temporary use of the Yeppoon Town Hall while a more permanent solution is sought. The Yeppoon Senior Citizens Association have requested works be carried out to facilitate their move and make the Yeppoon Town Hall fit for purpose, the total value of which comes to approximately \$30,000.00. The Yeppoon Senior Citizens Association have requested free use of the facility even though all other users are expected to pay or submit an application to Council's Events Sponsorship program for in-kind use of the hall.

The Yeppoon Town Hall is well used and is currently booked 236 days per year by community groups, Council, and other organisations. The hall hosts a range of major events each year, including productions by the Yeppoon Choral Society, end-of-year dance recitals, and a range of travelling drama, music, comedy, and other cultural performances. The hall is also regularly booked by commercial hirers and presents an opportunity for the Council to raise revenue. Officers are not supportive of any interruption to these existing uses of the facility.

Officers have confirmed the regular meetings/activities of the Yeppoon Senior Citizens Association can be accommodated at the Yeppoon Town Hall; however, the group will need to be flexible as their use will need to be scheduled around existing bookings and may, from time to time, need to be rescheduled or cancelled.

PREVIOUS DECISIONS

All groups who have been utilising the TAFE facility have done so on a casual basis and therefore no Council decision was required to enable their use.

ACCESS AND INCLUSION

Access to the Council's limited community facilities should be guided by fairness and equity. The Yeppoon Senior Citizens Association's temporary use of the Yeppoon Town Hall can be accommodated provided scheduling of their activities can be planned to accommodate existing uses.

ENGAGEMENT AND CONSULTATION

Councillors and officers have undertaken extensive engagement and consultation with the Yeppoon Senior Citizens Association. No wider community consultation has occurred to gauge community sentiment regarding this topic.

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 adverse human rights implications associated with this report.

BUDGET IMPLICATIONS

Council's use of the TAFE facility has cost approximately \$500,000 since its commencement. Works required to vacate the TAFE facility in accordance with the lease agreement will cost Council \$53,500.

The total value of requests made by the Yeppoon Senior Citizens Association associated with the move to the Yeppoon Town Hall is estimated to be \$30,000.00.

The Yeppoon Senior Citizens Association are also requesting free use of the facility, a departure from Council's adopted fees and charges, which would equate to approximately \$17,688.00 in lost revenue per annum.

All other hall users, including not-for-profit organisations, are expected to either pay for their use of this facility or apply to Council's Events Sponsorship Program for in-kind support to use the Yeppoon Town Hall and may see the free use of the facility by the Yeppoon Senior Citizens Association as unfair.

Attached is a document detailing financial assistance provided to other community groups in Livingstone Shire in the 2024/2025 financial year to demonstrate the disparity in these amounts and the amount of support requested by the Yeppoon Senior Citizens Association.

Cost breakdown

Removal costs – \$1,596

Hire of Town Hall for one year - \$17,688

External Storage for one year - \$6,270

Internal storage cupboard – Quotes between \$12,000 and \$19,000

Dart board installation - TBC

TOTAL THUS FAR - \$25,554.00

LEGISLATIVE CONTEXT

There are no known legislative implications regarding this matter.

LEGAL IMPLICATIONS

There are no known legal implications regarding this matter.

STAFFING IMPLICATIONS

Significant staff time and effort have been used in engaging with the Yeppoon Senior Citizens Association to this point. It is anticipated that the shared use of the Yeppoon Town Hall will require ongoing staff support and negotiation between users. It is also anticipated that staff will be expected to continue seeking a permanent location for the Yeppoon Senior Citizens Association.

Staff have also been requested to assist in sourcing volunteers to help the Yeppoon Senior Citizens Association in setting up and packing down for their activities at the Yeppoon Town Hall. Note that staff do not do this for any other community group, and all other organisations are expected to source their own volunteers.

RISK ASSESSMENT

There are significant risks associated with the relocation of the Yeppoon Senior Citizens Association and the requested Council support:

- 1) Reputational risk
Should Council choose not to provide the full support requested by the Yeppoon Senior Citizens Association, the community may view Council as being unsupportive of seniors in our Shire. It is important to note, however, that the active members of the Yeppoon Senior Citizens Association (approximately 40) constitute 0.4% of the entire senior residents in Livingstone Shire.
- 2) Lack of fairness
Should Council choose to provide the full support requested by the Yeppoon Senior Citizens Association, including prioritising their use of the Yeppoon Town Hall over other users, the community (particularly other not-for-profit groups and users of the hall) may view the decision as unfair.
- 3) Financial risks and departure from policy
In addition to the financial implications of the requests for improvement works (kitchen upgrades and installation of storage equipment), the Yeppoon Senior Citizens Association are requesting free use of the facility.

While this has a financial implication in itself (cleaning and other works are not budgeted for anywhere and these costs will need to be sourced in existing budgets), there is a broader implication in that other not-for-profit groups may request a similar fee waiver.

- 4) Safety
Under the Work Health and Safety (WHS) Act and associated regulations, it is mandated that businesses manage psychosocial hazards to protect workers' psychological health, alongside physical health.

Repeated exposure to disrespectful members of our community has a significant impact on workers' wellbeing and it is important for Council to make clear that this behaviour towards staff and members of the public, particularly other users of the Yeppoon Town Hall, is unacceptable.

CORPORATE PLAN REFERENCE***Vibrant Culture and Healthy Community***

Community Plan Outcome - 3.3 Provide diverse and inclusive cultural, sporting and recreation opportunities to encourage community participation and that contribute to wellbeing.

CONCLUSION

Council recognises the need to find an alternative facility for the Yeppoon Senior Citizens Association to undertake their regular activities. The Yeppoon Senior Citizens Association have requested free use of the Yeppoon Town Hall and has asked Council to undertake works, at Council's cost, to accommodate their temporary use while a more permanent, exclusive use facility is found/considered.

Officers are supportive of facilitating the Yeppoon Senior Citizens Association's use of the Yeppoon Town Hall, providing:

- a) It does not interfere with existing bookings, major community events, or commercial opportunities; and
- b) Council makes clear that all members of the Yeppoon Senior Citizens Association are expected to be **courteous and respectful towards all Council staff and other users of the Yeppoon Town Hall.**

13.4 - YEPPOON SENIOR CITIZENS ASSOCIATION - RELOCATION

Recipients of Council funding and in-kind support 2024-2205 financial year

Meeting Date: 15 July 2025

Attachment No: 1

Recipients of Council funding / in-kind support 2024-2025 financial year

Source of funding	Recipient group / organisation	Amount
Event Sponsorship Program - Community hall or market (in-kind support)	Emu Park Singing Ship Indoor Bowls	\$1,736.28
	Keppel Coast Arts	\$3,129.09
	Lions Club of Emu Park	\$1,927.28
	The Country Music Group	\$1,844.61
Event Sponsorship Program - Community Event (cash and in-kind)	Keppel Bay Sailing Club	\$3,500.00
	Mt Chalmers Community History Centre	\$350.00
	Yeppoon Hack and Pony Club	\$5,000.00
	Emu Park Historical Museum Society	\$2,500.00
	Allegra Studios	\$1,000.00
	Yeppoon Bridge Club	\$3,000.00
	The Caves Progress and Agricultural Society	\$5,000.00
	Marlborough and District Campdraft Association	\$5,000.00
Event Sponsorship Program - Regional Event (cash and in-kind)	Keppel Coast Arts	\$6,078.17
	Lions Club of Emu Park	\$5,833.63
	Marlborough Agricultural Show Association	\$10,000.00
	All Classic Motor Club of Central Queensland	\$8,180.00
Event Sponsorship Program - Economic Event (cash and in-kind)	Capricorn Coast Community Events Association	\$15,000.00
	Goodvibe Events Pty Ltd	\$13,394.56
	Capricorn Food and Wine Inc	\$20,000.00
Livingstone Shire Council and Bendigo Community Bank Community Grants Scheme (Round 1 2024/2025)	Konomi Island Environmental Education Centre P&C association	\$5,000
	Yeppoon Choral Society Inc.	\$2,854
	Cap Coast Netball Club	\$2,554
	Cockscomb Veterans Retreat Inc.	\$3,300
	Yeppoon Junior Rugby League Club	\$5,000
	Yeppoon Surf Life Saving Club	\$3,469
	The Caves Progress & Agricultural Society Inc.	\$3,638.82
	Cawarral Cricket Club Inc	\$3,000
	Yeppoon Hack and Pony Club	\$5,000
	Yeppoon Gymnastics & Movement Centre Inc.	\$3,396
	Beach Potters Association Inc.	\$4,755
	Emu Park Surf Life Saving Club	\$5,000
	QCWA Emu Park Branch	\$5,000
	Guides Queensland - Kooyalee Camp Site	\$4,568
	Capricorn Coast Touch Association	\$1,935
	Emu Park Swim Club	\$5,000
Regional Arts Development Fund (Round 1 2024/2025)	Alexandra Darnley Stewart	\$1,500.00
	Renee Clare	\$400.00
	James Manning	\$6,450.00
	Keppel Coast Arts	\$6,275.00

	Allegra Studios	\$6,456.00
	Blue Eagle Productions	\$5,400.00
	Midpoint Theatre Company	\$6,019.50
Event Sponsorship Program - Community hall or market (in-kind support)	Marlborough Lions	\$430
	Emu Park Lions	\$3,380
	The Country Music Group	\$1,114.00
	Yeppoon Choral Society	\$6,564.00
Event Sponsorship Program - Community Event (cash and in-kind)	Yeppoon Choral Society	\$2,500.00
	Emu Park Lions	\$1,000.00
	Emu Park Veterans Golf	\$500.00
	Yeppoon Hack and Pony Club	\$2,000.00
	Yeppoon Hack and Pony Club	\$1,000.00
	Capricorn Conservation Council	\$1,500.00
	Mt Chalmers Community History Centre	\$500.00
	Yeppoon Scouts QLD	\$2,000.00
	Emu Park Surf Lifesaving Club	\$1,000.00
	Emu Park Football Club	\$1,000.00
Event Sponsorship Program - Regional Event (cash and in- kind)	Capricorn Coast Netball Association	\$10,000.00
	Yeppoon Show Society	\$10,000.00
	Yeppoon Lions	\$10,000.00
	Capricorn Coast Community Events	\$10,000.00
	Keppel Bay Sailing Club	\$10,000.00
	Yeppoon Tennis Club	\$8,000.00
	Frenchville Sports Club Ltd.	\$3,000.00
Event Sponsorship Program - Economic Event (cash and in- kind)	The Capricorn Village Festival	\$20,000.00
	Great Keppel Island Hideaway	\$20,000.00
	Yeppoon Running Festival	\$15,000.00
	HSM Group Pty Ltd.	\$5,000.00
	QLD Cricket	\$5,000.00
	Weigh Auto Group	\$5,000.00
Livingstone Shire Council and Bendigo Community Bank Community Grants Scheme (Round 2 2024/2025)	Allegra Studios Pty Ltd	\$5,000
	Yeppoon Australian Football Club Inc	\$5,000
	Capricorn Coast Cricket Club Inc	\$4,785
	Yeppoon Little Theatre Group Inc	\$5,000
	Byfield & District Historical Society Inc	\$5,000
	Australian Volunteer Coast Guard Association Inc. - Keppel Sands QF20	\$5,000
	Marlborough and District Lion Club Incorporated	\$5,000
	Wildlife Rehabilitation HQ Inc	\$4,895
	Yeppoon Bridge Club	\$4,970
	Emu Park Golf Club Inc	\$3,406
	UCA Capricorn Coast Congregation	\$1,670
	Joskeleigh Community Association Inc	\$3,124

	Lions Club of Emu Park Inc	\$3,225
	Capricorn Coast Darts Association Inc.	\$2,000
	Capricornia Catchments Inc	\$4,616
	Capricorn Coast Outrigger Canoe Club	\$4,907
	Capricorn Conservation Council	\$1,960
Regional Arts Development Fund (Round 2 2024/2025)	Leanne Smith	\$5,025.00
	Kelly Harris	\$5,500.00
	Daniel Rossiter	\$2,280.00
	Tegan Devine	\$4,870.00
	Erin Fisher	\$5,000.00
TOTAL FUNDING DISTRIBUTED		\$456,164.94

13.5 MULTI STAGE TENDER FOR GREAT KEPPEL ISLAND ARRIVAL PLAZA

File No: 24-066
Attachments: Nil
Responsible Officer: Michael Kriedemann - General Manager Infrastructure
Terry Dodds PSM - Chief Executive Officer
Author: Arvind Singh - Manager Infrastructure Projects

SUMMARY

The following report seeks to obtain a Council Resolution to conduct a multistage tender process for the construction of the Great Keppel Island Arrivals Plaza.

This includes to complete an Expression of Interest and then Invitation Tender for selected pre-qualified building construction contractors.

OFFICER'S RECOMMENDATION

THAT Council resolves to conduct a multi-stage tendering process starting with an Expressions of Interest (EOI) for suitable qualified and licensed building contractors to be invited to submit a tender for the Great Keppel Island Arrivals Plaza. Following assessment of the EOI submissions a short list of suitable pre-qualified contractors will be invited to submit a tender price on the project.

BACKGROUND

To comply with the Local Government Regulation 2012- REG 228 Tender Process Council must resolve to undertake a EOI process before inviting written tenders for the project.

Funding for the Great Keppel Island Arrivals Plaza was obtained through the Great Keppel Island Rejuvenation Fund, administered by the Department of the Environment, Tourism, Sport and Innovation.

The scope of work includes a new plaza building including toilet amenities, changing areas, day lockers, emergency services room, tenancy spaces and small amenities at Fisherman's beach designed to accommodate a range of uses. It also includes renewed areas of native vegetation, an accessible pathway connecting Fisherman's Beach to the Arrival Plaza, seating areas surrounding in shade and a welcome area.

COMMENTARY

The EOI is the first stage of a multi-stage tender process. It is proposed to undertake a two-stage process to select the Building Head Contractor to complete the works. The objective of the first stage EOI process is to identify and pre-register organisations that based on non-priced criteria have suitable capacity, capability and experience and are interested in tendering and (if successful) entering into the proposed contract with the Council.

The EOI process will gain an understanding of suitable contractors, and the second stage would be an invitation to provide a written price response. The EOI process will review each interested entity and assess their previous experience, ensure they have sufficient financial capacity to undertake the works, check licensing and to ensure they meet the funding partners requirements as set by the Department of the Environment, Tourism, Sport and Innovation. The second stage process will allow assessment of priced criteria to assist in the pre-qualified selection of head contractors for project by reviewing methodology, pricing, program then appointing.

The multi-stage tendering process is expected to gain more focused response by Building Contractors that have successful ability to complete the works. It is also believed to aid in the overall delivery program of the project to ensure early engagement and interest of Contractors to ensure that are ready for the project delivery milestones.

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

Process Task	Estimated Date
Expression of Interest Release Date:	22 July 2025
Expression of Interest Closing Date:	12 August 2025 (3 weeks)
Shortlisted companies notified:	22 August 2025
Selective Invitations to Tender dispatched to shortlisted companies:	12 September 2025
Selective Tenders Close:	03 October 2025 (3 weeks)
Tenders evaluation completed	20 October 2025
Recommended option(s) reported to Council for resolution:	04 November 2025 (Special Council meeting)
Contract Award:	12 November 2025
Construction Complete:	30 June 2026

PREVIOUS DECISIONS

The Principal Design Consultant was awarded to Wilson Architects.

ACCESS AND INCLUSION

The design is being completed to Australian Standards and also contains a persons with disability (PWD) amenity facility, as well as a Class 1 boardwalk connecting Fisherman's Beach to the Arrivals Plaza.

ENGAGEMENT AND CONSULTATION

Throughout the previous concept design, and current detail design process, there has been several public engagement and one on one engagements with key stakeholders. Key outcomes from this process has fed into the development and refinement of the design.

HUMAN RIGHTS IMPLICATIONS

N/A

BUDGET IMPLICATIONS

Council has received funding under the Rejuvenation Fund for the design and construction of the Arrival Plaza. The detail design process has value managed the previous design to ensure it aligns with the funding envelope.

LEGISLATIVE CONTEXT

Relevant regulatory and legislative approvals will be obtained and provided to the shortlisted contractors to inform their final tender pricing.

LEGAL IMPLICATIONS

N/A

STAFFING IMPLICATIONS

The project is being managed by the Major Projects Team.

RISK ASSESSMENT

Risks include:

- Long-term erosion resilience: The Arrivals Plaza design has considered and embedded a degree of future proofing and resilience for erosion, such as by raising the building level approximately 0.4m above the natural ground level. Longer-term solutions, such as a revetment wall, would be required.
- Uncertainty of cost: There is a degree of uncertainty around final construction costs for the Arrival Plaza as well as other projects under the Rejuvenation Fund. By implementing a multistage tender process, this will assist in understanding costs, evaluating risks and managing the total funding budget provided under the Rejuvenation Fund.

CORPORATE PLAN REFERENCE

Diversified and Resilient Economy

Community Plan Outcome - 1.3 Promote the Livingstone Shire as a welcoming and desirable location for commerce, tourism, and lifestyle

CONCLUSION

Officers request that Council resolve to conduct a multi-stage tendering process starting with an EOI to assess market capability. Shortlisted, pre-qualified contractors from the EOI will then be invited to tender price on the project. This approach ensures competitive pricing and selection of suitably qualified contractors.

13.6 PROPOSED SIGNAGE - AQUATIC CENTRE IN HONOUR OF BRIAN DOREY OAM

File No:	qA14960
Attachments:	Nil
Responsible Officer:	Arvind Singh - Manager Infrastructure Projects Michael Kriedemann - General Manager Infrastructure Terry Dodds PSM - Chief Executive Officer
Author:	Jeff Davey - Infrastructure Project Engineer
Previous Items:	5.3 - Signage Options - Naming of Cooe Bay Aquatic Centre in Honour of Brian Dorey OAM - Briefing Session - 01 Jul 2025 9.1 - Notice of Motion - Councillor Andrea Friend - Naming of the Cooe Bay Aquatic Centre - Ordinary Council - 20 May 2025 9:00 AM

SUMMARY

This report is seeking a decision to adopt the signage layout for the Aquatic Centre as per attached presented renders as prepared by the project architects.

Livingstone Shire Council resolved at the Ordinary Council Meeting on 20 May 2025, to name new Cooe Bay Aquatic Centre as the "Capricorn Coast Brian Dorey OAM Aquatic Centre". The signage presented proposes to adopt wording as to optimal configuration of text as to use "Brian Dorey OAM Capricorn Coast Aquatic Centre".

OFFICER'S RECOMMENDATION

THAT Council endorse proposed signage presented on the attached with naming altered to read "Brian Dorey OAM Capricorn Coast Aquatic Centre".

BACKGROUND

Livingstone Shire Council resolved at the Ordinary Council Meeting on 20 May 2025, to name new Cooe Bay Aquatic Centre as the "Capricorn Coast Brian Dorey OAM Aquatic Centre".

COMMENTARY

Proposed sign configuration allows ease of recognition of Brian Dorey and also permits a concise named facility for public use.

PREVIOUS DECISIONS

Briefing Session - 01 July 2025 Signage Options - Naming of Cooe Bay Aquatic Centre in Honour of Brian Dorey OAM. Reviewed two options for wording and preferred option 1 as per above.

Ordinary Council Meeting on 20 May 2025, resolved to name new Cooe Bay Aquatic Centre as the "Capricorn Coast Brian Dorey OAM Aquatic Centre".

ACCESS AND INCLUSION

N/A

ENGAGEMENT AND CONSULTATION

Refer to Ordinary Council Meeting on 20 May 2025 for naming of the facility process.

HUMAN RIGHTS IMPLICATIONS

N/A.

BUDGET IMPLICATIONS

Contract and design documentation was awarded to name a facility Yeppoon Aquatic Centre. This change of project signage will have costs to the project, however there will be credit the original signage allowance and adjustment for the new signage. The original signage has not yet been ordered nor manufactured. There is sufficient project budget in the current contract to accommodate this change.

LEGISLATIVE CONTEXT

N/A

LEGAL IMPLICATIONS

N/A

STAFFING IMPLICATIONS

NIL

RISK ASSESSMENT

NIL

CORPORATE PLAN REFERENCE***Vibrant Culture and Healthy Community***

Community Plan Outcome - 3.1 Deliver strategic land use, infrastructure planning and urban design activities that support growth, liveability, and sustainability

CONCLUSION

The proposed signage presented on the attached with naming altered to read “Brian Dorey OAM Capricorn Coast Aquatic Centre” will be a great outcome for the community.



01

Entry wall is the main entry into the complex



01

Building Signage from Matthew Flinders Drive Car park



01

Chrisney Street Signage (northern external wall)

13.7 RESPONSE TO QUESTIONS ON NOTICE - KEDRON PARK

File No:	qA24221
Attachments:	Nil
Responsible Officer:	Terry Dodds PSM - Chief Executive Officer
Author:	Michael Kriedemann - General Manager Infrastructure Katrina Paterson - General Manager Communities Jeff Carter - Manager Construction & Maintenance
Previous Items:	10.2 - Notice of Motion - Councillor Friend - Drainage at Kedron Park, Lammermoor - Ordinary Council - 15 Aug 2023 9.00am 10.1 - Question on Notice - Councillor Andrea Friend - Kedron Park, Lammermoor - Ordinary Council - 17 Jun 2025 9:00 AM

SUMMARY

Councillor Friend tabled a Question on Notice report at the Ordinary Meeting of Council held on 17 June 2025 relating to Kedron Park, Lammermoor. This report provides answers to the three questions received.

OFFICER'S RECOMMENDATION

THAT Council receives and notes the answers to the questions on notice received from Councillor Friend.

BACKGROUND

Councillor Friend tabled a Question on Notice report at the Ordinary Meeting of Council held on 17 June 2025 relating to Kedron Park, Lammermoor. This report provides answers to the three questions received.

COMMENTARY

Question 1 – Please supply an update of the level mowing schedule for Kedron Park

Answer: Council Parks Officers mow Kedron Park 4 times per year.

Question 2 – Please supply an update on installing the culverts to alleviate the water level and enhance drainage.

Answer: The resolution from August 2023 provided direction for officers to clear the blocked drains and divert stagnant water away from residences. This work was completed in October 2023. Figure 1 below shows the levels taken before the maintenance work in 2023. The red boxes indicate the areas that were cleaned out and reshaped to allow stormwater to flow away from residences.



Figure 1 – Survey of Kedron Park around October 2023.

Question 3 – When was the drain directly opposite Sacred Heart Primary School last cleared?

Answer: October 2023

PREVIOUS DECISIONS

At the ordinary Meeting of Council held on 15 August 2023, Council resolved as follows:

THAT Council immediately undertake the clearing of blocked drains and divert the stagnant water away from residences located on the boundary of Kedron Park Lammermoor.

At the Ordinary Meeting of Council held on 17 June 2025, Council resolved as follows:

THAT Council receive the Questions on Notice from Councillor Friend regarding Kedron Park, Lammermoor.

ACCESS AND INCLUSION

There are no access and inclusions associated with the consideration of the answers to the question on notice.

ENGAGEMENT AND CONSULTATION

In considering this matter, consultation has been undertaken with:

- Manager Construction & Maintenance
- Manager Parks & Facilities

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

There is no budget consideration with respect to answering these questions. If changes to the level of service or planned maintenance is proposed, budget considerations will need to be reviewed.

LEGISLATIVE CONTEXT

There is no legislative requirement for Council to maintenance this area.

LEGAL IMPLICATIONS

There are no legal implications in responding to these questions.

STAFFING IMPLICATIONS

There are no staffing implications in responding to these questions.

RISK ASSESSMENT

No risks have been identified in responding to the question on notice.

CORPORATE PLAN REFERENCE***Natural Environment***

Community Plan Outcome - 2.2 Value and protect Livingstone's pristine natural environment through robust planning and policies

CONCLUSION

The vegetation management of Kedron Park is subject to wet/dry season influences, which are similar to many coastal areas under Council control.

13.8 REGIONAL BEHAVIOUR CHANGE IMPLEMENTATION PLAN - WASTE AND RESOURCE RECOVERY

File No: TBA

Attachments:

1. Implementation Plan for Waste Education and Behaviour Change Projects
2. Listing of Schedule of Activities for Behaviour Change in CQ

Responsible Officer: Jeff Carter - Manager Construction & Maintenance

Author: Leanne Randall - Principal Waste Officer

SUMMARY

The purpose of this report is to provide Councillors with the Regional Waste Education and Behaviour Change Implementation Plan (EBC Plan) and to seek endorsement of activities to be supported by Livingstone Shire Council under the Implementation Plan in accordance with the Regional Governance Structure of the Central Queensland Regional of Councils (CQROC).

OFFICER'S RECOMMENDATION

THAT Council endorse the activities supported by Livingstone Shire Council under the Regional Waste Education and Behaviour Change Implementation Plan.

BACKGROUND

To enable a collaborative approach amongst Councils in Queensland, the State funded the development of Regional Waste and Resource Recovery Management Plans (WRRMP). The Central Queensland WRRMP was developed and endorsed by the CQROC board in June 2023 and identified education and behaviour change measures to be implemented to improve waste and resource recovery outcomes throughout the region. To facilitate and coordinate the execution of these measures here in CQ, the State funded the engagement of a BCC to work collaboratively with Councils across the region.

These CQ councils, although geographically and socially diverse, face common challenges in waste management, including a higher than average waste per capita; 555kg (QLD: 514kg, Aus. 512kg) and high contamination rates in co-mingled recycling bins. Additionally, recent Waste and Recycling Behaviour Change surveys by the QLD Department of Environment, Tourism, Science and Innovation have identified confusion as a barrier, together with lack of awareness around available waste diversion programs (DESI, 2024). Regardless of these barriers, CQ residents consider recycling 'quite' or 'very important' and the majority state that they recycle even if it takes extra effort because recycling makes them feel good (DESI, 2024).

This EBC Implementation Plan provides a coordinated approach over the next 3 years to address these issues by supporting residents' desires to do the right thing. This will be achieved through education and engagement activities led by the BCC and participating Councils. These activities must be endorsed by the respective Councils before the entire Implementation Plan is presented to the CQROC Board for adoption. Submission of an adopted EBC Plan is a requirement of the State funding agreement, due 31 October 2025.

COMMENTARY

This Education and Behaviour Change (EBC) Implementation Plan outlines a strategic approach to waste education and behaviour change activities across the Central Queensland (CQ) local government areas. The objective is to:

- Increase correct recycling and waste separation practices among residents and businesses,
- Enhance community participation in circular economy initiatives,

- Foster long-term behaviour change through education and engagement strategies and,
- Build council capacity to deliver effective waste education programs.

These objectives will be achieved through a set of activities outlined within the EBC Implementation Plan that were developed in collaboration with Council and the CQROC Behaviour Change Coordinator (BCC).

The EBC Implementation Plan is a “living” document and will change throughout time dependent on availability of resources/funding, alignment with each Council’s current Corporate Plans, and emerging industry issues. The activities specific to Livingstone Shire Council are outlined within the attached EBC Plan. In summary these actions include:

Introduce AI Technology: Within the proposed Kerbside Waste and Recycling Contract to commence in July 2026, introduce AI technology within the collection system to determine the levels and types of contamination. Education materials to be developed from residents with identified contamination items.

Business Waste Management: To increase correct recycling waste separation practices amongst businesses, the replication of the Bin Trim program will be instigated. This includes running workshops and creating a waste avoidance toolkit.

Event Waste Management: To foster long-term behaviour change, build Council capacity to deliver effective waste education programs and increase correct recycling and waste separation practices among residents and businesses, a Waste Management Plan template including waste avoidance suggestions will be developed. Feasibility into purchasing a trailer to store and clean event utensils will be conducted to help event organisers reach zero waste.

Food Waste Avoidance: To foster long-term behaviour change on food waste avoidance, the BCC will utilise “The Great Unwaste” engagement materials in a communications plan to be rolled out across the region.

Home Composting: To foster long-term behaviour change, build council capacity to deliver effective waste education programs and increase correct recycling and waste separation practices among residents. A series of informative workshops and print materials to encourage home composting will be developed and provided.

Household Chemicals/detox your home: To reduce environmental harm, a regional wide pop-up household chemical collection service would be implemented annually, regular funding this initiative will need to be sought.

Household Battery Recycling: To raise awareness about risk associated with incorrect disposal of batteries, the development of universal engagement materials on correct disposal of household batteries will be carried out. Funding dependent, additional activities include managing a mobile collection service, pop up stalls and art competitions.

PREVIOUS DECISIONS

At the Standing Committee – Infrastructure meeting held on 1 April 2025, the Committee resolved to:

THAT the Committee recommends that Council endorse the actions to be undertaken by Livingstone Shire Council under the Regional Waste and Resource Recovery Management Plan – Central Queensland Implementation Plan.

ACCESS AND INCLUSION

There are no access and inclusion implications.

ENGAGEMENT AND CONSULTATION

Engagement and consultation have been undertaken as part of the CQROC projects.

HUMAN RIGHTS IMPLICATIONS

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

BUDGET IMPLICATIONS

Funding will be sought from the Queensland Government for projects, where possible. The BCC will be the human resource for some smaller activities and where there is alignment in activities across Councils.

LEGISLATIVE CONTEXT

Waste Reduction and Recycling Act 2011

LEGAL IMPLICATIONS

There are no considered legal implications.

STAFFING IMPLICATIONS

Staffing will be via BCC and current Council staff.

RISK ASSESSMENT

There are no considered risk implications.

CORPORATE PLAN REFERENCE***Natural Environment***

Community Plan Outcome - 2.3 Improve resource recovery through innovative solutions for a circular economy

CONCLUSION

The EBC Plan is critical to the execution of the Regional Waste and Resource Recovery Management Plan – Central Queensland. With the endorsement by each Central Queensland Council, the EBC Plan will then be provided to the CQROC Board for final endorsement.

13.8 - REGIONAL BEHAVIOUR CHANGE IMPLEMENTATION PLAN - WASTE AND RESOURCE RECOVERY

Implementation Plan for Waste Education and Behaviour Change Projects

Meeting Date: 15 July 2025

Attachment No: 1

Implementation Plan for Waste Education and Behaviour Change Activities 2025-2028

Central Queensland Regional Organisation of Councils (CQROC)

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1. Executive Summary

This implementation plan outlines a strategic approach to waste education and behaviour change initiatives across the Central Queensland Region of Councils: Banana Shire Council (BSC), Central Highlands Regional Council (CHRC), Gladstone Regional Council (GRC), Livingstone Shire Council (LSC), Rockhampton Regional Council (RRC) and Woorabinda Aboriginal Shire Council (WASC). The objective is to:

- Increase correct recycling and waste separation practices among residents and businesses,
- Enhance community participation in circular economy initiatives,
- Foster long-term behaviour change through education and engagement strategies and,
- Build council capacity to deliver effective waste education programs.

These objectives will be achieved through a set of activities developed in collaboration with Council and the CQROC Behaviour Change Coordinator (BCC) that align with the Local Government Association of Queensland (LGAQ) Waste and Resource Recovery Management Plan.

2. Background & Context

The six councils involved in this initiative face common challenges in waste management, including a higher than average of waste per capita; 555kg (QLD: 514kg, Aus. 512kg), and high contamination rates in co-mingled recycling bins. Recent Waste and Recycling Behaviour Change surveys by the QLD Department of Environment, Science and Innovation, have identified confusion as a barrier, together with lack of awareness around available waste diversion programs (Fig. 1,2,4 & 5) (DESI, 2024). Although most residents also consider recycling '*quite*' or '*very important*' (Fig. 3) and the majority state that they recycle even if it takes extra effort because recycling makes them feel good (Fig. 1 & 6) (DESI, 2024).

This plan provides a coordinated approach to addressing these issues and supporting residents' desires to do the right thing through education and engagement.

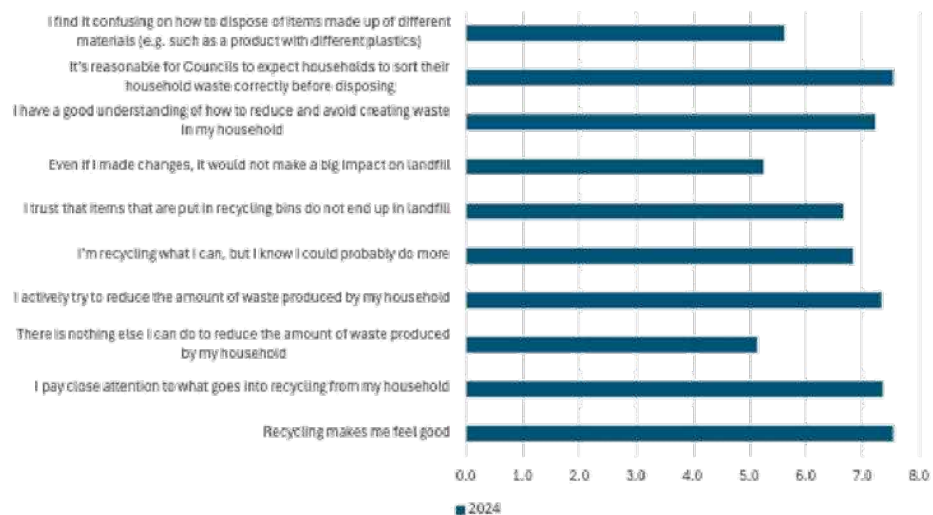


Fig. 1. Thinking now about household waste and recycling in general, to what extent do you agree or disagree with the following?

