

# NOTICE OF MEETING

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Dear Committee Members

You are requested to attend the following meeting of Council.

**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES  
STANDING COMMITTEE MEETING OF  
ISAAC REGIONAL COUNCIL**

TO BE HELD ON  
**TUESDAY 11 MAY 2021**  
COMMENCING AT 1.00PM  
**COUNCIL CHAMBERS, MORANBAH**

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**JEFF STEWART-HARRIS**

Chief Executive Officer

**DARREN FETTELL**

Committee Officer

Director Corporate Governance  
and Financial Services

**Committee Members:**

Cr Jane Pickels (Chair)

Mayor Anne Baker

Cr Sandy Moffat

Cr Lyn Jones

Cr Viv Coleman

## LOCAL GOVERNMENT ACT 2009

### Local Government Regulation 2012

#### Chapter 8, Part 2 Local Government Meetings and Committees

#### Division 1A, Requirements for Local Government Meetings Generally

#### Section 254J Closed meetings

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
  - (a) the appointment, discipline or dismissal of the chief executive officer;
  - (b) industrial matters affecting employees;
  - (c) the local government's budget;
  - (d) rating concessions;
  - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
  - (f) matters that may directly affect the health and safety of an individual or a group of individuals;
  - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
  - (h) negotiations relating to the taking of land by the local government under the [Acquisition of Land Act 1967](#);
  - (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- (4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in [section 150ER\(2\)](#), [150ES\(3\)](#) or [150EU\(2\)](#) of the [Act](#) will be considered, discussed, voted on or made be closed.
- (5) A resolution that a local government meeting be closed must—
  - (a) state the matter mentioned in subsection (3) that is to be discussed; and
  - (b) include an overview of what is to be discussed while the meeting is closed.
- (6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

#### Conflict of Interest Obligations

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

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**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

**STANDING COMMITTEE MEETING**

**OF ISAAC REGIONAL COUNCIL**

**TO BE HELD ON**

**TUESDAY 11 MAY 2021**

**COUNCIL CHAMBERS, MORANBAH**

1. OPENING OF THE MEETING
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

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## 1. OPENING OF MEETING

## 2. APOLOGIES

## 3. DECLARATION OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 1:00pm on Tuesday 13 April 2021.

## 5. OFFICER REPORTS

### 5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 APRIL 2021

#### EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

### 5.2 WORK, HEALTH AND SAFETY UPDATE

#### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

### 5.3 2020-2021 ANNUAL OPERATIONAL PLAN – 3RD QUARTER PERFORMANCE REPORT

#### EXECUTIVE SUMMARY

The purpose of this report is to provide Council with the 3rd quarterly performance report, for period ending 31 March 2021, on the progress towards implementing the 2020-2021 Annual Operational Plan.

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## **5.4 FRAUD AND CORRUPTION CONTROL FRAMEWORK AND PLAN**

### **EXECUTIVE SUMMARY**

The purpose of this report is to consider the endorsement of an updated suite of documents relating to Fraud and Corruption Control.

## **5.5 FEES AND CHARGES 2021/2022**

### **EXECUTIVE SUMMARY**

Pursuant to section 97 of the Local Government Act 2009, Council may impose a charge for a service, facility or activity that is supplied or undertaken by Council or someone on behalf of Council or, under a local law or a resolution, fix a cost-recovery fee.

## **5.6 BAD DEBTS – WRITE-OFF REPORT 2021**

### **EXECUTIVE SUMMARY**

Council currently has several outstanding debts that are deemed unrecoverable. Consequently, it is proposed that Council write off \$2,267.97 in Accounts Receivable as bad debts.

## **5.7 WOMEN IN LOCAL GOVERNMENT ADVISORY COMMITTEE MEETING MINUTES 15 APRIL 2021 AND UPDATED TERMS OF REFERENCE**

### **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the minutes of the Women in Local Government Advisory Committee (WILGAC) meeting held on Thursday 15 April 2021 and to seek endorsement of the proposed amendments to the Women in Local Government Advisory Committee Terms of Reference.

## **5.8 UPDATE COVID-19 SPECIAL LEAVE POLICY**

### **EXECUTIVE SUMMARY**

The purpose of this report is to consider the updated COVID-19 – Special Leave Policy.

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## 6. INFORMATION BULLETINS

### 6.1 CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – MAY 2021

#### EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Directorate Information Bulletin for May 2021 is provided for Committee review.

### 6.2 PEOPLE AND PERFORMANCE INFORMATION BULLETIN – MAY 2021

#### EXECUTIVE SUMMARY

The People and Performance Information Bulletin for May 2021 is provided for Committee review.

## 7. GENERAL BUSINESS

## 8. CONCLUSION

# UNCONFIRMED MINUTES

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CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING  
COMMITTEE MEETING OF  
**ISAAC REGIONAL COUNCIL**

HELD ON  
**TUESDAY, 13 APRIL 2021**  
**COMMENCING AT 1.00PM**

**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 13 APRIL 2021**

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 13 APRIL 2021 COMMENCING AT 1:00PM**

**ATTENDANCE**

Cr Jane Pickels, Division Seven (Chair) *(via Video Conference)*  
Mayor Anne Baker  
Cr Sandy Moffat, Division Two  
Cr Lyn Jones, Division Six  
Cr Viv Coleman, Division Eight *(via video Conference)*

**OFFICERS PRESENT**

Mr Gary Stevenson, Chief Executive Officer  
Mr Darren Fettell, Director Corporate, Governance and Financial Services  
Ms Liza Perrett, Manager Governance and Corporate Services *(via Video Conference)*  
Mr Michael Krulic, Manager Financial Services  
Mr John Squire, Manager Contracts and Procurement  
Mr Bilal Akhtar, Strategic Asset Manager  
Ms Carenda Jenkin, Acting Manager Brand, Media and Communications  
Mrs Tricia Hughes, Coordinator Executive Support  
Ms Peata Munro, Executive Assistant *(via Video Conference)*

**1. OPENING**

The Chair declared the meeting open at 1.00pm and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

**Resolution No.:** CGFS0611

**Moved:** Cr Lyn Jones

**Seconded:** Cr Sandy Moffat

**That the Corporate, Governance and Financial Services Standing Committee accepts Cr Jane Pickels and Cr Viv Coleman's participation in the meeting by video conference.**

**Carried**

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## ATTENDANCE

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Mayor Anne Baker was not in the meeting room at the commencement of the meeting.

### 2. APOLOGIES

No apologies this meeting.

### 3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest this meeting.

#### **NOTE:**

*Council acknowledges that Chapter 5B Councillors' Conflicts of Interest of the Local Government Act 2009 does not apply to a Councillor if the matter to be resolved relates to a corporation or association that arises solely because of a nomination or appointment of the councillor by the local government to be a member of the board of the corporation or association.*

### 4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 9 March 2021.

Resolution No.: CGFS0612

Moved: Cr Lyn Jones

Seconded: Cr Sandy Moffat

That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 1.00pm on Tuesday 9 March 2021 are confirmed.

**Carried**

## 5. OFFICERS REPORTS

### 5.1 Isaac Regional Council Monthly Financial Report as at 31 March 2021

#### EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receive the financial statements for the period ended 31 March 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

Resolution No.: CGFS0613

Moved: Cr Viv Coleman

Seconded: Cr Sandy Moffat

That the Committee recommends that Council:

1. **Receive the financial statements for the period ended 31 March 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).**

**Carried**

### 5.2 Work, Health and Safety Update

#### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receive and note the Work Health and Safety monthly report.*

**Resolution No.: CGFS0614**

**Moved: Cr Sandy Moffat**

**Seconded: Cr Lyn Jones**

**That the Committee recommends that Council:**

- 1. Receive and note the Work Health and Safety monthly report.**

**Carried**

## **5.3 Updated Procurement and Disposals Policy**

### **EXECUTIVE SUMMARY**

The purpose of this report is to propose the rescission of the Procurement and Disposals Policy PRO-051 and consider the implementation of separate policy documents; Procurement Policy CORP-POL-122 and Disposal Policy CORP-POL-123.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends Council:*

- 1. Repeal the Procurement and Disposals Policy (PRO-051).**
- 2. Adopt the Procurement Policy (CORP-POL-122).**
- 3. Adopt the Disposal Policy (CORP-POL-123).**

**Resolution No.: CGFS0615**

**Moved: Cr Viv Coleman**

**Seconded: Cr Sandy Moffat**

**That the Committee recommends Council:**

- 1. Repeal the Procurement and Disposals Policy (PRO-051).**
- 2. Adopt the Procurement Policy (CORP-POL-122).**
- 3. Adopt the Disposal Policy (CORP-POL-123).**

**Carried**

## 5.4 Update on Local Preference Policy Impacts

### EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the performance of the Local Preference Policy (STAT-POL-086) as adopted by Council Resolution 7024. At the time when Council adopted the revised policy, a recommendation was made to endorse the amended Local Preference Policy on a trial basis with a reassessment following analysis of the policy impacts after 12 months.

The policy has not been in place for the full 12 months; however, an initial 6-month update has been requested.

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council:*

1. **Accept the interim update report on the Impacts of the revised Local Preference Policy (STAT-POL-086).**

Resolution No.: CGFS0616

Moved: Cr Vic Coleman

Seconded: Cr Lyn Jones

**That the Committee recommends Council:**

1. **Accept the interim update report on the Impacts of the revised Local Preference Policy (STAT-POL-086).**

**Carried**

## 5.5 Exception Based Contractual Arrangement for Framme Accounting Services

### EXECUTIVE SUMMARY

The purpose of this report is to seek an exception for Framme Accounting Services to be engaged under s235 (b) of *Local Government Regulations* 2012. This section of the Act covers exceptions for entering into medium or large sized contractual arrangements without first inviting written quotes or tenders, based on specific circumstances as defined with s235 of the Regulation.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- Resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for the financial year ending 30 June 2021 and 30 June 2022 for the following services: -**

<u>Company</u>	<u>Service provided/engaged for delivery of</u>
Framme Accounting Services	Production of Annual budget statements and Annual Financial Statements

**Resolution No.:** CGFS0617

**Moved:** Cr Sandy Moffat

**Seconded:** Cr Viv Coleman

*That the Committee recommends that Council:*

- Resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for the financial year ending 30 June 2021 and 30 June 2022 for the following services:-**

<u>Company</u>	<u>Service provided/engaged for delivery of</u>
Framme Accounting Services	Production of Annual budget statements and Annual Financial Statements

Carried

## 5.6 Revised Meeting Date for June 2021 Ordinary Meeting

### EXECUTIVE SUMMARY

Due to the Australian Local Government Associations 2021 National General Assembly scheduled from 20 June 2021 to 23 June 2021 Council is required to revise the meeting date for the Ordinary Meeting scheduled for Wednesday 23 June 2021.

## OFFICER'S RECOMMENDATION

*That Council recommend that Council:*

- Adopt the revised meeting date for the June 2021 Ordinary Meeting of Isaac Regional Council of Wednesday 30 June 2021 to be conducted in person in Isaac Regional Council, Batchelor Parade, Moranbah Council Chambers commencing at 9am.**

**Resolution No.:** CGFS0618

**Moved:** Cr Lyn Jones

**Seconded:** Cr Sandy Moffat

**That Council recommend that Council:**

1. **Adopt the revised meeting date for the June 2021 Ordinary Meeting of Isaac Regional Council of Wednesday 30 June 2021 to be conducted in person in Isaac Regional Council, Batchelor Parade, Moranbah Council Chambers commencing at 9am.**

**Carried**

## ATTENDANCE

Cr Viv Coleman paused her video conference with the meeting at 1.43pm and returned at 1.44pm.

## 5.7 Revised Location for May 2021 Ordinary Meeting

### EXECUTIVE SUMMARY

Due to the Isaac Region's Clermont Show being held from Tuesday 25 May to Wednesday 26 May 2021 Council is being requested to change the location of the Ordinary Meeting scheduled for Tuesday 25 May 2021 from Moranbah to Clermont.