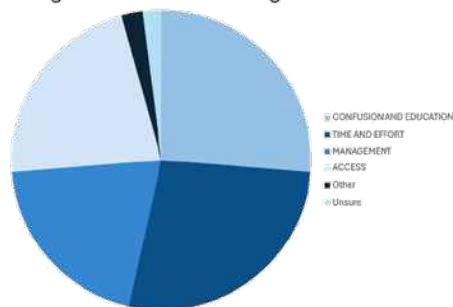


Fig. 2. What are your main reason that prevent you from recycling? N=282

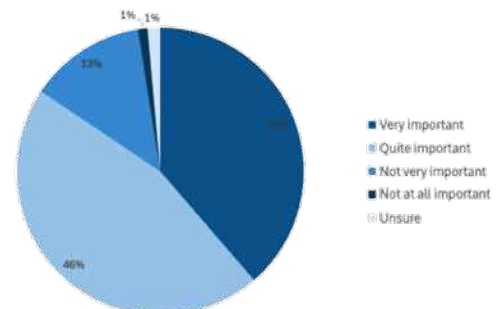


Fig. 3. Thinking about household waste, how important is recycling to you personally? N=282

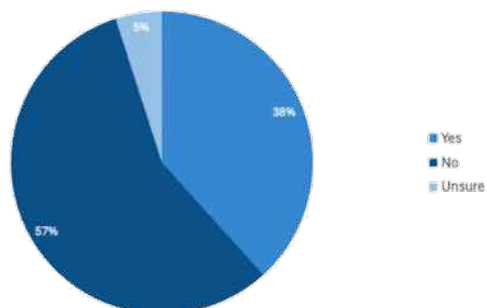


Fig. 4. In the last year have you ever put things in the recycling bin/area even though you're not sure if they can be recycled? N=282

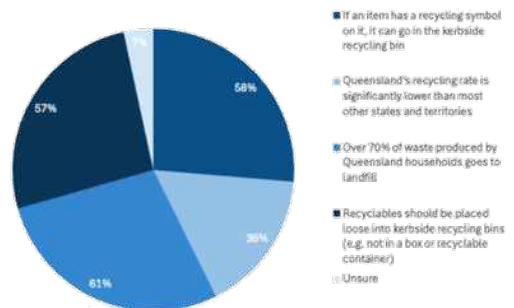


Fig. 5. Which or the following do you believe to be true and correct? N=282

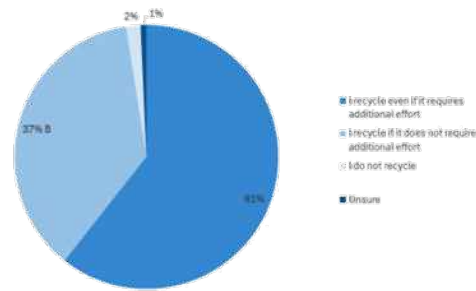


Fig. 6. Which of the following statements best describes the effort you put into recycling? N=282

3. Project Objectives & Goals

With waste disposal per household stagnating or increasing (CoA, 2022), this implementation plan has been developed to address this issue utilising four key objectives with a multitude of goals:

1. Increase correct recycling and waste separation practices among residents and businesses.
 - 1.1. Reduce contamination rates in kerbside recycling bins.
 - 1.2. Support correct disposal of unrecyclable waste items
 - 1.3. Increase use of other recycling options.
2. Enhance community participation in circular economy initiatives.
 - 2.1. Raise awareness on avoidance, repair and reuse
 - 2.2. Support the establishment of community reuse and repair initiatives
3. Foster long-term behaviour change through education and engagement strategies.
 - 3.1. Facilitate and coordinate workshops, education session and communication materials
4. Build council capacity to deliver effective waste education programs.
 - 4.1. Develop education guidelines and materials for council use

4. Target Audiences

- **Residents:** Homeowners and renters who have access to kerbside bin collection services.
- **Schools & Community Groups:** Primary schools, environmental organisations, local volunteer groups.
- **Council Staff:** Officers in direct contact with the other target audiences.

5. Implementation Approach

Consultation with council officers and stakeholders from within the community together with analysing data from the recent waste behaviour change surveys has identified education strategies most suited to achieve the plan's objectives (see below). These strategies have been incorporated into the activities listed within the Appendices.

A. Education & Engagement Strategies

- **Community Workshops & Outreach:** Host information sessions, pop-up stalls, and interactive activities at local events.
- **School Education Programs:** Implement curriculum-aligned waste education modules and school bin audits.
- **Public Awareness Campaigns:** Use social media and print materials to promote waste reduction messages.

B. Behaviour Change Strategies

Each activity will aspire to achieve the plan's objectives by generating voluntary behaviour change within the target audience. This will be achieved by promoting a desired change with the intention that the new behaviour seems familiar, feels good, is easy to do, seems normal and is seen to be already carried out by role models.

C. Implementation Activities

A brief description of each activity is listed below; further details can be found within Appendices 12.1.

Household Recycling

To increase correct recycling and waste separation practices among residents and foster long-term behaviour change a series of online and print materials will be designed and distributed across CQ. Face to face activities will also be coordinated to meet the needs of each council.

Community initiative

To increase correct recycling and waste separation practices among residents the BCC will engage and support community groups to initiate and manage programs to avoid, minimise or reduce waste.

Waste facility engagement campaign

To increase correct recycling and waste separation practices among residents, universal engagement materials will be developed.

Household battery recycling

To raise awareness about risk associated with incorrect disposal of batteries, the development of universal engagement materials on correct disposal of household batteries

will be carried out. Funding dependant, additional activities include managing a mobile collection service, pop up stalls, and art competitions.

Waste education at schools

To build council capacity to deliver effective waste education programs, foster long-term behaviour change and increase correct recycling and waste separation practices. Educational and engagement training programs would be developed along with in person education sessions to schools across the regional. This would be an ongoing program with a targeted number of sessions provided annually.

Food Waste Avoidance

To foster long-term behaviour change on food waste avoidance, the BCC will utilise The Great Unwaste engagement materials in a communications plan to be rolled out across the region.

Household chemicals/detox your home

To reduce environmental harm a regional wide pop-up household chemical collection service would be implemented annually, regular funding for this initiative will need to be sought.

Home composting

To foster long-term behaviour change, build council capacity to deliver effective waste education programs and increase correct recycling and waste separation practices among residents. A series of informative workshops and print materials to encourage home composting will be developed and provided.

Business waste management

To increase correct recycling and waste separation practices among businesses, the replication of the Bin Trim program will be instigated. This includes running workshops and creating a waste avoidance toolkit.

Recycling education - internally

To Build council capacity to deliver effective waste education programs, increase correct recycling and waste separation practices among staff and foster long-term behaviour change. Education and engagement strategies will be developed and implemented by the BCC for councils willing to participate.

Event Waste Management

To foster long-term behaviour change, build council capacity to deliver effective waste education programs and increase correct recycling and waste separation practices among residents and businesses a Waste Management Plan template including waste avoidance suggestions will be developed. Feasibility into purchasing a trailer to store and clean event utensils will be conducted to help event organisers reach zero waste.

Food waste avoidance at schools

To build council capacity to deliver effective waste education programs and foster long-term behaviour change a region wide education and engagement program to implement food waste avoidance will be developed and implemented at select primary schools.

Hard to recycle plastics

To reduce waste to landfill and improve recycling and waste separation practices among residents and businesses. The BCC and council will investigate and facilitate agreements with recycling processing organisations to establish collection points across the region.

Introduction of AI technology into kerbside collections

To increase correct recycling and waste separation practices among residents, AI technology will be implemented into kerbside waste collection trucks. This technology will identify specific contaminants and notify council so that targeted education can be rolled out.

Green Organics Bins

An extensive communication campaign will be rolled out in preparation for the launch of green organics bins for GRC and RRC.

Bin Harmonisation

Communication to affected residents to inform them about the replacement of their general waste bin lid to align with Australian Standard 4123.7-2006.

Waste Education Strategy

To enhance community participation in correct recycling and waste separation practices among residents of Woorabinda, the development and adoption of a Waste Education Strategy will be completed.

Survey of household kerbside bins (bin tagging)

To enhance community participation in correct recycling and waste separation practices randomised bin surveys will occur across participating councils. Results will help deliver targeted messages to residents during future education activities and the process will help identify opportunities for improvement of future bin surveys.

Promote the RecycleMate online tool

To enhance community participation in correct recycling and waste separation practices a communications plan to promote RecycleMate will be developed along with review and update content for each LG. Regional analysis of data will help steer future education activities.

6. Council Collaboration & Roles

All activities within this plan will involve collaboration between council officers and the BCC. To ensure collaboration across the region the BCC will have regular contact with individual council officers and provide regular updates on activity timelines and facilitate cross-council learning through shared data and best practices to the regional Waste and Resource Recovery Working Group (WRRWG). Bi-monthly reports to the CQROC Board will also provide opportunity for discussion on future collaborative approaches.

7. Timeline & Milestones

Each activity will be executed and completed within a three-year period. They will vary in length, with some repeated annually. Milestones for each activity will be the completion of three phases: planning, implementation and evaluation with key deliverables and timeframes identified for each phase. A draft timeline for each activity is detailed below:

Table 1. Forecasted project timelines.

Forecasted Project Timelines	2025				2026				2027				2028	
	Q	Q	Q		Q	Q	Q	Q	Q		Q		Q	Q
	1	2	3	Q4	1	2	3	4	1	Q2	Q3	4	1	2
Household Recycling														
Community initiative														
Waste facility engagement campaign														
Household battery recycling														
Waste education at schools														
Food Waste Avoidance														
Household chemicals/detox your home														
Home composting														
Business waste management														
Recycling education - internally														
Event Waste Management														
Food waste avoidance at schools														
Hard to recycle plastics														
Introduction of AI technology into kerbside collections														
GO bins														
Bin Harmonisation - Update residual bin lid colour to align with Australian Standard 4123.7-2006														
Waste Education Strategy														
Survey of household kerbside bins (bin tagging)														
Promote the RecycleMate online tool														
DETSI Interim report														
DETSI Final report														
DETSI Financial report														
Project count:	6	8			6	5	8	8	7	6	8	9	3	2

8. Budget & Resource Allocation

- **Funding Sources:** Council budgets, external grants, industry partnerships.
- **Estimated Costs:** Funding requirements vary across the project list, examples include promotional materials, event logistics, contractors and facilitators. Financial planning will be developed for those projects requiring greater resources and running over longer timeframes.
- **Resource Needs:** Educational materials: existing material will be sourced and utilised where appropriate while certain specific materials may need to be developed. Digital engagement tools: using existing council digital tools should be sufficient. Operational support: utilising the experience of the regions waste managers and staff together with other council departments will be called upon for operational support.

9. Monitoring & Evaluation

- **Key Metrics:** Recycling contamination rates, event participation numbers, community survey feedback.
- **Evaluation Methods:** Waste audits, stakeholder interviews, post-campaign assessments.
- **Reporting Schedule:** The BCC will report to: Councils monthly via WRRWG meetings, CQROC quarterly via board meeting and DETSI bi-monthly and Annual progress reports.

10. Risk Management

Risk and opportunity registers will be developed for each project within the implementation plan. They identify 1) specific risks associated with failure to implement the project and 2) Risks that may reduce the impact of achieving project goals. Along with the opportunities that arise from mitigating these risks and implementing the project. Each R&O will be presented to the WRRWG at the monthly meetings.

11. Conclusion & Next Steps

This plan provides a detailed list of projects to deliver impactful waste education and behaviour change programs across Central Queensland. The next steps involve funding allocation, further engagement of stakeholders, and initiating priority projects.

12. Appendices

12.1. Implementation Activity List

See attached: LGIS PP – BCC Stream – Schedule of Activities – For Council

13. References:

Commonwealth of Australia, 2022, Department of Climate Change, Energy the Environment and Waster, Australia's Latest Waste Figures, source online:
<https://minister.dcceew.gov.au/plibersek/media-releases/australias-latest-waste-figures-new-report>

QLD Department of Environment, Science and Innovation, 2024, Waste and Recycling Behaviour Change Survey.

13.8 - REGIONAL BEHAVIOUR CHANGE IMPLEMENTATION PLAN - WASTE AND RESOURCE RECOVERY

Listing of Schedule of Activities for Behaviour Change in CQ

Meeting Date: 15 July 2025

Attachment No: 2

Item No.	Target Waste Stream	Related initiative / alignment with RWMP	Priority initiative / Action	Strategy / Behaviour Change approach	Lead	Regional partner/s (whole region, council or group of councils)	Partners external to region	Start date	End date	Success indicator	Additional human resources	Alignment to Waste Strategy targets	Estimated Budget	Funding Required? Identify Fund and Amount	Status	Comments
1	Various	Various	Engage with participating councils to review and prioritise Education and behaviour change initiatives	Two pre-scheduled RoC Working Group meetings were leveraged to enable workshops with members on the priority setting.	EBC Coordinator	All member councils	N/A	01/10/24	31/12/2024	100% member councils engaged. 100% member councils endorse priority initiative list. Stakeholder workshops delivered on time and within budget.	No additional resources	All			On track	Efficiencies in member officer time and resources were gained. Two additional workshops were delivered.
1	MSW	Bin Harmonisation - L	Community engagement during the	Development and implementation of a specific Community Engagement Plan	GRC, RRC	BCC	DETSI (via OCE), JJ Richards	01/07/26	30/06/27	Objectives within community engagement plan completed	Waste contractors	improved recycling rates	\$7,500	Yes GrowFOGO Stream 3 \$200,000	Please select	BCC will create a brief communications plan including FAQ's for participating councils
2	organics	Home composting	Reduce waste to landfill	Create education resources, hold workshops, and research compost equipment providers	BCC	LSC, BSC	N/A	01/04/26	30/06/27	Education resources available online, workshops completed	nil	reduction in household waste	\$5,000/Council	No	Please select	Budget for annual provision of subsidised compost equipment. All developed resources would be available to non participating Councils to support existing education activities
3	MSW	Implementation of GC	Education and behaviour change initiatives prior to and during the implementation of the kerbside organics collection service.	Development and implementation of a specific Community Engagement and Education Plan	GRC	BCC	DETSI (via OCE), JJ Richards	01/07/25	30/06/27	Objectives within community engagement and education plan completed	waste contractors	diversion from landfill	\$200,000	Yes GrowFOGO Stream 4 \$200,000	Please select	Led by participating councils, a thorough cross departmental engagement plan will be developed, BCC will assist where required
4	MSW	Recycling Education	Increase correct recycling and waste	Develop recycling education campaign including: RA, resource, financial and communication plans. Hold education events	BCC	LSC, BSC, CHRC, WASC	DETSI	01/07/25	31/12/27	Education materials distributed and scheduled events completed	Council officers across various departments	improved recycling rates	\$20,000	yes	Please select	Budget for design, print and purchase education resources. All developed resources would be available to non participating Councils to support existing education activities
5	organics	Food Waste Avoidance	Foster long-term behaviour change through education	Develop and implement food waste avoidance project plan	BCC	whole region	End Food Waste Australia	01/04/26	30/09/26	Measure engagement rate of communication initiatives	Council Comms team	reduction in household waste	\$10,000	no	Please select	Budget for workshop events, printing and advertising and boosting social media content. All developed resources would be available to non participating Councils to support existing education activities
6	recyclables	Waste facility engagement	Raise awareness of accepted free to recycle items at council waste facilities	Develop and implement a communication plan	BCC	whole region	Waste facility contractor	01/10/25	31/03/28	Measure engagement rate of communication initiatives	Waste Facility contractors	improved recycling rates	\$1,000	no	Please select	Budget for design and print of education resources. All developed resources would be available to non participating Councils to support existing education activities
7	C&I	Event Waste Management	Reduce waste disposal at events on or within council facilities	Develop Waste Management Plan template, Develop an event waste and recycling resource kit, Feasibility analysis of regional event reuse trailer	BCC	whole region	N/A	01/10/26	01/10/26	Event waste management plan utilised among all councils	Council events team, event organisers	diversion from landfill	\$5,000	no	Please select	Budget for purchasing signage and bin aprons. All developed resources would be available to non participating Councils to support existing education activities
8	recyclables	Household battery recycling	Raise awareness on correct battery disposal and locations to dispose of batteries	Increase correct recycling and waste separation practices among residents and businesses	BCC	whole region	DETSI, Battery recycling contractor	01/10/25	31/03/28	Measure engagement rate of communication initiatives	Battery recycling contractor	improved recycling rates	nil	no	Please select	DETSI resources would be available to non participating Councils to support existing education activities
9	C&I	Business waste management	Inform businesses on waste reduction	Run workshops, create waste avoidance	BCC	whole region	DETSI, NSW EPA	01/01/27	31/12/27	Select number of businesses pledge to reduce waste to landfill	Staff from commercial enterprises	multiple targets	\$10,000	yes	Please select	Budget for workshop events. All developed resources would be available to non participating Councils to support existing education activities
10	msw	Recycling education	Build council capacity to deliver effective	Develop waste education resources	BCC	LSC, BSC, CHRC	N/A	01/07/25	31/12/27	Waste education resource items distributed to council	School principle and staff	improved recycling rates	\$2,000	no	Please select	Budget for annual printing of education resources. All developed resources would be available to non participating Councils to support existing education activities
11	other	Household chemicals	Raise awareness on correct disposal, reduce risk of environmental pollution and negative human health impacts	Coordinate a regional wide collection	BCC	whole region	DETSI	01/10/26	31/12/27	annual collection event held in each council region	Chemist, logistics company	diversion from landfill	\$20,000	yes	Please select	This program will be funding dependant and will replicate similar programs across NSW and VIC
12	MSW	Recycling education - internally	Build council capacity to deliver effective	Develop recycling education materials	BCC	whole region	N/A	01/04/27	30/09/27	Recycling education materials used in council induction sessions and distributed internally	Council HR and Comms teams	improved recycling rates	nil	no	Please select	All developed resources would be available to non participating Councils to support existing education activities
13	other	Community initiative	Collaborate with community members to set up a waste reduction program	Hold workshops and support community	BCC	LSC, CHRC	TBC	01/10/25	30/06/27	An established waste reduction program	Not for Profit community organisations	reduction in household waste	\$10,000	yes	Please select	Budget an estimate for resource acquisition. A case study will be created to assist future community initiatives
14	recyclables	Problem plastics	Encourage the reuse and recycling of hard to recycle items	Facilitate agreements with recycling	BCC	whole region	Terracycle	01/07/27	31/03/28	Collection points for hard to recycle items set up within the region	Not for Profit community organisations, Council staff	diversion from landfill	\$3,000	no	Please select	Budget for specific collection containers for problem plastics

15	MSW	Introduction of AI tech	Reduce contamination of kerbside	Distribute education materials to res	LSC	BCC	Waste Collection contractor	01/07/27	30/09/27	Number of correspondence decreases over a broad timeframe	Waste collection contractor	multiple targets	nil	no	Please select	LSC led project, budget comes from within collection contract. BCC will assist in developing communication materials to encourage positive behaviour change
16	MSW	Waste Education Strategy	Increase correct recycling and waste	Develop a waste education strategy	BCC	WASC	N/A	01/07/25	31/03/26	Adopted Waste Education Strategy	no additional resources	multiple targets	nil	no	Please select	Extensive stakeholder engagement with TO and council to ensure support from community
17	MSW	Recycling Education - re	Survey of household kerbside bins	Develop a communications plan, conduct bin tagging, compile results and identify opportunities for improvement	BCC		N/A	01/07/26	31/03/28	XX bins inspection and tagged per LG	no additional resources	improved recycling rates	\$1,000	no	Please select	Budget for printing resources. All developed resources would be available to non participating Councils to support existing education activities
18	recyclables	Recycling Education - re	Promote the RecycleMate online tool	Develop communications plan, review and update content relevant to each LG, data analysis	BCC	whole region	DETSI	01/10/25	31/03/28	Increase in user rate of online tool	no additional resources	multiple targets	\$2,000	yes, DETSI	Please select	Budget per Council is for subscription to RecycleMate

13.9 COOWONGA GREEN WASTE PAD MISUSE**File No:** qA77303**Attachments:**

1. Coowonga Green Waste Pad
2. Coowonga Green Waste Pad
3. Coowonga Green Waste Pad
4. Coowonga Green Waste Pad
5. Coowonga Green Waste Pad

Responsible Officer: Jeff Carter - Manager Construction & Maintenance**Author:** Leanne Randall - Principal Waste Officer**SUMMARY**

This report is associated with the misuse of the Coowonga Green Waste Pad.

OFFICER'S RECOMMENDATION

THAT the report regarding the misuse of the Coowonga Green Waste Pad be 'received'.

BACKGROUND

Following on from the Ordinary Council Meeting on 17 June 2025, Council resolved that in the event of contamination or misuse of the Coowonga Green Waste Pad, a report showing the levels of contamination or misuse be presented.

COMMENTARY

With the Coowonga Green Waste Pad remaining open for the financial year 25/26, reports are to be tabled following any contamination or misuse of the site.

This report and attached photographs show contamination at the site and the misuse of the site by a commercial green waste operator. Photograph of commercial operator was taken on 25 June 2025. Subsequent photographs attached were taken by Council Officer on 27 June 2025.

PREVIOUS DECISIONS

At the Infrastructure Committee meeting held on 6 August 2024, the Committee resolved to:

That pursuant to s2.18.1(d) and s2.18.11 of Livingstone Shire Council's Meeting Procedures Policy the matter lay on the table pending further consultation (covering all options) with the Keppel Sands & Joskeleigh residents to be held at the earliest opportunity to return to a future Standing Committee.

At the Infrastructure Committee meeting held on 3 December 2024, the Committee resolved to:

THAT the Committee recommends Council resolves to close the Coowonga Green Waste pad effective Friday 31st January 2025, and that Council issue a press release stating its regret for taking this action and will continue to explore options for an alternate solution in the future.

At the Ordinary Meeting of Council held on 17 December 2024, Council resolved to:

Council defers its decision to close the Coowonga Green Waste Facility until genuine community consultation is undertaken with Keppel Sands and Joskeleigh Community to explore other options.

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

THAT Council commit to keeping the Coowonga greenwaste pad open and will review prior to 26/27 budget adoption. In the event of contamination and/or misuse, a report to be received by Council.

ACCESS AND INCLUSION

There are no issues relating to access and inclusion.

ENGAGEMENT AND CONSULTATION

Councillor consultation with residents was undertaken on Sunday 25 August 2024.

Councillor waste workshops held on the 8 October 2024 and 18 November 2024.

Manager Water & Waste Operations, Chris Hocking, Councillor Watson and representatives of the Sandhills Community Sports and Social Club undertook a meeting onsite on 19 November 2024.

Councillor consultation along with Manager Water & Waste Operations, Chris Hocking, was undertaken with residents on Saturday 31 May 2025.

HUMAN RIGHTS IMPLICATIONS

There are no foreseen human rights implications.

BUDGET IMPLICATIONS

Operational budget already exists for pushing up and clean-up of the Coowonga Green Waste Pad.

LEGISLATIVE CONTEXT

Waste Reduction and Recycling Act 2011

LEGAL IMPLICATIONS

There are no identified legal implications.

STAFFING IMPLICATIONS

No identified staffing implications.

RISK ASSESSMENT

As the site is unmanned, there is a risk of contamination included in with green waste.

CORPORATE PLAN REFERENCE***Natural Environment***

Community Plan Outcome - 2.3 Improve resource recovery through innovative solutions for a circular economy

CONCLUSION

Report and photographs showing contamination and misuse of the site be received.

13.9 - COOWONGA GREEN WASTE PAD MISUSE

Coowonga Green Waste Pad

Meeting Date: 15 July 2025

Attachment No: 1



Photo taken by Keppel Sands resident on 25 June 2025 at approximately 1.45pm

13.9 - COOWONGA GREEN WASTE PAD MISUSE

Coowonga Green Waste Pad

Meeting Date: 15 July 2025

Attachment No: 2



13.9 - COOWONGA GREEN WASTE PAD MISUSE

Coowonga Green Waste Pad

Meeting Date: 15 July 2025

Attachment No: 3



13.9 - COOWONGA GREEN WASTE PAD MISUSE

Coowonga Green Waste Pad

Meeting Date: 15 July 2025

Attachment No: 4



13.9 - COOWONGA GREEN WASTE PAD MISUSE

Coowonga Green Waste Pad

Meeting Date: 15 July 2025

Attachment No: 5



13.10 2025 INTERIM REPORT - FINANCIAL YEAR ENDING 30 JUNE 2025

File No: fA73825
Attachments: 1. 2025 Interim Report (A2188244)
Responsible Officer: Terry Dodds PSM - Chief Executive Officer
Author: Andrea Ellis - Chief Financial Officer

SUMMARY

This report seeks to inform Council of the outcomes of the Queensland Audit Office 2025 Interim Report – Financial Year Ending 30 June 2025. Based on the results of the testing completed to date and the resolution of prior year issues, the Queensland Audit Office has determined that Council's internal control environment does support an audit strategy where it can rely on Council's controls.

OFFICER'S RECOMMENDATION

THAT Council receive the Queensland Audit Office 2025 Interim Report for Financial year Ending 30 June 2025 in accordance with Section 213 of the *Local Government Regulation 2012*.

BACKGROUND

Each financial year Council's financial statements must be audited and for the 2024-25 financial year the audit is being undertaken by Queensland Audit Office.

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

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

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

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

COMMENTARY

The external audit plan was issued on 18 February 2025. The interim testing for Livingstone Shire Council was a result of the audit work performed up to 30 April 2025.

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

Section 1 summarises the audit progress and outlines emerging risks. The report notes three (3) unresolved prior year internal control deficiencies, with no new matters being raised from the current financial year. There are also two (2) prior year financial reporting issues with no new matters being raised from the current financial year.

Section 2 summarises the matters previously reported in prior years.

Internal controls issues:

- Three (3) matters resolved.

- Three (3) issues unresolved:
 - Lack of periodic reconciliation of the Geographic Information System (GIS) and the fixed asset register (FAR)
 - Payroll electronic fund transfer (EFT) files are able to be edited prior to payment (Note: Resolved pending audit clearance)
 - Weaknesses in payroll controls review documentation and timeliness (Note: Re-raised with additional findings)

Financial Reporting issues:

- One (1) medium risk issue unresolved - Indexation is applied to assets in the same year in which they are comprehensively revalued
- One (1) low risk issue that is resolved pending audit clearance- Incorrect asset capitalisation inputs due to data entry errors.

The Queensland Audit Office conducted their interim testing visit from 26 May to 6 June 2025, with a further audit visit occurring 23 June – 27 June 2025 specifically for property, plant and equipment valuations testing. As the interim report only covers the period up to 30 April 2025, any matters from the more recent audit visits will be raised in the closing report provided with the audited statements expected in mid-October.

PREVIOUS DECISIONS

The 2024-25 Planning report was received by Council on the 18 February 2025 and noted by the Audit, Risk and Improvement Committee on 14 March 2025.

ACCESS AND INCLUSION

There are no access and inclusions associated with this report.

ENGAGEMENT AND CONSULTATION

The Planning Report was tabled at the Audit, Risk and Improvement Committee meeting held on 14 March 2025.

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

External audit work has been performed in line with milestones identified in the external audit plan. Progress against these milestones and audit fees are on track. Total external audit fees are estimated to be \$220,000 (2024: \$200,000) (excluding GST).

LEGISLATIVE CONTEXT

Section 54 of the *Auditor-General Act 2009*

Section 213 of the *Local Government Regulation 2012*

LEGAL IMPLICATIONS

There are no legal implications because of this report

STAFFING IMPLICATIONS

There are no staffing implications because of this report.

RISK ASSESSMENT

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

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

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

CORPORATE PLAN REFERENCE***Transparent, Accountable and Progressive Leadership***

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

CONCLUSION

The Queensland Audit Office 2025 Interim Management Report is presented to Council for noting of their observations. Based on the results of the testing completed to date and the resolution of prior year issues, the Queensland Audit Office has determined that Council's internal control environment does support an audit strategy where it can rely on Council's controls.

**13.10 - 2025 INTERIM REPORT -
FINANCIAL YEAR ENDING 30 JUNE
2025**

2025 Interim Report (A2188244)

Meeting Date: 15 July 2025

Attachment No: 1



2025 INTERIM REPORT

Livingstone Shire Council

26 June 2025



OFFICIAL

Councillor Adam Belot
Mayor
Livingstone Shire Council

Dear Councillor Belot

2025 Interim report

We present our interim report for Livingstone Shire Council for the financial year ending 30 June 2025. This report details the results of our interim work performed to 30 April 2025. Under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

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

Deficiencies:

- Three unresolved from prior years, including a payroll finding that was re-raised in the current year to include additional observations from our FY25 interim audit

Financial reporting matters:

- Two unresolved from prior years

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

Refer to section 1 [Status of Issues](#) and section 2 [Matters Previously Reported](#) for further details.

I'd like to thank your team for the positive engagement over our interim testing. If you have any questions or would like to discuss the audit report, please contact me on 3149 6066 or Megan Manuel on 3149 6122.

Yours sincerely

Jacques Coetzee
Director

Enc.

cc. Mr T Dodds, Chief Executive Officer
Mr P Sheville, Chair of the Audit, Risk and Improvement

OFFICIAL

2025 Interim report

1. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. Details of the deficiencies we identified during our interim audit are outlined further in this section. Refer to section 2 *Matters previously reported* for the status of previously raised issues.

Year and status	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	-	-
Prior year issues – unresolved	-	3	-
Total issues	-	3	-

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

The following section details control deficiencies identified as at 30 April 2025. It includes a response from management.

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



Financial reporting issues

This table identifies the number of financial reporting issues we raised. Refer to section 2 *Matters previously reported* for the status of previously raised financial reporting issues.

Year and status	High risk	Medium risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	1	1
Total	-	1	1

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2025 Interim report

2. Matters previously reported

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

D Deficiency

24IR-6 Weakness in payroll controls review documentation and timeliness – RE-RAISED

Observation

In our 2024 interim report, we reported the following observations in relation to the payroll control environment:

FY24 - New starters

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

FY25 - New starters

During our interim visit we identified the following:

- For our thirteen new starters tested, two were not supported by a signed new employee form. An additional sample item contained a signed form however the reviewer did not include the date of their review.

FY24 - Fortnightly review of employee masterfile changes report

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

FY25 - Fortnightly review of employee masterfile changes report

- Our interim testing identified the same issues previously reported, with untimely independent review of masterfile changes after the relevant fortnight. Additionally, the only evidence of review continued to be the reviewer's name typed into an Excel spreadsheet, which does not provide sufficient assurance over the review process.

FY25 - Terminations (FY25) – Additional Finding

- For thirteen terminations tested, eight were not supported by a signed termination checklist.

Implication

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

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

Unsigned or missing checklists reduce assurance that proper onboarding and offboarding processes were followed. This increases the risk of incomplete handovers, unrevoked system access, or missed compliance steps.

OFFICIAL

2025 Interim report

QAO recommendation

We recommend that:

- key payroll controls are performed and reviewed in a timely manner
- review of payroll controls be dated and evidenced using a method that can be verified to the owner, such as electronic approvals, signatures or emails.
- New starter and termination checklists are appropriately completed and retained for audit purposes.

Management response






Management agree with the recommendations and will seek to improve the timeliness of the checking process and ensure the proper completion of checklists in accordance with the approved processes. Management will update the checklists and forms to include a date, reviewer name and signature field for completion as part of the checking process.

Responsible officer: Coordinator HR & Payroll

Status: Work in progress


Action date: 31 August 2025

Internal control issues



Ref.	Rating	Issue	Status and comment
CR-1		Lack of periodic reconciliation of the Geographic Information System (GIS) and the fixed asset register (FAR)	Work in progress Responsible officer: Coordinator Strategic Asset Management Action date: 30 June 2025
24IR-1		Payroll electronic fund transfer (EFT) files are able to be edited prior to payment	Resolved pending audit clearance Responsible officer: Coordinator Human Resources and Payroll As at planning, one of three management actions had been implemented by Council, whereby additional checks are now performed prior to the payment file being uploaded to CommBiz. We will verify the resolution of the following two management action items as part of our next visit: <ol style="list-style-type: none"> 1. Payment files are removed from the secured drive after being uploaded to CommBiz. 2. A monthly audit report will be reviewed to ensure no changes, deletions or modifications were made to the payment file.
24IR-3		IT Privileged user access activity is not monitored	Resolved Audit logs of privileged users in TechOne, Aurion and Pathways is reviewed on a monthly basis.
24IR-6		Weakness in payroll controls review documentation and timeliness	Work in progress – RE-RAISED above with additional findings Responsible officer: Coordinator HR and Payroll Action date: 29 July 2024 Revised action date: 29 August 2025
24IR-4		Review of payroll masterfile changes is not wholly independent	Resolved Council has accepted the risk associated with not implementing the recommendation.

OFFICIAL

2025 Interim report

Ref.	Rating	Issue	Status and comment
24IR-8		Lack of review of IT Change Management Plan	Resolved The IT Change Management Plan was reviewed and approved in May 2025.

Financial reporting issues

Ref.	Rating	Issue	Status and comment
CR-2		Indexation is applied to assets in the same year in which they are comprehensively revalued	Work in progress Responsible officer: Coordinator Strategic Asset Management Action date: 30 June 2025
CR-3		Incorrect asset capitalisation inputs due to data entry errors	Resolved pending audit clearance Responsible officer: Coordinator Strategic Asset Management Action date: 30 December 2024 Revised action date: 31 March 2025 Capital works instructions have been developed which includes additional checks required in the capitalisation process. We will verify the resolution of this finding during our next audit visit.



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13.11 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2025**File No:** FM12.14.1**Attachments:**

1. Monthly Financial Report 30 June 2025
2. Contract Award Summaries

Responsible Officer: Kristy Mansfield - Chief Human Resources Officer
Terry Dodds PSM - 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 30 June 2025.

OFFICER'S RECOMMENDATION

THAT Council receive the Livingstone Shire Council Monthly Financial Report for the period ending 30 June 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. Glossary

The attached financial information presents the year-to-date position of the Council's financial performance to 30 June 2025. Commitments are excluded from the reported operating & capital expenditures. This monthly financial report provides provisional results for June, with further accounting entries to be processed as the Council's General Purpose Financial Statements are finalised through July and August 2025.

All variances are reported against the 25 BR1 adopted by Council on 17 December 2024.

COMMENTARY

The financial report compares actual performance against Council's Budget Review 1 (25BR1) and identifies significant variances or areas of concern. It also provides information about additional areas of financial interest to Council and reinforces sound financial management practices throughout the organisation.

The Council monthly report (attachment 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 exceed \$100,000 or 10% of the budget.

1. Executive Summary – summary of the main financial operating results, capital, cash, and borrowings.
2. Financial Performance Indicators - a summary of financial performance indicator year-to-date results. Indicators are based on achieving benchmark results. These have been aligned to the sustainability measures in the Financial Management (Sustainability) Guideline 2024.

3. Financial Reports –

- a. Month and year to date results for operating activities. Supplemented by commentary where either a major positive or negative variance exists and supporting graphical summaries or results, or previous information requests.
 - b. Balance sheet items with movement on previous month, compared against full year budget. Supplemented by commentary where either a major positive or negative variance exists and supporting graphical summaries of results, or where details were previously provided.
4. Capital expenditure – summary of overall portfolio of program including capital revenue streams.
 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 June 2025, eight (8) contracts over the prescribed value were established via purchase order.

Current Tenders

At the end of June, there was one (1) open tender, zero (0) selective tender, three (3) tenders evaluated, one (1) preferred tenderer status, and zero (0) 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.

June 2025 - Open Tenders		
2025.010	Homemaker Stage 2 - Land Sale	
June 2025 - Selective Tenders		
Nil selective tenderers released to market		
June 2025 - Tenders Evaluated		
2025.005	Preferred Supplier Arrangement (PSA) Plant and Equipment Hire (Dry)	
2025.006	Register of Pre-Qualified Suppliers (RPQS) Plant and Equipment Hire (Wet)	
2025.011	Provision of Project Management Services	
June 2025 - Preferred Tenderer Status		
2025.004	Great Keppel Island Arrivals Plaza Leasehold	
June 2025 - Contracts Awarded	Successful Tenderer/s	Contract Value (exc GST)

Status Legend:

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

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

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

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

Contract – contract issued by letter of award.

PREVIOUS DECISIONS

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

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 Council 'to act and make decisions in a way compatible with human rights'.

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

BUDGET IMPLICATIONS

The Monthly Financial Report shows Council's financial position in relation to the Budget Review 1 (25BR1).

LEGISLATIVE CONTEXT

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

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

LEGAL IMPLICATIONS

There are no anticipated legal implications because of this report.

STAFFING IMPLICATIONS

There are no staffing implications because of this report.

RISK ASSESSMENT

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

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 30 June 2025 provides a comprehensive overview of Council's financial performance and position relative to the adopted Budget Review 1 (25BR1). The report highlights a favourable year-to-date operating surplus, strong liquidity with 21 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

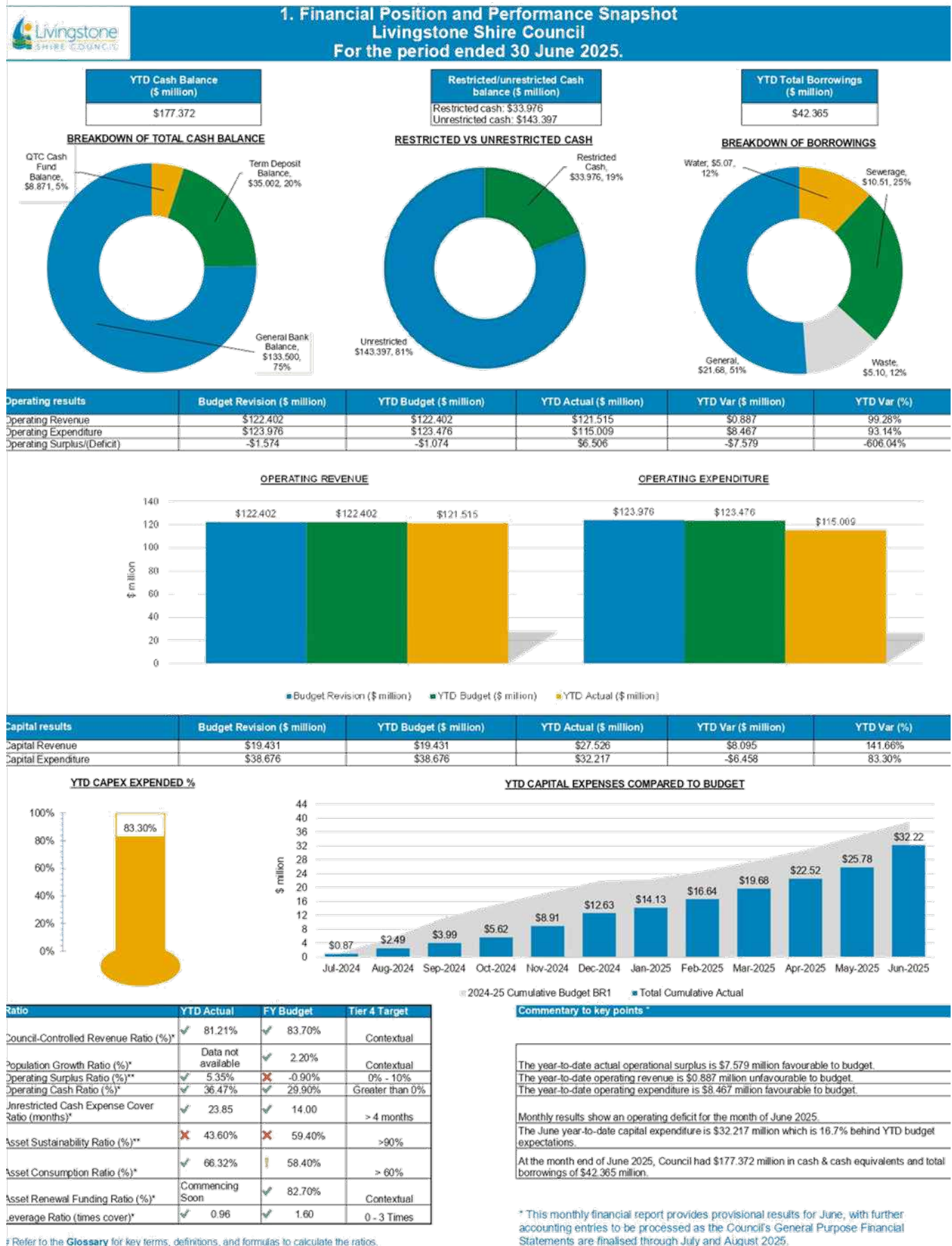
commitments. This report supports informed decision-making and reinforces Council's commitment to transparent and responsible financial management.

13.11 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2025

Monthly Financial Report 30 June 2025

Meeting Date: 15 July 2025

Attachment No: 1



2. Financial Reports

Operating Result for the period ending
30/06/2025

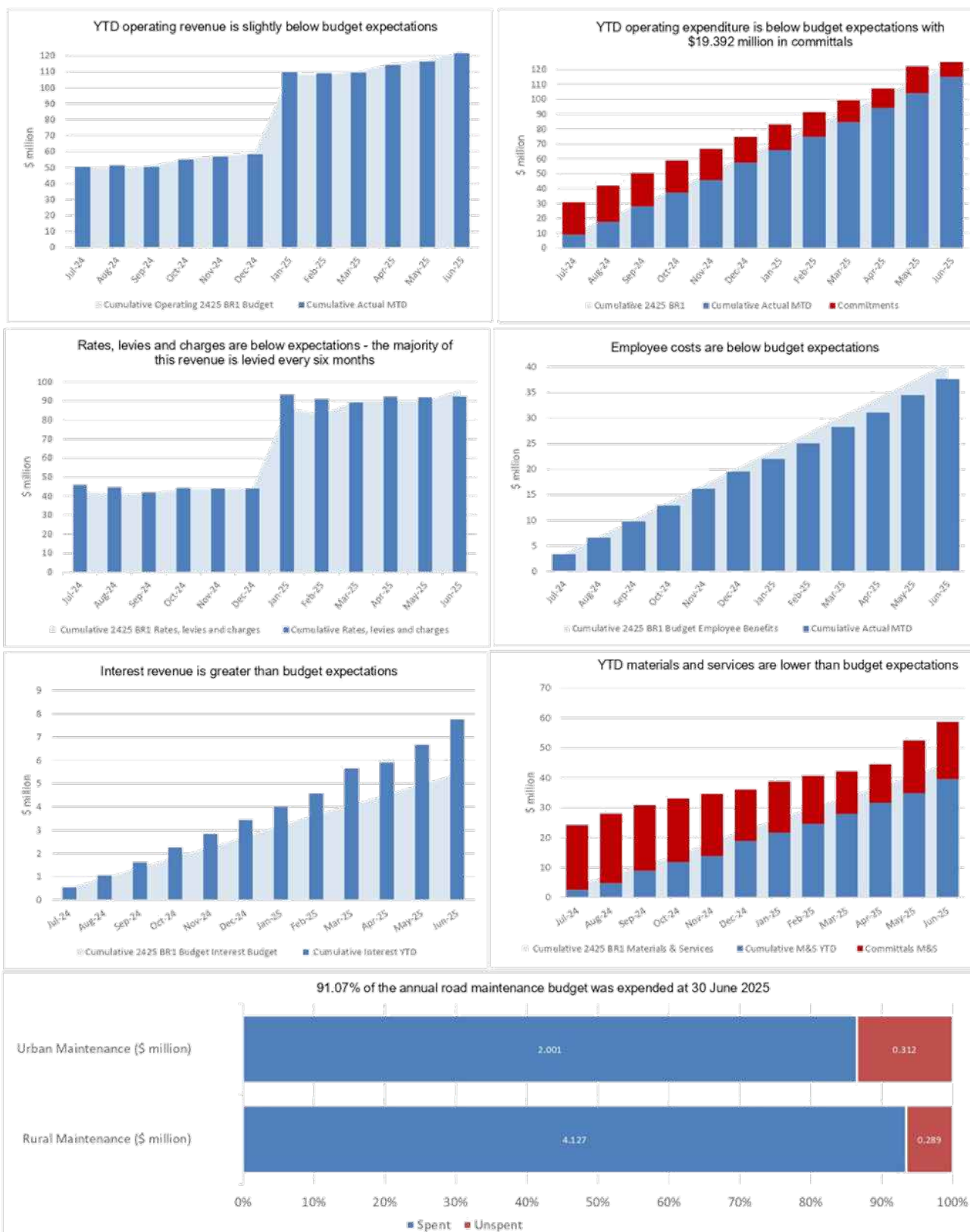
Month (\$ million)				YTD 100%				FY	
Actual	24-25 BR1	Variance ¹	>\$100K & 10%	Actual	24-25 BR1	Variance ¹	>\$100K & 10%	% of Full YTD	24-25 BR1
(\$ million)	(\$ million)	(\$ million)		(\$ million)	(\$ million)	(\$ million)		%	(\$ million)
Operating revenue									
0.436	3.278	(2.842)	✖	Rates, levies and charges	92.383	95.954	(3.571)	⇔	96% 95.954
0.564	0.546	0.018		Fees and charges	6.304	6.537	(0.233)	⇔	96% 6.537
0.161	0.773	(0.612)	✖	Sales revenue	3.952	5.396	(1.445)	✖	73% 5.396
2.470	0.292	2.178	✓	Operating grants and subsidies	9.110	7.408	1.702	✓	123% 7.408
1.093	0.444	0.649	✓	Interest received	7.769	5.408	2.361	✓	144% 5.408
0.302	0.109	0.193	✓	Other income	1.997	1.699	0.298	✓	118% 1.699
5.026	5.443	(0.417)	⇔	Total operating revenue	121.515	122.402	(0.887)	⇔	99% 122.402
Operating expenses									
(3.125)	(3.407)	0.282	⇔	Employee benefits	(37.672)	(40.713)	3.041	⇔	93% (40.713)
(4.694)	(3.897)	(0.797)	✖	Materials & services	(39.524)	(44.807)	5.283	✓	88% (44.807)
(0.183)	(0.580)	0.397	✓	Finance costs	(2.427)	(2.570)	0.143	⇔	94% (2.570)
(2.949)	(2.962)	0.013		Depreciation & amortisation	(35.386)	(35.386)	0.000		100% (35.386)
(10.950)	(10.845)	(0.105)	⇔	Total operating expenses	(115.009)	(123.476)	8.467	⇔	93% (123.976)
(5.924)	(5.402)	(0.522)	⇔	Net operating result	6.506	(1.074)	7.579	✓	-413% (1.574)

- Positive numbers represent under expenditure or additional revenue
 Major positive variance, comment required
 Major negative variance, comment required
 Within expectations, no comment required

Areas to note

At the time of reporting, the current reporting period (June) 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	Fourth quarter 2024-25 water consumption has yet to be recognised as accrued revenue at the time of writing this report. This will move rates & utility charges actuals closer towards the 25BR1 budget.
Sales revenue	The monthly and 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 moved to Financial Year 2025-26, and revenue will be recognised accordingly.
Operating grants and subsidies	The monthly and year-to-date favourable variance in operating grants and subsidies revenue is mainly due to the prepayment of the 2025-26 Federal Financial Assistance Grant (FAG) of \$2.302 million, which is recognised as revenue on receipt.
Interest received	Interest received monthly and year-to-date is favourable to the budget, mostly due to the Council's cash balances being higher than year-to-date budget expectations. The favourable variance is in line with the estimated financial position for the 2024-25 financial year as provided to Council in the special budget meeting on 9 June 2025. See Cash and Cash Equivalents for more information on rates.
Other income	The monthly and year-to-date Other Income is favourable to the budgeted expectations, mainly due to under-budgeted GST Recoveries and Insurance Revenue in 25BR1.
Materials & services	<p>The monthly and the year-to-date materials and services expenditure was lower than budget expectations, and notable variances for the year-to-date materials and services underspends are: Contractors & consultants (-\$3.101 million), of the Contractors & Consultants variance major underspends exist in Contractors other (-\$1.955 million), Consultancies information technologies (-\$0.889 million), and Consultancies Management (-\$0.274 million).</p> <p>Other variances in the Materials & Services space are made up of: Construction & maintenance materials (-\$0.860 million), Equipment & Plant Hire External (-\$0.738 million), electricity (-\$0.480 million), & fuel (-\$0.284 million).</p> <p>A major contributing factor to the underspends in material and service expenditure is that accrued expenditure remains to be recognised in Council's ledger as the General Purpose Financial Statements are to be finalised during July and August 2025. The favourable variance is in line with the estimated financial position for the 2024-25 financial year as provided to Council in the special budget meeting on 9 June 2025.</p>



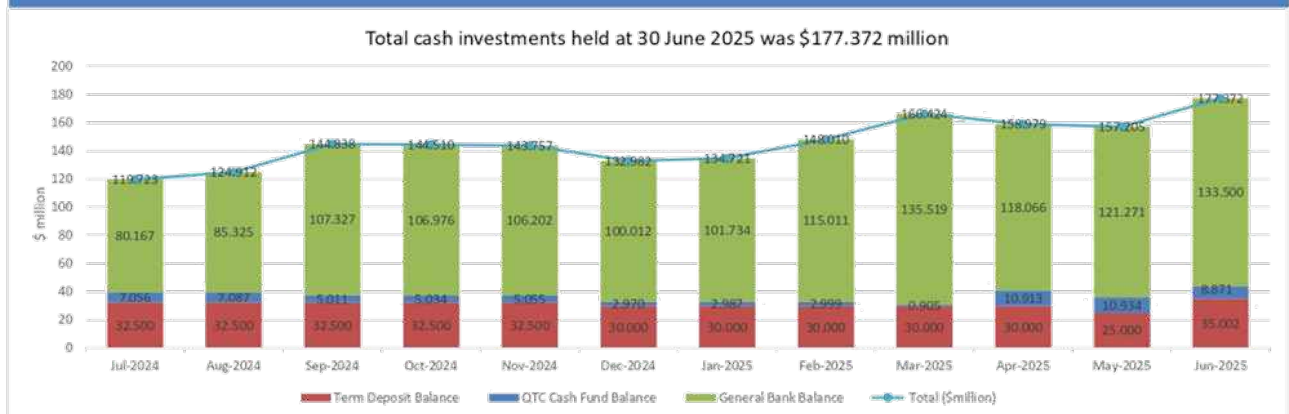
Statement of Financial Position for the period ending
30/06/2025

	Month-end Actual	Last month Actual	Movement	Full Year 24-25 BR1
	(\$ million)	(\$ million)	(\$ million)	(\$ million)
Cash and cash equivalents	177.372	157.205	20.167	121.675
Receivables	7.693	10.202	(2.509)	9.614
Inventories	0.924	0.954	(0.030)	4.939
Land held for development or sale	2.764	2.764	(0.000)	0.000
Contract assets	8.248	8.366	(0.118)	0.000
Other assets	0.980	(0.651)	1.631	3.620
Property, plant & equipment	1,220.349	1,223.222	(2.873)	1,299.729
Intangibles	0.066	0.075	(0.009)	0.066
Capital works in progress	47.738	41.472	6.266	0.000
TOTAL ASSETS	1,466.134	1,443.609	22.525	1,439.643
Payables	11.437	8.307	3.130	5.926
Contract liabilities	24.369	4.327	20.042	0.000
Borrowings	42.365	44.299	(1.934)	42.363
Provisions	19.384	19.416	(0.032)	19.978
Other liabilities	2.343	2.466	(0.123)	2.637
TOTAL LIABILITIES	99.898	78.815	21.083	70.904
Asset revaluation surplus	271.503	271.503	(0.000)	294.788
Retained surplus/(deficiency)	1,094.732	1,093.290	1.443	1,073.950
TOTAL COMMUNITY EQUITY	1,366.236	1,364.793	1.443	1,368.738

Areas to note

Cash and cash equivalents	Cash balances have increased by \$20.167 million compared to the previous month. This is due to the \$20.000 million received in June 2025 for the RAF funding for the East-West Connector Project. Of the \$177.372 million cash balance held by Council, \$33.976 million of funds are externally restricted.
Receivables	The \$2.509 million variance is primarily due to the fourth quarter 2024-25 water consumption has yet to be recognised as accrued revenue at the time of writing this report.
Property, plant and equipment	The decrease of \$2.873 million in Property Plant & Equipment relates to the monthly depreciation allocation and associated increase in accumulated depreciation.
Capital works in progress	\$6.266 million increase due to capital expenditure incurred during June 2025. Refer to the capital expenditure report for further detail on the capital works program for 2024-25
Payables	Payables have increased by \$3.130 million because the Council has recognised \$1.086 million for rates received in cash in advance of the rating period. Moreover, the Council has processed \$2.384 million more payable invoices compared to last month.
Contract Liabilities	The increase of \$20.042 million in Contract Liabilities in June 2025 is mainly related to the \$20.000 million received in June 2025 for the RAF funding for the East-West Connector Project. These funds have been received in advance of the associated work being completed. Capital grants are held as a Contract Liability, and as works are completed, the equivalent portion of the grant will be released and recognised as capital revenue.
Borrowings	Borrowings have decreased by \$1.934 million due to the net impact of the \$2.105 million quarterly payment being paid in June 2025 and interest and administration charges accrual of \$0.171 million.

Cash and Cash Equivalents



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 30 June 2025 is 4.48% p.a. (net of 0.12% administration fees) with the QTC and 4.35% p.a. with CBA. In June 2025, the weighted average interest rate was 8.42% 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. In June 2025, \$10.000 million was invested in a new term deposit for six months, and two existing term deposits, totalling \$12.500 million were rolled over for six months.

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.

Receivables



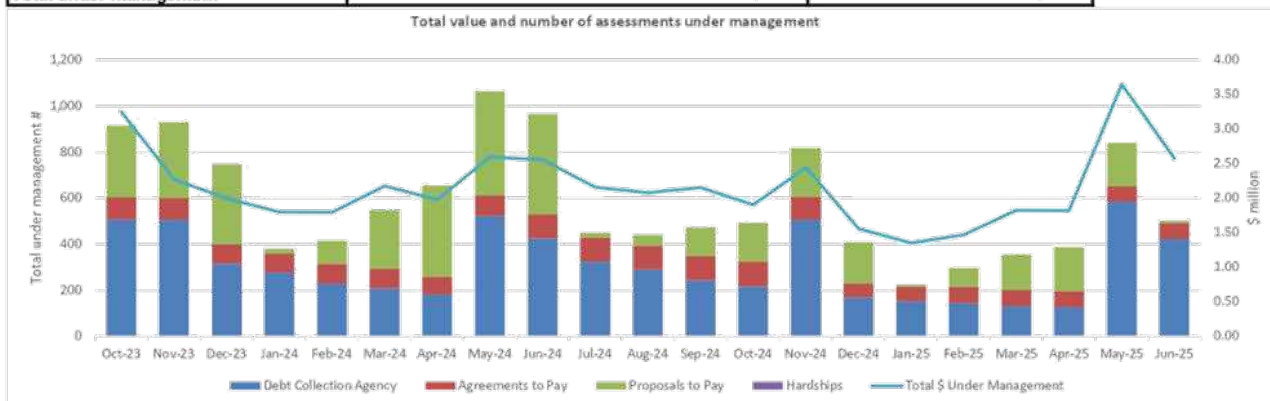
Ageing of Rates Receivable at Month End (\$ million)		
Total Rates Outstanding	\$4.430	
Less Current Levy	\$0.000	
Total Eligible for Collection	\$4.430	
Current	\$3.000	67.72%
1 years	\$0.799	18.04%
2 years	\$0.370	8.35%
3 years	\$0.088	1.99%
4 years	\$0.038	0.86%
5 years	\$0.135	3.05%
Total Eligible for Collection	\$4.430	100.00%

Total rates receivables eligible for collection of \$4.430 million as at 30 June 2025 is greater in comparison to the position as of 30 June 2024 of \$3.757 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 2024-25, applied monthly, on all overdue balances, including those under a formal payment agreement. This percentage rate has remained the same since the 2018-19 Financial Year and Council have ensured that this has remained unaffected by recent large increases in CPI.

Of the 18,749 rateable assessments, 503 (2.68% of ratepayers) are currently under management.

	As at June 2024		As at June 2025	
	#	\$ million	#	\$ million
Debt Collection Agency	425	1.694	422	2.188
Agreements to pay	105	0.503	70	0.372
Proposals to Pay	437	0.360	11	0.017
Council Hardship	0	-	0	-
Total under management	967	\$2.557	503	\$2.576



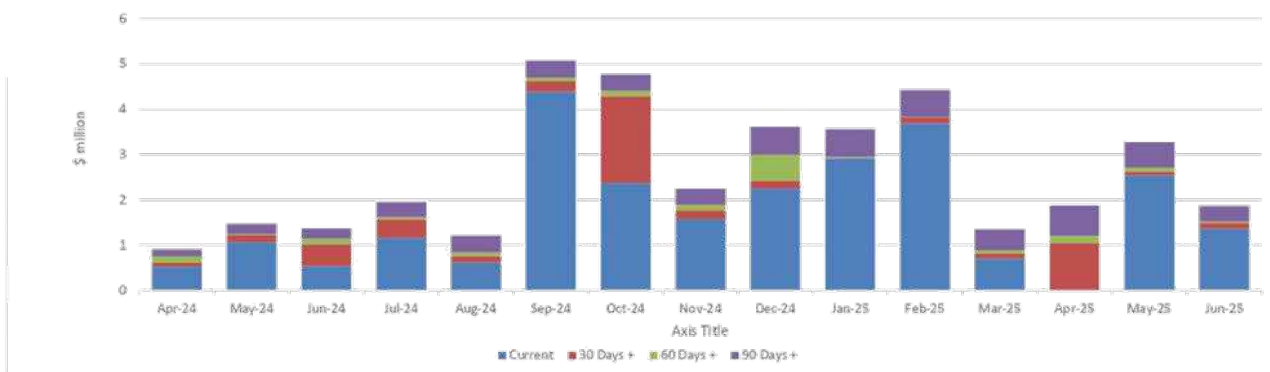
Council officers are committed to working with any ratepayer who is experiencing difficulty in paying their rates & charges and strongly encourage anyone in this position to make early contact with Council.

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.

Outstanding Sundry Trade Debtors

Total Sundry Trade Debtors Outstanding at Month End (\$ million) **\$1.868**

Total sundry debtors have decreased from the previous month



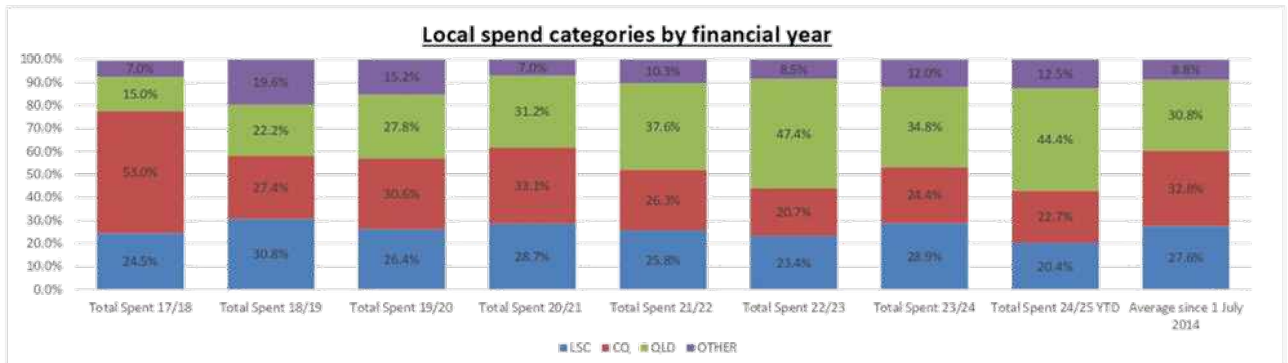
Payables Procurement

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 20.37% or \$16.852 million

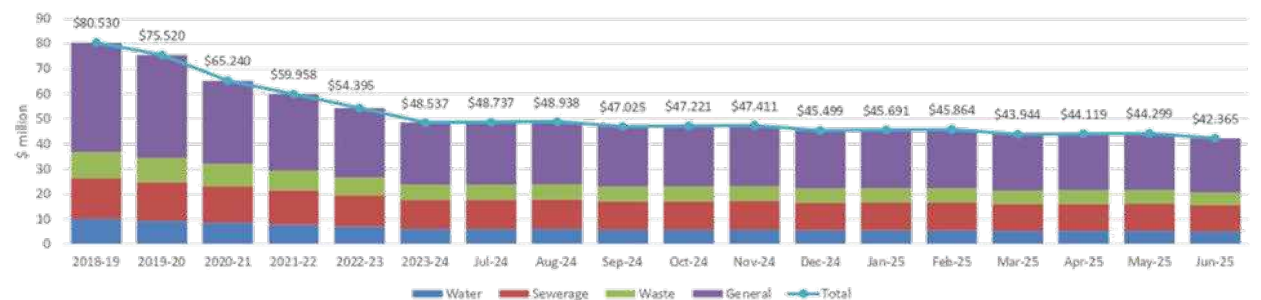
	YTD Spend (\$million)	%
LSC - Business located within the shire boundaries.	16.852	20.37%
CQ - Business completely set up and run outside of LSC boundaries but within the Central Queensland region.	18.775	22.69%
QLD - Business based outside of Central Queensland but within Queensland.	36.779	44.45%
OTHER - Business based outside of Queensland.	10.341	12.50%
	82.746	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, 60.41% of materials & services from within the greater Central Queensland area, which includes Livingstone Shire Council.



Borrowings

Total Borrowings of \$42.365 million on track to reduce with quarterly debt service repayments



Debt Position	YTD Actual (\$ million)	BR1 (\$ million)
Total Debt held as at 1 July 2024	48.537	48.537
New borrowings drawn down in 2024-25	0.000	0.000
Interest & administrative charges	2.251	2.250
Total debt service payments	(8.422)	(8.422)
Total Debt held at reporting period	42.365	42.365

In-line with Council's debt policy, a debt service payment of \$2.105 million (being approximately \$1.934 million repayment of principal and \$0.171 million interest and administrative charges) is to be paid quarterly during 2024-25. Interest accrues monthly, calculated on a daily basis, until the next debt service payment. No new borrowings are budgeted to be drawn down throughout the 2024-25 financial year.

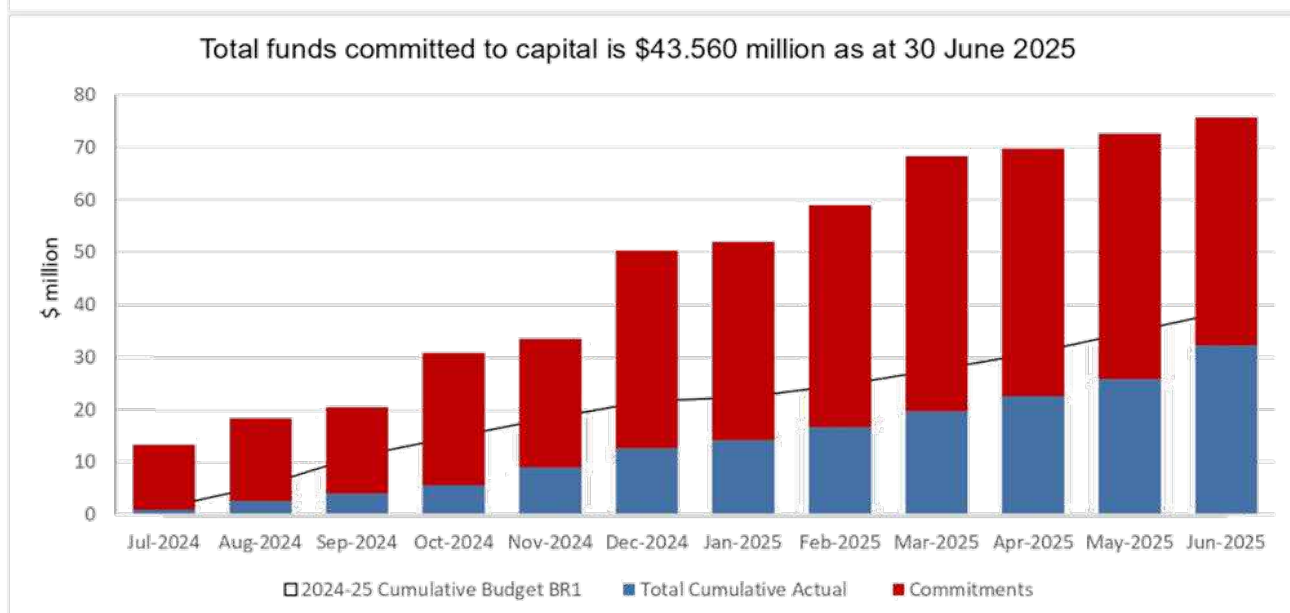
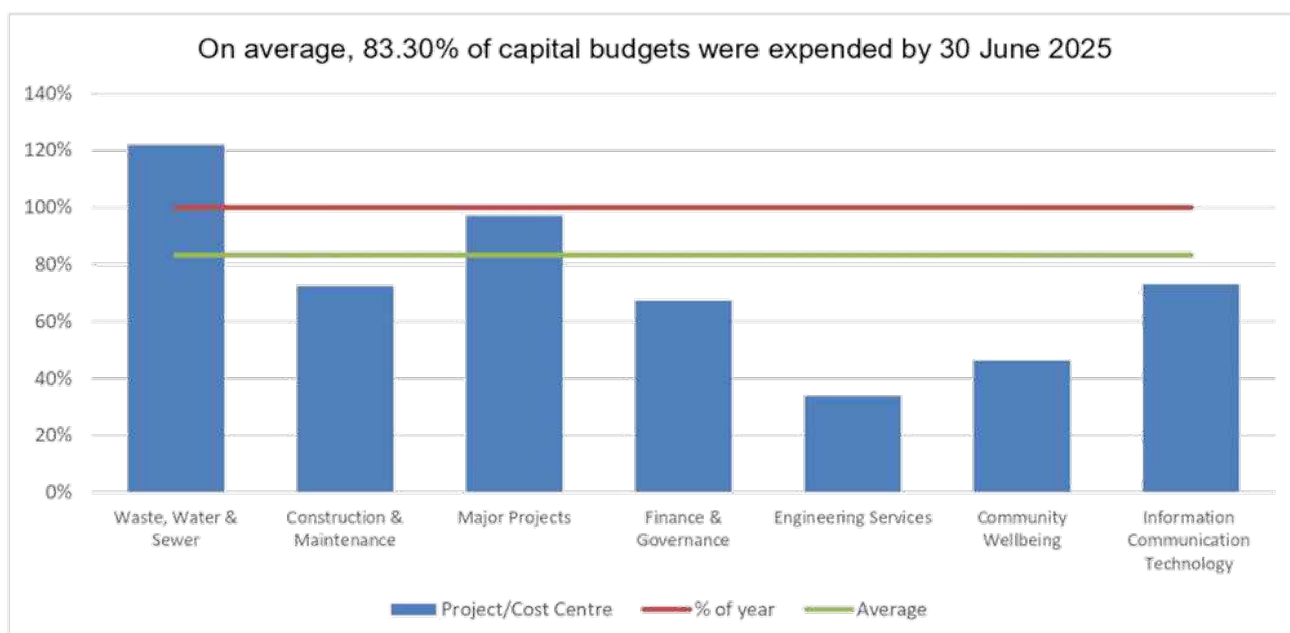
As of 30 June 2025, the weighted average interest rate of all Council debt is approximately 4.76%.