### OFFICER'S RECOMMENDATION

**That the Committee Recommend that Council:**

1. ***Adopt the revised meeting location for the 25 May 2021 Ordinary Meeting of Isaac Regional Council from Isaac Regional Council, Batchelor Parade, Moranbah Council Chambers to Isaac Regional Council, Corner Karmoo and Daintree Streets, Clermont Board Room (Old Library) commencing at 9am.***

**Resolution No.:** CGFS0619

**Moved:** Cr Sandy Moffat

**Seconded:** Cr Lyn Jones

**That the Committee Recommend that Council:**

1. **Adopt the revised meeting location for the 25 May 2021 Ordinary Meeting of Isaac Regional Council from Isaac Regional Council, Batchelor Parade, Moranbah Council Chambers to Isaac Regional Council, Corner Karmoo and Daintree Streets, Clermont Board Room (Old Library) commencing at 9am.**

**Carried**

## ATTENDANCE

Mr Gary Stevenson left the meeting room at 1.45pm.  
Ms Rebecca Molineaux entered the meeting room at 1.55pm.

## 6. INFORMATION BULLETIN REPORTS

### 6.1 Corporate, Governance and Financial Services Information Bulletin – April 2021

#### EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for April 2021 is provided for Committee review

#### OFFICER'S RECOMMENDATION

*That the Committee:*

- Note the Corporate, Governance and Financial Services Information Bulletin for April 2021.**

Resolution No.: CGFS0620

Moved: Cr Sandy Moffat

Seconded: Cr Lyn Jones

**That the Committee:**

- Note the Corporate, Governance and Financial Services Information Bulletin for April 2021.**

**Carried**

### 6.2 People and Performance Information Bulletin – April 2021

#### EXECUTIVE SUMMARY

The People and Performance Information Bulletin for April 2021 is provided for Committee review.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- Note the People and Performance Information Bulletin for April 2021.**



**Resolution No.: CGFS0621**

**Moved: Cr Sandy Moffat**

**Seconded: Cr Viv Coleman**

**That the Committee:**

- 1. Note the People and Performance Information Bulletin for April 2021.**

**Carried**

## 7. GENERAL BUSINESS

### 7.1 Acknowledgement of Officers stepping up to Manager roles and taking on extra responsibilities

The Chair thanked the officers that have recently stepped up into vacant Manager roles or taken on extra responsibilities in addition to their current roles. Cr Pickels acknowledged the effort and dedication of these officers.

**Resolution No.: CGFS0622**

**Moved: Cr Viv Coleman**

**Seconded: Cr Sandy Moffat**

**That the Committee accept the apology received from Mayor Anne Baker.**

**Carried**

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## 8. CONCLUSION

There being no further business, the Chair declared the meeting closed at 2.10pm.

These minutes were confirmed by the Committee at the Corporate, Governance and Financial Services Committee Meeting held in Moranbah on Tuesday 11 May 2021.

.....  
Chair

..... / ..... / .....  
DATE

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services</b> <b>Standing Committee</b> Tuesday 11 May 2021
<b>AUTHOR</b>	Michael Krulic
<b>AUTHOR POSITION</b>	Manager Financial Services

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## 5.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 APRIL 2021

### EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s204) a monthly financial report is required to be presented to Council stating the progress made in relation to the budget for the period of the financial year as near as practicable to the end of month before the meeting is held.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receive the financial statements for the period ended 30 April 2021 pursuant to and in accordance with the Local Government Regulation 2012 (s204).*

### BACKGROUND

#### Statutory Obligation Table – Isaac Regional Council

The table below outlines key statutory obligations relating to the requirement for monthly financial reporting.

Requirement	Date
Budget 2020/2021	Budget adopted 29 July 2020
Financial Statements 2019/2020	Financial Statements adopted 18 November 2020

### IMPLICATIONS

Council continues to operate within budget overall and any budget variances are anticipated to come in line with budget over the remainder of the financial year.

The third quarter budget review is being undertaken with a report tabled to go straight to Council in the May 2021 Council meeting.

### CONSULTATION

- Financial Services

### BASIS FOR RECOMMENDATION

Not Applicable.

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## ACTION ACCOUNTABILITY

Not Applicable.

## KEY MESSAGES

This is an information only report.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
MICHAEL KRULIC Manager Financial Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 28 April 2021	Date: 5 May 2021

## ATTACHMENTS

- Attachment 1 – Monthly Financial Statements 30 April 2021

## REFERENCE DOCUMENT

- Nil

# FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 30 April 2021

Presented by **Corporate, Governance and Financial Services**



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# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 APRIL 2021

## EXECUTIVE SUMMARY

At the end of April, the operating result is \$4,631,192 ahead of budgeted operating position. The positive result is due to the timing of operational expenditure, which is offsetting decreased revenue.

Capital Revenue for April was \$8,695,525 which combined with the Operating Position leads to a net result of \$25,132,027.

PRELIMINARY APRIL FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	105,764,327	109,970,036	(4,205,709)	119,269,544	88.7%
Total operating expenses	89,327,825	98,164,725	8,836,900	118,398,512	75.4%
<b>Operating position</b>	<b>16,436,502</b>	<b>11,805,311</b>	<b>4,631,192</b>	<b>871,032</b>	<b>1887.0%</b>
Capital revenue	8,695,525	12,189,779	(3,494,254)	17,572,503	49.5%
<b>Net result</b>	<b>25,132,027</b>	<b>23,995,090</b>	<b>1,136,937</b>	<b>18,443,535</b>	<b>136.3%</b>

## BACKGROUND

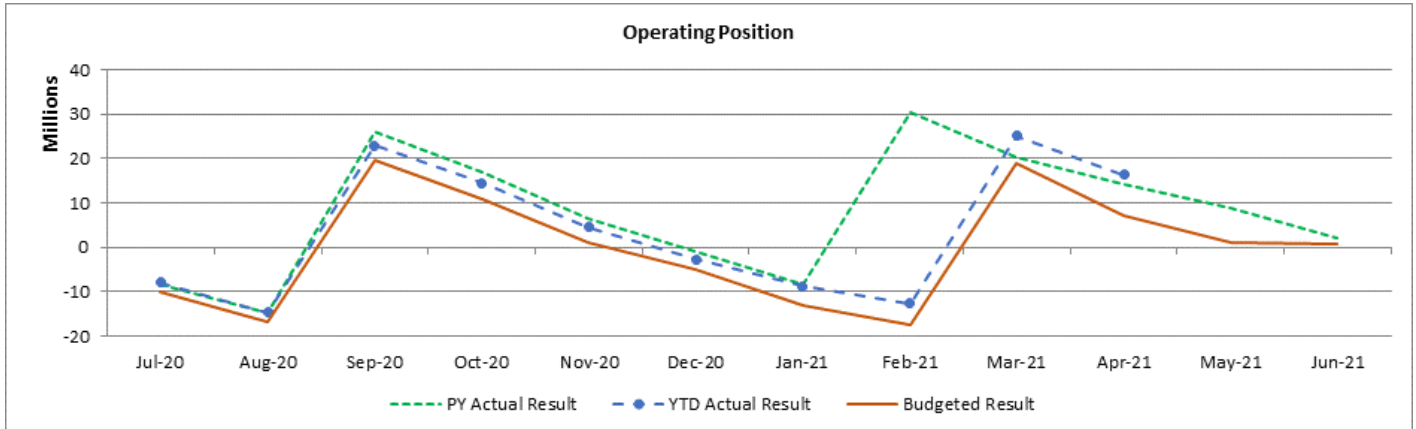
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 30 April 2021. Actual amounts are compared against year to date Revised Budget figures. (See appendix 1 for detailed financial statements).

It is noted that to meet earlier reporting timelines for statutory meetings that this reporting period has been closed earlier than normal (22 April 2021) which impacts on YTD actual results throughout the report.

Council is cognisant of the current economic climate and will be paying particular attention to how the various revenue streams are tracking throughout the year. Expenditure items will also be reassessed through the Quarter 3 Budget Review and monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

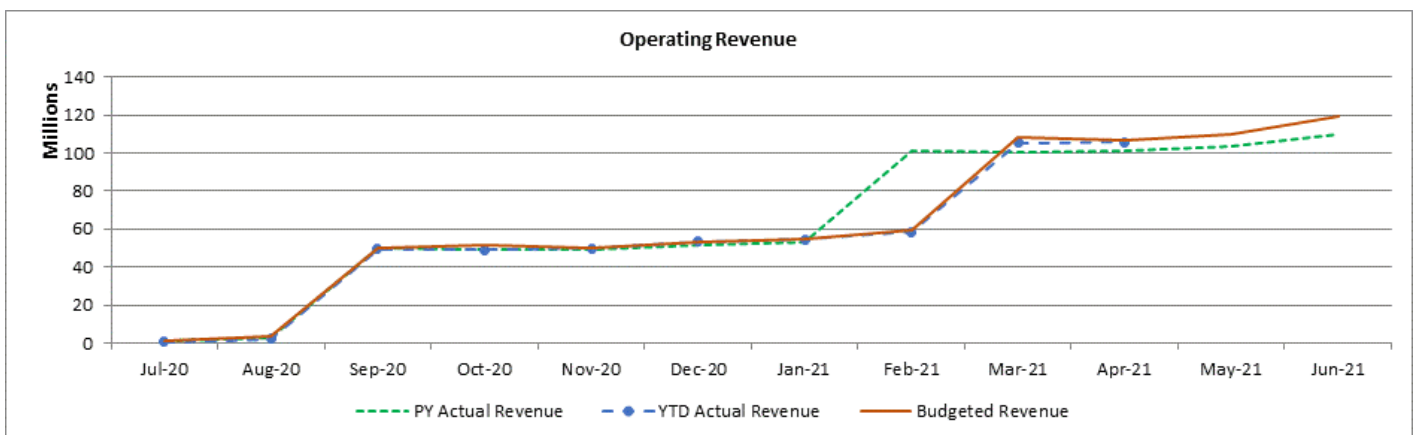
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

## OPERATING POSITION



The current operating position for April YTD has resulted in a profit of \$16,436,502. This is favourable when compared to the YTD revised budget by \$4,631,192. Operating Revenue is \$4,205,709 unfavourable compared to YTD budget offset by Operating Expenses which are \$8,836,900 favourable when compared to YTD budget.

## OPERATING REVENUE



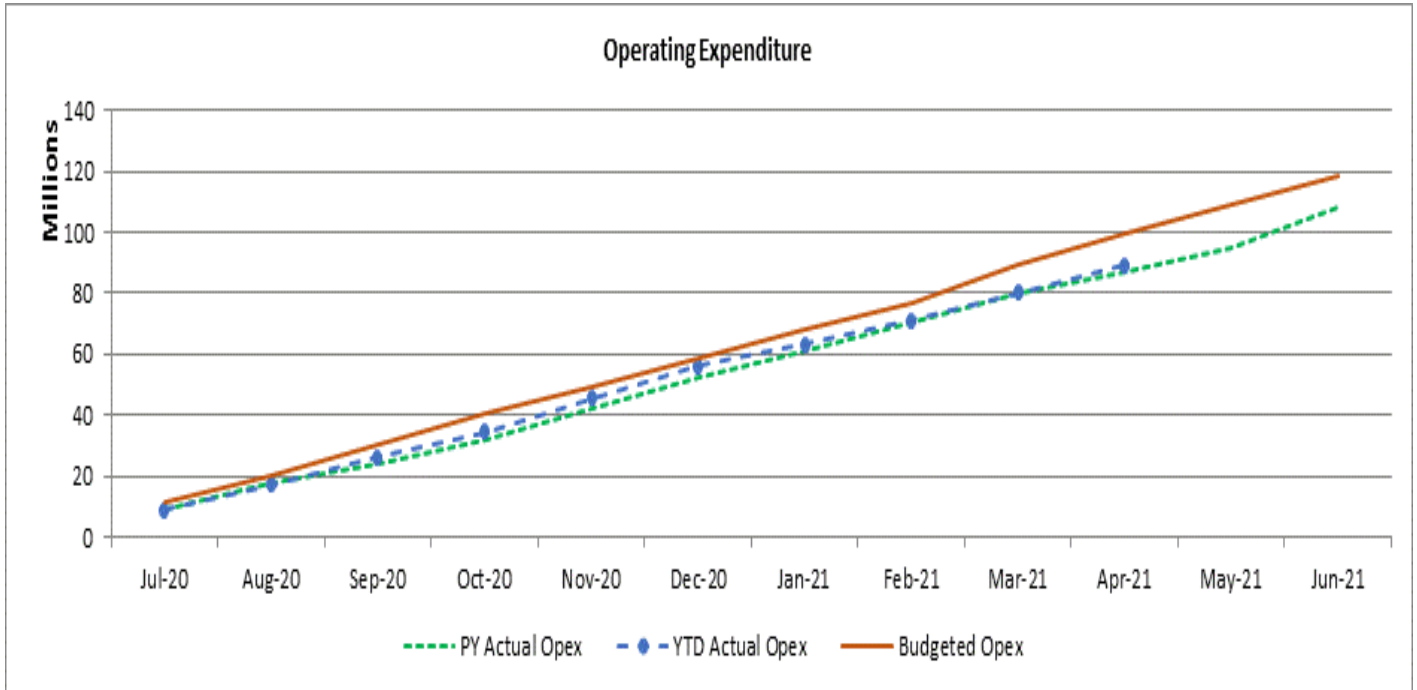
Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for April was \$105,764,327 which is unfavourable when compared to the budget by \$4,205,709. This unfavourable position is due to the delay in completion of the budgeted DRFA works, phasing of the RMPC works which historically corrects itself during the financial year, timing of rates discount and waste income (affected by early month close).