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

Capital revenue and expenditure report (all projects) for period ending
30/06/2025

Month ('\$000s)			YTD 100%		Full year (\$'000's)
Actual	Budget	Variance	Actual	% of Full year Budget	24-25 BR1
Capital expenditure					
6.195	3.658	2.536	28.533	81.51%	35.003
0.238	0.281	(0.043)	3.685	100.35%	3.672
6.433	3.939	2.493	32.217	83.30%	38.676
Capital Revenue					
6.039	1.249	4.791	23.318	155.6%	14.989
0.213	0.339	(0.125)	3.816	93.9%	4.062
0.087	0.032	0.056	0.393	103.3%	0.380
6.340	1.619	4.721	27.526	141.7%	19.431



4. 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 (%)[#]	
Council-controlled revenue is an indicator of a council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.	
A higher council-controlled revenue indicates a stronger ability to generate operating revenue without relying on external sources. Councils with a high ratio generally have a healthy rate base and are better able to respond to unexpected financial obligations such as natural disaster recovery.	$\frac{\text{Net rates, levies and charges} + \text{Total Fees \& charges}}{\text{Total operating revenue}}$
A lower council-controlled revenue ratio indicates that a council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income such as operating grant funding, sales and recoverable works contracts, and rental income.	
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.	$\frac{\text{Prior year estimated population}}{\text{Previous year estimated population}} - 1$
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 existing funding envelope and generating surplus funds for capital funding or other purposes.	$\frac{\text{Operating result}}{\text{Total operating revenue}}$
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 councils ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.	
A positive operating cash ratio indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund its capital expenditure requirements.	$\frac{\text{Operating result} + \text{Depreciation and amortisation} + \text{finance costs}}{\text{Total operating revenue}}$
A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential future liquidity issues, as all other things being equal, a negative result means that a council's cash position is declining and revenues are not offsetting the cost of core operational requirements.	

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

6. Reference Material

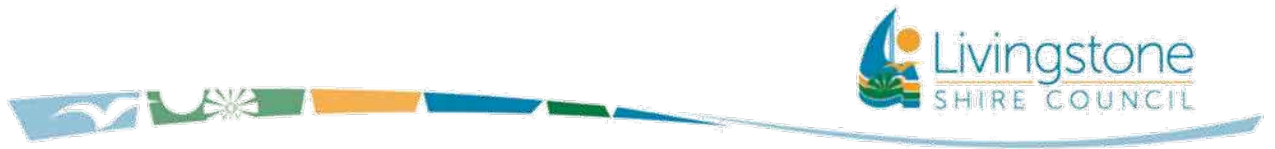
Local government sustainability framework	https://www.statedevelopment.qld.gov.au/local-government/for-councils/finance/local-government-sustainability-framework Sustainability Framework Financial Management (Sustainability) Guideline Risk Framework Frequently Asked Questions
Budget 2024-25	https://www.livingstone.qld.gov.au/current-budget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

13.11 - MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2025

Contract Award Summaries

Meeting Date: 15 July 2025

Attachment No: 2



JUNE 2025 – CONTRACT AWARD SUMMARIES

Nil contracts awarded for the month of June 2025.

13.12 END OF YEAR CLOSEDOWN

File No: PC
Attachments: Nil
Responsible Officer: Terry Dodds PSM - Chief Executive Officer
Author: Kristy Mansfield - Chief Human Resources Officer

SUMMARY

Council is required to inform its employees which offices and depots shall remain open over the Christmas/New Year period. This in turn assists Council to communicate to the community of Council's operating hours during this time. Whilst Council has a legal obligation to notify their employees at least 12 weeks prior to the Christmas/New Year break, traditionally this decision is communicated in July to allow employees and teams sufficient time to plan appropriate staffing levels across the organisation.

OFFICER'S RECOMMENDATION

THAT Council endorses the closure of Council offices/depots from midday Wednesday, 24 December 2025 and reopens for business on Friday, 2 January 2026.

BACKGROUND

Council traditionally closes its offices and depots to the public over the Christmas and New Year period. During this time, most employees utilise accrued leave entitlements, banked RDOs or TOIL to cover the shutdown period. A limited number of essential staff remain on duty or on-call due to the critical nature of their roles – such as Treatment Plant Operators and Local Law Officers.

To ensure continuity of service, Council engages an after-hours call centre (currently operated by Call Services) to manage emergent phone calls/issues from the community during this period. The call centre triages incoming calls and escalates matters to the appropriate Council personnel for response as required.

COMMENTARY

The following public holidays, as gazette by the Queensland Government, are applicable during the close down period:

Mon 22 Dec	Tue 23 Dec	Wed 24 Dec	Thu 25 Dec	Fri 26 Dec
Council open	Council open	Council close 12pm	PH Christmas Day	PH Boxing Day

Mon 29 Dec	Tue 30 Dec	Wed 31 Dec	Thu 1 Jan	Fri 2 Jan
Office/depot closed	Office/depot closed	Office/depot closed	PH New Years Day	Council re-opens

PREVIOUS DECISIONS

In 2024-25, Council officially closed its offices/depots from 12:00pm Tuesday, 24 December 2024 and reopened for business on Thursday, 2 January 2025.

ACCESS AND INCLUSION

Not applicable

ENGAGEMENT AND CONSULTATION

Not applicable

HUMAN RIGHTS IMPLICATIONS

Not applicable

BUDGET IMPLICATIONS

Not applicable

LEGISLATIVE CONTEXT

Council has obligations under the relevant awards and certified agreements to advise employees of the close down dates at least 12 weeks prior to the close down period commencing.

LEGAL IMPLICATIONS

Not applicable

STAFFING IMPLICATIONS

There are staffing implications associated with the closing down of Council's offices/depots. By providing sufficient notice, employees and their teams are able to plan and resource their work area appropriately during this period.

RISK ASSESSMENT

Not applicable

CORPORATE PLAN REFERENCE***Transparent, Accountable and Progressive Leadership***

Community Plan Outcome - 4.6 Foster a safe, inclusive, capable, and empowered workforce committed to delivering their best

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

CONCLUSION

The closing down of Council's offices/depots is an annual occurrence and is reviewed each year. We are seeking Councillors' support for this closure.

13.13 AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

File No:	CM4.2.1
Attachments:	1. ARAIC Terms of Reference (Draft - V6.1) - CLEAN VERSION 2. ARAIC Terms of Reference (Draft-V6.1) - MARKED UP VERSION
Responsible Officer:	Andrea Ellis - Chief Financial Officer Terry Dodds PSM - Chief Executive Officer
Author:	Catherine Parfitt - Risk & Governance Officer
Previous Items:	11.15 - Audit, Risk and Improvement Committee Terms of Reference - Ordinary Council - 20 Sep 2022 9.00am

SUMMARY

This report seeks Council's formal adoption of the revised Audit, Risk and Improvement Committee (ARaIC) Terms of Reference, following an audit-driven review process.

The revisions address Queensland Audit Office recommendations, Internal Audit Quality Assessment actions, a comparative benchmarking of remuneration and appointment terms with other Councils and addresses the Australian Taxation requirements for Superannuation.

RECOMMENDATION

That Council adopt the revised Audit, Risk and Improvement Committee Terms of Reference.

BACKGROUND

Council last adopted the Audit, Risk and Improvement Committee Terms of Reference at its 15 April 2025 Ordinary Council Meeting, following a review to correct administrative inconsistencies related to external member appointments.

A further revision has now been undertaken to address key recommendations arising from:

- Council's Internal Audit Quality Assessment (Action Items 5.1.1 and 5.2.1);
- Queensland Audit Office Report #13: Insights on Audit Committees in Local Government; and
- A comparative review of committee remuneration and appointment practices across 16 peer Councils.

COMMENTARY**Summary of Key Changes**

The revised Terms of Reference incorporate the following:

1. Internal Audit Quality Assessment Actions:

- Action 5.1.1: Expanded responsibilities for the ARaIC relating to governance oversight, compliant management, work health and safety, regulator engagement, and response to enquiries.
- Actions 5.2.1 Addressed QAO's best practice guidance on audit committee structure and reporting.

2. Queensland Audit Office Report 10: 2024-25 Insights on audit committees in local government:

- Recommendation #4 (Membership): Emphasises independent member appointments aligned to Council's needs and supported by a skills matrix approach.
- Recommendation #7 (Reporting): Clarifies that a summary report from the Chair will be provided to Council after each meeting to ensure transparency and timely updates.

3. Remuneration Schedule Revised:

Following benchmarking against 16 peer Councils the following fee adjustments are proposed:

- Chairperson: Increased from \$1,500 to \$2,000 per meeting
- External Member: Increased from \$1,250 to \$1,500 per meeting
- Other sessions (e.g. workshops/briefings): Increased proportionally
- Travel Allowance Cap: Increased from \$1,150 to \$1,600 (based on cost averages for flights, car hire, accommodation, and ATO meal rates)

Superannuation Guarantee: Accounting services undertook a comprehensive review of its obligations under the Superannuation Guarantee (Administration) Act 1992, particularly in light of ATO Ruling 1051792442802. This review concluded that external members of the Audit, Risk and Improvement Committee are entitled to superannuation contributions for their attendance at meetings under certain conditions (excluding travel reimbursements). The following term has therefore been included within the Remuneration Schedule – 'Superannuation contributions will be made in accordance with the Australian Taxation Office requirements where applicable'.

4. Benchmarking Methodology:

Benchmarking was undertaken using a combination of data sources, including direct information sought from other Category B2 Councils (as defined within the Local Government Remuneration Commission categories) and neighboring local governments. In addition, findings from a remuneration review conducted by JP O'Kennedy in February 2024 were referenced to validate the recommended adjustments. Comparative data was used to assess per-meeting fee structures and associated travel and accommodation allowances.

5. Queensland Treasury Audit Committee Toolkit:

The revised Terms of Reference were assessed against the principles and guidance contained within the *Queensland Treasury Audit Committee Guidelines and Toolkit*. The Toolkit outlines key characteristics of an effective audit committee, including clarity of roles, independence, expertise, and appropriate oversight functions.

These enhancements ensure the Terms of Reference remain contemporary and reflective of better practice for public sector audit committees in Queensland.

Committee Endorsement:

At its quarterly meeting on the 10 June 2025, the Audit, Risk and Improvement Committee formally endorsed the revised Terms of Reference, confirming the appropriateness of the updates in addressing audit recommendations and strengthening governance oversight. It is noted that the Committee refrained from providing comment on the proposed Remuneration Schedule due to declared conflicts of interest.

PREVIOUS DECISIONS

The Audit, Risk and Improvement Committee Terms of Reference were previously adopted by Council on 14 July 2015, 5 December 2017, 21 September 2021, 20 September 2022 and 15 April 2025.

ACCESS AND INCLUSION

The revised Terms of Reference reinforce Council's commitment to equitable and accountable governance.

ENGAGEMENT AND CONSULTATION

Consultation has been undertaken with the Audit, Risk and Improvement Committee.

HUMAN RIGHTS IMPLICATIONS

There are no human rights implications in regard to the updates within the revised Audit, Risk and Improvement Committee Terms of Reference.

BUDGET IMPLICATIONS

The revised remuneration schedule aligns with benchmarking outcomes and has been budgeted accordingly within Council's operational allocations.

LEGISLATIVE CONTEXT

This document supports compliance with Sections 210 and 211 of the *Local Government Regulations 2012* and aligns with the Queensland Treasury's guidance for Audit Committees.

LEGAL IMPLICATIONS

There are no legal implications.

STAFFING IMPLICATIONS

There are no staffing implications arising from the adoption of the revised Terms of Reference.

RISK ASSESSMENT

The draft changes ensure that these documents remain relevant and effective in guiding the Audit Committee in performing its functions and contributing to the management of risk by Council.

CORPORATE PLAN REFERENCE***Transparent, Accountable and Progressive Leadership***

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

CONCLUSION

The revised Audit, Risk and Improvement Committee Terms of Reference reflect better practice in governance oversight, audit response, and remuneration. Adoption of the revised document will enable the updated fee structure to be formalised.

No changes to membership terms are proposed as part of this resolution.

13.13 - AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

ARaIC Terms of Reference (Draft - V6.1) - CLEAN VERSION

Meeting Date: 15 July 2025

Attachment No: 1



AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

1. Introduction

Livingstone Shire Council is required by the *Local Government Act 2009* to establish an Audit Committee. The purpose of the Audit, Risk and Improvement Committee Terms of Reference is to outline the role, responsibilities, composition and operating guidelines of the Audit, Risk and Improvement Committee (the Committee) in accordance with the *Local Government Act 2009*.

2. References (legislation/related documents)

Legislation

Local Government Act 2009

Local Government Regulation 2012

Related documents

Audit, Risk and Improvement Committee Policy

International Professional Practices Framework – The Institute of Internal Auditors

Audit Committee Toolkit (Resources for Agency Audit Committees – October 2023) – Queensland Treasury

3. Definitions

To assist in interpretation, the following definitions shall apply:

Internal Audit	<p>Internal Audit is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. (Institute of Internal Auditors)</p> <p>Internal auditing is the work of Internal Audit.</p>
Risk Management	<p>Risk management for Council refers to the culture, processes, and structures developed to effectively manage potential opportunities and adverse effects for any activity, function, or process undertaken by the Council.</p> <p>Managing risk is achieved through the systematic application of policies, procedures, and practices to identify, analyse, evaluate, treat, monitor, and communicate risk.</p>

Governance	The framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in an organisation.
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4. Terms of Reference Statement

4.1 Purpose

The role of the Audit, Risk and Improvement Committee is to provide independent assurance and objective advice to Livingstone Shire Council on the effectiveness of Council's financial management, internal controls, internal audit, external audit, risk management, compliance, and performance management.

The Committee plays a key oversight role in supporting Council to discharge its legislative responsibilities under Section 105 the *Local Government Act 2009*, while promoting continuous improvement and good governance practices across all areas of Council operations.

The Committee does not replace or replicate established management responsibilities and delegations, the responsibility of other executive management roles within Council, or reporting lines and responsibilities of either internal audit or external audit functions. The committee will provide prompt and constructive reports on its findings directly to the Chief Executive Officer, particularly when issues are identified that could present a material risk or threat to Council.

4.2 Authority

The Committee is an advisory committee to Council and does not hold any decision-making powers. It may make recommendations to Council for consideration. Where the Chief Executive Officer holds delegated authority for a matter under discussion, the Committee may make recommendations directly to the Chief Executive Officer for their consideration.

Within the scope of its responsibilities, Council authorises the Committee to:

- (1) request any information it reasonably requires from Council officers or external parties, subject to legal and confidentiality obligations;
- (2) discuss matters directly with the external auditor or other external parties, subject to appropriate confidentiality protocols;
- (3) request the attendance of any employee or Councillor at Committee meetings, as required;
- (4) seek external legal or other professional advice, where considered necessary, to effectively discharge its responsibilities.

4.3 Independence and Access

To effectively discharge its responsibilities, the Committee must maintain independence from Management and liaise constructively with internal and external auditors, as well as key Council officers.

While primary accountability for financial, internal controls, compliance, and ethical conduct rests with management, the Committee provides independent oversight through monitoring and review.

The Committee is authorised to access all relevant information, records, and personnel necessary to carry out its duties and will be supported with adequate resources to fulfil its oversight role. To facilitate efficient and coordinated responses, requests for access to information or staff should be directed to the Chief Executive Officer (or via the ARaIC Secretariat), who will make appropriate arrangements.

4.4 Membership

Members, including the Chair, are appointed by Council resolution.

Membership of the committee will consist of a minimum of three (3) and no more than five (5) members, ensuring a balanced composition of Councillors and external members.

The Committee must have at least one (1) but no more than two (2) Councillors.

At least one (1) member must have significant experience and skills in financial matters.

4.4.1 Skills Matrix

To ensure effective oversight in high-risk or development areas, Council will appoint members with a diverse range of relevant skills. The Committee will aim to maintain diverse membership with skills and experience that incorporates the core functions of the committee, key business risks and other factors such as independence and diversity to ensure the committee has an appropriate balance of members

Council will consider a Skills Matrix (**Appendix 2**) as part of the annual self-assessment to identify whether the audit committee has the required skills to perform its role effectively. Any gap identified could be addressed through targeted recruitment, inviting experts to present to the committee, or by targeted training for the committee or individual members.

When considering membership and the duration of appointments, Council will consider the rotation of representatives, which is accepted as the best practice model for ensuring ongoing independence and objectivity, whilst retaining a degree of continuity via a core of experience.

4.4.2 Ethics

Members are required to declare any interests which could constitute a real, potential, or apparent conflict of interest with respect to participation on the Committee. The declaration must be on appointment to the Committee and at the commencement of each meeting.

New Committee members will be provided with induction material to allow them to familiarise themselves with the environment and to facilitate their understanding of Council's principal operations and activities, corporate practices, and culture.

Committee Members must exercise honesty, objectivity, and integrity in the discharge of their duties and must avoid any activities that could bring discredit to Council or give rise to actual, perceived, or potential conflicts of interest.

Members must not use their position, or any information acquired through Committee activities, for personal gain or to benefit immediate family members. They are expected to act with due care and discretion, and to refrain from making public comment on Committee matters unless expressly authorised by Council.

At all times, members must maintain independence and impartiality, and ensure their conduct supports the reputation, effectiveness, and ethical governance of Council.

4.4.3 Attendance at meetings

The Chief Executive Officer, who also assumes the role of Chief Audit Executive, is not a member of the Committee, but may attend all meetings in a non-voting capacity. The General Manager – Corporate Services should also attend all meetings to support the Committee, although they are not a voting member.

Representatives from Council's internal audit function (including contracted internal audit service providers) are invited to attend all meetings to present audit plans, findings, and updates relevant to the Committee's responsibilities.

External Auditors, Advisors, and Ex Officio participants may attend as non-voting observers. The External Auditor is invited to attend any or all meetings at their discretion.

Where appropriate, and as determined by the Committee, other Council officers may be requested to attend specific meetings to provide relevant information or input.

Committee members may choose to hold closed (members-only) sessions, during which attendance may be limited to members only. This could include the exclusion of non-members such as the Chief Executive Officer/Chief Audit Executive, council officers, Internal Auditors, and External Auditors.

4.4.4 Councillor Appointments

Councillor appointments will be on a voluntary rotational basis, with a minimum appointment period of eighteen (18) months. The maximum continuous term is six (6) years. A Councillor proxy may be appointed and will assume full authorisation to act on behalf of the respective committee member. Appointment of a Councillor Proxy should coincide with appointment of Councillor Committee Members.

4.4.5 External Member Appointments

External members will be appointed to the Committee following an expression of interest (EOI) process. To ensure alignment with Council's needs, Councillors will be given the opportunity to provide input at the commencement of the EOI process.

A shortlist of candidates will be prepared by Council staff and reviewed by the Chairperson and the Chief Executive Officer, who will jointly interview preferred candidate/s. A mutually agreed recommendation will be presented to Council by the Chief Executive Officer for consideration and formal appointment via Council resolution.

Members will be selected based on their personal qualities, independence, and relevant professional expertise.

The initial term of appointment to the Committee (including the Chair) should be for not more than three (3) years. The term of appointment can be extended for a further three (3) years by the Chairperson, giving a maximum total period of service of six years.

A new expression of interest process is not required unless the total continuous service exceeds six (6) years. In determining extensions, compliance with the audit committee composition requirements must be considered. In addition the term should only be extended after the performance of the member has been reviewed.

When replacing members, the Council should identify the need to introduce fresh ideas and thinking into the audit committee, while retaining some degree of core continuity and experience.

Proxies are not permitted if the external member is unable to attend a meeting.

Member terms and conditions, including any extension provisions, will be documented in a Letter of Appointment.

The Chairperson may recommend the dismissal of an external member. This must be considered in a Confidential session of Council and requires a formal resolution to take effect.

Upon resignation or dismissal of an external member, the vacancy will be formally declared and filled through a new expression of interest process.

Remuneration for external members for provision of duties and responsibilities as outlined within these Terms of Reference will be in accordance with the 'ARaIC Remuneration Schedule' annexed as 'Appendix 1'.

4.4.6 Chairperson

The Chairperson will be independent and external to Council and possess sound communication and strong leadership skills.

The Committee will discuss and recommend one member to be the Chairperson of the Committee. The appointment will be for a period of up to three (3) years, after which it is expected that the role will rotate to another member. The appointment of the Chairperson will be approved through formal Council resolution.

4.4.7 Secretariat

Secretariat support to the Committee will be provided under the direction of the General Manager – Corporate Services, to facilitate the committee's meetings and reporting duties.

The Secretariat, in consultation with the Chair, will prepare and send notices of meetings and agendas and accurately transcribe all recommendations and decisions of the committee.

The Secretariat will table all correspondence, reports and other information relevant to the committee's activities and operations.

The Secretariat will provide administration support to the Chief Executive Officer and Chair with the appointment, induction and retirement of committee members.

4.5 Duties and Responsibilities

The Committee's responsibilities are limited to oversight and advisory functions. Operational and day-to-day management remains the responsibility of the Chief Executive Officer.

Members of the committee are expected to:

- (1) understand the relevant legislative and regulatory obligations relevant to Council and its operations;
- (2) dedicate sufficient time to reviewing meeting material and agenda papers;
- (3) apply sound analytical skills, professional judgement, and objectivity in discussions; and
- (4) express views openly, ask critical questions, and pursue lines of enquiry in the public interest.

Additional Responsibilities of the Chairperson:

The Committee Chairperson (in addition to the above), is responsible for:

- (1) presiding over meetings, in accordance with the published agenda and facilitating voting as required;
- (2) collaborating with the Chief Executive Officer to recommend changes to external membership, as outlined in Section 4.4.3;
- (3) presenting an annual summary report to Council and fostering two-way communication between Council and the Committee;
- (4) leading the Committee's review and endorsement of its Annual Report;
- (5) acting as a point of contact for members between meetings; and
- (6) participating in discussions with Council staff or the Queensland Audit Office as required to ensure the effective operation of the Committee.

The specific responsibilities of the Committee are:

4.5.1 Financial Statements

- (a) Review the appropriateness of accounting policies adopted by Council and ensure the accounting policies adopted are relevant to Council and its specific circumstances.

- (b) Review the appropriateness of significant assumptions and critical judgements made by management, particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.
- (c) Review the financial statements for compliance with or any proposed departures from prescribed accounting and other requirements.
- (d) Review with management and external auditors, the results of the external audit and any significant issues identified.
- (e) Exercise scepticism by questioning and seeking full and adequate explanations for any unusual transactions and their presentation in the financial statements.
- (f) Analyse the financial performance and financial position and seek explanation for significant trends or variations from budgets or forecasts.
- (g) Ensure assurance with respect to the accuracy and completeness of the financial statements is given by management.

4.5.2 Internal Control

- (a) Review, through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security and control.
- (b) Review, through the internal and external audit functions, whether relevant policies and procedures are in place and up to date, including those for the management and exercise of delegations, and whether they are complied with.
- (c) Review, through the General Manager – Corporate Services, whether the financial internal controls are operating efficiently, effectively and economically.

4.5.3 Internal Audit

- (a) Review and approve the internal audit plan, its scope and progress and any significant changes to it, including any difficulties or restrictions on scope of activities, or significant disagreements with management.
- (b) Review the internal audit plan (strategic and/or annual Plan) to ensure it covers key risks and that there is appropriate co-ordination with the external auditor.
- (c) Review the findings and recommendations of internal audit and responses to them by management.
- (d) Monitor the implementation of internal audit recommendations accepted by management.
- (e) Ensure there is not material overlap between the internal and external audit functions.
- (f) Periodically review the Internal Audit Charter to ensure appropriate authority, access and reporting arrangements are in place.
- (g) Periodically review the performance of Internal Audit.

4.5.4 External Audit

- (a) Consults with external audit on the function's proposed audit strategy, audit plan and audit fees for the year.
- (b) Review external audit findings and recommendations (including from performance audits) and the response to them by management.
- (c) Review the implementation of external audit recommendations accepted by management and where issues remain resolved ensure that satisfactory progression is being made to mitigate the risk associated with audit's findings..

- (d) Meet with the external audit providers without management personnel being present at least once a year.

4.5.5 Risk Management

- (a) Review the effectiveness of Council's risk management framework to ensure that appropriate processes are in place to identify, monitor, manage, escalate and report significant business risks, including fraud, and material projects (ICT and otherwise).
- (b) Liaise with management to ensure there is a common understanding of key risks to Council. The risks are clearly documented in a risk register which is regularly reviewed to ensure it remains up to date.
- (c) Review project risk mechanisms (including reporting arrangements) for material projects (ICT and otherwise) to ensure that sound and effective risk mitigation strategies have been implemented and identify any emerging project risks.
- (d) Assess and contribute to the audit planning processes relating to the risks and threats to Council.

4.5.6 Compliance

- (a) Review the effectiveness of the system for monitoring compliance with relevant laws, legislation, regulations and associated government policies.
- (b) Review the findings of any examinations by regulatory agencies, and any other auditor observations.
- (c) On an annual basis, review the business continuity arrangements, including annual testing of plan results and related processes.

4.5.7 Performance Management

- (a) Review Council's compliance with the performance management and reporting requirements of the *Local Government Act 2009*, and the *Local Government Regulation 2012*.
- (b) Review whether the performance management systems in place reflect Council's objectives and outcomes as stated in its corporate plan.
- (c) Assess whether Council uses appropriate benchmarks, targets and trend analysis.

4.5.8 Reporting

- (a) Circulate minutes of the committee meetings to the Chief Executive Officer, committee members and invited guests as appropriate.
- (b) Prepare an annual report to Council summarising the performance and achievements for the previous year. An interim program of the planned activities for the coming year is also to be provided.
- (c) Submit a summary of its activities for inclusion in Council's Annual Report.

4.6 Meetings

4.6.1 Meetings and Attendance

The Committee will meet at least four (4) times per financial year and the schedule of meetings will be agreed in advance.

Meetings may take place either in-person or virtually, or a combination of both, using available technology to accommodate availability and operational requirements.

An ARaIC Work Plan will be developed and agreed upon annually by the Committee. The Work Plan will outline proposed meeting dates and indicative agenda items and

will ensure appropriate coverage of all responsibilities detailed within this Terms of Reference.

The Secretariat will schedule meetings in accordance with the ARaIC Work Plan. If changes to the scheduled date, time, and location are required, the Secretariat must, where practicable, consult with the Committee Chairperson in advance.

The Chief Executive Officer will convene a meeting if formally requested by any Committee member, or by the internal or external auditors.

A quorum for a Committee meeting is defined as the presence of at least one (1) Councillor and two (2) external members.

4.6.2 Meeting Agenda

The Committee should determine its own agenda, with input from the Secretariat and key stakeholders, to ensure appropriate coverage of emerging issues and emphasis on significant risks and threats. The agenda will be informed by the ARaIC Work Plan, which outlines the expected items for each meeting.

The Secretariat will make administrative arrangements to ensure that the agenda, accompanied by relevant explanatory documentation, is circulated to all Committee members, any invited Council officers, internal auditors, and external auditors at least five (5) business days before the day of the meeting, where practicable.

External auditors will be provided notice of all meetings and sent a copy of the agenda. They may attend and speak at any meeting.

At the commencement of each meeting, members must declare any interests that may give risk to a real, potential or perceived conflict of interest in relation to any agenda item.

4.6.3 Committee Meeting Minutes

A written record of each Committee meeting will be prepared in the form of minutes. The minutes will outline key matters considered by the Committee, including discussions, deliberations, requests for information, and any recommendations or endorsements.

Draft minutes will be prepared by Council officers following each meeting and reviewed by the Secretariat. Once reviewed and endorsed by the ARaIC Chairperson, the unconfirmed minutes will be included in the next available Ordinary Council Meeting Agenda for formal receipt, serving as the official record of the Committee's discussions, decisions, and recommendations.

Relevant extracts of the minutes may be circulated to Council officers for appropriate follow-up or action.

An ARaIC Action Register is maintained to record actions arising from each meeting. Progress against outstanding actions is reported to the Committee at the commencement of each subsequent meeting to support oversight and accountability.

4.7 Relationships

The Committee relies on strong, transparent relationships with internal and external stakeholders to effectively discharge its responsibilities. These relationships are underpinned by open communication, mutual respect, and a shared commitment to sound governance, risk management, and continuous improvement.

The Committee maintains key relationships with the following parties:

4.7.1 Internal Audit

The Committee will act as a forum for internal audit and oversee its planning, monitoring and reporting processes. This process will form part of the governance

processes that ensures Council's internal audit function operates effectively, efficiently and economically.

The internal audit function will have a standing invitation to attend committee meetings.

4.7.2 External Audit

The Committee has no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings and ensure that they are balanced with the views of management.

The external auditor will have a standing invitation to attend committee meetings.

4.7.3 Elected Members

The Committee is committed to transparency and open communication with Council's elected representatives. It presents its Annual Report to Council each year and may meet with Councillors to discuss key findings, recommendations, and areas for improvement.

All elected members have a standing invitation to attend committee meetings.

4.8 Evaluation of Committee Activities

The Committee will undertake an annual self-assessment of its performance and achievements to determine whether it is effectively and efficiently meeting its objectives and fulfilling the responsibilities outlined in the Terms of Reference. The outcomes of the self-assessment will be documented in a report to the Committee. Where the review identifies opportunities to improve the Committee's role, processes, or memberships, the Chairperson will take appropriate action to implement enhancements.

An external peer review of the Committee's operations and activities will be conducted at least once every three (3) years. The results of the external review is to be provided to the Chief Executive Officer.

The Chairperson will provide each individual member with feedback on their contribution to the Committee during their term of appointment. This includes identification of any training or development needs.

Following receipt of the Auditor-Generals certification of Council's financial statements, the Chairperson will present a written Annual Report to Council on the activities and performance of the committee. The report will include:

- A summary of work the committee has undertaken in discharging its responsibilities during the reporting period;
- Council's progress in addressing recommendations from internal and external audits, including Auditor-General reports to parliament;
- Key outcomes from external audit of Council's financial statements and their inclusion in Council's Annual Report.
- An assessment of Council's risk, control and compliance framework, including emerging risks or significant legislative changes; and
- Committee meeting details, including the number of meetings held and attendance by each member.

The Committee will also review the Skills Matrix and perform an annual self-assessment.

5. Changes to the Terms of Reference

The Terms of Reference will be reviewed every two (2) years by the Committee to ensure it remains current, accurate, and consistent with Council's strategic objectives and evolving responsibilities. These Terms of Reference may also be amended following:

- substantive legislative or regulatory reform;
- material changes to the Committee's functions or scope; or
- recommendations endorsed by Council following the Committee's external review.
- other circumstances as determined from time to time by a resolution of Council.

6. Repeals

This Terms of Reference repeals the Livingstone Shire Council Terms of Reference titled 'Audit, Risk and Business Committee Terms of Reference (v6.0)'.

Version	Date	Action
1.0	14/07/2015	Adopted.
2.0	18/04/2017	Amended Terms of Reference Adopted - definitions updated, section 4.1, 4.2, 4.4.2 and 4.5.2 updated.
3.0	05/12/2017	Amended Terms of Reference Adopted - related document updated, section 4.3, 4.4.2 and 4.5 updated.
4.0	21/09/2021	Amended Terms of Reference Adopted.
5.0	20/09/2022	Amended Terms of Reference Adopted – inclusion of Councillor Proxy and External Member Remuneration Schedule.
6.0	15/04/2025	Amended Terms of Reference Adopted – section 4.4.3 updated.
6.1	03/06/2025	Amended Remuneration Schedule; Revised Section 4.4 and inclusion of Appendix 2.

TERRY DODDS PSM
CHIEF EXECUTIVE OFFICER

APPENDIX 1: ARaIC Remuneration Schedule

EFFECTIVE JULY 2025

This remuneration schedule is applicable to 'external members' of Council's Audit, Risk & Improvement Committee (ARaIC) for provision of duties and responsibilities as outlined within the ARaIC Terms of Reference.

MEETING FEE			
Member	Rate	Per	Conditions
External Member	\$1,500	Meeting	Standard four (4) hour meeting, including preparation time for review of agenda and associated documentation, attendance and travel time.
Chair	\$2,000	Meeting	

FLYING MINUTES FEE			
Member	Rate	Per	Conditions
External Member	\$375	Flying Minute	Flying Minutes (VOCMs) cover for the review of financial statements (Draft Financial Statements + Final Adopted Audited Financial Statements). *Rate is formulated @ 25% of 'Meeting Fee'.
Chair	\$500	Flying Minute	

TRAVEL & ACCOMMODATION FEE			
Member	Rate	Per	Conditions
External Member	\$1,600 (CAP)	Meeting	Fee is applicable for 'in-person' meeting attendance. Fee includes costs associated with travel, accommodation and meals. Fee cap applicable, with actuals to be billed. Costs in excess of the cap are payable only on prior approval by Council.
Chair	\$1,600 (CAP)	Meeting	

PLANNING WORKSHOP FEE			
Member	Rate	Per	Conditions
External Member	\$1,850	Workshop	Fee is all inclusive. Annual workshops will coincide with an 'In-person' Committee Meeting. Travel & Accommodation Fee is therefore not applicable. Fee is formulated as follows: 1x Meeting Fee + \$250 Accommodation + \$100 Meals – excluding lunch which will be provided by Council.
Chair	\$2,350	Workshop	

MEETING ATTENDANCE (OTHER)			
Member	Rate	Per	Conditions
External Member	\$375	Meeting	Fee is applicable for other meeting attendance as requested by Council (e.g. Council Briefing Sessions, Information Sessions etc). Alternatively an hourly rate may be charged where the rate has been agreed to by Council prior to the meeting.
Chair	\$500	Meeting	

*All fees are exclusive of GST.

*Payment of fees will be made on receipt of invoice.

*Superannuation contributions will be made in accordance with the Australian Taxation Office requirements where applicable.

Audit, Risk and Improvement Committee Terms of Reference

Adopted/Approved: Draft
Version: 6.1

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

Page 11 of 12

APPENDIX 2: Skills Matrix

The ARaIC Skills Matrix is a strategic tool used to assess and track the collective skills, experience, and qualifications of the Committee. It supports effective governance by informing recruitment, succession planning, and ongoing evaluation of the Committee's capability to fulfil its oversight responsibilities.

The matrix is reviewed and updated following any new appointments or retirements, ensuring that the Committee maintains a balanced and suitably skills membership base.

	Area	Member 1	Member 2	Member 3	Member 4	Member 5	Committee skill/set
Core Functions	Financial Reporting						
	Internal Control						
	Internal Audit						
	External Audit						
	Risk Management						
	Compliance						
	Performance Management						
Key Business Risks	IT Project Management						
	Cyber Security						
	Work Health & Safety						
	Compliance Management						
Personal attributes	Local Government/ Public Sector Knowledge						
	Chairperson Experience						

Scoring Legend:
0 – No Experience
1 – Basic Experience
2 – Working Knowledge
3 – Advanced Expertise

13.13 - AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

ARaIC Terms of Reference (Draft-V6.1) - MARKED UP VERSION

Meeting Date: 15 July 2025

Attachment No: 2



AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

1. Introduction

Livingstone Shire Council is required by the *Local Government Act 2009* to establish an Audit Committee. The purpose of the Audit, Risk and Improvement Committee Terms of Reference is to outline the role, responsibilities, composition and operating guidelines of the Audit, Risk and Improvement Committee (the Committee) in accordance with the *Local Government Act 2009*.

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2. References (legislation/related documents)

Legislation

Local Government Act 2009

Local Government Regulation 2012

Related documents

Audit, Risk and Improvement Committee Policy

International Professional Practices Framework – The Institute of Internal Auditors

Audit Committee Toolkit (Resources for Agency Audit Committees – October 2023) – Queensland Treasury

3. Definitions

To assist in interpretation, the following definitions shall apply:

Internal Audit	Internal Audit is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. (Institute of Internal Auditors) Internal auditing is the work of Internal Audit.
Risk Management	Risk management for Council refers to the culture, processes, and structures developed to effectively manage potential opportunities and adverse effects for any activity, function, or process undertaken by the Council. Managing risk is achieved through the systematic application of policies, procedures, and practices to identify, analyse, evaluate, treat, monitor, and communicate risk.

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Audit, Risk and Improvement Committee Terms of Reference

Adopted/Approved: Draft

Version: 6.1

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

Page 1 of 12

Governance	The framework of rules, relationships, systems and processes within and by which authority is exercised and controlled in an organisation.
<p>4. Terms of Reference Statement</p> <p>4.1 Purpose</p> <p>The role of the Audit, Risk and Improvement Committee is to provide independent assurance and objective advice to Livingstone Shire Council on the effectiveness of Council's financial management, internal controls, internal audit, external audit, risk management, compliance, and performance management.</p> <p>The Committee plays a key oversight role in supporting Council to discharge its legislative responsibilities under Section 105 the Local Government Act 2009, while promoting continuous improvement and good governance practices across all areas of Council operations.</p> <p>The Committee does not replace or replicate established management responsibilities and delegations, the responsibility of other executive management roles within Council, or reporting lines and responsibilities of either internal audit or external audit functions. The committee will provide prompt and constructive reports on its findings directly to the Chief Executive Officer, particularly when issues are identified that could present a material risk or threat to Council.</p> <p>4.2 Authority</p> <p>The Committee is an advisory committee to Council and does not hold any decision-making powers. It may make recommendations to Council for consideration. Where the Chief Executive Officer holds delegated authority for a matter under discussion, the Committee may make recommendations directly to the Chief Executive Officer for their consideration.</p> <p>Within the scope of its responsibilities, Council authorises the Committee to:</p> <ol style="list-style-type: none"> request any information it reasonably requires from Council officers or external parties, subject to legal and confidentiality obligations; discuss matters directly with the external auditor or other external parties, subject to appropriate confidentiality protocols; request the attendance of any employee or Councillor at Committee meetings, as required; seek external legal or other professional advice, where considered necessary, to effectively discharge its responsibilities. <p>4.3 Independence and Access</p> <p>To effectively discharge its responsibilities, the Committee must maintain independence from Management and liaise constructively with internal and external auditors, as well as key Council officers.</p> <p>While primary accountability for financial, internal controls, compliance, and ethical conduct rests with management, the Committee provides independent oversight through monitoring and review.</p> <p>The Committee is authorised to access all relevant information, records, and personnel necessary to carry out its duties and will be supported with adequate resources to fulfil its oversight role. To facilitate efficient and coordinated responses, requests for access to information or staff should be directed to the Chief Executive Officer (or via the ARaC Secretariat), who will make appropriate arrangements.</p> <p>4.4 Membership</p> <p>Members, including the Chair, are appointed by Council resolution.</p>	

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Deleted: in order to fulfil its oversight responsibilities.
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Audit, Risk and Improvement Committee Terms of Reference

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<p>Membership of the committee will consist of a minimum of three (3) and no more than five (5) members, ensuring a balanced composition of Councillors and external members.</p> <p>The Committee must have at least one (1) but no more than two (2) Councillors.</p> <p>At least one (1) member must have significant experience and skills in financial matters.</p>	<p>Deleted: The Committee must</p> <p>Deleted: at least</p>
<p>4.4.1 Skills Matrix</p> <p>To ensure effective oversight in high-risk or development areas, Council will appoint members with a diverse range of relevant skills. The Committee will aim to maintain diverse membership with skills and experience that incorporates the core functions of the committee, key business risks and other factors such as independence and diversity to ensure the committee has an appropriate balance of members</p> <p>Council will consider a Skills Matrix (Appendix 2) as part of the annual self-assessment to identify whether the audit committee has the required skills to perform its role effectively. Any gap identified could be addressed through targeted recruitment, inviting experts to present to the committee, or by targeted training for the committee or individual members.</p> <p>When considering membership and the duration of appointments, Council will consider the rotation of representatives, which is accepted as the best practice model for ensuring ongoing independence and objectivity, whilst retaining a degree of continuity via a core of experience.</p>	<p>Deleted: This balance is intended to support the Committee's independence and objectivity, particularly as an external independent member will be appointed by Council as the Committee Chairperson, including: and include at least one (1) but no more than two (2), Councillors.</p> <p>Deleted: ;</p> <p>Deleted: and a</p> <p>Deleted: A minimum of one (1) external independent member must possess contemporary governance, risk or audit experience.</p> <p>Deleted: An external member will be appointed by Council as the Committee Chairperson.</p> <p>Deleted: a</p> <p>Deleted: that collectively include: Financial management and reporting Corporate governance and risk management Cyber security and ICT strategy Legal or regulatory compliance Local government administration Work health and safety (WHS) Strategic planning and performance monitoring</p> <p>Deleted: utilise</p> <p>Deleted: formal</p> <p>Deleted: to</p> <p>Deleted: Assess the qualifications and experience of existing and prospective members. Identify gaps to inform recruitment. Guide appointment processes to ensure alignment with Council's strategic priorities.</p> <p>Deleted: The use of a Skills Matrix will be a required part of all future external member recruitment and reappointment processes. The matrix will be reviewed periodically by Council to ensure continued alignment with the Committee's evolving responsibilities.</p> <p>Deleted: also</p>
<p>4.4.2 Ethics</p> <p>Members are required to declare any interests which could constitute a real, potential, or apparent conflict of interest with respect to participation on the Committee. The declaration must be on appointment to the Committee and at the commencement of each meeting.</p> <p>New Committee members will be provided with induction material to allow them to familiarise themselves with the environment and to facilitate their understanding of Council's principal operations and activities, corporate practices, and culture.</p> <p>Committee Members must exercise honesty, objectivity, and integrity in the discharge of their duties and must avoid any activities that could bring discredit to Council or give rise to actual, perceived, or potential conflicts of interest.</p> <p>Members must not use their position, or any information acquired through Committee activities, for personal gain or to benefit immediate family members. They are expected to act with due care and discretion, and to refrain from making public comment on Committee matters unless expressly authorised by Council.</p> <p>At all times, members must maintain independence and impartiality, and ensure their conduct supports the reputation, effectiveness, and ethical governance of Council.</p>	
<p>4.4.3 Attendance at meetings</p> <p>The Chief Executive Officer, who also assumes the role of Chief Audit Executive, is not a member of the Committee, but may attend all meetings in a non-voting capacity. The General Manager – Corporate Services should also attend all meetings to support the Committee, although they are not a voting member.</p> <p>Representatives from Council's internal audit function (including contracted internal audit service providers) are invited to attend all meetings to present audit plans, findings, and updates relevant to the Committee's responsibilities.</p> <p>External Auditors, Advisors, and Ex Officio participants may attend as non-voting observers. The External Auditor is invited to attend any or all meetings at their discretion.</p>	<p>Deleted: and</p> <p>Deleted: cannot be</p> <p>Deleted: however they</p> <p>Deleted: can</p> <p>Deleted: its</p> <p>Deleted: as</p> <p>Deleted: Chief Financial Officer</p> <p>Deleted: The</p> <p>Deleted: members</p> <p>Deleted: are non-voting observers</p> <p>Deleted: e</p> <p>Deleted: Adopted, 15 April 2</p> <p>Deleted: 025</p> <p>Deleted: 0</p>
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Where appropriate, and as determined by the Committee, other Council officers may be requested to attend specific meetings to provide relevant information or input.	Deleted: Other than Committee members only meeting sessions (closed session), the Chief Executive Officer, Chief Audit Executive and the Chief Financial Officer should attend all meetings, however they are not members and have no voting rights. ¶
Committee members may choose to hold closed (members-only) sessions, during which attendance may be limited to members only. This could include the exclusion of non-members such as the Chief Executive Officer/Chief Audit Executive, council officers, Internal Auditors, and External Auditors.	Deleted: required Deleted: required Deleted: Committee Deleted: Other than
4.4.4 Councillor Appointments	
Councillor appointments will be on a voluntary rotational basis, with a minimum appointment period of eighteen (18) months. The maximum continuous term is six (6) years. A Councillor proxy may be appointed and will assume full authorisation to act on behalf of the respective committee member. Appointment of a Councillor Proxy should coincide with appointment of Councillor Committee Members.	Deleted: Committee members may hold closed (members-only)only meeting sessions, during which non-members, including the Chief Executive Officers, Chief Audit Executive, Chief Financial Officer, internal auditors, and External Auditors Deleted: will be excluded.
4.4.5 External Member Appointments	
External members will be appointed to the Committee following an expression of interest (EOI) process. To ensure alignment with Council's needs , Councillors will be given the opportunity to provide input at the commencement of the EOI process.	Deleted: (closed session), External Auditors are invited to attend any or all meetings as they consider appropriate. Deleted: Independent
A shortlist of candidates will be prepared by Council staff and reviewed by the Chairperson and the Chief Executive Officer, who will jointly interview preferred candidate/s. A mutually agreed recommendation will be presented to Council by the Chief Executive Officer for consideration and formal appointment via Council resolution.	Deleted: a formal Deleted: Council will appoint external members to the Committee following completion of Deleted: help ensure Deleted: the requirements of Deleted: are met, Deleted: The Chairperson and the Chief Executive Officer will review Deleted: a
Members will be selected based on their personal qualities, independence, and relevant professional expertise.	Deleted: ,
The initial term of appointment to the Committee (including the Chair) should be for not more than three (3) years. The term of appointment can be extended for a further three (3) years by the Chairperson, giving a maximum total period of service of six years.	Deleted: Deleted: the Deleted: The
A new expression of interest process is not required unless the total continuous service exceeds six (6) years. In determining extensions, compliance with the audit committee composition requirements must be considered. In addition the term should only be extended after the performance of the member has been reviewed.	Deleted: will present the mutually agreed Deleted: are appointed on the basis of personal quality
When replacing members, the Council should identify the need to introduce fresh ideas and thinking into the audit committee, while retaining some degree of core continuity and experience.	Deleted: External appointments will be for a Deleted: Appointments will be for a term of up to three Deleted: of members.
Proxies are not permitted if the external member is unable to attend a meeting.	Deleted: s Deleted: If an initial term is appointment is for less than
Member terms and conditions, including any extension provisions, will be documented in a Letter of Appointment.	Deleted: are to be detailed Deleted:
The Chairperson may recommend the dismissal of an external member. This must be considered in a Confidential session of Council and requires a formal resolution to take effect.	Deleted: the Deleted: can Deleted:
Upon resignation or dismissal of an external member, the vacancy will be formally declared and filled through a new expression of interest process.	Deleted: will be discussed Deleted: be given Deleted: position
Remuneration for external members for provision of duties and responsibilities as outlined within these Terms of Reference will be in accordance with the 'ARaC Remuneration Schedule' annexed as 'Appendix 1'.	Deleted: vacant Deleted: an Deleted: conducted
4.4.6 Chairperson	Deleted: of
The Chairperson will be independent and external to Council and possess sound communication and strong leadership skills.	Deleted: Adopted, 15 April 2 Deleted: 025 Deleted: 0
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<p>The Committee will discuss and recommend one member to be the Chairperson of the Committee. The appointment will be for a period of <u>up to three (3) years</u>, after which it is expected that the role will rotate to another member. The appointment of the Chairperson will be approved through formal Council resolution.</p>	<p>Deleted: two</p>
<p>4.4.7 Secretariat</p>	<p>Deleted: The</p>
<p><u>Secretariat support to the Committee will be provided under the direction of the General Manager – Corporate Services, to facilitate the committee's meetings and reporting duties.</u></p>	<p>Deleted: Chief Executive Officer (or Chief Financial Officer ... General Manager – Corporate Services) ... in line with Council's internal governance arrangements.</p>
<p><u>The Secretariat, in consultation with the Chair, will prepare and send notices of meetings and agendas and accurately transcribe all recommendations and decisions of the committee.</u></p>	<p>Deleted: ¶</p>
<p><u>The Secretariat will table all correspondence, reports and other information relevant to the committee's activities and operations.</u></p>	<p>Deleted: will provide secretariat support to the Committee.</p>
<p><u>The Secretariat will provide administration support to the Chief Executive Officer and Chair with the appointment, induction and retirement of committee members.</u></p>	<p>Deleted: ¶</p>
<p>4.5 Duties and Responsibilities</p>	<p>Deleted: ¶</p>
<p><u>The Committee's responsibilities are limited to oversight and advisory functions. Operational and day-to-day management remains the responsibility of the Chief Executive Officer.</u></p>	<p>Deleted: is responsible for coordinating the Committee's meetings and supporting its reporting obligations in accordance with the approved work program. This includes the preparation and distribution of meeting agenda and supporting papers, and the recording and circulation of minutes. ¶ will facilitate the committee's meetings and reporting duties to meet the committee work programme. ¶ ¶ The Chief Executive Officer (or Chief Financial Officer) will also make appropriate administrative arrangements to provide secretarial functions to the meetings and prepare Minutes of each meeting will be provided, which will be provided to the Committee members, standing attendees, permanent attendees, and external auditors along with ...</p>
<p>Members of the committee are expected to:</p>	<p>Deleted: Members of the Committee Members must will</p>
<p>(1) <u>understand the relevant legislative and regulatory obligations relevant to Council and its operations;</u></p>	<p>Deleted: on matters relative to activities of the Committee</p>
<p>(2) <u>dedicate sufficient time to reviewing meeting material and agenda papers;</u></p>	<p>Deleted: ¶</p>
<p>(3) <u>apply sound analytical skills, professional judgement, and objectivity in discussions; and</u></p>	<p>Deleted: do not extend to ...re limited to oversight and</p>
<p>(4) <u>express views openly, ask critical questions, and pursue lines of enquiry in the public interest.</u></p>	<p>Deleted: requirements ...bligations appropriate</p>
<p><u>Additional Responsibilities of the Chairperson:</u></p>	<p>Deleted: it's</p>
<p><u>The Committee Chairperson (in addition to the above), is responsible for:</u></p>	<p>Deleted: Livingstone Shire Council</p>
<p>(1) <u>presiding over meetings, in accordance with the published agenda and facilitating voting as required;</u></p>	<p>Deleted: D</p>
<p>(2) <u>collaborating with the Chief Executive Officer to recommend changes to external membership, as outlined in Section 4.4.3;</u></p>	<p>Deleted: contribute the time needed to understand the</p>
<p>(3) <u>presenting an annual summary report to Council and fostering two-way communication between Council and the Committee;</u></p>	<p>Deleted: good ...ound analytical skills, professional</p>
<p>(4) <u>leading the Committee's review and endorsement of its Annual Report;</u></p>	<p>Deleted: opinions ...iews frankly ...penly, ask critical</p>
<p>(5) <u>acting as a point of contact for members between meetings; and</u></p>	<p>Deleted: In ...a...ditional to the ...r...sponsibilities</p>
<p>(6) <u>participating in discussions with Council staff or the Queensland Audit Office as required to ensure the effective operation of the Committee.</u></p>	<p>Deleted: P</p>
<p>The specific responsibilities of the Committee are:</p>	<p>Deleted: p...esiding over the ...eetings, in accordance</p>
<p>4.5.1 Financial Statements</p>	<p>Deleted: C</p>
<p>(a) Review the appropriateness of accounting policies adopted by Council and ensure the accounting policies adopted are relevant to Council and its specific circumstances.</p>	<p>Deleted: c...llaborating with the Chief Executive Office</p>
<p>Audit, Risk and Improvement Committee Terms of Reference</p>	<p>Deleted: P</p>
<p>Adopted/Approved: <u>Draft</u></p>	<p>Deleted: meeting with Council at least annually to pres</p>
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<p>Page 5 of 12</p>	<p>Deleted: presenting the draft ...nnual Report, content t</p>
<p>Portfolio: Office of the CEO Business Unit: Finance and Governance</p>	<p>Deleted: A</p>
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	<p>Deleted: outside of meetings for other members to</p>
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	<p>Deleted: attending other meetings with council staff or</p>
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(b) Review the appropriateness of significant assumptions and critical judgements made by management, particularly around estimations which impact on reported amounts of assets, liabilities, income and expenses in the financial statements.	Deleted: ;
(c) Review the financial statements for compliance with or any proposed departures from prescribed accounting and other requirements.	Deleted: ;
(d) Review with management and external auditors, the results of the external audit and any significant issues identified.	Deleted: ;
(e) Exercise scepticism by questioning and seeking full and adequate explanations for any unusual transactions and their presentation in the financial statements.	Deleted: ;
(f) Analyse the financial performance and financial position and seek explanation for significant trends or variations from budgets or forecasts.	Deleted: ; and Deleted: Framework
(g) Ensure assurance with respect to the accuracy and completeness of the financial statements is given by management.	Deleted: Review whether management has an adequate internal control structure and systems that are operating efficiently, effectively and economically, including financial internal controls and information technology security and control.
4.5.2 Internal Control	
(a) Review, through the internal and external audit functions, the adequacy of the internal control structure and systems, including information technology security and control.	Deleted: <#>Review whether management has adequate internal controls in place including over external parties such as contractors and advisor.¶ Review whether management has in place relevant policies and procedures and these are periodically reviewed and updated.¶ Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with.¶ Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and¶ Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.¶
(b) Review, through the internal and external audit functions, whether relevant policies and procedures are in place and up to date, including those for the management and exercise of delegations, and whether they are complied with.	
(c) Review, through the General Manager – Corporate Services, whether the financial internal controls are operating efficiently, effectively and economically.	Deleted: <#>Consider the adequacy of internal audit resources to carry out its responsibilities, including the approved Internal Audit Plan.¶
4.5.3 Internal Audit	
(a) Review and approve the internal audit plan, its scope and progress and any significant changes to it, including any difficulties or restrictions on scope of activities, or significant disagreements with management.	Deleted: <#>; Deleted: they Deleted: ; Deleted: ;
(b) Review the internal audit plan (strategic and/or annual Plan) to ensure it covers key risks and that there is appropriate co-ordination with the external auditor.	Deleted: all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices; Deleted: ; Deleted: Monitor
(c) Review the findings and recommendations of internal audit and responses to them by management.	Deleted: the extent of reliance on internal audit work by the external auditors to facilitate completeness of coverage and the effective use of audit resources. Deleted: organisational structures, Deleted: ; and
(d) Monitor the implementation of internal audit recommendations accepted by management.	Deleted: Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the external audit services provided; Deleted: all external plans and reports in respect of planned or completed external audits and monitor Deleted: ; and
(e) Ensure there is not material overlap between the internal and external audit functions.	Deleted: Adopted, 15 April 2 Deleted: 025 Deleted: 0
(f) Periodically review the Internal Audit Charter to ensure appropriate authority, access and reporting arrangements are in place.	
(g) Periodically review the performance of Internal Audit.	
4.5.4 External Audit	
(a) Consults with external audit on the function's proposed audit strategy, audit plan and audit fees for the year.	
(b) Review external audit findings and recommendations (including from performance audits) and the response to them by management.	
(c) Review the implementation of external audit recommendations accepted by management and where issues remain resolved ensure that satisfactory progression is being made to mitigate the risk associated with audit's findings.	

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(d) Meet with the external audit providers without management personnel being present at least once a year.	Deleted: Consider significant issues raised in relevant audit reports and better practice guides and ensure appropriate action is taken
4.5.5 Risk Management	
(a) Review the effectiveness of Council's risk management framework to ensure that appropriate processes are in place to identify, monitor, manage, escalate and report significant business risks, including fraud, and material projects (ICT and otherwise).	Deleted: s
(b) Liaise with management to ensure there is a common understanding of key risks to Council. The risks are clearly documented in a risk register which is regularly reviewed to ensure it remains up to date.	Deleted: whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of business and financial risks, including fraud;
(c) Review project risk mechanisms (including reporting arrangements) for material projects (ICT and otherwise) to ensure that sound and effective risk mitigation strategies have been implemented and identify any emerging project risks.	Deleted: Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
(d) Assess and contribute to the audit planning processes relating to the risks and threats to Council.	Deleted: <#>Review the impact of the risk management framework on its control environment and insurance arrangements.¶ Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements including whether plans have been tested periodically; ¶ Assess and contribute to the audit planning processes relating to the risks and threats to Council, and¶
4.5.6 Compliance	
(a) Review the effectiveness of the system for monitoring compliance with relevant laws, legislation, regulations and associated government policies.	Deleted: <#>Determine whether management has
(b) Review the findings of any examinations by regulatory agencies, and any other auditor observations.	Deleted: <#>, and
(c) On an annual basis, review the business continuity arrangements, including annual testing of plan results and related processes.	Deleted: ;
4.5.7 Performance Management	
(a) Review Council's compliance with the performance management and reporting requirements of the Local Government Act 2009, and the Local Government Regulation 2012.	Deleted: Satisfy
(b) Review whether the performance management systems in place reflect Council's objectives and outcomes as stated in its corporate plan.	Deleted: itself there
(c) Assess whether Council uses appropriate benchmarks, targets and trend analysis.	Deleted: is a
4.5.8 Reporting	
(a) Circulate minutes of the committee meetings to the Chief Executive Officer, committee members and invited guests as appropriate.	Deleted: framework
(b) Prepare an annual report to Council summarising the performance and achievements for the previous year. An interim program of the planned activities for the coming year is also to be provided.	Deleted: the
(c) Submit a summary of its activities for inclusion in Council's Annual Report.	Deleted: linked to organisational
4.6 Meetings	
4.6.1 Meetings and Attendance	
The Committee will meet at least four (4) times per financial year and the schedule of meetings will be agreed in advance.	Deleted: ;
Meetings may take place either in-person or virtually, or a combination of both, using available technology to accommodate availability and operational requirements.	Deleted: Identify
An ARaIC Work Plan will be developed and agreed upon annually by the Committee. The Work Plan will outline proposed meeting dates and indicative agenda items and	Deleted: the
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will ensure appropriate coverage of all responsibilities detailed within this Terms of Reference.	Deleted: , will be agreed by the Committee each year. The forward meeting plan will cover all Committee
The Secretariat will schedule meetings in accordance with the ARaIC Work Plan. If changes to the scheduled date, time, and location are required, the Secretariat must, where practicable, consult with the Committee Chairperson in advance.	Deleted: Chief Executive Officer
The Chief Executive Officer will convene a meeting if formally requested by any Committee member, or by the internal or external auditors.	Deleted: e
A quorum for a Committee meeting is defined as the presence of at least one (1) Councillor and two (2) external members.	Deleted: set the date
4.6.2 Meeting Agenda	Deleted: place
The Committee should determine its own agenda, with input from the Secretariat and key stakeholders, to ensure appropriate coverage of emerging issues and emphasis on significant risks and threats. The agenda will be informed by the ARaIC Work Plan, which outlines the expected items for each meeting.	Deleted: Chief Executive Officer
The Secretariat will make administrative arrangements to ensure that the agenda, accompanied by relevant explanatory documentation, is circulated to all Committee members, any invited Council officers, internal auditors, and external auditors at least five (5) business days before the day of the meeting, where practicable.	Deleted: for the meetings with reference to the forward
External auditors will be provided notice of all meetings and sent a copy of the agenda. They may attend and speak at any meeting.	Deleted: Chief Executive Officer must, if practicable,
At the commencement of each meeting, members must declare any interests that may give risk to a real, potential or perceived conflict of interest in relation to any agenda item.	Deleted: will
4.6.3 Committee Meeting Minutes	Deleted: also
A written record of each Committee meeting will be prepared in the form of minutes. The minutes will outline key matters considered by the Committee, including discussions, deliberations, requests for information, and any recommendations or endorsements.	Deleted: call
Draft minutes will be prepared by Council officers following each meeting and reviewed by the Secretariat. Once reviewed and endorsed by the ARaIC Chairperson, the unconfirmed minutes will be included in the next available Ordinary Council Meeting Agenda for formal receipt, serving as the official record of the Committee's discussions, decisions, and recommendations.	Deleted: to do so by any Committee member or the
Relevant extracts of the minutes may be circulated to Council officers for appropriate follow-up or action.	Deleted: to be
An ARaIC Action Register is maintained to record actions arising from each meeting. Progress against outstanding actions is reported to the Committee at the commencement of each subsequent meeting to support oversight and accountability.	Deleted: should
4.7 Relationships	Deleted: will
The Committee relies on strong, transparent relationships with internal and external stakeholders to effectively discharge its responsibilities. These relationships are underpinned by open communication, mutual respect, and a shared commitment to sound governance, risk management, and continuous improvement.	Deleted: ensuring
The Committee maintains key relationships with the following parties:	Deleted: consultation
4.7.1 Internal Audit	Deleted: to include emerging
The Committee will act as a forum for internal audit and oversee its planning, monitoring and reporting processes. This process will form part of the governance	Deleted: a focus
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processes that ensures Council's internal audit function operates effectively, efficiently and economically.

The internal audit function will have a standing invitation to attend committee meetings.

4.7.2 External Audit

The Committee has no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings and ensure that they are balanced with the views of management.

The external auditor will have a standing invitation to attend committee meetings.

4.7.3 Elected Members

~~The Committee is committed to transparency and open communication with Council's elected representatives. It presents its Annual Report to Council each year and may meet with Councillors to discuss key findings, recommendations, and areas for improvement.~~

All elected members have a standing invitation to attend committee meetings.

Deleted: ¶

4.8 Evaluation of Committee Activities

The Committee will undertake an annual self-assessment of its performance and achievements to determine whether it is effectively and efficiently meeting its objectives and fulfilling the responsibilities outlined in the Terms of Reference. The outcomes of the self-assessment will be documented in a report to the Committee. Where the review identifies opportunities to improve the Committee's role, processes, or memberships, the Chairperson will take appropriate action to implement enhancements.

An external peer review of the Committee's operations and activities will be conducted at least once every three (3) years. The results of the external review is to be provided to the Chief Executive Officer.

The Chairperson will provide each individual member with feedback on their contribution to the Committee during their term of appointment. This includes identification of any training or development needs.

Following receipt of the Auditor-Generals certification of Council's financial statements, the Chairperson will present a written Annual Report to Council on the activities and performance of the committee. The report will include:

- A summary of work the committee has undertaken in discharging its responsibilities during the reporting period.
- Council's progress in addressing recommendations from internal and external audits, including Auditor-General reports to parliament.
- Key outcomes from external audit of Council's financial statements and their inclusion in Council's Annual Report.
- An assessment of Council's risk, control and compliance framework, including emerging risks or significant legislative changes; and
- Committee meeting details, including the number of meetings held and attendance by each member.

The Committee will also review the Skills Matrix and perform an annual self-assessment.

5. Changes to the Terms of Reference

The Terms of Reference will be reviewed every two (2) years by the Committee to ensure it remains current, accurate, and consistent with Council's strategic objectives and evolving responsibilities. These Terms of Reference may also be amended following:

Deleted: for the previous period and ensure that it is meeting its objectives efficiently and effectively and confirm that all responsibilities outlined in this Terms of Reference have been performed. The Committee will be provided with a report of the annual review outcomes and where the evaluation highlights a need for enhancements to the role, operational processes, or membership, the Chairperson shall take action to ensure such enhancements are implemented ¶

Deleted: that person's contribution to the Committee's activities at least during each their member's term of appointment. This includes identification of any training or development needs. assessment will include a review of any training needs of the member.

Deleted: Upon

Deleted: each year, the Chairperson will attend Council and present a written Annual Report to Council on the operation and activities and performance of the committee. The report will include such matters as

Deleted: performed in the discharging of its responsibilities during the previous year reporting period

Deleted: A summary of Council's progress in addressing the findings and recommendations made in internal and external audits, including and Auditor-General reports to parliament.

Deleted: The outcomes of the external auditor's report on audit of Council's financial statements of the Council and their subsequent inclusion in the Council's Annual Report

Deleted: any details of significant emerging risks and issues or significant legislative changes; and affecting Council.

Deleted: Details of committee meeting details including the number of meetings held during the relevant period, and the number of meetings each member and attendance by each member

Deleted: its authority, objectives, and responsibilities. These ¶ The Terms of Reference will remain in force until any of the following occur:

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- substantive legislative or regulatory reform;
- material changes to the Committee's functions or scope; or
- recommendations endorsed by Council following the Committee's external review.
- other circumstances as determined from time to time by a resolution of Council.

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6. Repeals

This Terms of Reference repeals the Livingstone Shire Council Terms of Reference titled 'Audit, Risk and Business Committee Terms of Reference (v6.0)'.