It is noted that cashflow projections will be reviewed throughout the year. Any adjustments made will be a redistribution of existing budget amounts and have no bottom line impact on the budget.



# OPERATING EXPENDITURE

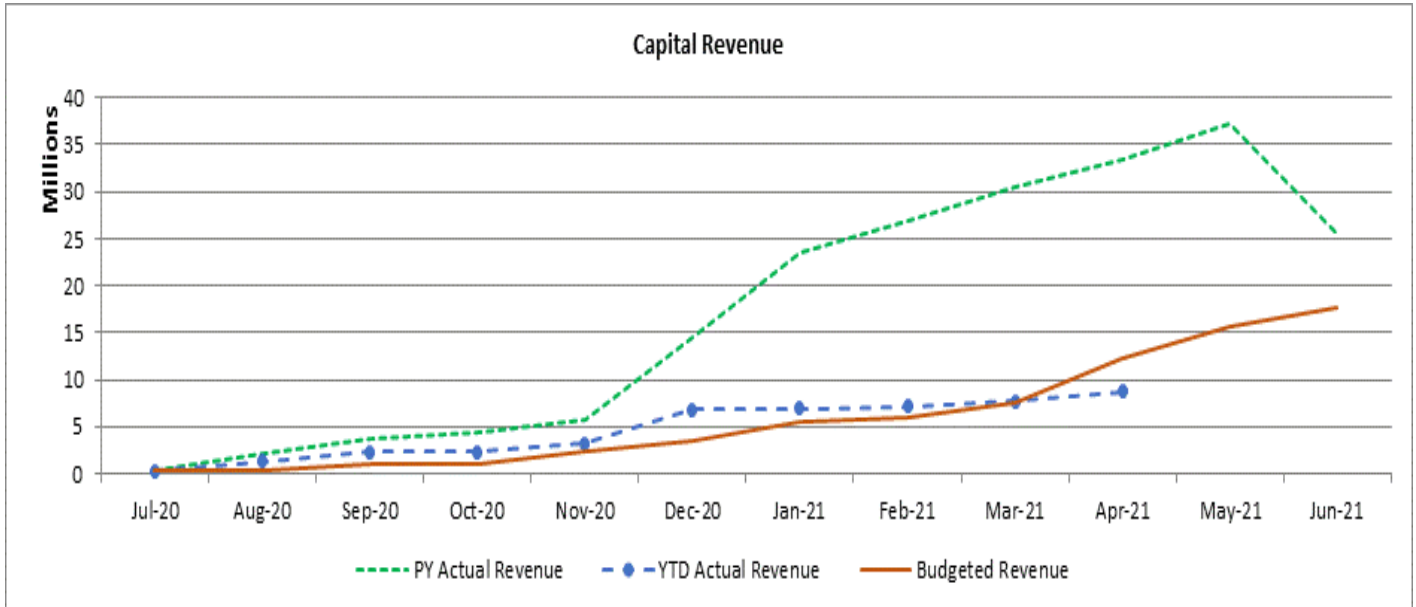


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for April YTD was \$89,327,825 which is favourable to budget by \$8,836,900. This favourable result is mainly due to the allocation of budgeted cashflow.

It is noted that cashflow projects will be reviewed throughout the year. Any adjustments made will be a redistribution of existing budget amounts and have no bottom line impact on the budget.

# CAPITAL REVENUE



Capital Revenue for April YTD is \$8,695,525 which consists of grants, contributions and proceeds from the disposal of assets. The current unfavourable variance is due primarily to the timing of grant receipts. It should also be noted that Council has a large program of grant funded projects that require acquittal by the end of financial year, which directly affects capital revenue receipts.

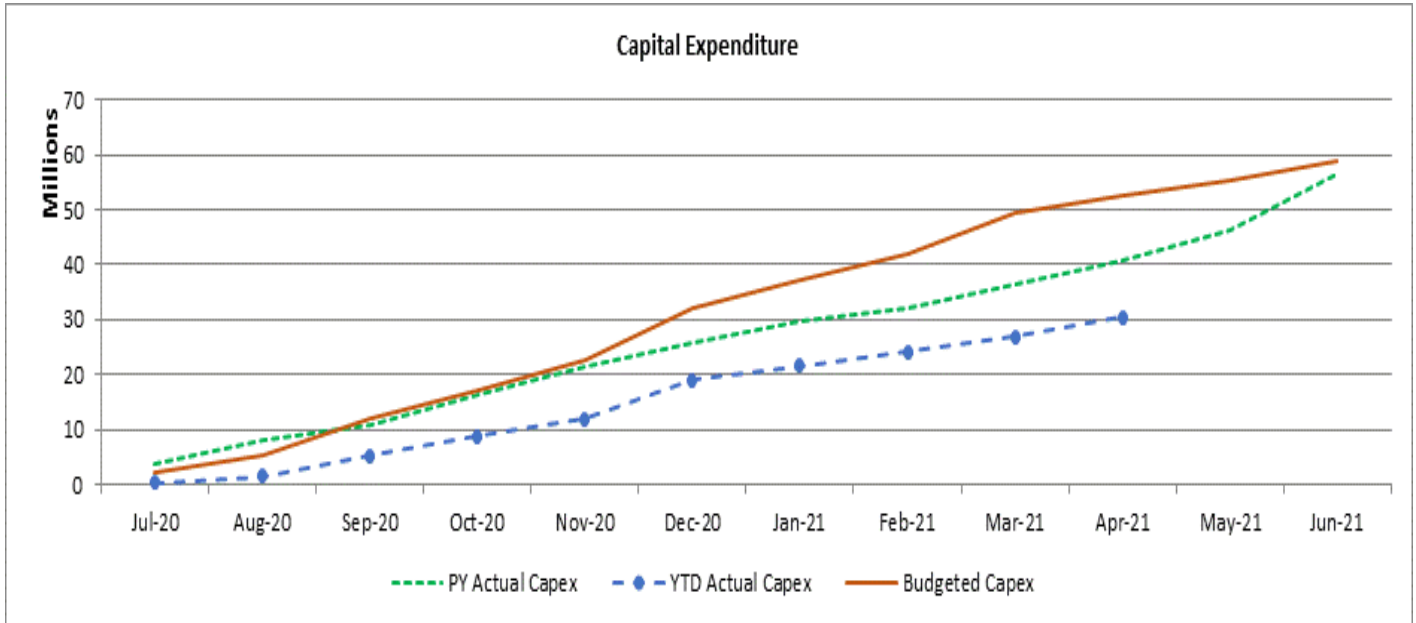
Some of our budgeted major capital grants for 20/21 are:

- DRFA March 2019 Event
- Rural Rehabilitation Program (R2R / HVSP)
- Moranbah Access Rd Quarrico Intersection (Black Spot Program)
- DYS Saraji Road Pavement Rehabilitation (TIDS)
- Eaglefield Road Pave & Seal (TIDS)
- CLM Showgrounds and Saleyards Revitalisation
- QRRRF

Major Funding received to date:

- DRFA March 2019 Event
- Works for QLD (COVID 19) advance payment
- QRRRF
- Cycle Networks LGGP
- Local Roads & Community Infrastructure Program
- CLM Showgrounds and Saleyards Revitalisation
- Eaglefield Road Pave & Seal (TIDS)
- Rural Rehabilitation Program (R2R)

# CAPITAL EXPENDITURE



Capital expenditure (\$30.3M) is under budget excluding commitments, noting that when the \$13.6M of commitments are included, the capital expenditure is approximately \$8.8M below YTD budget (\$52.7M). It should be noted as the financial year nears its end that significant commitments and expenditure need to occur in order for Council to deliver its capital expenditure program. Quarter 3 budget review will ask Departments to predict the expected carry forward expenditure and anticipated completion dates. It should also be noted that Council has a large program of grant funded projects that require acquittal by the end of financial year, which directly affects capital revenue receipts.

The major budgeted projects for 20/21 financial year are:

- DRFA Mar 2019 Event
- MBH Landfill - Stormwater, Leachate Management
- ISAAC\_Rural Resheeting Program
- CLM-5ML Treated Water Reservoir
- Rural Rehabilitation Program
- Surfacing Renewal Program
- Dysart Saraji Road Pavement Rehabilitation
- Moranbah Access Rd Quarrico Intersect
- SN main relining program
- Water mains replacement program
- Dysart SN Enforceable Undertaking
- Clermont Raw Water TCD Water Storage

## CAPITAL FUNDING AND PROJECT COMMITTALS

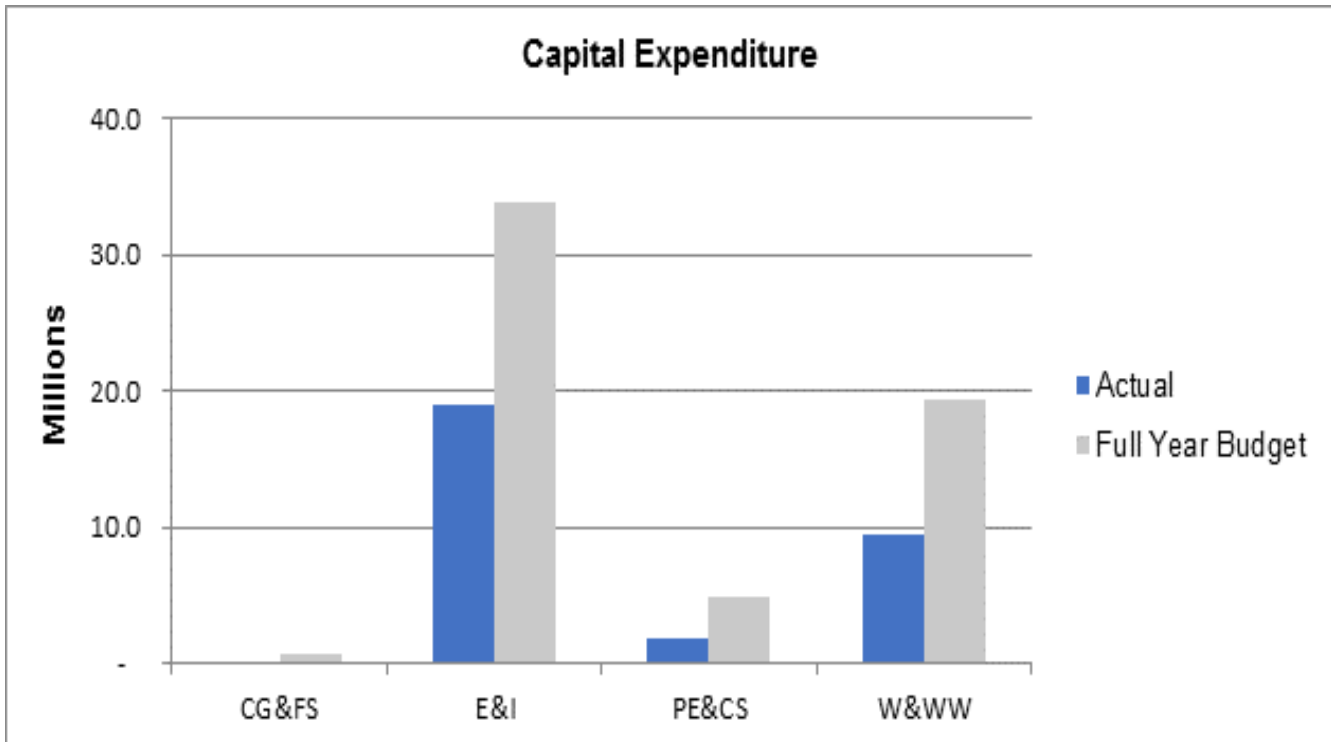
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

The future capital sustainability reserve represents accumulated funded depreciation monies which are held to maintain capital value under Council's long-term asset management plan.