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Version	Date	Action
1.0	14/07/2015	Adopted.
2.0	18/04/2017	Amended Terms of Reference Adopted - definitions updated, section 4.1, 4.2, 4.4.2 and 4.5.2 updated.
3.0	05/12/2017	Amended Terms of Reference Adopted - related document updated, section 4.3, 4.4.2 and 4.5 updated.
4.0	21/09/2021	Amended Terms of Reference Adopted.
5.0	20/09/2022	Amended Terms of Reference Adopted – inclusion of Councillor Proxy and External Member Remuneration Schedule.
6.0	15/04/2025	Amended Terms of Reference Adopted – section 4.4.3 updated.
<u>6.1</u>	<u>03/06/2025</u>	<u>Amended Remuneration Schedule; Revised Section 4.4 and inclusion of Appendix 2.</u>

TERRY DODDS PSM
CHIEF EXECUTIVE OFFICER

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Audit, Risk and Improvement Committee Terms of Reference

Adopted/Approved: Draft

Version: 6.1

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

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APPENDIX 1: ARaIC Remuneration Schedule**EFFECTIVE JULY 2025**

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This remuneration schedule is applicable to 'external members' of Council's Audit, Risk & Improvement Committee (ARaIC) for provision of duties and responsibilities as outlined within the ARaIC Terms of Reference.

MEETING FEE

Member	Rate	Per	Conditions
External Member	\$1,500	Meeting	Standard four (4) hour meeting, including preparation time for review of agenda and associated documentation, attendance and travel time.
Chair	\$2,000	Meeting	

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FLYING MINUTES FEE

Member	Rate	Per	Conditions
External Member	\$375	Flying Minute	Flying Minutes (VOCMs) cover for the review of financial statements (Draft Financial Statements + Final Adopted Audited Financial Statements). *Rate is formulated @ 25% of 'Meeting Fee'.
Chair	\$500	Flying Minute	

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TRAVEL & ACCOMMODATION FEE

Member	Rate	Per	Conditions
External Member	\$1,600 (CAP)	Meeting	Fee is applicable for 'in-person' meeting attendance. Fee includes costs associated with travel, accommodation and meals. Fee cap applicable, with actuals to be billed. Costs in excess of the cap are payable only on prior approval by Council.
Chair	\$1,600 (CAP)	Meeting	

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PLANNING WORKSHOP FEE

Member	Rate	Per	Conditions
External Member	\$1,850	Workshop	Fee is all inclusive. Annual workshops will coincide with an 'In-person' Committee Meeting. Travel & Accommodation Fee is therefore not applicable. Fee is formulated as follows: 1x Meeting Fee + \$250 Accommodation + \$100 Meals – excluding lunch which will be provided by Council.
Chair	\$2,350	Workshop	

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MEETING ATTENDANCE (OTHER)

Member	Rate	Per	Conditions
External Member	\$375	Meeting	Fee is applicable for other meeting attendance as requested by Council (e.g. Council Briefing Sessions, Information Sessions etc). Alternatively an hourly rate may be charged where the rate has been agreed to by Council prior to the meeting.
Chair	\$500	Meeting	

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*All fees are exclusive of GST.

*Payment of fees will be made on receipt of invoice.

*Superannuation contributions will be made in accordance with the Australian Taxation Office requirements where applicable.

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Audit, Risk and Improvement Committee Terms of Reference

Adopted/Approved: Draft
Version: 6.1

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

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APPENDIX 2: Skills Matrix

The ARaIC Skills Matrix is a strategic tool used to assess and track the collective skills, experience, and qualifications of the Committee. It supports effective governance by informing recruitment, succession planning, and ongoing evaluation of the Committee's capability to fulfil its oversight responsibilities.

The matrix is reviewed and updated following any new appointments or retirements, ensuring that the Committee maintains a balanced and suitably skills membership base.

	Area	Member 1	Member 2	Member 3	Member 4	Member 5	Committee Skillset
Core Functions	Financial Reporting						
	Internal Control						
	Internal Audit						
	External Audit						
	Risk Management						
Key Business Risks	Compliance						
	Performance Management						
	IT Project Management						
	Cyber Security						
	Work Health & Safety						
Personal attributes	Complaints Management						
	Culture & Ethics						
	Local Government/ Public Sector Knowledge						
	Chairperson Experience						
Scoring Legend: 0 – No Experience 1 – Basic Experience 2 – Working Knowledge 3 – Advanced Expertise							

Audit, Risk and Improvement Committee Terms of Reference

Adopted/Approved: Draft
Version: 6.1

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

Page 12 of 12

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13.14 AUDIT, RISK & IMPROVEMENT COMMITTEE - ELECTED MEMBER REPRESENTATION

File No: qA80963
Attachments: Nil
Responsible Officer: Andrea Ellis - Chief Financial Officer
Terry Dodds PSM - Chief Executive Officer
Author: Catherine Parfitt - Risk & Governance Officer

SUMMARY

This report seeks Council's resolution to appoint a new Elected Member representative to the Audit, Risk and Improvement Committee, following notification at the Committee's 10 June 2025 meeting of Councillor Eastwood's intention to rotate off the Committee as one of two elected member representatives.

In accordance with Section 4.4.2 of the Committee's Terms of Reference, the report also recommends appointing a Councillor Proxy delegate to ensure ongoing representation and support the Committee's effectiveness and quorum requirements when a primary Councillor is unavailable.

OFFICER'S RECOMMENDATION

THAT Council:

1. acknowledges the resignation of Councillor Eastwood from the role of Elected Member representative on the Audit, Risk and Improvement Committee;
2. appoints Councillor Andrea Friend to the role of Elected Member representative on the Audit, Risk and Improvement Committee; and
3. nominate a councillor proxy delegate in the event that a nominated Councillor is unable to attend the meeting of the Committee.

BACKGROUND

The Audit, Risk and Improvement Committee (the 'Committee') provides independent oversight on Council's governance, risk management, financial reporting, internal control, and audit functions. The Committee is comprised of two (2) Elected Members and three (3) independent external members.

Councillors Pat Eastwood and Rhodes Watson were appointed to the Committee by Council resolution on 20 September 2022, and formally reappointed on 20 May 2024. In line with the Audit, Risk and Improvement Committee Terms of Reference, elected member appointments are voluntary and rotational, with a minimum period of 18 months and a maximum of six (6) continuous years.

At the Committee's 10 June 2025 meeting, Councillor Eastwood notified the Committee and Management of his intention to rotate off the Committee and enquired about the process to appoint a new representative.

COMMENTARY

Whilst all councillors are invited to attend Audit, Risk and Improvement Committee meeting as observers, only those appointed to the Committee have voting rights. To maintain effective representation, the Committee must consist of at least three (3) and no more than five (5) members and include at least one (1) but no more than two (2), Councillors; and at least one (1) member must have significant experience and skills in financial matters.

One of the three independent external members serves as Chairperson, with the current Chair being Mr Peter Sheville.

Councillor Eastwood's decision reflects the intent of the Audit, Risk and Improvement Committee Terms of Reference to rotate representation, thereby enhancing Councillor

exposure to governance matters and broadening organisational oversight. The appointment of a replacement Councillor will ensure continuity of oversight, maintain compliance with the Terms of Reference, and support Council's commitment to strong governance and capability development.

In addition, Section 4.4.2 of the Terms of Reference allows for the appointment of a Councillor Proxy. The proxy is authorised to act on behalf of the appointed Councillor, including participation in discussions and exercising voting rights, in the event that a primary appointee is unavailable. Appointing a proxy delegate ensures consistent representation, supports meeting quorum, and reinforces Council's commitment to strong governance practices.

It is best practice for the appointment of a proxy to coincide with the appointment or reappointment of Elected Member representatives of the Committee.

PREVIOUS DECISIONS

20 September 2022: Appointment of Cr. Eastwood and Cr. Watson to the Audit, Risk and Improvement Committee.

20 May 2024: Reappointment of Cr. Eastwood and Cr. Watson to the Audit, Risk and Improvement Committee.

ACCESS AND INCLUSION

The matter does not raise any direct access or inclusion considerations. However, the process aligns with Council's commitment to equity, transparency, and inclusive governance. The Audit, Risk and Improvement Committee is supported to operate in a manner that accommodates the diverse needs of all participants.

ENGAGEMENT AND CONSULTATION

No formal engagement or consultation has been undertaken in the preparation of this report. Councillor Eastwood notified the Audit, Risk and Improvement Committee and Management of his intention to resign from the Committee during the 10 June 2025 Audit, Risk and Improvement Committee meeting.

HUMAN RIGHTS IMPLICATIONS

The recommendations contained within this report have been assessed under the Human Rights Act 2019 (Qld) and are not considered to limit or impact any human rights.

BUDGET IMPLICATIONS

There are no additional budget implications. In accordance with Council's adopted Remuneration Schedule, only independent external members are remunerated for their participation. Elected members serve in this role as part of their broader responsibilities and are not entitled to additional remuneration.

LEGISLATIVE CONTEXT

The establishment and operation of the Audit, Risk and Improvement Committee is supported by the following legislative and regulatory instruments:

- **Local Government Act 2009 (Qld)** – establishes the overarching governance framework for local governments, including requirements for transparent and accountable decision making.
- **Local Government Regulation 2012 (Qld)** – provides specific guidance on financial sustainability, internal audit functions, and the role of audit committees.
- **State Government Financial Accountability Handbook (Vol. 2 – Governance)** – outlines best practice governance arrangements for audit committees, including the composition and responsibilities of committee members.
- **Audit, Risk and Improvement Committee Terms of Reference** – adopted by Council and updated periodically to reflect current practice and external guidance.

The Terms of Reference stipulates that the appointment of elected member representatives must be made by formal resolution.

LEGAL IMPLICATIONS

There are no direct legal implication, however Council must resolve to appoint Committee members in accordance with the Terms of Reference and relevant legislation.

Failure to maintain appropriate membership and representation on the Committee could undermine the integrity of Council's audit and risk oversight functions and may not align with the intent of the *Local Government Regulation 2012 (Qld)*, which encourages the establishment of sound internal audit and governance practices.

STAFFING IMPLICATIONS

No additional staffing impacts are anticipated. Governance and Risk staff, under the General Manager Corporate Services leadership will continue to support the Committee including onboarding the newly appointed Councillor.

RISK ASSESSMENT

Appropriate representation on the Audit, Risk and Improvement Committee is essential to maintaining effective governance oversight and ensuring the integrity of Council's audit and risk functions. Regular rotation of members also contributes to capability development and transparency.

CORPORATE PLAN REFERENCE

Transparent, Accountable and Progressive Leadership

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

CONCLUSION

The notification of Councillor Eastwood's intent to rotate off the Audit, Risk and Improvement Committee presents an opportunity to continue Council's practice of rotational representation. This report seeks to formalise the appointment of both a replacement Councillor representative and a Councillor Proxy delegate to ensure ongoing compliance with the Committee's Terms of Reference and maintain the integrity of Council's audit and governance oversight functions.

13.15 INTERNAL AUDIT CHARTER

File No:	CM4.2.1
Attachments:	1. Internal Audit Charter (Draft - V5.1) - CLEAN VERSION 2. Internal Audit Charter (Draft - V5.1) - MARKED UP VERSION
Responsible Officer:	Andrea Ellis - Chief Financial Officer Terry Dodds PSM - Chief Executive Officer
Author:	Catherine Parfitt - Risk & Governance Officer

SUMMARY

This report seeks Council's formal adoption of the revised Internal Audit Charter, following an audit-led review aimed at strengthening safeguards relating to the independence and objectivity of the internal audit function. The review responds to recommendations arising from the Internal Audit Quality Assessment and ensures alignment with the State Government's Financial Accountability Handbook (Vol 2 – Governance).

The revised Charter was endorsed by the Audit, Risk and Improvement Committee at its quarterly meeting on 10 June 2025.

RECOMMENDATION

That Council adopt the revised Internal Audit Charter as endorsed by the Audit, Risk and Improvement Committee.

BACKGROUND

Council last adopted the Internal Audit Charter on 15 October 2024. A further review was initiated following recommendations made as part of the 2024 Internal Audit Quality Assessment.

This review also considered better practice guidance published in the State Government's Financial Accountability Handbook (vol 2 – Governance) to confirm alignment with appropriate public sector standards and expectations.

COMMENTARY**Summary of Key Changes**

The revised Internal Audit Charter incorporates the following updates:

- Action Item 5.4.1: Introduction of clear safeguards to preserve the independence and objectivity of the Chief Audit Executive from operational responsibilities, noting that the Chief Executive Officer currently holds this role.
- Action Item 5.4.2: Specification of communication and reporting expectations between the Chief Audit Executive, management, and the Audit, Risk and Improvement Committee, including formal reporting lines and timing.

This document reinforces internal audit's role in providing independent, objective assurance and consulting services to support Council's governance and risk management frameworks.

Committee Endorsement

The revised Charter was tabled and formally endorsed by the Audit, Risk and Improvement Committee at its quarterly meeting held on 10 June 2025, acknowledging the improvements in structural safeguards and transparency.

PREVIOUS DECISIONS

The Internal Audit Charter was adopted by Council on the 14 July 2015, with last revision and Council adoption on the 15 October 2024.

ACCESS AND INCLUSION

The revised Charter reflects Council's commitment to accountable and transparent decision-making, with defined reporting lines to support clarity of function.

ENGAGEMENT AND CONSULTATION

Consultation was undertaken with the Audit, Risk and Improvement Committee and the Chief Financial Officer.

HUMAN RIGHTS IMPLICATIONS

There are no identified human rights implications arising from this matter.

BUDGET IMPLICATIONS

There are no direct budget implications associated with the adoption of the revised Charter.

LEGISLATIVE CONTEXT

The Internal Audit Charter aligns with:

- Section 105 and 211 of the *Local Government Act 2009* and *Regulation 2012*
- *The Financial Accountability Handbook (Vol 2 – Governance)*
- *International Professional Practices Framework including the Global Internal Audit Standards*

LEGAL IMPLICATIONS

There are no legal implications.

STAFFING IMPLICATIONS

There are no staffing implications arising from this policy revision.

RISK ASSESSMENT

Adoption of the revised Charter ensures appropriate structural independence and accountability in the delivery of internal audit services, addressing key audit recommendations and minimising potential governance risks.

CORPORATE PLAN REFERENCE

Transparent, Accountable and Progressive Leadership

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

CONCLUSION

The revised Internal Audit Charter strengthens Council's internal assurance framework through enhanced independence, clarity of roles, and improved reporting expectations. It addresses key findings from the Internal Audit Quality Assessment and aligns with Queensland Government governance guidance. Council's adoption of the revised Charter is now recommended.

13.15 - INTERNAL AUDIT CHARTER

Internal Audit Charter (Draft - V5.1) - CLEAN VERSION

Meeting Date: 15 July 2025

Attachment No: 1



INTERNAL AUDIT CHARTER

1. Purpose

Livingstone Shire Council (Council) recognises the value of a strong internal audit function in enhancing governance, accountability, and internal control systems. This Internal Audit Charter establishes the framework within which Council's internal audit function operates. It outlines the purpose, authority, responsibilities, and reporting arrangements of the internal audit function and has been endorsed by Council's Audit, Risk, and Improvement Committee (the Committee).

The Charter is developed in accordance with section 105 of the *Local Government Act 2009* and section 207 of the *Local Government Regulation 2012*, and aligns with the *International Professional Practices Framework (IPFF)* issued by the Institute of Internal Auditors (IIA).

2. Role

Internal Audit provides independent and objective assurance and advisory services designed to add value and improve Council's operations. The function supports Council to achieve its objectives by evaluating and enhancing the effectiveness of risk management, internal controls, governance, and compliance processes.

Internal audit adopts a risk-based approach, focusing on emerging issues, critical business processes, strategic initiatives and key organisational risks. It promotes a culture of integrity, transparency, and continuous improvement across Council activities.

3. Authority

Internal audit has unrestricted access to all Council operations, records, systems, assets, and personnel relevant to the performance of its duties. It is authorised to:

- conduct audits and reviews across all Council activities and controlled entities;
- access all information, data, and staff necessary to conduct audits;
- obtain assistance from Council personnel as required;
- communicate directly with the Audit, Risk & Improvement Committee and the external auditor; and
- initiate investigations into suspected fraud, corruption, or other irregularities, subject to applicable legislation and Council policy.

4. Scope

Internal audit activities provide assurance and improvement opportunities in areas including:

- effectiveness of risk identification, management, and mitigation practices;
- reliability and integrity of financial and operational information;
- effectiveness and efficiency in use of Council assets and resources;
- compliance with legislation, policies, procedures, and contracts;
- fraud prevention and detection controls; and
- business continuity and disaster recover planning.

Internal Audit Charter

Adopted/Approved: Draft
Version: 5.1

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

The internal audit function may review any aspect of Council operations, both financial and non-financial, including third-party and contractor engagements.

5. Independence and Objectivity

Internal audit must remain free from undue influence to perform its duties objectively and effectively. The function has no direct responsibility for operational activities or decision making and does not:

- develop or implement internal controls;
- undertake operational duties;
- authorise transactions;
- assume accountability for activities it reviews.

The Chief Executive Officer (CEO) currently holds the role of Chief Audit Executive (CAE). Recognising the dual role presents a potential conflict of interest, so the following safeguards are applied:

- The CAE will not approve or oversee any audit engagement that relates directly to operational areas under the CEO's purview.
- All internal audit planning, reporting, and performance assessments will be reviewed by the Audit, Risk and Improvement Committee to ensure independence is maintained.
- The Committee Chairperson, in consultation with another independent member, will conduct periodic private discussions with internal auditors to identify any threats to objectivity or independence.
- Where appropriate, Council's appointed Internal Audit Service Provider will be assigned lead responsibility for audit engagements. This includes leading the majority of planned audits, particularly those involving high-risk or sensitive operational areas.

6. Organisational Reporting and Communication

The Chief Executive Officer in his role as Chief Audit Executive is accountable for overseeing the delivery of internal audit services in accordance with this Charter and the Internal Audit Plan.

The internal audit function maintains functional reporting lines to the Audit, Risk and Improvement Committee (ARaIC) to support the Committee's oversight responsibilities and to safeguard the independence of internal audit activities. Administratively, the internal audit function reports to the Chief Audit Executive.

The Chief Audit Executive is responsible for:

- developing and implementing the Internal Audit Plan;
- communicating key findings, risks, and improvement opportunities;
- coordinating implementation and progress tracking of agreed actions;
- liaising with the Internal Audit Service Provider(s), management, and assurance stakeholders;
- ensuring internal audit work aligns with professional standards and delivers value to Council.

Council's appointed Internal Audit Service Provider leads the majority of internal audit engagements, operating with functional independence and in close consultation with the Chief Audit Executive, and the Committee. While the Chief Executive Officer

assumes the role of Chief Audit Executive, the internal audit function is administratively supported and coordinated under Council's Corporate Services Portfolio.



The Chief Audit Executive and the internal audit function maintain open communication with:

- the Committee, to support oversight and strategic guidance;
- Council's Executive Leadership Team and management, to clarify audit expectations, obtain information, and monitor response actions; and
- External Audit, to ensure coordination of assurance activities and reduce duplication.

Communication protocols between the Chief Audit Executive and the Committee include:

- quarterly reporting of Internal Audit Plan progress, key findings, and status of recommendations;
- immediate notifications of any critical risk exposures or significant control deficiencies;
- biennial review of the Internal Audit Charter; and
- participation in the Committee strategic planning and performance review workshops.

7. Standards of Practice

Internal Audit will operate in accordance with:

- the International Professional Practices Framework including the Global Internal Audit Standards
- relevant industry standards, including the Information Systems Auditing Standards issued by the Information System Audit and Control Association (ISACA); and
- Council's Code of Conduct, and corporate policies and procedures.

Internal auditors will demonstrate integrity, competence, objectivity, due professional care, and commitment to quality assurance.

8. Internal Audit Planning

- 8.1 An Internal Audit Plan will be developed by Council's appointed Internal Audit Service Provider, in consultation with management and the Committee, and informed by:
- Council's risk profile;
 - Strategic priorities and emerging risks;
 - Assurance Map;
 - Legislative or regulatory obligations;
 - Previous audit findings and trends.
- 8.2 The Internal Audit Plan will include key performance indicators to measure audit delivery, quality, and responsiveness.
- 8.3 The Internal Audit Plan will be reviewed regularly and adjusted as needed, with material changes endorsed by the Committee.

9. Quality Assurance and Continuous Improvement

- 9.1 A Quality Assurance and Improvement Program (QAIP) will be established and maintained to evaluate internal audit performance and ensure conformance with auditing standards and the Charter.
- 9.2 Quality Assurance and Improvement Program activities include:
- ongoing supervision and internal review of audit work;
 - periodic self-assessments and performance benchmarking;
 - external quality assessments at least once every five years; and
 - Reporting of Quality Assurance and Improvement Program results to the Audit, Risk and Improvement Committee.
- 9.3 The quality framework will incorporate an Assurance Map to align internal audit focus with other assurance providers and minimise duplication.

10. Review of the Charter

This Internal Audit Charter will be reviewed biennially by the Chief Audit Executive and presented to the Audit, Risk, and Improvement for endorsement. Amendments may also occur following:

- Legislative or regulatory reform;
- Significant changes in Council's organisational structure or risk profile;
- Recommendations from internal or external quality assessments;
- Determination by Council or the Audit, Risk and Improvement Committee.

11. Repeals/Amendments

Version	Date	Action
1.0	22/09/2015	Adopted
2.0	18/04/2017	Amended Charter Adopted
3.0	17/07/2018	Amended Charter Adopted

Internal Audit Charter

Adopted/Approved: Draft
Version: 5.1

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

3.1	04/01/2019	Administrative Amendments – reflect organisational restructure
4.0	20/07/2021	Amended Charter Adopted – inclusion of Item 6 – Structure and Reporting arrangements, Resourcing section has been removed
5.0	15/10/2024	Amended Charter Adopted - administrative updates, review period amended from 'annual' to biennial'.
5.1	Draft	DRAFT Charter: inclusion of safeguards to manage independence between CAE and CEO roles. Prescription of communication and reporting between CAE/Mgt and ARaIC.

TERRY DODDS PSM
CHIEF EXECUTIVE OFFICER

13.15 - INTERNAL AUDIT CHARTER

Internal Audit Charter (Draft - V5.1) - MARKED UP VERSION

Meeting Date: 15 July 2025

Attachment No: 2



INTERNAL AUDIT CHARTER

1. Purpose

Livingstone Shire Council (Council) recognises the value of a strong internal audit function in enhancing governance, accountability, and internal control systems. This Internal Audit Charter establishes the framework within which Council's internal audit function operates. It outlines the purpose, authority, responsibilities, and reporting arrangements of the internal audit function and has been endorsed by Council's Audit, Risk, and Improvement Committee (the Committee).

The Charter is developed in accordance with section 105 of the Local Government Act 2009 and section 207 of the Local Government Regulation 2012, and aligns with the International Professional Practices Framework (IPPF) issued by the Institute of Internal Auditors (IIA).

2. Role

Internal Audit provides independent and objective assurance and advisory services designed to add value and improve Council's operations. The function supports Council to achieve its objectives by evaluating and enhancing the effectiveness of risk management, internal controls, governance, and compliance processes.

Internal audit adopts a risk-based approach, focusing on emerging issues, critical business processes, strategic initiatives and key organisational risks. It promotes a culture of integrity, transparency, and continuous improvement across Council activities.

3. Authority

Internal audit has unrestricted access to all Council operations, records, systems, assets, and personnel relevant to the performance of its duties. It is authorised to:

- conduct audits and reviews across all Council activities and controlled entities;
- access all information, data, and staff necessary to conduct audits;
- obtain assistance from Council personnel as required;
- communicate directly with the Audit, Risk & Improvement Committee and the external auditor; and
- initiate investigations into suspected fraud, corruption, or other irregularities, subject to applicable legislation and Council policy.

4. Scope

Internal audit activities provide assurance and improvement opportunities in areas including:

- effectiveness of risk identification, management, and mitigation practices;
- reliability and integrity of financial and operational information;
- effectiveness and efficiency in use of Council assets and resources;
- compliance with legislation, policies, procedures, and contracts;
- fraud prevention and detection controls; and
- business continuity and disaster recover planning.

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Internal Audit Charter

Adopted/Approved: **Draft**

Version: 5.1

Portfolio: Office of the CEO

Business Unit: Finance and Governance

The internal audit function may review any aspect of Council operations, both financial and non-financial, including third-party and contractor engagements.

5. Independence and Objectivity

Internal audit must remain free from undue influence to perform its duties objectively and effectively. The function has no direct responsibility for operational activities or decision making and does not:

- develop or implement internal controls;
- undertake operational duties;
- authorise transactions;
- assume accountability for activities it reviews.

The Chief Executive Officer (CEO) currently holds the role of Chief Audit Executive (CAE). Recognising the dual role presents a potential conflict of interest, so the following safeguards are applied:

- The CAE will not approve or oversee any audit engagement that relates directly to operational areas under the CEO's purview.
- All internal audit planning, reporting, and performance assessments will be reviewed by the Audit, Risk and Improvement Committee to ensure independence is maintained.
- The Committee Chairperson, in consultation with another independent member, will conduct periodic private discussions with internal auditors to identify any threats to objectivity or independence.
- Where appropriate, Council's appointed Internal Audit Service Provider will be assigned lead responsibility for audit engagements. This includes leading the majority of planned audits, particularly those involving high-risk or sensitive operational areas.

6. Organisational Reporting and Communication

The Chief Executive Officer in his role as Chief Audit Executive is accountable for overseeing the delivery of internal audit services in accordance with this Charter and the Internal Audit Plan.

The internal audit function maintains functional reporting lines to the Audit, Risk and Improvement Committee (ARaIC) to support the Committee's oversight responsibilities and to safeguard the independence of internal audit activities. Administratively, the internal audit function reports to the Chief Audit Executive.

The Chief Audit Executive is responsible for:

- developing and implementing the Internal Audit Plan;
- communicating key findings, risks, and improvement opportunities;
- coordinating implementation and progress tracking of agreed actions;
- liaising with the Internal Audit Service Provider(s), management, and assurance stakeholders;
- ensuring internal audit work aligns with professional standards and delivers value to Council.

Council's appointed Internal Audit Service Provider leads the majority of internal audit engagements, operating with functional independence and in close consultation with the Chief Audit Executive, and the Committee. While the Chief Executive Officer

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The diagram illustrates the reporting structure of the internal audit function. At the top is the 'Audit, Risk & Improvement Committee'. Below it is the 'Council'. Below the Council is the 'Chief Audit Executive'. Below the Chief Audit Executive is the 'Internal Audit Service Provider'. Arrows indicate the flow of reporting: a solid blue arrow points from the Internal Audit Service Provider to the Chief Audit Executive, labeled 'Internal Audit administrative reporting'. A solid blue arrow points from the Chief Audit Executive to the Council, labeled 'Functional reporting for internal audit'. A dashed blue arrow points from the Internal Audit Service Provider to the Council, labeled 'Advisory'. A solid blue arrow points from the Audit, Risk & Improvement Committee to the Chief Audit Executive.

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Internal Audit Charter
Adopted/Approved: **Draft**
Version: 5.1

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

assumes the role of Chief Audit Executive, the internal audit function is administratively supported and coordinated under Council's Corporate Services Portfolio.



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Deleted: <#>The internal audit function reports regularly to the CEO, Chief Audit Executive and to the Audit, Risk, and Improvement Committee and maintains an open relationship with External Audit and other assurance providers. ¶

Deleted: The Audit, Risk, and Improvement Committee monitors and reviews the internal audit function, effectiveness and objectivity and makes recommendations to the Chief Audit Executive.¶

The Chief Audit Executive and the internal audit function maintain open communication with:

- the Committee, to support oversight and strategic guidance;
- Council's Executive Leadership Team and management, to clarify audit expectations, obtain information, and monitor response actions; and
- External Audit, to ensure coordination of assurance activities and reduce duplication.

Deleted: The internal audit function does not in any way relieve Council's officers of their individual responsibilities for implementing and maintaining effective systems to monitor and control Council activities and practices (including internal control and risk management).

Communication protocols between the Chief Audit Executive and the Committee include:

- quarterly reporting of Internal Audit Plan progress, key findings, and status of recommendations;
- immediate notifications of any critical risk exposures or significant control deficiencies;
- biennial review of the Internal Audit Charter; and
- participation in the Committee strategic planning and performance review workshops.

7. Standards of Practice

Internal Audit will operate in accordance with:

- the International Professional Practices Framework including the Global Internal Audit Standards;
- relevant industry standards, including the Information Systems Auditing Standards issued by the Information System Audit and Control Association (ISACA); and
- Council's Code of Conduct, and corporate policies and procedures.

Internal auditors will demonstrate integrity, competence, objectivity, due professional care, and commitment to quality assurance.

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Deleted: ¶ the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors; and¶

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Internal Audit Charter

Adopted/Approved: **Draft**

Version: 5.1

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

8. Internal Audit Planning

8.1 An Internal Audit Plan will be developed by Council's appointed Internal Audit Service Provider, in consultation with management and the Committee, and informed by:

- Council's risk profile;
- Strategic priorities and emerging risks;
- Assurance Map;
- Legislative or regulatory obligations;
- Previous audit findings and trends.

8.2 The Internal Audit Plan will include key performance indicators to measure audit delivery, quality, and responsiveness.

8.3 The Internal Audit Plan will be reviewed regularly and adjusted as needed, with material changes endorsed by the Committee.

9. Quality Assurance and Continuous Improvement

9.1 A Quality Assurance and Improvement Program (QAIP) will be established and maintained to evaluate internal audit performance and ensure conformance with auditing standards and the Charter.

9.2 Quality Assurance and Improvement Program activities include:

- ongoing supervision and internal review of audit work;
- periodic self-assessments and performance benchmarking;
- external quality assessments at least once every five years; and
- Reporting of Quality Assurance and Improvement Program results to the Audit, Risk and Improvement Committee.

9.3 The quality framework will incorporate an Assurance Map to align internal audit focus with other assurance providers and minimise duplication.

10. Review of the Charter

This Internal Audit Charter will be reviewed biennially by the Chief Audit Executive and presented to the Audit, Risk, and Improvement for endorsement. Amendments may also occur following:

- Legislative or regulatory reform;
- Significant changes in Council's organisational structure or risk profile;
- Recommendations from internal or external quality assessments;
- Determination by Council or the Audit, Risk and Improvement Committee.

11. Repeals/Amendments

Version	Date	Action
1.0	22/09/2015	Adopted
2.0	18/04/2017	Amended Charter Adopted
3.0	17/07/2018	Amended Charter Adopted

Internal Audit Charter

Adopted/Approved: **Draft**

Version: 5.1

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

Deleted: <#>An effective internal audit process is one which:
demonstrates integrity;
demonstrates competence and due professional care;
is objective and free from undue influence (independent);
aligns with the strategies, objectives, and risks of the organisation;
is appropriately positioned and adequately resourced;
demonstrates quality and continuous improvement;
is clear and concise;
provides risk-based assurance; and
is insightful, proactive, and future-focused.

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The extent and frequency of internal audits included in the Plan will depend upon circumstances such as; results of previous audits, relative risk associated with activities, significance and materiality to Council, emerging external issues and impacts, and the resources available.

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Deleted: Adopted, 15 October 2024

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3.1	04/01/2019	Administrative Amendments – reflect organisational restructure
4.0	20/07/2021	Amended Charter Adopted – inclusion of Item 6 – Structure and Reporting arrangements, Resourcing section has been removed
5.0	15/10/2024	Amended Charter Adopted - administrative updates, review period amended from 'annual' to biennial'.
5.1	Draft	DRAFT Charter: inclusion of safeguards to manage independence between CAE and CEO roles. Prescription of communication and reporting between CAE/Mgt and ARaIC.

Deleted: 6/06/2025

~~TERRY DODDS PSM~~
~~CHIEF EXECUTIVE OFFICER~~

Deleted: ALASTAIR DAWSON

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Internal Audit Charter

Adopted/Approved: Draft

Version: 5.1

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

Deleted: Adopted, 15 October 2024

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13.16 PROPOSED MOTIONS TO THE 2025 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND CONFERENCE

File No:	GV13.4.1
Attachments:	Nil
Responsible Officer:	Katrina Paterson - General Manager Communities Terry Dodds PSM - Chief Executive Officer
Author:	Greg Abbotts - Manager Development and Environment
Previous Items:	13.9 - 129th Local Government Association of Queensland Annual Conference - 20-22 October 2025 - Attendance - Ordinary Council - 17 Jun 2025 9:00 AM 13.6 - Proposed Motion to the 2025 National General Assembly (Australian Local Government Association) - Ordinary Council - 18 Mar 2025 9:00 AM

SUMMARY

The 129th Local Government Association of Queensland (LGAQ) Conference – will be held in the Gold Coast from 20 – 22 October 2025, the theme of the conference is “Pathways to Liveability”

This report seeks approval for motions to be presented at the Conference.

OFFICER’S RECOMMENDATION

THAT Council resolves to endorse the following motions to be presented at the 2025 Local Government Association of Queensland (LGAQ) Conference:

“That the LGAQ calls on the Queensland and Australian Governments to:

- a. Review the Building Code of Australia for wheelchair accessibility to address new wheelchair technology and increased dimensions; and
- b. Review the Australian Standards AS1428 Design for Access and Mobility to include wheelchair beach accessibility, technology and increased dimensions; and
- c. Ensure that the renewable energy sector only supports ethical and responsible investments that are consistent with the Modern Slavery Act and Environmental standards as set out in Australia.

BACKGROUND

The 129th LGAQ Conference will be held in the Gold Coast from 20-22 October 2025. This year’s LGAQ theme is “Pathways to Liveability”

COMMENTARY

Council facilitated the Accessibility Capricornia Group and received a deputation from the Capricorn Access and Equity Group. This deputation alongside feedback from various Community groups and individuals identified that compliance with respective codes does not always equal functionality.

At Council’s Ordinary meeting on 15 April 2025 concerns were raised through a Notice of Motion about environmental and human rights issues with the extraction of minerals for renewable energy. Council resolved on 24 April 2025 to present a motion to the LGAQ Conference, the proposed motion is set out as above.

PREVIOUS DECISIONS

Council resolved on 18 March 2025 to present motions to the National General Assembly of Local Government

Council resolved on 24 April 2025 to draft a motion to be presented at the next available LGAQ conference.

ACCESS AND INCLUSION

This first 2 proposed motions are aimed at increasing access and inclusion within our local community and broader society. The last motion is aimed at addressing environmental and human rights concerns in the renewable energy sector overseas.

ENGAGEMENT AND CONSULTATION

Council received a deputation from the Capricorn Access and Equity Group and presents this proposed motion as a result of feedback from that group, Community groups and other individuals.

Council also received a deputation from the Australian Electric Vehicle Association. The proposed motion is as a result of media reports into the issue.

HUMAN RIGHTS IMPLICATIONS

There are no Human Rights implications with presenting these proposed motions. They serve to enhance the quality of Human Rights.

BUDGET IMPLICATIONS

There are no budget implications associated with the motion.

LEGISLATIVE CONTEXT

The first 2 proposed motions aim to look to ways to amend the Building Code of Australia to be more responsive to changes in technology with respect to accessibility.

The last motion looks to improve the discretion around the supply chain for renewable energy, particularly in relation to the Environment and Human Rights.

LEGAL IMPLICATIONS

There are no legal implications with presenting these motions.

STAFFING IMPLICATIONS

There are no staffing implications with presenting these motions.

RISK ASSESSMENT

There are no identified risks associated with presenting these proposed motions. However, there is an identified risk with standards not keeping pace with changes in technology or Community expectations. Further, there is also an increasing Social awareness around Environmental matters and Human Equality issues.

CORPORATE PLAN REFERENCE

Transparent, Accountable and Progressive Leadership

Community Plan Outcome - 4.2 Advocate and collaborate with state and federal governments in the best interest of the community

CONCLUSION

These proposed motions reflect Council's and our Community's desire to advocate for more responsiveness and innovation when it comes to access, inclusion, environmental awareness and human rights issues.

13.17 LONG BEACH ACCESS

File No:	A51379
Attachments:	Nil
Responsible Officer:	Katrina Paterson - General Manager Communities Terry Dodds PSM - Chief Executive Officer
Author:	Greg Abbotts - Manager Development and Environment Nat Druery - Coordinator Public Environments Roy Lewandowski - Principal Local Laws Officer
Previous Items:	11.6 - Response to Petition for Access to Long Beach - Joskeleigh Road - Ordinary Council - 18 May 2021 9.00am Response to Petition for Access to Long Beach - Joskeleigh Road - Ordinary Council - 21 Sep 2021 9.00am 8.1 - Petition Requesting Access to Long Beach - Ordinary Council - 16 Jun 2020 9.00am 6.1 - 9.00am Deputation - Mike Griffin - Southern Beaches Reference Group - Ordinary Council - 20 May 2024 9:00 AM 11.7 - Southern Beaches Vehicle Access - Ordinary Council - 20 Jun 2023 9.00am 11.19 - Southern Beaches Vehicle Access History, Local Laws and Reference Group. - Ordinary Council - 20 May 2024 9:00 AM

SUMMARY

This report provides 2 broad options for Council to consider in regard to either allowing or not allowing driving on Long Beach, Joskeleigh & Thompson Point.

If Council chooses to write driving on this beach into the Local Laws, there are still some considerations for Council. The proposal would require an additional state interest check and further referrals.

OFFICER'S RECOMMENDATION

THAT Council not include general vehicular access to Long Beach in its suite of local laws.

BACKGROUND

At Council's ordinary meeting of 20 May 2024, Officers presented a report on the southern beaches vehicle access history, Local Laws and reference group. The report provided a history of 'driving on beaches', Local Laws and the Southern Beaches Vehicle Access Reference Group.

One of the outcomes from the meeting was that Council 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).

COMMENTARY

Currently Farnborough Beach North (Hinz Avenue) is the only beach in Livingstone where driving without launching, retrieving, or supplying a vessel is permitted.

In 2023 Livingstone Shire Council installed signage at San Marino Way, Amalfi Drive, Middle Beach (Muskers/Zilzie Bay), Monte Carlo Avenue and Zilzie Mudflats, which specified the existing vehicle restrictions on these beaches. The signs are recent; however, the restrictions were implemented via resolution in 2003 and via Local Laws in 2011. Enforcement of the restrictions historically has been difficult. Due to enhancements in

technology and the use of surveillance cameras Council has been able to enforce the provisions of the Local Law.

Currently, *Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011* outlines that driving vehicles on beaches is only lawful for retrieving or launching a vessel at a designated beach access or on Farnborough Beach from Hinz Avenue to Corio Bay.

As part of the current Local Law review, the council has been considering including additional beaches to allow the driving of vehicles. During the public consultation stage of the local law review, specific questions were asked regarding driving on beaches.

Question- In relation to Local Law No.4, do you support changes to the Local Law to allow driving on the following beaches?

A total of 499 submitters responded to this specific question. Concerning Long Beach, 258 respondents supported driving on Long Beach. 213 respondents indicated that they do not support driving on any of the beaches.

In essence, there are two broad options for Council to consider:

Option 1;

Leave Long Beach as it is, i.e. not write driving on the beach into the Local Law

Option 2;

Include mechanisms in the proposed Local Law to provide for access to drive on Long Beach. This option would require amendments to the current draft Local Law and additional State interest checks and further referrals.

PREVIOUS DECISIONS

The previous decisions on this matter are attached.

ACCESS AND INCLUSION

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

ENGAGEMENT AND CONSULTATION

This matter has had several detailed engagement and consultation activities.

HUMAN RIGHTS IMPLICATIONS

The State Interest check and legal review required for the development of Local Laws includes assessing the proposed Local Laws' compliance with Human Rights Legislation.

BUDGET IMPLICATIONS

Actions to date have been within existing budget allocations.

LEGISLATIVE CONTEXT

Council Local Laws fall under the jurisdiction of the Local Government Act 2009

LEGAL IMPLICATIONS

Any legal implications are considered by the Council's solicitors when drafting the Local Laws.

STAFFING IMPLICATIONS

Actions to date have been within existing staffing resources and the assistance of legal counsel.

RISK ASSESSMENT

Should the Council accept the Officers' recommendation, then the status quo remains. Should the Council vote to allow the driving on this beach into the local law, a further State Interest check, along with other referrals, will ensue. There is a risk that this State Interest check or other referrals will deny the request.

CORPORATE PLAN REFERENCE

Natural Environment

Community Plan Outcome - 2.2 Value and protect Livingstone's pristine natural environment through robust planning and policies

CONCLUSION

Officers present the report seeking a final determination.

13.18 POLICY REVIEW: HERBICIDE/PESTICIDE POLICY

File No:	qA26335
Attachments:	1. Herbicide Pesticide Policy (Track Changes) 2. Herbicide Pesticide Policy (clean)
Responsible Officer:	Greg Abbotts - Manager Development and Environment Katrina Paterson - General Manager Communities
Author:	Nat Druery - Coordinator Public Environments

SUMMARY

The Herbicide/Pesticide policy has been reviewed and is being presented to Council for consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council adopts the amended Herbicide/Pesticide Policy.

BACKGROUND

The Herbicide/Pesticide Policy and associated procedures are due for review. This policy was first adopted in 2015. Council's review processes ensure that the Policy remains aligned with community expectations and legislative requirements for the application of herbicides and pesticides.

COMMENTARY

This policy applies to the application of herbicides and pesticides on Council controlled land roads in both urban and rural areas. The policy aims to promote Council's expectations regarding the control of pest plants and animals, the application of herbicides and pesticides and alternate methods of control to reduce the use of herbicides and pesticides.

The Policy is supported by the *Herbicide/Pesticide Use in Urban Open Spaces Procedure* and the *Herbicide/Pesticide Use Procedure (Public Environments)* which sets out how Council manages chemicals and community notification of chemical applications. The changes identified in the Policy are minor and mainly reflect name changes to the associated procedure, updated legislation and referenced documents.

PREVIOUS DECISIONS

The Herbicide/Pesticide Policy was initially adopted by Council on 24 November 2015. An amended Policy (Version 1.1) was subsequently adopted on 27 August 2018.

ACCESS AND INCLUSION

There are no foreseen access and inclusion implications associated with this report. The policy will be publicly available on Council's website.

ENGAGEMENT AND CONSULTATION

Internal engagement and consultation with relevant stakeholders were conducted as part of the internal review of the policy.

HUMAN RIGHTS IMPLICATIONS

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

BUDGET IMPLICATIONS

There are no identified budget implications associated with this report.

LEGISLATIVE CONTEXT

There are several pieces of Queensland legislation considered within this policy.

LEGAL IMPLICATIONS

There are no identified legal implications associated with this report.

STAFFING IMPLICATIONS

There are no identified staffing implications associated with this report.

RISK ASSESSMENT

Risk assessments are completed to comply with Councils Hazardous Chemical Management Procedure when handling chemicals.

CORPORATE PLAN REFERENCE***Transparent, Accountable and Progressive Leadership***

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

Reviewing and amending policy is a continuous improvement mechanism to ensure Council remains up to date with the current standards of practice.

CONCLUSION

The Herbicide/Pesticide policy document is due for review. The associated procedures, the Herbicide/Pesticide Use in Urban Open Spaces Procedure and the Herbicide/Pesticide Use Procedure (Public Environments) are also being reviewed.

13.18 - POLICY REVIEW: HERBICIDE/PESTICIDE POLICY

Herbicide Pesticide Policy (Track Changes)

Meeting Date: 15 July 2025

Attachment No: 1



HERBICIDE/PESTICIDE POLICY (COMMUNITY POLICY)

1. Scope

~~The Herbicide/Pesticide Policy (this Policy) Use in Urban Open Spaces Procedure (this Procedure) applies to the application of herbicides and pesticides on Council controlled areas and roads in urban areas and rural areas. The Herbicide/Pesticide Policy (this Policy) applies to all Council-related activities, employees, contractors, volunteers, work experience students, trainees and clients (e.g. government departments) engaged in activities associated with the use of herbicides and pesticides.~~

2. Purpose

~~This Policy aims to promote awareness of the legislative requirements with respect to the use of herbicide/pesticide and achieve an integrated framework for dealing with herbicide/pesticide use on land under Council control. Develop a regime that continually seeks to identify improvements in technology, herbicide/pesticide chemicals and application practices. A major focus of this Policy is the ongoing improvement, including reduced use of herbicide/pesticide.~~

~~It aims to make Council's policies and requirements for herbicide/pesticide use readily accessible and understandable to the public. Council where appropriate will use herbicides and pesticides in urban areas to control unwanted plants and pests which cause damage to Council's preferred plant species. This Procedure identifies Council's expectations regarding the application of herbicides and pesticides~~

~~This Policy aims to promote Council's expectations regarding the control of pest plants and animals, the application of herbicides and pesticides and alternate methods of control to reduce the use of herbicides and pesticides.~~

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3. References (legislation/related documents)

Primary

~~Herbicide/Pesticide Policy (SHOULD THIS BE PROCEEDURE)~~

Legislative references

~~Agriculture Chemicals Distribution Control Act 1996~~

~~Biosecurity Act 2014~~

~~Environmental Protection Act 1994 – (Qld) ch 8 pt 3C~~

~~Land Act 1994 (Qld) – s 49(1)(c), s 52~~

~~Livingstone Shire Council Local Laws No. 1 & 3~~

~~Work Health and Safety Act 2011 (Qld)~~

~~Work Health and Safety Regulation 2011 (Qld)~~

Herbicide/Pesticide Policy

Adopted/Approved: Adopted: 24 November 2015 Draft

Portfolio: Liveability and Wellbeing Communities

Version: 1.42

Business Unit: Liveability Development and Environment

Page 1 of 3

~~— Agriculture Chemicals Distribution Control Act 1996~~
~~Biosecurity Act 2014~~
~~Medicines and Poisons Act 2019~~
~~Livingstone Shire Council Local Laws No.1 & 3: Work Health and Safety Act 2011~~
~~Work Health and Safety Regulation 2011~~

Related documents

~~Chemical (Hazchem) Management Directive~~
~~Chemical Risk Assessment Guideline~~
~~Communities Herbicide & Insecticide Treatment Sensitive Areas Register~~
~~Customer Request Management Framework~~

~~Herbicide/Pesticide Use in Urban Open Spaces Procedure~~

Legislative references

~~Agricultural Chemicals Distribution Control Act 1966~~
~~Biosecurity Act 2014~~
~~Environmental Protection Act 1992~~
~~Land Act 1994~~
~~Local Government Act 2009~~
~~Public Health Act 2005~~
~~Work Health and Safety Act 2011~~
~~Work Health and Safety Regulation 2011~~

Related documents

~~Hazardous Chemical Management Procedure~~
~~Herbicide/Pesticide Use in Open Spaces Procedure~~
~~Herbicide/Pesticide Use in Rural Areas Procedure~~
~~Herbicide/Pesticide Use Procedure (Public Environments)~~

~~WHS-WP-4.3.1 Hazardous Chemical Management Procedure~~

4. Definitions

To assist in interpretation, the following definitions shall apply:

<u>Council</u>	<u>Livingstone Shire Council.</u>
<u>Council controlled land areas</u>	<u>Land owned, held in trust or otherwise controlled by Council. Land under Council freehold ownership or Crown Land (reserve) managed by Council under trust or gazetted bathing reserve or gazetted foreshore. It also includes Council controlled road reserves and State Controlled Road reserves that are managed by Council.</u>
<u>Herbicide</u>	<u>A substance that is toxic to plants, used to destroy unwanted vegetation.</u>
<u>Herbicide application signage</u>	<u>Signage which states 'Weed Spraying Conducted Within Last 24 Hours'.</u>
<u>Pesticide</u>	<u>A substance used for destroying insects or other organisms which are harmful to cultivated plants or to animals.</u>
<u>Road</u>	<u>Has the same meaning as road in the Local Government Act 2009 (Qld).</u>

Herbicide/Pesticide Policy

Adopted/Approved: ~~Adopted, 24 November 2015~~ Draft

Portfolio: ~~Liveability and Wellbeing Communities~~

Version: 1.42

Business Unit: ~~Liveability Development and Environment~~

Page 2 of 3

5. Policy Statement

This Policy is supported by the ~~Herbicide Use in Rural Areas Procedure and the Herbicide/Pesticide Use in Urban Open Spaces Areas Procedure and the Herbicide/Pesticide Use Procedure (Public Environments)~~ which sets out how Council manages chemicals and community notification of chemical applications ~~on land under Council control.~~

5.1 Staff

Council employees are responsible for ensuring this Policy and associated procedures are implemented accordingly.

5.2 Concerns Customer Feedback

~~Concerns Customer requests~~ received regarding this Policy and associated procedures will be recorded on Council's customer service request (CSR) or records ~~management~~ system and handled in accordance with Council's Customer ~~Service Policy Request Management Framework.~~

5.3 Complaints

~~Complaints received regarding Councils use of herbicide/pesticide will be recorded on Council's customer service request (CSR) or records system and handled in accordance with Council's Customer Service Policy.~~

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6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) When a legislative or other operating environmental change occurs, affecting the Policy;
or
- 2) Notwithstanding the above, at intervals of no more than two years.

7. Repeals/Amendments

This ~~Policy repeals the Livingstone is a new policy for Livingstone~~ Shire Council ~~Policy titled 'Herbicide/Pesticide Policy (v1.1)'.~~

Version	Date	Action
1	24/11/2015	Adopted
1.1	27/08/2018	Administrative Amendments – reflect organisational restructure and Update of Chief Executive Officer
<u>1.2</u>	<u>Draft</u>	

~~TERRY DODDS PSM~~ ~~CHRIS MURDOCH~~

~~CHIEF EXECUTIVE OFFICER~~
~~CHIEF EXECUTIVE OFFICER~~

Herbicide/Pesticide Policy

Adopted/Approved: ~~Adopted, 24 November 2015~~ ~~Draft~~

Portfolio: ~~Liveability and Wellbeing Communities~~

Version: 1.12

Business Unit: ~~Liveability Development and Environment~~

Page 3 of 3

13.18 - POLICY REVIEW: HERBICIDE/PESTICIDE POLICY

Herbicide Pesticide Policy (clean)

Meeting Date: 15 July 2025

Attachment No: 2



HERBICIDE/PESTICIDE POLICY (COMMUNITY POLICY)

1. Scope

The Herbicide/Pesticide Policy (this Policy) applies to the application of herbicides and pesticides on Council controlled land and roads in urban and rural areas.

2. Purpose

This Policy aims to promote Council's expectations regarding the control of pest plants and animals, the application of herbicides and pesticides and alternate methods of control to reduce the use of herbicides and pesticides.

3. References (legislation/related documents)

Legislative references

Agriculture Chemicals Distribution Control Act 1996

Biosecurity Act 2014

Environmental Protection Act 1994 – ch 8 pt 3C

Land Act 1994 – s 49(1)(c), s 52

Livingstone Shire Council Local Laws No.1 & 3

Medicines and Poisons Act 2019

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Related documents

Communities Herbicide & Insecticide Treatment Sensitive Areas Register'

Customer Request Management Framework

Herbicide/Pesticide Use in Urban Open Spaces Procedure

Herbicide/Pesticide Use Procedure (Public Environments)

WHS-WP-4.3.1 Hazardous Chemical Management Procedure

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Council controlled land	Land under Council freehold ownership or Crown Land (reserve) managed by Council under trust or gazetted bathing reserve or gazetted foreshore. It also includes Council controlled road reserves and State Controlled Road reserves that are managed by Council.
Herbicide	A substance that is toxic to plants, used to destroy unwanted vegetation.
Herbicide application signage	Signage which states 'Weed Spraying Conducted Within Last 24 Hours'.

Herbicide/Pesticide Policy

Adopted/Approved: Draft

Version: 1.2

Portfolio: Communities
Business Unit: Development and Environment

Page 1 of 2

Pesticide	A substance used for destroying insects or other organisms which are harmful to cultivated plants or to animals.
Road	Has the same meaning as road in the <i>Local Government Act 2009</i> .

5. Policy Statement

This Policy is supported by the *Herbicide/Pesticide Use in Urban Open Spaces Procedure* and the *Herbicide/Pesticide Use Procedure (Public Environments)* which sets out how Council manages chemicals and community notification of chemical applications.

5.1 Staff

Council employees are responsible for ensuring this Policy and associated procedures are implemented accordingly.

5.2 Customer Feedback

Customer requests received regarding this Policy and associated procedures will be recorded on Council's customer service request (CSR) or records management system and handled in accordance with Council's Customer Request Management Framework.

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) When a legislative or other operating environmental change occurs, affecting the Policy;
or
- 2) Notwithstanding the above, at intervals of no more than two years.

7. Repeals/Amendments

This Policy repeals the Livingstone Shire Council Policy titled 'Herbicide/Pesticide Policy (v1.1)'.

Version	Date	Action
1	24/11/2015	Adopted
1.1	27/08/2018	Administrative Amendments – reflect organisational restructure and update of Chief Executive Officer
1.2	Draft	

TERRY DODDS PSM
CHIEF EXECUTIVE OFFICER

13.19 TENURE RENEWAL - KEPPEL COAST DIRT BIKE CLUB INC**File No:** fA32904**Attachments:** Nil**Responsible Officer:** Laurie Rainbird - Principal Community Development and Engagement Officer
Molly Saunders - Manager Community and Cultural Services
Katrina Paterson - General Manager Communities**Author:** Carlyn Hepburn - Community Development and Engagement Officer

SUMMARY

This report outlines the request from the Keppel Coast Dirt Bike Club Incorporated for the renewal of its tenure over part of Lot 270 on SP281980 (2745 Yeppoon Road).

OFFICER'S RECOMMENDATION

THAT Council resolves:

- 1) that the exception mentioned in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* may apply in its dealing with the Keppel Coast Dirt Bike Club Incorporated; and
- 2) pursuant to Section 236(2) of the *Local Government Regulation 2012*, apply Section 236(1)(b)(ii) in granting tenure to Keppel Coast Dirt Bike Club Incorporated; and
- 3) to approve tenure for a seven (7) year period to Keppel Coast Dirt Bike Club Incorporated over part of Lot 270 on SP281980 (2745 Yeppoon Road).

BACKGROUND

Council manages tenure agreements with numerous not-for-profit community organisations to provide formal access to Council-controlled land and facilities. As these agreements approach expiration, Council must undertake the necessary processes to ensure continued access, allowing these organisations to deliver their activities, programs, and projects.

COMMENTARY

The Keppel Coast Dirt Bike Club Incorporated (The Club) currently holds a freehold lease agreement over part of 2745 Yeppoon Road. The site is utilised for motocross racing and coaching clinics, providing a valuable competitive sport and recreational activity for community members. The Club currently has approximately four hundred members and is supported by fifty (50) active volunteers.



The Club has formally requested a tenure renewal for a period of seven (7) years to support its continued activities and future planning.

PREVIOUS DECISIONS

Initial tenure agreement commenced between Council and The Club over part of 2745 Yeppoon Road on 1 July 2006.

ACCESS AND INCLUSION

Council strives to assist community organisations to access Council owned or controlled land and/or facilities in an equitable and inclusive manner. Council encourages tenants to ensure accessibility and inclusion for their members, participants, and the broader community, fostering an environment where everyone can participate fully.

ENGAGEMENT AND CONSULTATION

Council officers have liaised with The Club to discuss its tenure requirements and preferences. All not-for-profit community organisation tenure agreements with Council are administered according to the *Livingstone Shire Council Organisation Tenure with Council Policy and Procedure* and the *Livingstone Shire Council Organisation Tenure with Council Information Kit*. Officers regularly discuss with not-for-profit organisations their rights and responsibilities as tenants of Council owned or controlled land and/or facilities.

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

There are no budget implications associated with this matter.

LEGISLATIVE CONTEXT

Under section 236(1)(c)(iii) of the *Local Government Regulation 2012* a local government may dispose of a valuable non-current asset other by tender or auction if the disposal of land or an interest in land, is for the purpose of renewing the lease of land to the existing tenant.

Pursuant to section 236(2) of the *Local Government Regulation 2012*, an exception mentioned in subsection 236(1)(c)(iii) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other by tender or auction.

LEGAL IMPLICATIONS

There are no legal implications identified in relation to this matter.

STAFFING IMPLICATIONS

The tenure renewal process can be accommodated within existing staffing capacity.

RISK ASSESSMENT

The following risks associated with not resolving to grant the tenure agreements have been identified:

1. Reputation – not providing support to not-for-profit community organisations as per the Corporate Plan; and
2. Compliance – failing to establish an appropriate tenure agreement as per legislation.

Assets – if these not-for-profit community organisations were to dissolve Council would assume the asset, if not recovered by the not-for-profit community organisation.

CORPORATE PLAN REFERENCE***Vibrant Culture and Healthy Community***

Community Plan Outcome - 3.3 Provide diverse and inclusive cultural, sporting and recreation opportunities to encourage community participation and that contribute to wellbeing

Supporting not-for-profit community organisations to maintain their tenure for their respective operations supports their capacity to continue and provides a variety of cultural, recreational and community activities for the benefit of the Livingstone community.

CONCLUSION

The Keppel Coast Dirt Bike Club Incorporated continues to provide valuable opportunities for social and competitive sport within a safe and structured environment. Renewing the tenure for a further seven (7) years will offer The Club security to plan and invest in its operations, while also aligning with Council's commitment to supporting community based sport and recreation.

**13.20 POLICY REVIEW - ACQUIRING LAND AND EASEMENTS FOR
INFRASTRUCTURE SERVICES POLICY AND PROCEDURE**

File No:	qA24914
Attachments:	1. Draft Policy (v5.0) with track changes 2. Draft Procedure (v4.0) with track changes
Responsible Officer:	Sean Fallis - Manager Engineering Services Michael Kriedemann - General Manager Infrastructure Terry Dodds PSM - Chief Executive Officer
Author:	Carrie Burnett - Policy & Planning Officer
Previous Items:	11.15 - Policy Review - Acquiring Land and Easements for Infrastructure Services Policy and Procedure - Ordinary Council - 25 Oct 2022 9.00am

SUMMARY

This report seeks Council's adoption of Version 5.0 of the Acquiring Land and Easements for Infrastructure Services Policy and endorsement of the associated procedure.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopt the Acquiring Land and Easements for Infrastructure Services Policy (v5.0); and
2. Endorse the approval of the Acquiring Land and Easements for Infrastructure Services Procedure (v4.0) by the General Manager Infrastructure.

BACKGROUND

The Acquiring Land and Easements for Infrastructure Services Policy and the associated procedure apply to freehold land and relate to land and easements required by Council to facilitate infrastructure construction and maintenance. The current versions of the policy and procedure were adopted/endorsed by Council at its 25 October 2022 meeting. The policy and procedure have been reviewed to ensure currency and relevance to Council practices.

COMMENTARY

The following amendments have been made to ensure the policy and procedure are current:

- the Department of Resources has been renamed to the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development;
- the State Guidelines have been renamed with a new version released; and
- some administrative amendments have been made such as updating position titles and the CEO's name.

Version 5.0 of the policy is presented to Council for adoption. The General Manager Infrastructure seeks Council endorsement of v4.0 of the procedure before he authorises it.

PREVIOUS DECISIONS

At its 25 October 2022 Meeting, Council resolved as follows:

'That Council:

1. *Adopt the Acquiring Land and Easements for Infrastructure Services Policy (v4); and*
-

2. *Endorse the approval of the Acquiring Land and Easements for Infrastructure Services Procedure (v3) by the Executive Director Infrastructure.*

Moved by: Councillor Mather

Seconded by: Councillor Friend

MOTION CARRIED UNANIMOUSLY'

ACCESS AND INCLUSION

There are no foreseen access and inclusion implications associated with this report. The policy and associated procedure will be publicly available on Council's website.

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'.

While the adoption/endorsement of the policy and procedure has no adverse human rights implications, dealings undertaken in accordance with the procedure may impact property rights identified in s 24 of the *Human Rights Act 2019* and would need to be addressed as part of any report presented to Council.

Section 24 – Property rights

'(1) All persons have the right to own property alone or in association with others.

(2) A person must not be arbitrarily deprived of the person's property.'

BUDGET IMPLICATIONS

This is a review of an existing policy and procedure. There are no budget implications.

LEGISLATIVE CONTEXT

The relevant legislation is identified in Item 3 of the policy and procedure.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

Existing staff and resources will be utilised to implement the policy and procedure.

RISK ASSESSMENT

There is no risk associated with the proposed amendments to the policy and associated procedure as they are only administrative in nature and do not change current practices.

CORPORATE PLAN REFERENCE

Leading Livingstone

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

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

The adoption of policy documents which provide clear guidelines and administrative processes ensures that all affected parties are treated in a fair and equitable manner. This promotes community confidence and demonstrates Council's commitment to open and accountable governance.

CONCLUSION

It is important that Council policy documents remain current and are reflective of relevant work practices. Council should adopt the Acquiring Land and Easements for Infrastructure Services Policy (v5.0) and endorse Version 4.0 of the associated procedure to ensure that landowners impacted by a dealing have Council endorsed reference material and staff have clear and consistent guidelines.

13.20 - POLICY REVIEW - ACQUIRING LAND AND EASEMENTS FOR INFRASTRUCTURE SERVICES POLICY AND PROCEDURE

Draft Policy (v5.0) with track changes

Meeting Date: 15 July 2025

Attachment No: 1



ACQUIRING LAND AND EASEMENTS FOR INFRASTRUCTURE SERVICES POLICY (COMMUNITY POLICY)

1. Scope

The Acquiring Land and Easements for Infrastructure Services Policy (this 'Policy') applies to freehold land in Council's local government area.

2. Purpose

This Policy identifies principles to inform and guide the development of Procedures relating to acquiring land and easements required for infrastructure services.

3. References (legislation/related documents)

Legislative references

Acquisition of Land Act 1967

Judicial Review Act 1991

Related documents

Acquiring Land and Easements for Infrastructure Services Procedure

~~Department of Resources Policy No GLP/2013/676 'Guidelines for Local Governments – compulsory acquisition of land'~~ Guideline 'Compulsory acquisition of land under the *Acquisition of Land Act 1967 – a guide for local government*' GLP/2013/676 (Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development)
<https://www.qld.gov.au/search?query=GLP%2F2013%2F676&collection=qgov%7Esp-search&profile=qld>

4. Definitions

To assist in interpretation, the following definitions shall apply:

Council	Livingstone Shire Council.
Easement	A right for Council to use an area of land that it does not own, for a specified purpose in accordance with a schedule of rights and obligations.
Land	Has the same meaning as land in the <i>Acquisition of Land Act 1967</i> .
Local Government Area	As defined in the <i>Local Government Act 2009</i> .

5. Policy Statement

Acquiring Land and Easements for Infrastructure Services Policy

Adopted/Approved: ~~DRAFT~~ Adopted, 25 October 2022

Version: 4.05.0

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To facilitate the construction and maintenance of infrastructure assets such as roads, drainage, water and sewerage, Council may need to obtain tenure over freehold land or gain rights in the form of a public utility easement.

To exercise its functions and facilitate the good rule and governance of its local government area, Council will develop and implement procedures that:

- a) are instructive and provide a consistent approach and clear direction in the exercise of its functions and obligations as a road and public utility provider;
- b) are transparent and ensure that decision making is in the public interest; and
- c) confirm Council's commitment to:
 - ensuring best practice is followed and the taking of land/easements complies with the *Acquisition of Land Act 1967* and natural justice to minimise the risks of legal challenges;
 - legal compliance and statutory process; and
 - act in a manner supported by the [Department of Resources' 'Guidelines for Local Governments – compulsory acquisition of land'](#), [Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development Guideline 'Compulsory acquisition of land under the Acquisition of Land Act 1967 – a guide for local government'](#) GLP/2013/676

6. Changes to this Policy

This Policy is to remain in force until any of the following occur:

- 1) The related information is amended/replaced; or
- 2) Other circumstances as determined from time to time by the Council.

7. Repeals/Amendments

This Policy repeals Livingstone Shire Council Policy titled 'Acquiring Land and Easements for Infrastructure Projects Policy (~~v3~~)(~~ver 4.0~~)'.

Version	Date	Action
1.0	13/01/2015	Adopted
2.0	10/02/2015	Amended Policy Adopted
2.1	23/08/2018	Administrative Amendments – reflect organisational restructure and update of Chief Executive Officer
3.0	21/05/2019	Amended Policy Adopted – update to definitions and wording
4.0	25/10/2022	Amended Policy Adopted – full review and update undertaken, document renamed
5.0	DRAFT	

[CALE DENDLE TERRY DODDS PSM](#)
CHIEF EXECUTIVE OFFICER

Acquiring Land and Easements for Infrastructure Services Policy

Adopted/Approved: [DRAFT](#) Adopted, 25 October 2022

Version: [4.05.0](#)

Portfolio: Infrastructure
Business Unit: Engineering Services

13.20 - POLICY REVIEW - ACQUIRING LAND AND EASEMENTS FOR INFRASTRUCTURE SERVICES POLICY AND PROCEDURE

**Draft Procedure (v4.0) with track
changes**

Meeting Date: 15 July 2025

Attachment No: 2



ACQUIRING LAND AND EASEMENTS FOR INFRASTRUCTURE SERVICES PROCEDURE

1. Scope

The Acquiring Land and Easements for Infrastructure Services Procedure (this 'Procedure') applies to freehold land in Council's local government area.

2. Purpose

This Procedure establishes a consistent and transparent framework for Council officers to apply when privately owned land is required for infrastructure services.

3. Related Documents

Primary

Acquiring Land and Easements for Infrastructure Services Policy

Legislative reference

Acquisition of Land Act 1967

Judicial Review Act 1991

Related documents

[Department of Resources Policy No GLP/2013/676 'Guidelines for Local Governments – compulsory acquisition of land' Guideline 'Compulsory acquisition of land under the Acquisition of Land Act 1967' – a guide for local government' GLP/2013/676 \(Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development\)](https://www.qld.gov.au/search?query=GLP%2F2013%2F676&collection=qgov%7Esp-search&profile=qld)
<https://www.qld.gov.au/search?query=GLP%2F2013%2F676&collection=qgov%7Esp-search&profile=qld>

4. Definitions

To assist in interpretation, the following definitions shall apply:

Acquisition by Agreement	To acquire an easement or land by mutual agreement between interested parties and Council without utilising powers under the Act.
Affected person	Refer to s 15(2) of the Act, Acquisition of Land Act 1967 .
Council	Livingstone Shire Council.
Dealing	An action taken by Council to obtain an easement or land.
Easement	A right for Council to use an area of land that it does not own, for a specified purpose in accordance with a schedule of rights and obligations.
Gazette Resumption Notice	As defined in the Act.
Interested Parties	Generally, refers to a property owner but may include lessees,

Acquiring Land and Easements for Infrastructure Services Procedure

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	mortgagees and other parties with an interest in the land subject to the dealing.
Land	As defined in the Act.
Land Record	Refer to s 154(2) of the <i>Local Government Regulation 2012</i> .
Local Government Area	As defined in the <i>Local Government Act 2009</i> .
RCS	Registration Confirmation Statement
Resumption	Compulsory acquisition under the Act.
Resumption Agreement	Refer to s 15(1) of the Act.
State Guidelines	Department of Resources Policy No GLP/2013/676 'Guidelines for Local Governments – compulsory acquisition of land' Guideline 'Compulsory acquisition of land under the Acquisition of Land Act 1967 – a guide for local government' GLP/2013/676 (Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development)
the Act	<i>Acquisition of Land Act 1967</i> .