The following table illustrates the Council's capital project expenditure as at April 2021.

Department	YTD Actual	YTD Commitment	YTD Total Expenditure	Full Year Budget	% Complete	% Complete
					(YTD Actual vs FY Budget)	(YTD Total vs FY Budget)
CG&FS	155,253	513,489	668,742	682,272	22.8%	98.0%
E&I	18,916,217	5,101,709	24,017,926	33,754,347	56.0%	71.2%
PE&CS	1,820,006	1,044,600	2,864,606	4,947,883	36.8%	57.9%
W&WW	9,425,634	6,970,732	16,396,366	19,279,570	48.9%	85.0%
<b>TOTAL</b>	<b>30,317,109</b>	<b>13,630,530</b>	<b>43,947,640</b>	<b>58,664,072</b>	<b>51.7%</b>	<b>74.9%</b>

The following graph illustrates the data above.



# DEPARTMENT OF LOCAL GOVERNMENT AND PLANNING (DLGP) FINANCIAL SUSTAINABILITY RATIOS

In accordance with s169(5) of the Local Government Regulation 2012, the DLGP financial sustainability ratios have been provided.

The ratios are designed to provide an indication of the performance of Council against key financial sustainability criteria which must be met to ensure the prudent management of financial risks.

Ratio	Description	Formula	YTD Actual Result	Bench mark	Within Limits	FY Budget
Operating Surplus Ratio	This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes.	Net operating surplus	15.54%	0 - 10%	No	3.20%
		Total operating revenue				
Net Financial Liabilities Ratio	This is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues.	Total liabilities less current assets	-47.44%	<=60%	Yes	-10.80%
		Total operating revenue				
Asset Sustainability Ratio	This ratio provides a guide as to whether the infrastructure assets managed by Council are being replaced as they reach the end of their useful lives.	Capital expenditure on renewals	80.64%	>90%	No	153.00%
		Depreciation expense				
Total Debt Service Cover	This ratio provides a guide as to the Council's ability to meet its loan repayments.	Operating cash flow plus interest	28.9	2	Yes	14.79
		Interest plus current borrowings				
Cash Expense Ratio	This ratio provides a guide as to the ability of the Council to pay its costs within the short term.	Current cash balance	6.34 Months	3 Months	Yes	7.5 Months
		Operating expenses less depreciation and finance costs				

1. **Operating Surplus Ratio** - This ratio is an indicator of the extent to which revenues raised cover the operational expenses only or are available for capital funding purposes. The target result for this ratio is between 0-10% per annum (on average over the long term). With the net operating profit year to date a surplus of \$16,436,502 the ratio is currently 15.54%, which is above Council's budget and benchmark range. This ratio is high as the half yearly rates were issued in March and is expected to return to benchmark range over the remainder of the financial year.
2. **Net Financial Liabilities Ratio** - This ratio is an indicator of the extent to which the net financial liabilities of Council can be serviced by its operating revenues. As Council's current assets are greater than total liabilities, the resulting ratio is currently showing as favourable with a negative 47.44%.
3. **Asset Sustainability Ratio** - This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 90%. With capital expenditure below budget at April the ratio is low at 80.64%.
4. **Total Debt Service** - This ratio represents Council's ability to meet its loan repayments through operating cash. A ratio greater than two (2) times, is the ideal result for Council. Council's year to date ratio is a 28.9 times and indicates that Council has sufficient operating cash flow to cover its loan repayments.
5. **Cash Expense Ratio** - This ratio helps Council calculate how many months the current year's cash balance can cover operating expenses (excluding depreciation and finance costs), without additional cash flows. Council has enough current cash to cover 6.34 months as at 30 April 2021. This is above the targeted benchmark of three (3) months.

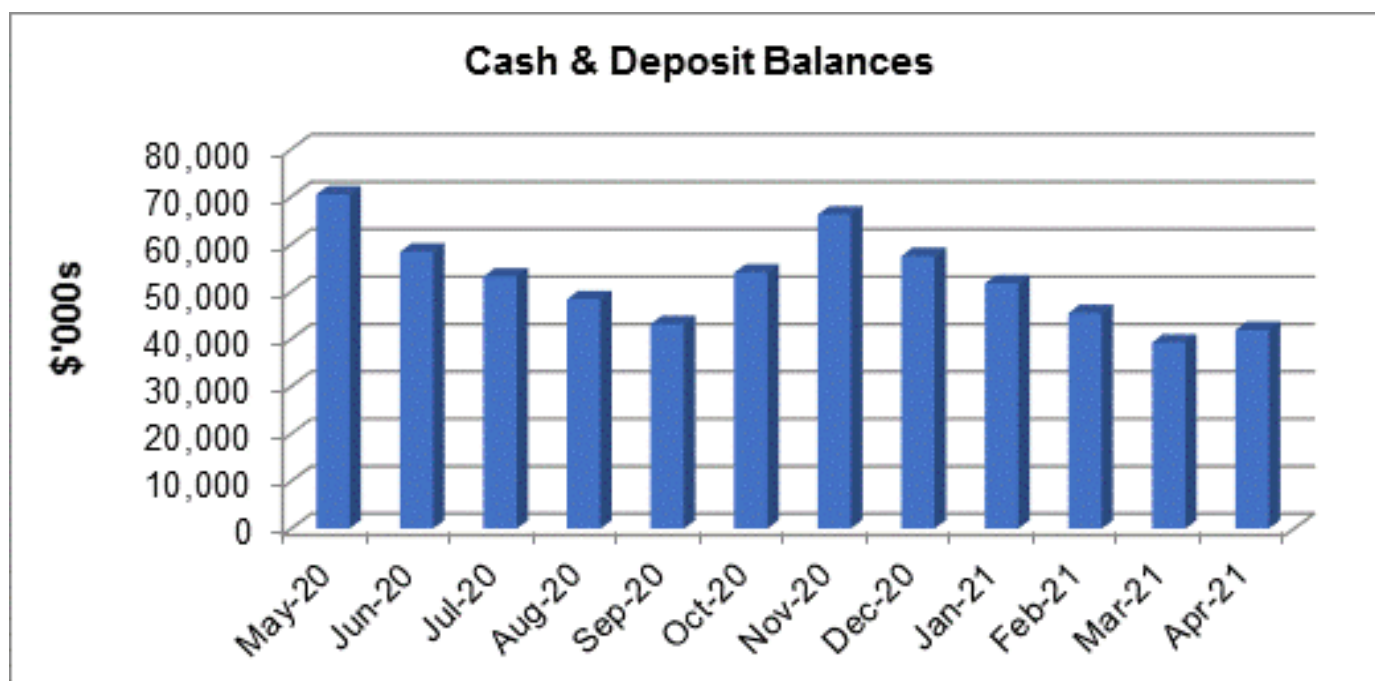
## INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 30 April 2021.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 30 April 2021					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1111	QCCU Cash at Bank	QCCU	3,111		0%
10-000-1113	ANZ Cash at Bank	ANZ	2,213,799		0%
10-000-1116	QTC Operating Fund	QTC	35,282,938		0.83%
10-000-1117	ANZ Business Premium Saver	ANZ	4,356,623		0.35%
10-000-1131	Petty Cash		4,000		0%
10-000-1132	Floats		6,391		0%
Total Investments			41,866,861		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	84.27%	No Limit
ANZ Banking Group	AA-	15.72%	Maximum 40%
QCCU	BBB	0.01%	Maximum 10%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 30 April 2021.



## LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 30 April 2021							
							Repayment Due 15 Jun 2021
Loan Name	Balance as at 30 April 2021	Rate as at 30 April 2021	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$12,184,194	5.1	20	11.64	\$187,981	\$152,952	\$340,932
Land Development Moranbah	\$9,345,482	4.37	20	12.13	\$143,025	\$100,554	\$243,578
<b>Total</b>	<b>\$21,529,677</b>				<b>\$331,005</b>	<b>\$253,506</b>	<b>\$584,511</b>

Debt service repayments are made quarterly. The third quarter repayment for the 20/21 financial year was made on the 15 March 2021. The next repayment for the 20/21 financial year is due on 15 June 2021.



## ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 30 April 2021.

<b>Accounts Receivable Ageing Analysis at 30 April 2021</b>			
<b>Ageing</b>	<b>Number of Invoices</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	309	966,880.00	78.86%
30 Days	43	41,737.20	3.40%
60 Days	13	1,256.48	0.10%
90 Days	77	216,213.54	17.63%
<b>TOTAL</b>	<b>442</b>	<b>1,226,087.22</b>	<b>100.00%</b>

The Accounts Receivable balance at 30 April 2021 is \$1,226,087.22 which has decreased from 31 March 2021 balance of \$1,404,220.61 due to large waste invoices being paid and only 2 weeks waste invoices being raised.

- 30 day balances have decreased due to a large invoice for recoverable works being credited and raised for a lesser amount. Other outstanding balances relate to water and waste fees.
- 60 day balances have increased due to some housing and waste invoices still being outstanding.
- 90 days and over outstanding receivables have decreased due to a housing invoice being paid from the bond. There are no other significant new 90 day debtors.

A review was undertaken at the end of the previous financial year to write off debts deemed as non-recoverable. Therefore, at this point in time the remaining outstanding balance is believed to be recoverable.

## ACCOUNTS PAYABLE

The following is a breakdown of the Council's accounts payable by age for the period ending 30 April 2021.

<b>Accounts Payable Ageing Analysis at 30 April 2021</b>			
<b>Ageing</b>	<b>No. of Documents</b>	<b>Amount Outstanding</b>	<b>% of Total Outstanding</b>
Current	199	903,309.18	91.33%
30 Days	16	80,539.21	8.14%
60 Days	5	4,942.21	0.50%
90 Days	2	263.70	0.03%
<b>TOTAL</b>	<b>222</b>	<b>989,054.30</b>	<b>100.00%</b>

The outstanding Accounts Payable balance as at 30<sup>th</sup> April 2021 was \$989,054.30. The 30, 60 & 90 day aging accounts total \$85,745.12.

At the date this report was prepared the following remain unpaid:

- 30 day balances – \$80,539.21 (16 invoices) remain unpaid with 4 of invoices (\$1,176.95) having not been approved by staff in a timely manner, 10 invoices (\$18,862.26) having been received late from the supplier and 2 invoices (\$60,500.00) having been held until the final invoices for this project were received.
- 60 day balances – \$4,942.21 (4 invoices) remain unpaid with 1 invoice (\$3,391.36) being in dispute with the supplier, 1 invoice (\$247.50) having been received late from the supplier & 2 invoices (\$1,428.69) having not been approved by staff in a timely manner. It should be noted that there is an outstanding credit note for \$125.35 awaiting further charges to diminish this balance.
- 90 day balances – \$263.70 (2 invoices) remain unpaid with both invoices having been received late from the supplier.

## YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 30 April 2021.

<b>Rates Balancing Report As At 30 April 2021</b>		
	<b>YTD 30 April 2021</b>	<b>YTD 30 April 2020</b>
Opening Balance	3,953,039	3,906,088
<b>Rates Charges</b>		
Rates Levied	96,330,537	93,149,485
Interest	87,685	297,566
Refunds	86,020	509,747
<b>Total Rates</b>	<b>96,504,241</b>	<b>93,956,798</b>
<b>Discounts and Receipts</b>		
Discounts	(3,544,142)	(5,814,820)
Receipts	(56,009,183)	(86,042,890)
Government Subsidy	(75,432)	(76,299)
Council Subsidy	(222,040)	(230,624)
Remissions	(4,339)	(15,071)
Write Offs	(29)	(8,095)
<b>Total Discounts &amp; Receipts</b>	<b>(59,855,165)</b>	<b>(92,187,800)</b>
Legal	323	77,511
<b>Closing Balance</b>	<b>40,602,438</b>	<b>5,752,597</b>

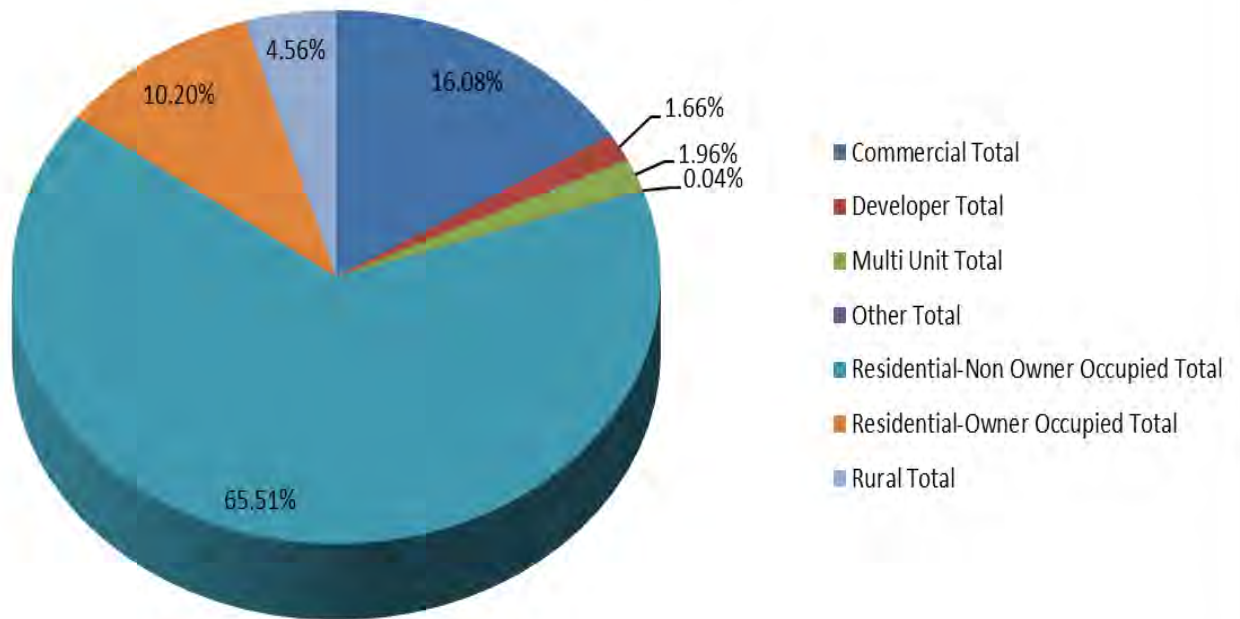
<b>Rates Breakdown</b>	<b>As At 30 April 2021</b>
Rates in Credit	(799,791)
Rates Not Due Yet	36,318,211
Rates In Arrears	5,084,018
<b>Total Rates Balance</b>	<b>40,602,438</b>

Variances in prior year comparisons can relate to the timing of rates processing and subsequent due dates.

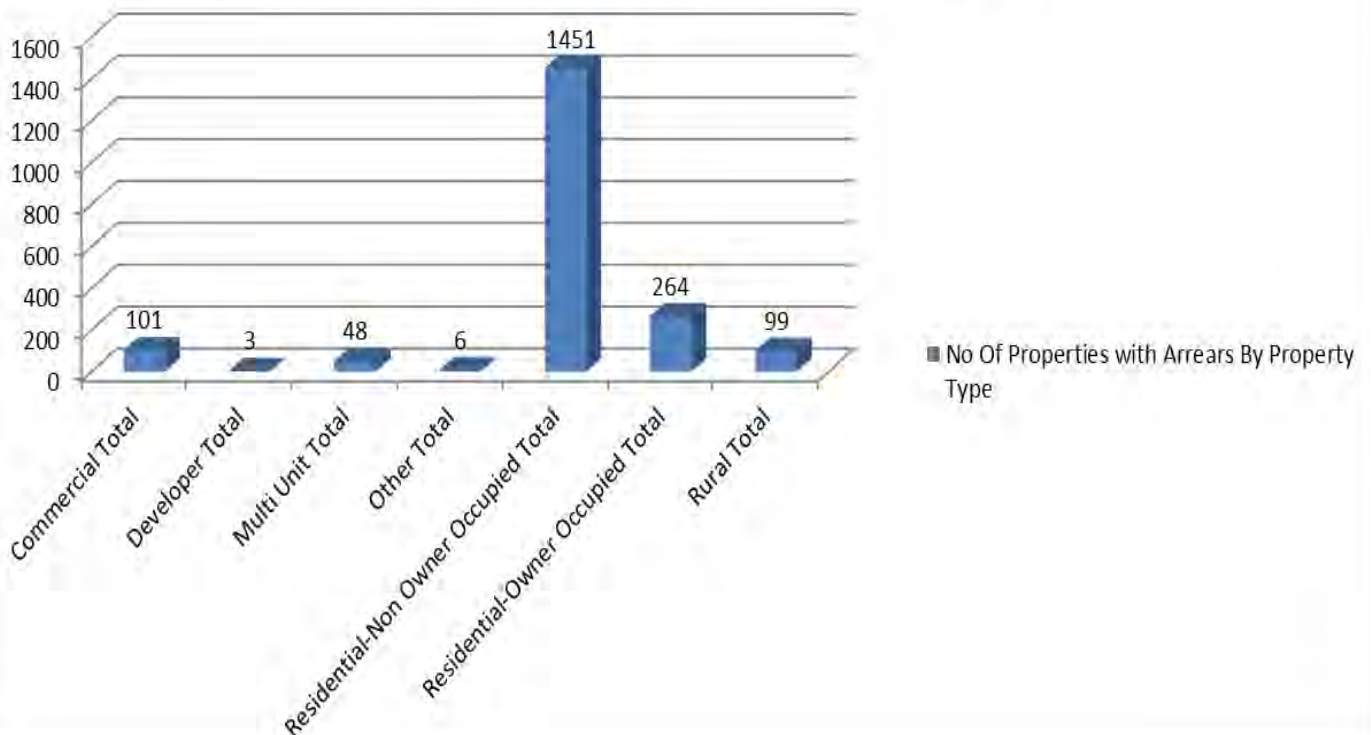
### Rate Arrears – Aged by Year

Prior 2016	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
1,440,435	456,893	476,400	487,040	752,945	1,470,304	5,084,018
28.33%	8.99%	9.37%	9.58%	14.81%	28.92%	100.00%

## Percentage of Arrears By Property Type



## No Of Properties with Arrears By Property Type



## APPENDIX 1 – FINANCIAL STATEMENTS

Attached are the financial statements for the period ended 30 April 2021. Actual amounts are compared against the year to date Revised Budget.

Financial statement included:

- **Statement of Comprehensive Income** – Displays Council’s year to date profit and loss up to the period end.
- **Statement of Financial Position** – Summarises Council’s assets, liabilities and community equity up to the period end.
- **Statement of Cash Flows** – Summarises the changes in the Council’s cash and cash equivalents by operating, investing, and financing activities.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 April 2021**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges	1	88,452,187	-	88,452,187	89,092,049	(639,862)	87,999,555	100.5%
Fees & Charges		3,235,275	-	3,235,275	3,204,321	30,953	3,839,466	84.3%
Rental Income	2	1,255,108	-	1,255,108	1,363,045	(107,938)	1,634,844	76.8%
Interest Received		421,361	-	421,361	462,513	(41,153)	555,225	75.9%
Sales of Contract & Recoverable Works	3	2,499,468	-	2,499,468	2,942,066	(442,598)	5,742,278	43.5%
Operating Grants, Subsidies & Contributions	4	5,177,335	-	5,177,335	7,124,437	(1,947,103)	12,554,251	41.2%
Other Recurrent Revenue	5	4,723,594	-	4,723,594	5,781,604	(1,058,010)	6,943,924	68.0%
		<b>105,764,327</b>	<b>-</b>	<b>105,764,327</b>	<b>109,970,036</b>	<b>(4,205,709)</b>	<b>119,269,544</b>	<b>88.7%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	6	30,816,774	-	30,816,774	32,100,871	(1,284,098)	39,791,032	77.4%
Materials & Services	7	35,238,591	10,005,476	45,244,067	42,769,529	2,474,537	50,274,281	90.0%
Finance Costs		959,315	-	959,315	1,022,821	(63,507)	1,257,386	76.3%
Depreciation and Amortisation		22,313,146	-	22,313,146	22,271,503	41,643	27,075,813	82.4%
Corporate Overheads & Competitive Neutrality Costs		-	-	-	-	-	-	0.0%
		<b>89,327,825</b>	<b>10,005,476</b>	<b>99,333,301</b>	<b>98,164,725</b>	<b>1,168,576</b>	<b>118,398,512</b>	<b>83.9%</b>
<b>Operating Position Before Capital Items</b>		<b>16,436,502</b>	<b>(10,005,476)</b>	<b>6,431,027</b>	<b>11,805,311</b>	<b>(5,374,285)</b>	<b>871,032</b>	<b>738.3%</b>
<b>Capital Revenue</b>								
Capital Revenue	8	7,446,026	-	7,446,026	11,665,979	(4,219,953)	16,786,633	44.4%
Proceeds from Sale of Land & PPE	9	1,249,499	-	1,249,499	523,800	725,699	785,870	159.0%
		<b>8,695,525</b>	<b>-</b>	<b>8,695,525</b>	<b>12,189,779</b>	<b>(3,494,254)</b>	<b>17,572,503</b>	<b>49.5%</b>
<b>Net Result Attributable to Council in Period</b>		<b>25,132,027</b>	<b>(10,005,476)</b>	<b>15,126,551</b>	<b>23,995,090</b>	<b>(8,868,539)</b>	<b>18,443,535</b>	<b>82.0%</b>
<b>Total Comprehensive Income</b>		<b>25,132,027</b>	<b>(10,005,476)</b>	<b>15,126,551</b>	<b>23,995,090</b>	<b>(8,868,539)</b>	<b>18,443,535</b>	<b>82.0%</b>
Council's operating position at month end is a \$16.4M surplus								

1. **Net Rates & Utility Charges** are \$88,452,187 which is \$639,862 unfavourable when compared to the YTD Budget. The unfavourable variance is due to the discount being cashflowed within the May accounting period, however a number of rate payers have paid in advance of the due date which is partially offset by water consumption.
2. **Rental Income** is \$1,255,108 which is unfavourable compared to the budgeted amount by \$107,938. The unfavourable variance is mainly due to lower than expected employee rental income. It should be noted that as part of the Quarter 2 budget review rental income was increased based on utilisation trends. This will be reviewed at Quarter 3 budget review.
3. **Sale of Contract and Recoverable Works** are unfavourable to the revised budget by \$442,598. This unfavourable variance is mainly due to the timing of the RMPC contract and the contracted TMR works. The variance for RMPC has historically corrected itself over the remainder of the financial year, while the TMR works will be examined with the Quarter 3 Budget review.
4. **Operating Grants, Subsidies & Contributions** are unfavourable to the revised budget by \$1,947,103. This unfavourable variance is mainly due to delay in completion of works for DRFA Trevor event which in-turn delays receipt of corresponding revenue.
5. **Other Recurrent Revenue** for the year to date is \$4,723,594 being \$1,058,010 unfavourable to budget. This unfavourable variance is due to landfill revenue and trade waste income, both of which are yet to issue final invoice for April. Revenue projections will be reviewed with the Quarter 3 budget review.
6. **Employee Expenses** are favourable to the revised budget by \$1,284,098. This favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, lower utilisation of annual leave, vacancies and prior year superannuation accrual. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations.
7. **Materials & Services** actual expenses for the year to date are \$35,238,591 with \$10,005,476 being recorded in commitments, resulting in an unfavourable variance to revised budget of \$2,474,537. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (\$2.6M DRFA, \$1.13M Waste Contracts, \$950K Water). Excluding commitments YTD expenditure would be approximately \$7.5M below YTD budget.
8. **Capital Revenue** for the year to date is \$7,446,026 which is unfavourable to budget by \$4,219,953. This unfavourable variance is predominately due to the timing of grants received, aligned with the delivery of capital projects.
9. **Proceeds from Sale of Land & PPE** is currently \$1,249,499 which is favourable when compared to budget by \$725,699. This favourable variance is due to disposal of low utilised assets that have been fully depreciated and deemed no longer required, along with Resource Recovery plant items as they move to external contracts. Funds in excess of the annual budgeted amount will be constrained to the Plant Reserve for use at a future date.