5. Procedure

5.1 Initiation

Generally, easement/land requirements are identified:

- during planning and design of infrastructure works; or
- because of advice received that a Council asset is constructed on private property.

5.2 Dealing Options

- There are three options available for Council to obtain an easement/land for infrastructure services.

Option 1 Resumption	Compulsory acquisition proceedings are undertaken in accordance with pt 2 div 2 of the Act.
Option 2 Resumption Agreement	An agreement is reached pursuant to pt 2 div 3 of the Act.
Option 3 Acquisition by Agreement	An agreement is reached with interested parties without Council invoking its powers under the Act.

Note: A general guide on the steps involved in each option is provided in Appendix A.

- When determining which method to utilise, consideration should be given to the following:
 - the risk and circumstances such as urgency and attitude of interested parties;
 - considerations identified in 5.3 and 5.4 of this Procedure;
 - State Guidelines that indicate Council should demonstrate it has stood in the marketplace to acquire by agreement but can pursue resumption if:
 - acquisition by agreement has been rejected as being unsuitable;

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- it can be shown that the property need is site specific and essential;
- negotiations are not a practical option; or
- Council has been unsuccessful in negotiating by agreement.

5.3 Resumption and Resumption Agreement

- a) Dealings under the Act:
 - i) have the potential to be lengthy processes requiring strict compliance with legislation, however in some circumstances, can be more efficient than acquisition by agreement;
 - ii) provide certainty and efficiency of process with a standard formal government process and clearly defined steps and timeframes; and
 - iii) allow for compensation to be settled by negotiation, however, defers to the Land Court for settlement when agreement cannot be reached.
- b) Resumption agreements give affected persons a sense of retaining a level of control over their property and the process.
- c) A resolution of Council is required to commence a dealing under the Act pursuant to s 7(1) which requires Council to propose to take land. Reports are to be presented to a meeting that has been closed to the public subject to s 254J(h) of the *Local Government Regulation 2012* and should:
 - i) include a Background Information Statement which explains the reasons for the dealing and should contain the following information:
 - description of the easement/land proposed to be taken;
 - purpose for the taking;
 - benefit to the community; and
 - alternatives investigated and reasons why the easement/land proposed to be taken is preferred.
 - ii) address the following issues to ensure that Council makes an informed and confident decision which is in the best interests of the community:
 - Purpose for Taking and Interest to be Taken
 - is the infrastructure necessary or can it be met by other means?
 - identify the most appropriate interest to be acquired.
 - is the interest proposed to be acquired suitable for the efficient delivery of the infrastructure?
 - Location
 - is the selected site the most appropriate and whetherwere alternative sites were considered?
 - identify issues concerning vegetation, contaminated land, water, cultural heritage.
 - Resource Interests
 - are there any resource interests and if so, is the purpose for taking compatible?
 - Human Rights

- are there any limitations on human rights and if so, are the limitations reasonable and demonstratively justifiable in the circumstances?
- Negotiation
 - have attempts been made to acquire by agreement?

5.4 Acquisition by Agreement

- a) Acquisition by agreement:
 - i) usually progresses quicker than dealings under the Act but timeframes are dependent on the attitude and cooperation of the interested parties;
 - ii) can sometimes be costly, time consuming and easily fail to deliver on the required time and cost outcomes;
 - iii) requires sign-off by interested parties, which in some instances will not be forthcoming as originally agreed; and
 - iv) gives interested parties a sense of retaining a level of control over their property and the process.
- b) Pursuant to delegation under s 236 of the *Local Government Act 2009*, the General Manager~~Executive Director~~ Infrastructure, Manager Construction & Maintenance and Manager Engineering Services can enter into an agreement with interested ~~parties; parties; therefore~~parties, a resolution of Council is not required to commence an acquisition by agreement.
- c) The General Manager~~Executive Director~~ Infrastructure, Manager Construction & Maintenance and Manager Engineering Services are to provide Council with a briefing on dealings they consider may become contentious.

5.5 General Items

- a) The following applies to dealings that result in a new property boundary:
 - Council will meet the cost of relocating fencing to the newly created boundary reusing recovered materials.
 - When recovered materials are unsuitable for reuse, Council will replace the various components to ensure a sound and secure fence is placed on the new boundary.
 - If the existing fence is erected off the true boundary, Council will only relocate the section of fence required to secure the property from the acquired land.
 - Relocation of fencing will occur when associated construction works are undertaken.
 - If no boundary fence exists, Council will not be liable for any boundary fencing.
- b) The following applies to settlement of dealings:
 - Settlement of dealings must be based on valuation evidence unless agreement is reached for \$5,000 or less.
 - Council officers are authorised to settle a dealing within their financial delegation, up to a maximum of 140% of the valuation.
 - The Chief Executive Officer and the ~~Executive Directors~~General Managers are authorised to settle a dealing that exceeds 140% of the valuation.
 - Council recognises that in some cases, a monetary settlement may be of limited value and will endeavor to meet reasonable requests for alternatives for example relocation of plants within the subject land.

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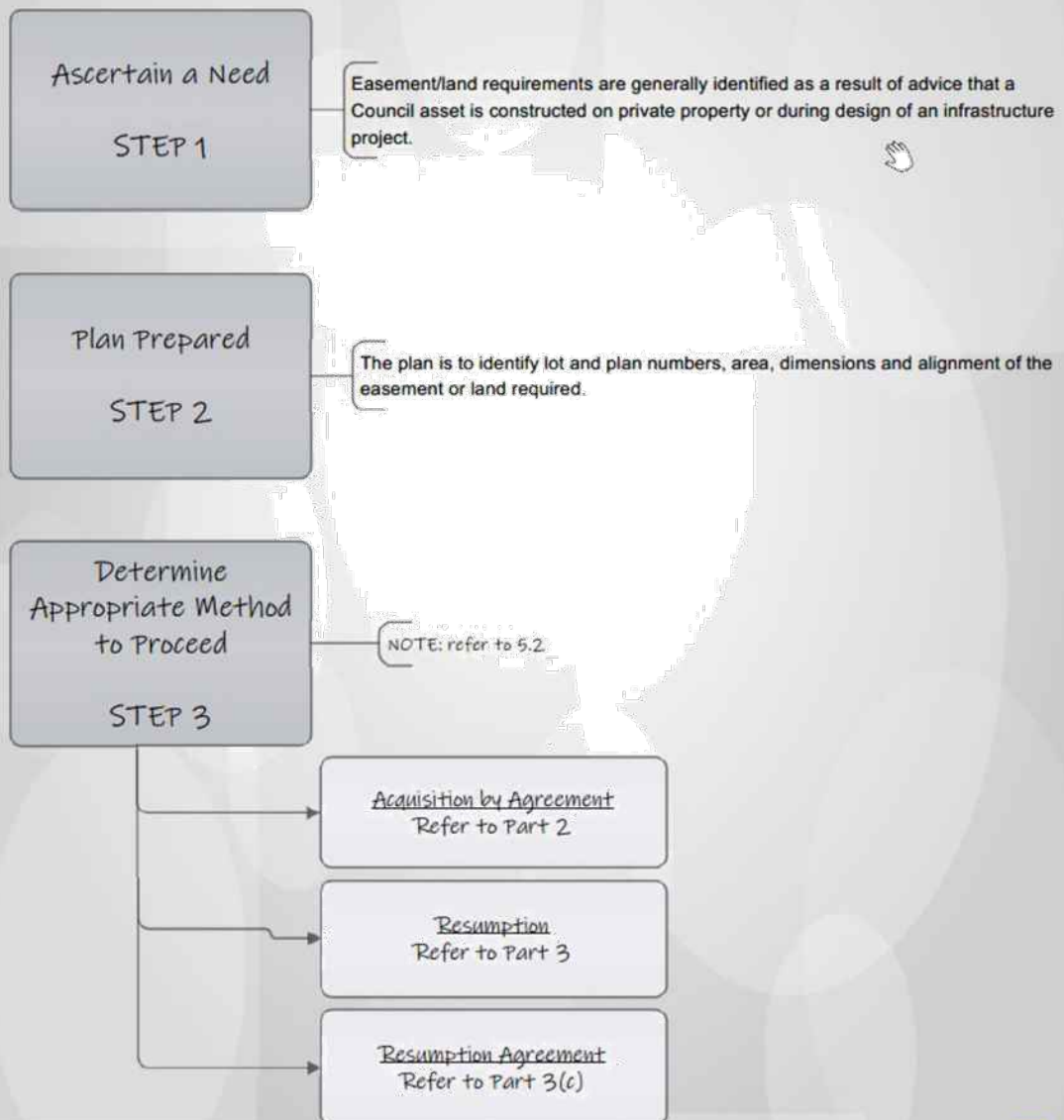
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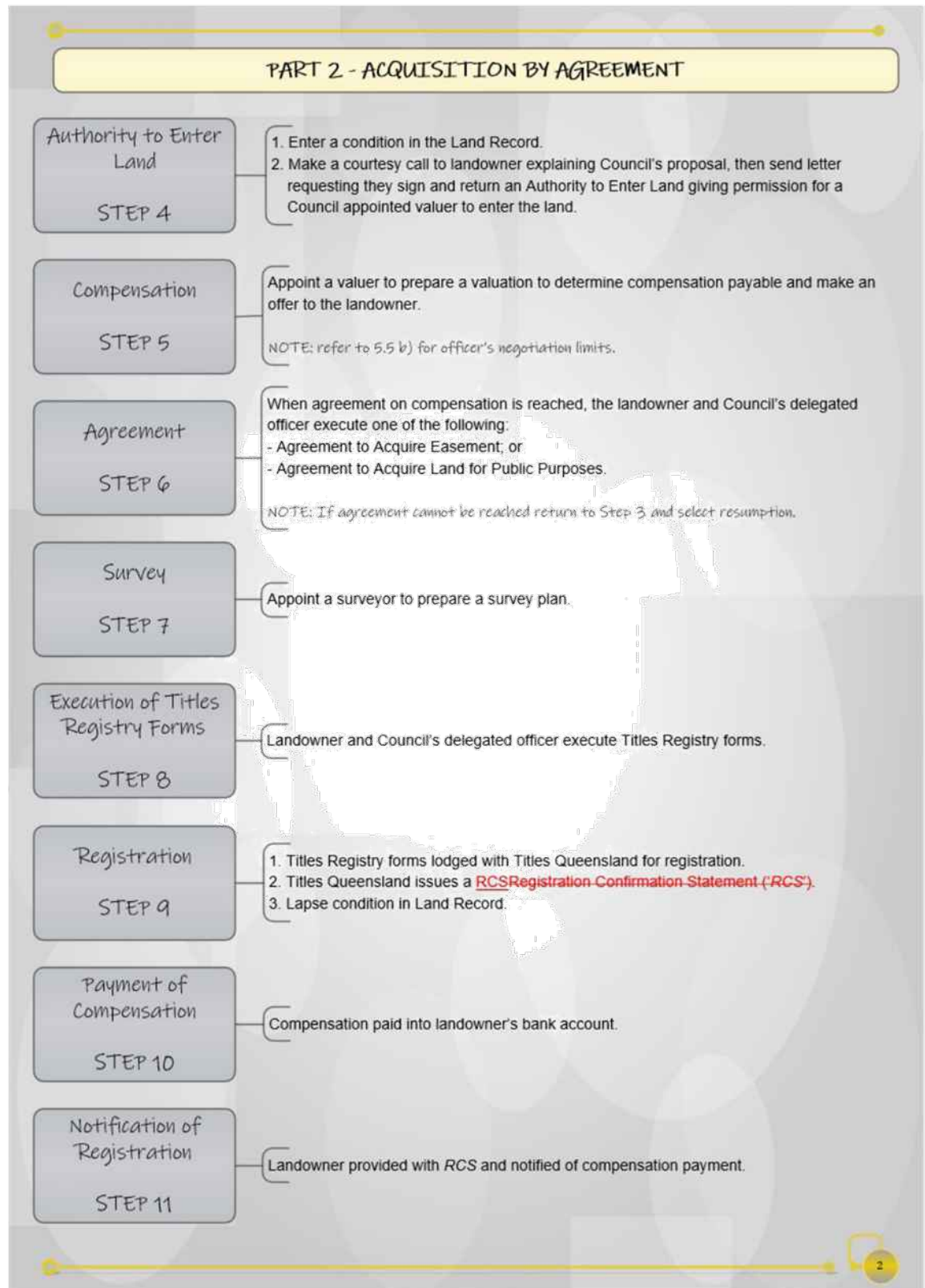
APPENDIX A

It is unrealistic to document every potential variation or scenario that may transpire during a dealing; therefore, the following steps should be treated as a general guide and be adapted to suit the circumstances.

The steps should be read in conjunction with the Act and the State Guidelines.

PART 1 - GENERAL



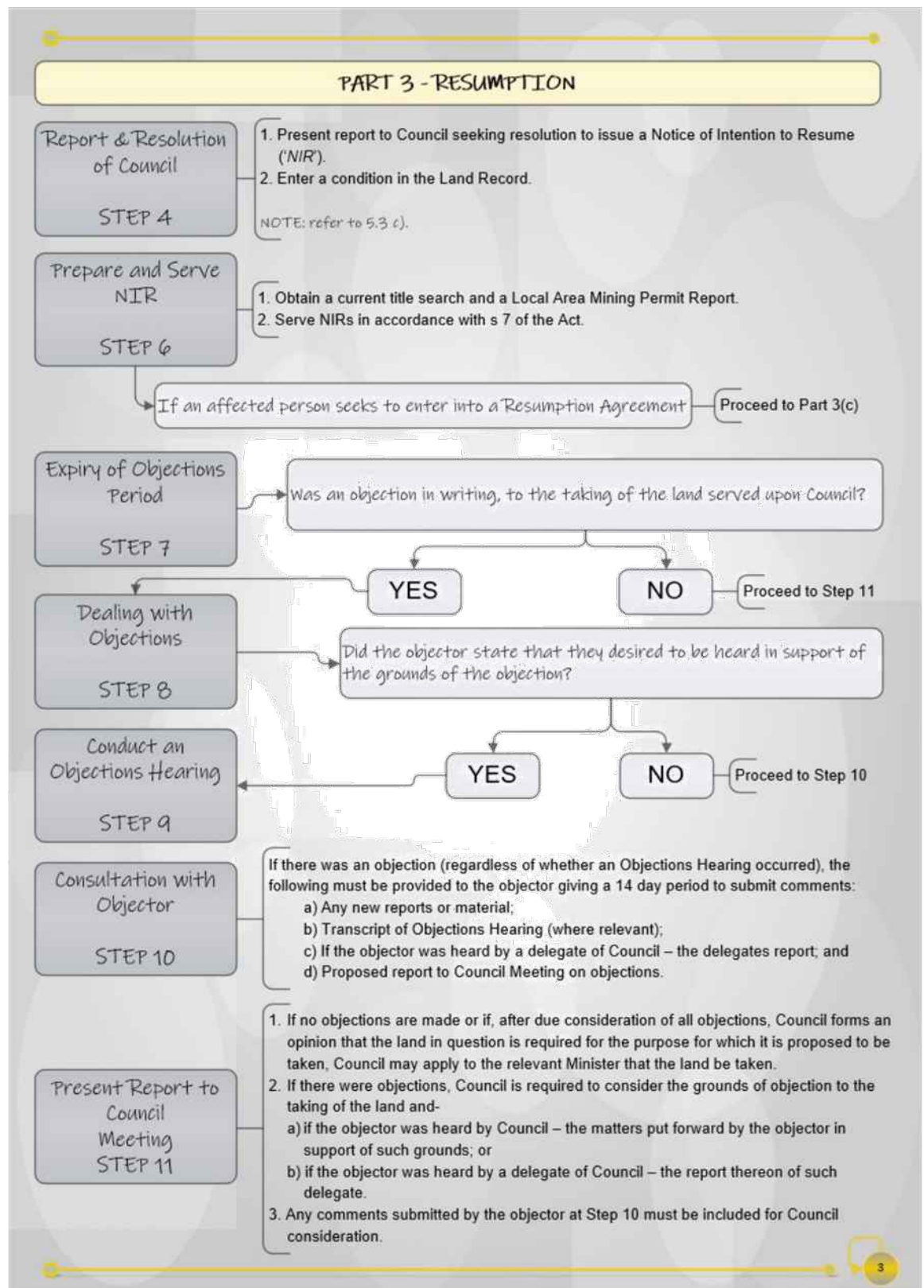


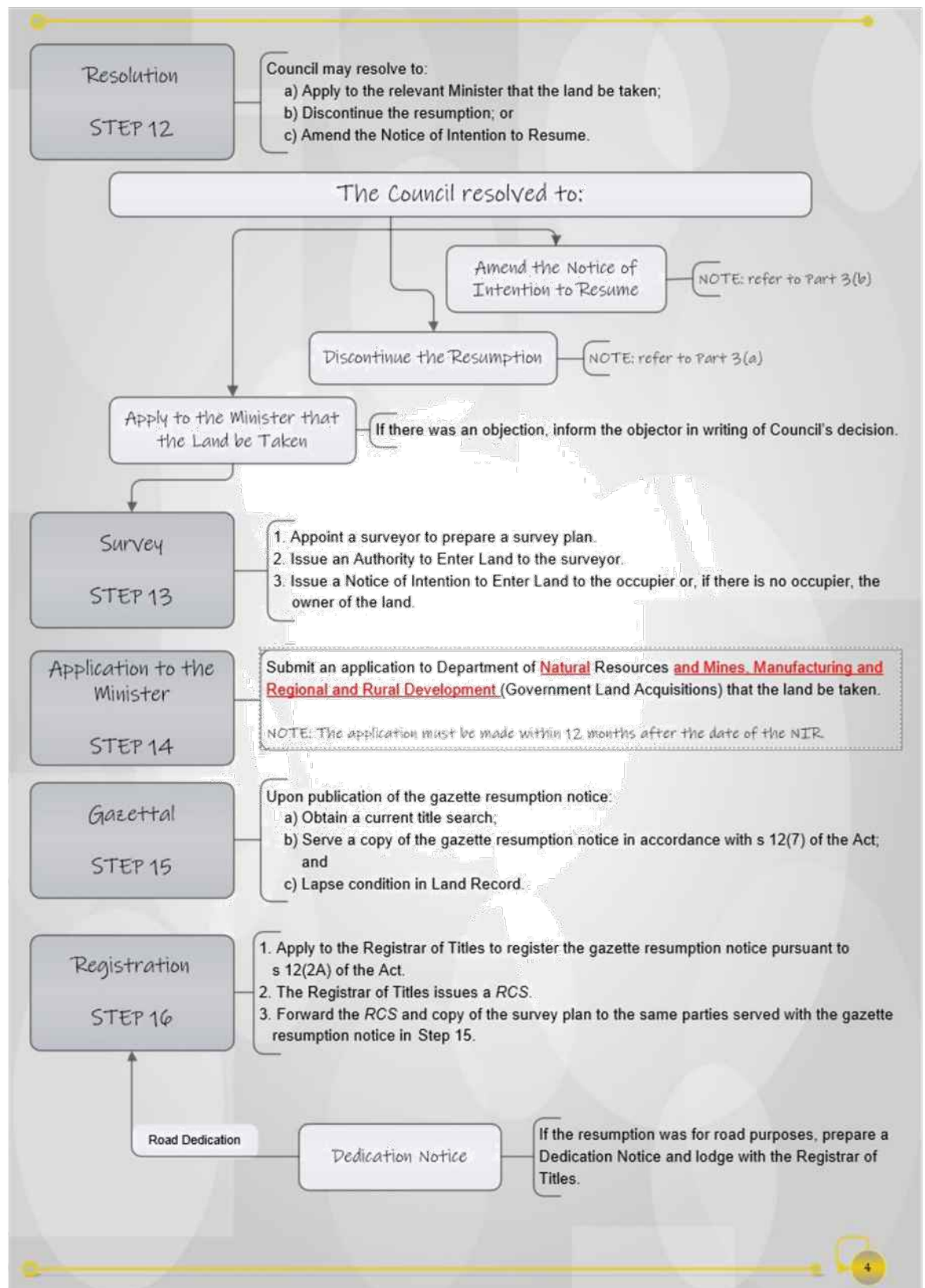
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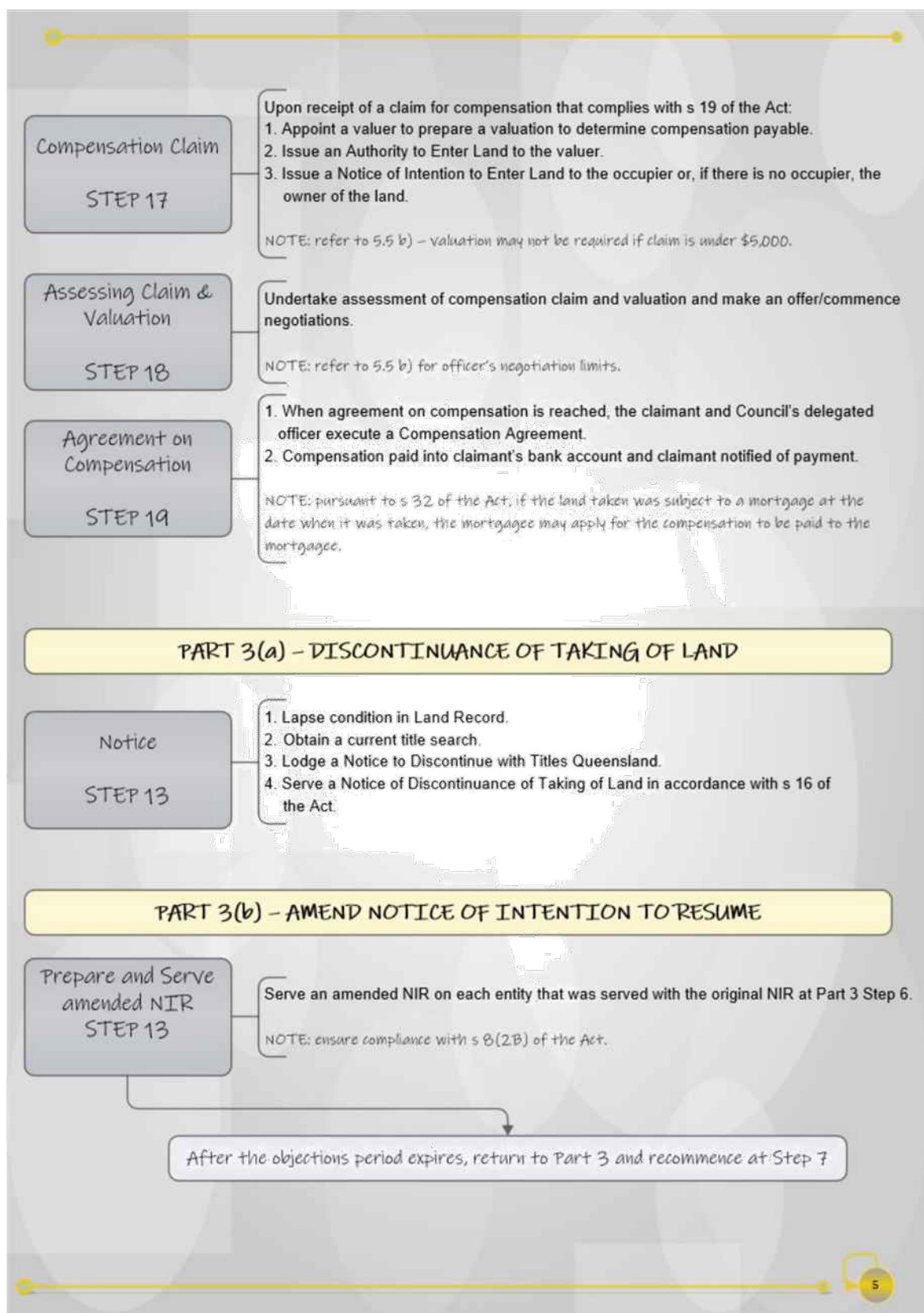
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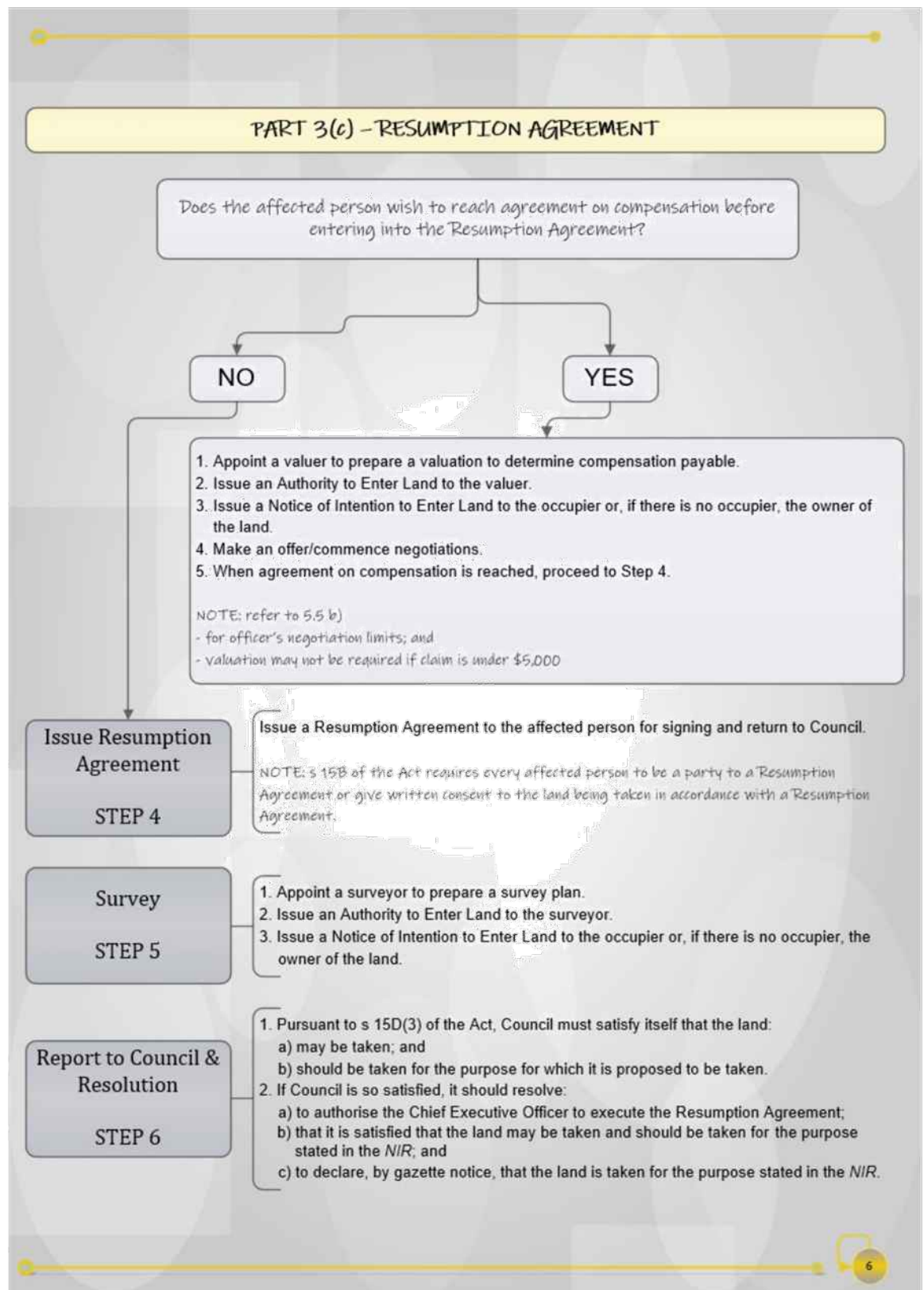
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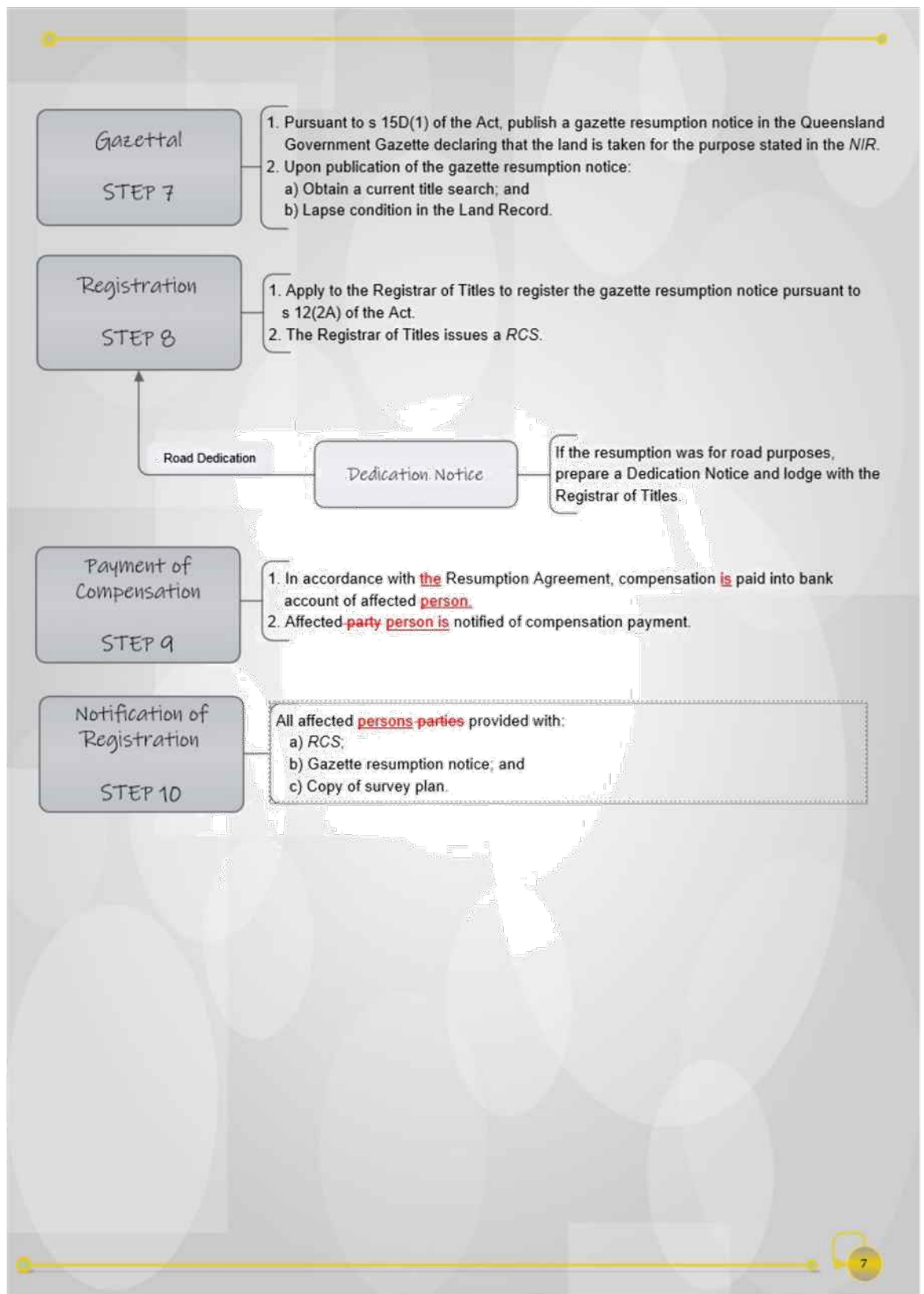
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6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced or other circumstances.

7. Repeals/Amendments

This Procedure repeals Livingstone Shire Council Procedure titled 'Acquiring Land and Easements for Infrastructure Projects Procedure ~~(v2)~~(v3.1)'.
|

Version	Date	Action
1.0	13/01/2015	Approved
1.1	30/11/2018	Administrative Amendments – reflect organisational restructure
2.0	21/05/2019	Amended Procedure Approved - scope and definitions updated
3.0	25/10/2022	Amended Procedure Approved – full review and update undertaken, document renamed
<u>3.1</u>	<u>05/03/2025</u>	<u>Administrative Amendment – Section 5.5 (b) updated</u>
<u>4.0</u>	<u>DRAFT</u>	

|

MICHAEL KRIEDEMANN
GENERAL MANAGER INFRASTRUCTURE

Acquiring Land and Easements for Infrastructure Services Procedure

Adopted/Approved: ~~Approved, 25 October 2022~~DRAFT
Version: 4.0

Portfolio: Infrastructure
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14 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and cannot be delayed until the next scheduled Council or Committee Meeting.

15 CLOSURE OF MEETING