<b>ISAAC REGIONAL COUNCIL</b>				
<b>Statement of Financial Position</b>				
<b>For the Period Ended 30 April 2021</b>				
	Notes	Actual YTD	30 June 2020	Variance
		\$	\$	%
<b>Current Assets</b>				
Cash & Cash Equivalents		41,866,861	58,379,638	71.7%
Trade & Other Receivables		40,405,892	17,576,226	229.9%
Inventories		16,490,890	16,449,429	100.3%
<b>Total Current Assets</b>		<b>98,763,643</b>	<b>92,405,292</b>	<b>106.9%</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment		1,078,321,463	1,092,345,604	98.7%
Capital Work in Progress		23,750,579	8,963,735	265.0%
<b>Total Non-Current Assets</b>		<b>1,102,072,041</b>	<b>1,101,309,339</b>	<b>100.1%</b>
<b>TOTAL ASSETS</b>		<b>1,200,835,684</b>	<b>1,193,714,631</b>	<b>100.6%</b>
<b>Current Liabilities</b>				
Trade & Other Payables		8,706,207	18,664,083	46.6%
Borrowings - Interest Bearing		415,507	1,343,958	30.9%
Provisions		8,226,030	8,406,877	97.8%
Other Current Liabilities		-	-	0.0%
		17,347,744	28,414,918	61.1%
<b>Non-Current Liabilities</b>				
Borrowings - Interest Bearing		20,871,578	20,871,578	100.0%
Borrowings - Interest Bearing		1,968,966	1,968,966	100.0%
Non Current Provision		1,634,048	1,410,619	115.8%
Non Current Creditors		6,763,387	6,763,387	100.0%
<b>Total Non-Current Liabilities</b>		<b>31,237,979</b>	<b>31,014,550</b>	<b>100.7%</b>
<b>TOTAL LIABILITIES</b>		<b>48,585,723</b>	<b>59,429,468</b>	<b>81.8%</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,152,249,961</b>	<b>1,134,285,163</b>	<b>101.6%</b>
<b>Community Equity</b>				
Retained surplus		866,858,690	855,418,760	101.3%
Asset revaluation reserve		233,147,859	235,318,517	99.1%
Other reserves		52,243,412	43,547,887	120.0%
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,152,249,961</b>	<b>1,134,285,163</b>	<b>101.6%</b>



<b>ISAAC REGIONAL COUNCIL</b>			
<b>Statement of Cash Flows</b>			
<b>For the Period Ended 30 April 2021</b>			
	<b>Actual YTD</b>	<b>30 June 2020</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Cash Flows from Operating Activities</b>			
Receipts from customers	82,928,930	111,651,893	74.3%
Payments to suppliers and employees	(76,971,434)	(76,089,395)	101.2%
Cash provided by / (used in) net result	5,957,496	35,562,498	16.8%
<b>Cash Flows from Investing Activities</b>			
Profit / (Loss) on sale of capital assets	(3,747,073)	(6,083,922)	61.6%
Grants, subsidies, contributions and donations	7,451,757	25,048,356	29.7%
Payments for property, plant and equipment	(25,246,506)	(47,151,182)	53.5%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(21,541,821)	(28,186,749)	76.4%
<b>Cash Flow from Financing Activities</b>			
Proceeds from borrowings	-	(1,300,735)	0.0%
Repayment of borrowings	(928,451)	57,977	(1601.4%)
Net cash provided by financing activities	(928,451)	(1,242,759)	74.7%
<b>Net Increase / (Decrease) in Cash Held</b>	<b>(16,512,777)</b>	<b>6,132,991</b>	<b>(269.2%)</b>
Cash at the beginning of the period	58,379,638	52,246,647	111.7%
<b>Cash at the end of the Reporting Period</b>	<b>41,866,861</b>	<b>58,379,638</b>	<b>71.7%</b>

## Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each Directorate for the period ended 30 April.

Actual amounts and commitments are compared against the year to date Revised Budget.

Commitment balances are reported at a point of time and will continue to be reviewed as the year progresses. It should be noted that commitments are not currently able to be cash flowed across the financial year.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 April 2021**


**Office of the CEO**

Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>							
<b>Operating Revenue</b>							
Operating Grants, Subsidies & Contributions	182,342	-	182,342	180,000	2,342	195,000	93.5%
	<b>182,342</b>	<b>-</b>	<b>182,342</b>	<b>180,000</b>	<b>2,342</b>	<b>195,000</b>	<b>93.5%</b>
<b>Expenses</b>							
<b>Operating Expenses</b>							
Employee Expenses	2,341,135	-	2,341,135	2,392,052	(50,918)	2,961,297	79.1%
Materials & Services	842,497	50,471	892,967	936,535	(43,568)	1,101,107	81.1%
Corporate Overheads & Competitive Neutrality Costs	(3,854,491)	-	(3,854,491)	(3,854,491)	-	(4,625,389)	83.3%
	<b>(670,860)</b>	<b>50,471</b>	<b>(620,389)</b>	<b>(525,904)</b>	<b>(94,485)</b>	<b>(562,985)</b>	<b>110.2%</b>
<b>Operating Position Before Capital Items</b>	<b>853,201</b>	<b>(50,471)</b>	<b>802,731</b>	<b>705,904</b>	<b>96,827</b>	<b>757,985</b>	<b>105.9%</b>
<b>Capital Revenue</b>	-	-	-	-	-	-	<b>0.0%</b>
<b>Net Result Attributable to Council in Period</b>	<b>853,201</b>	<b>(50,471)</b>	<b>802,731</b>	<b>705,904</b>	<b>96,827</b>	<b>757,985</b>	<b>105.9%</b>
<b>Total Comprehensive Income</b>	<b>853,201</b>	<b>(50,471)</b>	<b>802,731</b>	<b>705,904</b>	<b>96,827</b>	<b>757,985</b>	<b>105.9%</b>

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 April 2021**

**Corporate, Governance & Financial Service**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges	1	60,698,303	-	60,698,303	61,529,520	(831,217)	58,276,520	104.2%
Fees & Charges		50,845	-	50,845	52,600	(1,755)	62,600	81.2%
Rental Income		4,050	-	4,050	4,050	-	4,050	100.0%
Interest Received		379,544	-	379,544	428,347	(48,803)	514,225	73.8%
Sales of Contract & Recoverable Works		130,851	-	130,851	103,500	27,351	115,000	113.8%
Operating Grants, Subsidies & Contributions		1,269,167	-	1,269,167	1,269,688	(521)	3,571,554	35.5%
Other Recurrent Revenue		47,453	-	47,453	86,667	(39,214)	104,000	45.6%
		<b>62,580,212</b>	<b>-</b>	<b>62,580,212</b>	<b>63,474,371</b>	<b>(894,159)</b>	<b>62,647,949</b>	<b>99.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	6,146,386	-	6,146,386	6,477,903	(331,517)	8,080,660	76.1%
Materials & Services	3	7,120,362	953,159	8,073,521	7,882,335	191,186	9,087,805	88.8%
Finance Costs		461,336	-	461,336	501,250	(39,914)	631,500	73.1%
Depreciation and Amortisation		819,518	-	819,518	825,507	(5,989)	990,608	82.7%
Corporate Overheads & Competitive Neutrality Costs		(11,635,290)	-	(11,635,290)	(11,635,289)	-	(13,962,347)	83.3%
		<b>2,912,312</b>	<b>953,159</b>	<b>3,865,470</b>	<b>4,051,705</b>	<b>(186,235)</b>	<b>4,828,227</b>	<b>80.1%</b>
<b>Operating Position Before Capital Items</b>		<b>59,667,900</b>	<b>(953,159)</b>	<b>58,714,742</b>	<b>59,422,666</b>	<b>(707,924)</b>	<b>57,819,722</b>	<b>101.5%</b>
<b>Capital Revenue</b>								
Capital Revenue		2,485	-	2,485	2,485	-	2,485	100.0%
		<b>2,485</b>	<b>-</b>	<b>2,485</b>	<b>2,485</b>	<b>-</b>	<b>2,485</b>	<b>100.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>59,670,385</b>	<b>(953,159)</b>	<b>58,717,227</b>	<b>59,425,151</b>	<b>(707,924)</b>	<b>57,822,207</b>	<b>101.5%</b>
<b>Total Comprehensive Income</b>		<b>59,670,385</b>	<b>(953,159)</b>	<b>58,717,227</b>	<b>59,425,151</b>	<b>(707,924)</b>	<b>57,822,207</b>	<b>101.5%</b>

- 
- 1. Net Rates & Utility Charges** are \$831,217 unfavourable when comparing YTD actuals to revised budget. The unfavourable variance is due to the discount being cashflowed within the May accounting period, however a number of rate payers have paid in advance of the due date.
  - 2. Employee Expenses** for year to date is favourable compared to the budget by \$331,517. This favourable variance is due to a variety of factors including lower than anticipated long service leave accrual, lower utilisation of annual leave and prior year superannuation accrual. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations.
  - 3. Materials & Services** for the financial year to date are \$191,186 unfavourable with \$7,120,362 in actual expenditure and \$953,159 in commitments against the YTD revised budget of \$7,882,335. This unfavourable variance is due to the inclusion of commitments which relate to future periods.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 April 2021**

**Engineering & Infrastructure Services**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges		176,493	-	176,493	173,000	3,493	209,600	84.2%
Rental Income	1	1,070,501	-	1,070,501	1,184,621	(114,120)	1,421,545	75.3%
Sales of Contract & Recoverable Works	2	2,368,617	-	2,368,617	2,838,566	(469,948)	5,627,278	42.1%
Operating Grants, Subsidies & Contributions	3	3,147,291	-	3,147,291	4,996,267	(1,848,976)	7,985,103	39.4%
Other Recurrent Revenue		17,021	-	17,021	2,954	14,067	3,544	480.2%
		<b>6,779,923</b>	<b>-</b>	<b>6,779,923</b>	<b>9,195,407</b>	<b>(2,415,484)</b>	<b>15,247,071</b>	<b>44.5%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	4	9,607,909	-	9,607,909	9,994,702	(386,793)	12,371,126	77.7%
Materials & Services	5	9,516,904	4,504,505	14,021,409	13,187,556	833,853	15,220,538	92.1%
Depreciation and Amortisation		12,561,597	-	12,561,597	12,503,409	58,188	15,004,091	83.7%
Corporate Overheads & Competitive Neutrality Costs		7,247,080	-	7,247,080	7,247,080	-	8,696,495	83.3%
		<b>38,933,490</b>	<b>4,504,505</b>	<b>43,437,995</b>	<b>42,932,747</b>	<b>505,248</b>	<b>51,292,250</b>	<b>84.7%</b>
<b>Operating Position Before Capital Items</b>		<b>(32,153,566)</b>	<b>(4,504,505)</b>	<b>(36,658,072)</b>	<b>(33,737,340)</b>	<b>(2,920,732)</b>	<b>(36,045,179)</b>	<b>101.7%</b>
<b>Capital Revenue</b>								
Capital Revenue	6	6,304,489	-	6,304,489	9,258,941	(2,954,451)	13,185,957	47.8%
Proceeds from Sale of Land & PPE	7	1,249,499	-	1,249,499	523,800	725,699	785,870	159.0%
		<b>7,553,988</b>	<b>-</b>	<b>7,553,988</b>	<b>9,782,741</b>	<b>(2,228,752)</b>	<b>13,971,827</b>	<b>54.1%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(24,599,578)</b>	<b>(4,504,505)</b>	<b>(29,104,083)</b>	<b>(23,954,599)</b>	<b>(5,149,484)</b>	<b>(22,073,352)</b>	<b>131.9%</b>
<b>Total Comprehensive Income</b>		<b>(24,599,578)</b>	<b>(4,504,505)</b>	<b>(29,104,083)</b>	<b>(23,954,599)</b>	<b>(5,149,484)</b>	<b>(22,073,352)</b>	<b>131.9%</b>

1. **Rental Income** is \$114,120 unfavourable compared to the revised budget for the year to date due to lower than expected employee rental income. It should be noted that as part of the Quarter 2 budget review rental income was increased based on utilisation trends. This will be reviewed at Quarter 3 budget review.
2. **Sale of Contract and Recoverable Works** is currently unfavourable to the YTD revised budget by \$469,948. This unfavourable variance is mainly due to the timing of the RMPC contract and the contracted TMR works. The variance for RMPC has historically corrected itself over the remainder of the financial year, while the TMR works will be examined with the Quarter 3 Budget review.
3. **Operating Grants, Subsidies & Contributions** are \$1,848,976 unfavourable compared to the revised budget for the year to date. This unfavourable variance is mainly due to delay in completion of works for DRFA Trevor event which in-turn delays receipt of corresponding revenue. The proportion of operational vs capital works will be re-examined as part of the Quarter 3 Budget review.
4. **Employee Expenses** are favourable compared to the revised budget by \$386,793. This is predominately due to staff vacancies and charges to other Directorates which is offsetting under capitalisation of wages. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. The Quarter 3 budget review will examine the current budget for employee expenses.
5. **Materials & Services** for the financial year to date are \$833,853 unfavourable with \$9,516,904 of actual expenditure and \$4,504,505 in commitments against YTD revised budget of \$13,187,556. This unfavourable variance is due to the inclusion of commitments, the majority of which relate to the DRFA Trevor event \$2.6M and Contract Works \$600K. The DRFA Trevor event expenditure is reviewed at quarterly periods to determine if it is operational or capital in nature with the corresponding transfer to capital. This process was carried out to reconcile the March quarter.
6. **Capital Revenue** for the financial YTD is \$6,304,489 which is \$2,954,451 unfavourable when compared to YTD revised budget. This unfavourable variance is predominately due to the timing of grants received, aligned with the delivery of capital projects.
7. **Proceeds from Sale of Land & PPE** is currently \$1,249,499 which is favourable when compared to budget by \$725,699. This favourable variance is due to disposal of low utilised assets that have been fully depreciated and deemed no longer required, along with Resource Recovery plant items as they move to external contracts. Funds in excess of the annual budgeted amount will be constrained to the Plant Reserve for use at a future date.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 April 2021**

**Planning, Environment & Community Service**

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges		1,900,912	-	1,900,912	1,859,221	41,691	2,223,866	85.5%
Rental Income		129,893	-	129,893	133,333	(3,441)	160,000	81.2%
Operating Grants, Subsidies & Contributions	1	531,285	-	531,285	631,233	(99,947)	754,524	70.4%
Other Recurrent Revenue		6,094	-	6,094	5,000	1,094	6,000	101.6%
		<b>2,568,184</b>	<b>-</b>	<b>2,568,184</b>	<b>2,628,787</b>	<b>(60,603)</b>	<b>3,144,390</b>	<b>81.7%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	8,039,394	-	8,039,394	8,202,061	(162,667)	10,136,942	79.3%
Materials & Services		5,112,163	902,649	6,014,812	6,035,418	(20,606)	7,080,465	84.9%
Finance Costs		497,979	-	497,979	521,571	(23,593)	625,886	79.6%
Depreciation and Amortisation		1,306,248	-	1,306,248	1,378,485	(72,237)	1,654,182	79.0%
Corporate Overheads & Competitive Neutrality Costs		3,184,633	-	3,184,633	3,184,633	-	3,821,560	83.3%
		<b>18,140,417</b>	<b>902,649</b>	<b>19,043,066</b>	<b>19,322,169</b>	<b>(279,103)</b>	<b>23,319,035</b>	<b>81.7%</b>
<b>Operating Position Before Capital Items</b>		<b>(15,572,233)</b>	<b>(902,649)</b>	<b>(16,474,882)</b>	<b>(16,693,382)</b>	<b>218,500</b>	<b>(20,174,645)</b>	<b>81.7%</b>
<b>Capital Revenue</b>								
Capital Revenue	3	1,055,754	-	1,055,754	1,738,775	(683,022)	2,558,808	41.3%
		<b>1,055,754</b>	<b>-</b>	<b>1,055,754</b>	<b>1,738,775</b>	<b>(683,022)</b>	<b>2,558,808</b>	<b>41.3%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(14,516,480)</b>	<b>(902,649)</b>	<b>(15,419,129)</b>	<b>(14,954,607)</b>	<b>(464,522)</b>	<b>(17,615,837)</b>	<b>87.5%</b>
<b>Total Comprehensive Income</b>		<b>(14,516,480)</b>	<b>(902,649)</b>	<b>(15,419,129)</b>	<b>(14,954,607)</b>	<b>(464,522)</b>	<b>(17,615,837)</b>	<b>87.5%</b>

**1. Operating Grants, Subsidies & Contributions** actuals are \$531,285 YTD against a revised budget of \$631,233 resulting in an unfavourable variance of \$99,947. This unfavourable variance is mainly due to cashflowing of the CHAS grant and the budget recognising money held in contract liabilities for ongoing grant programs (which are delayed). The Quarter 3 budget review will examine the expected revenue and expenditure of individual grants and make adjustment where necessary.

**2. Employee Expenses** are favourable compared to the adopted budget by \$162,667. This is predominately due to staff vacancies within the Community Education and Compliance Department. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations.

**3. Capital Revenue** for the financial YTD is \$1,055,754 which is \$683,022 unfavourable to the YTD revised budget. This unfavourable variance is due to the timing of grants received, aligned with the delivery of capital projects.



**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 30 April 2021**

**Water & Waste**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges	1	27,753,884	-	27,753,884	27,562,529	191,355	29,723,035	93.4%
Fees & Charges		1,107,024	-	1,107,024	1,119,500	(12,476)	1,343,400	82.4%
Rental Income		50,664	-	50,664	41,041	9,623	49,249	102.9%
Interest Received		41,817	-	41,817	34,167	7,650	41,000	102.0%
Operating Grants, Subsidies & Contributions		47,250	-	47,250	47,250	-	48,070	98.3%
Other Recurrent Revenue	2	4,653,027	-	4,653,027	5,686,983	(1,033,957)	6,830,380	68.1%
		<b>33,653,666</b>	<b>-</b>	<b>33,653,666</b>	<b>34,491,470</b>	<b>(837,804)</b>	<b>38,035,134</b>	<b>88.5%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	3	4,681,950	-	4,681,950	5,034,152	(352,202)	6,241,006	75.0%
Materials & Services	4	12,646,665	3,594,693	16,241,357	14,727,685	1,513,672	17,784,366	91.3%
Depreciation and Amortisation		7,625,783	-	7,625,783	7,564,102	61,681	9,426,932	80.9%
Corporate Overheads & Competitive Neutrality Costs		5,058,068	-	5,058,068	5,058,068	-	6,069,681	83.3%
		<b>30,012,465</b>	<b>3,594,693</b>	<b>33,607,158</b>	<b>32,384,007</b>	<b>1,223,151</b>	<b>39,521,985</b>	<b>85.0%</b>
<b>Operating Position Before Capital Items</b>		<b>3,641,201</b>	<b>(3,594,693)</b>	<b>46,508</b>	<b>2,107,463</b>	<b>(2,060,955)</b>	<b>(1,486,850)</b>	<b>(3.1%)</b>
<b>Capital Revenue</b>								
Capital Revenue	5	83,298	-	83,298	665,778	(582,480)	1,039,383	8.0%
		<b>83,298</b>	<b>-</b>	<b>83,298</b>	<b>665,778</b>	<b>(582,480)</b>	<b>1,039,383</b>	<b>8.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>3,724,499</b>	<b>(3,594,693)</b>	<b>129,806</b>	<b>2,773,241</b>	<b>(2,643,435)</b>	<b>(447,467)</b>	<b>(29.0%)</b>
<b>Total Comprehensive Income</b>		<b>3,724,499</b>	<b>(3,594,693)</b>	<b>129,806</b>	<b>2,773,241</b>	<b>(2,643,435)</b>	<b>(447,467)</b>	<b>(29.0%)</b>

- 1. Net Rates & Utility Charges** is \$191,355 favourable, with actuals of \$27,753,884 compared to a YTD revised budget of \$27,562,529. The favourable variance is due higher than budgeted water consumption charges for the July to December period. Water consumption revenue budget was adjusted down at the Quarter 2 budget review, based on historic trends and the best available data at the time. This will be re-examined at the Quarter 3 budget review.
- 2. Other Recurrent Revenue** is \$4,653,027 compared to YTD Budget of \$5,686,983 resulting in an unfavourable variance of \$1,033,957. This unfavourable variance is due to landfill revenue and trade waste income, both of which are yet to issue invoices for April. Revenue projections will be reviewed with the Quarter 3 budget review.
- 3. Employee Expenses** are favourable compared to the YTD revised budget by \$352,202. This favourable variance is due to vacant positions in the Water & Wastewater Department which are partially offset through agency temp staff. It should be noted that as part of the Quarter 2 budget review, additional budget was allocated to each Directorate of 0.75% in line with current CA negotiations. This variance will be reviewed in the Quarter 3 budget review noting long term vacancies for various roles.
- 4. Materials & Services** for the financial year to date are \$1,513,672 unfavourable, with \$12,646,665 in actual expenditure and \$3,594,693 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods (commitment for water purchase for the financial year of \$950K and the inclusion of \$1.13M in waste contracts).
- 5. Capital Revenue** is \$582,480 unfavourable to the YTD budget due to the timing. This unfavourable variance is due to the timing of grant funds received which is aligned with the delivery of capital projects.

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## MEETING DETAILS

**Corporate, Governance and Financial Services**

**Standing Committee**

Tuesday 11 May 2021

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## AUTHOR

Alexis Coutts

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## AUTHOR POSITION

Manager Organisational Safety

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## 5.2

## WORK, HEALTH AND SAFETY UPDATE

### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of Work Health and Safety Management System (WHSMS).

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Note the Work, Health and Safety report.**

### BACKGROUND

Review of safety statistics to monitor effectiveness of Workplace Health and Safety Management System (WHSMS) and identify incident trends, discuss relevant Work Health and Safety issues, referring to statistics in the attached report.

### IMPLICATIONS

That the system is monitored to ensure compliance and continuous improvement of WHSMS. To ensure that recommendations from the LGW audit are implemented to support continuous improvement of the WHSMS.

### CONSULTATION

- WHS Operational and Strategic Safety Committee
- Organisational Safety Team
- Executive Leadership Team

### BASIS FOR RECOMMENDATION

Continued oversight of the WHSMS development and management commitment. Review of safety statistics to monitor any potential negative trends.

### ACTION ACCOUNTABILITY

Managers and ELT are to be accountable to ensure that all supervisors and middle managers understand the requirement to complete Safety Key Performance Indicators to benefit the WHSMS.

Organisational Safety Manager to provide an update of the attached report the WHS Operational and Strategic Committees each month.

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## KEY MESSAGES

Managers to ensure their staff are accountable for their actions and behaviours to demonstrate positive leadership to support cultural changes across the organisation and support effective risk management – Think ISAAC.

<b>Report prepared by:</b> ALEXIS COUTTS <b>Manager Organisational Safety</b>  Date: 5 May 2021	<b>Report authorised by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 5 May 2021
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## ATTACHMENTS

- Attachment 1 – Work, Health and Safety - May 2021

## REFERENCE DOCUMENT

Nil

# WHS MONTHLY REPORT

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<b>DATE</b>	April, 2021
<b>TO</b>	May 2021, Council Meeting
<b>FROM</b>	Organisational Safety Manager

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## 1. SUMMARY

April was a solemn month for the safety team as we farewelled Kylie Skerman at her memorial service in Clermont on the Friday 16 April 2021. We welcomed two new temporary team members in Laurette Power who is acting Safety Business Advisor and Louise Mele who is acting Organisational Safety Support Officer.

### Explanatory Note:

The green section lists the objective and the target measure.

**OBJECTIVE** – what we plan to achieve.

**TARGET** – how we are going to measure and track achievement of the objective, this will not always be strict numbers for data trending and may only be captured as an annual achievement

**STATUS** – this is current monthly update, there may be graphs to reflect the YTD or rolling statistic, as well as general comments under relevant headings.

## 2. BEST PRACTICE SYSTEM

Monitoring and continuously improving our systems, aiming for best practice documentation. This includes regularly reporting to committees on document development and monitoring documents are not out of date.

**OBJECTIVE** to review all Policies, Procedures and work instructions biennially.

**TARGET** 100% of documents reviewed within required timeframes.

**STATUS:** on track, regularly reported to WHS strategic committee

## 3. OBJECTIVES AND TARGETS

**OBJECTIVE** To establish annual KPI's to support the policy and Maintain the WHS Improvement plan

**TARGET** Complete quarterly review of the WHS improvement plan. Set KPI's and monitor

**STATUS:** The improvement plans is currently a work in progress and is going through a revamp to prioritise our activities.

## 4. RISK MANAGEMENT

### RISK ASSESSMENTS

Risk assessment from a WHS perspective will be revised in 2021 to ensure that all sites have a site-specific risk assessment. Risk assessment and facilitation training was conducted during March for the Safety, Disaster Management and Governance team.

# WHS MONTHLY REPORT

## HAZARD HUNTER WINNERS

The organisational Safety team will be catching up on these this month and will provide details of both the March and April winners in the May Report.

**OBJECTIVE** to ensure risk management activities are undertaken by identifying hazards

**TARGET** Number of hazards reported and rectified.

**STATUS** 13 hazards identified, 4 have been fully completed.

## INCIDENT REVIEW

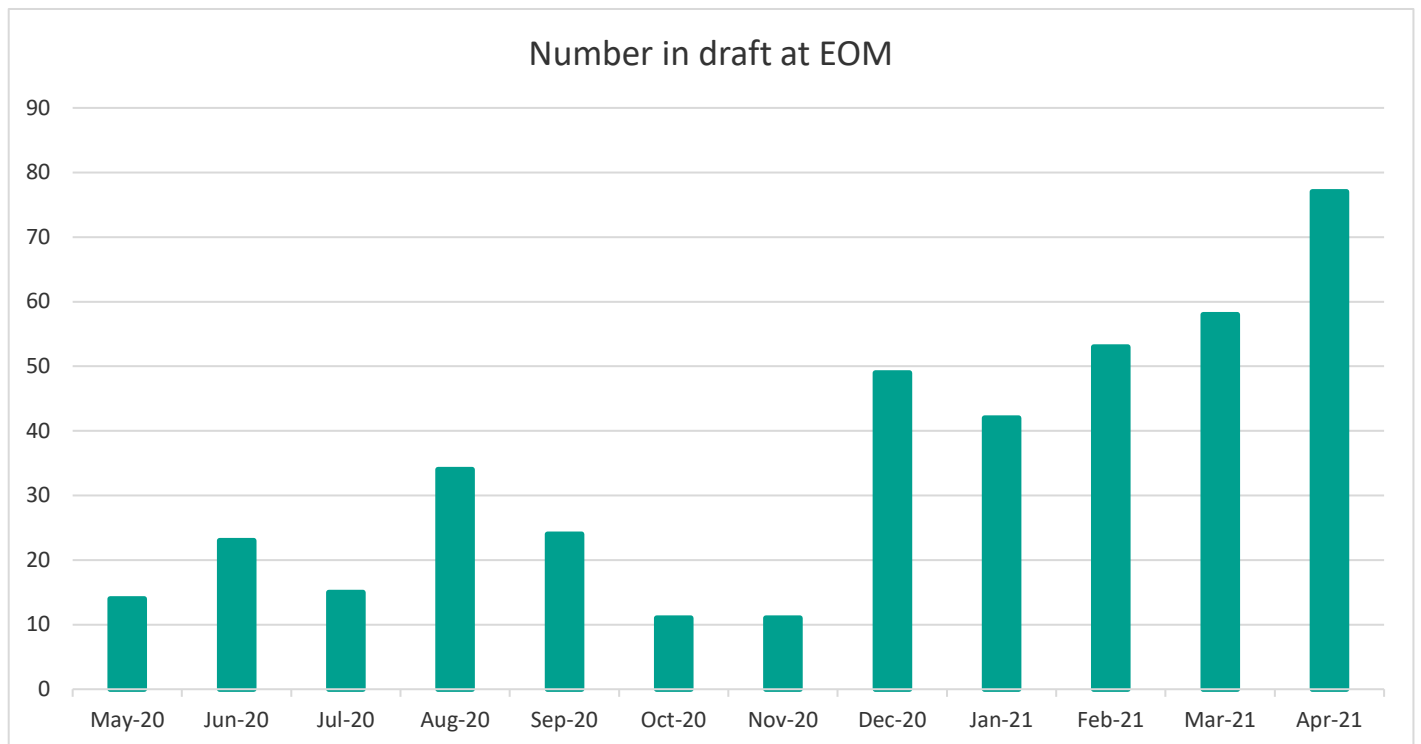
Formal investigations are being completed and forwarded for approval to the manager and executive leadership team for endorsement of proposed corrective actions.

**OBJECTIVE** Risk management activities to support our systems, investigate accidents in a timely manner

**TARGET** # number of incidents in DRAFT after 24 hours (as EOM).

**STATUS** 77 incident in draft for all date range

Need more attention to ensure actions are being progressed.



## TRAINING

Cultural Leadership Program internal a project plan is being developed by P&P. Training procedures are still under review.

## EMERGENCY MANAGEMENT

The emergency management plan and procedure are under review a new terms of reference is under development to include business continuity oversight as well.

## WHS MONTHLY REPORT

### 5. CONSULTATION

A workshop to restructure the WHS committee and the roles of members, this will focus on including wellness into this group and ensure they remain a value ad to council.

#### WHS STRATEGIC COMMITTEE

The next meeting is scheduled for May 2021.

#### WHS OPERATIONAL COMMITTEE

Top items of discussion from meeting:

The Operational Services committee met in April 2021; the following items were the top3 topics of discussion.

1. Test and tag
2. Mobile camps maintenance
3. Abandoned vehicles
4. Statutory inspections

**OBJECTIVE** Completed schedules of meetings

**TARGET** 100% of meetings completed against target at end of year.

**STATUS** on-track against new 2021 plan.

### 6. CONTRACTOR MANAGEMENT

Contractors inductions and records continue to be monitored the below, there has been an increase in the number of approved contractor companies and the under review and not approved has dropped. The inclusion of the not approved contractors is in line with our contractor and project management framework.

**OBJECTIVE** Evaluation of contractor and project management documentation and processes.

**TARGET** report on # approved contractors, # of contractors under review # expired/overdue inductions.

**STATUS:**

# APPROVED contractor companies – 188

# UNDER REVIEW contractor companies (yet to complete mandatory documents)– 36

# NOT APPROVED contractor companies (failed in their obligations) – 7

### 7. WELLBEING & FITNESS FOR WORK

A communications plan is also being developed for the next 6 -12 months. Meeting was scheduled in March to commence to reset the wellbeing program.

#### VACCINATIONS

Recently we consolidated the vaccination register into a single document at Council. All staff for whom records have expired or we have no record have been contacted.

Currently the COVID vaccination roll out is as per government guidelines.

## **WHS MONTHLY REPORT**

### **DRUG & ALCOHOL TESTING**

An evaluation of D&A testing will be undertaken, an RFQ will be sent out for May to contract the services out as we do not have enough staff.

### **WORKERS COMPENSATION & REHABILITATION**

Rehabilitation and Wellness Officer continues to actively monitor all work and non-work-related injuries and illnesses.

### **WELLBEING**

Wellbeing working group are meeting regularly.

**OBJECTIVE** Support staff in maintain physical and mental health.

**TARGET** Establish the wellness strategy and conduct toolbox against schedule.

**STATUS:** wellbeing group stakeholders and purpose will be revised.

### **EMPLOYEE WELLNESS**

**OBJECTIVE** Improve worker absenteeism and presentism through wellness programs

**TARGET** 20% increase in Skin Checks

20% increase in Flu shot

5% reduction of absenteeism

**STATUS:** These statistics will be monitored and reported on at end of year.

### **EMPOWER OUR LEADERS**

**OBJECTIVE** to empower our management through awareness and access to information, tools and training

**TARGET** %5 increase in wellness chats

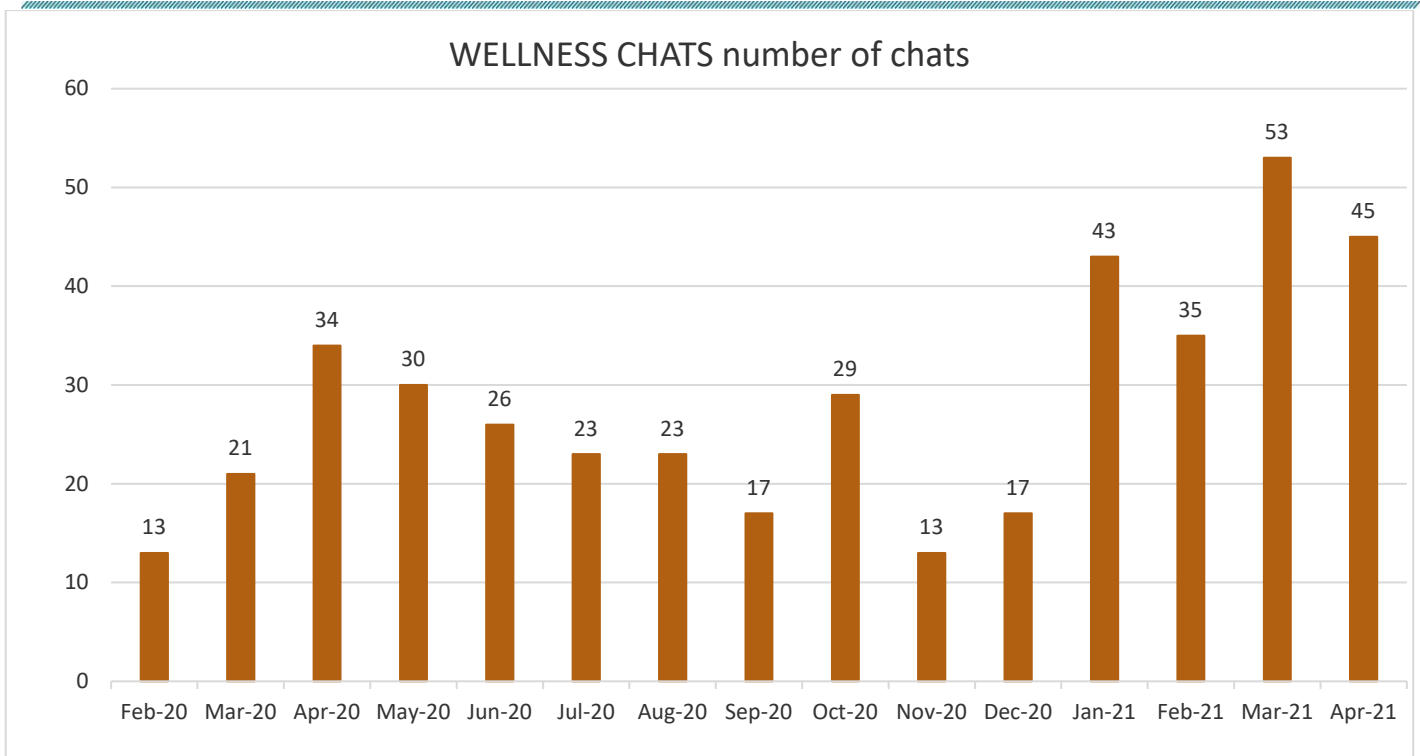
Safety leadership attendance at 90% of M4 & M5

**STATUS:** safety leadership has been postponed due to COVID, will recommence in 2021.

The current status of wellness chats –45 wellness chats for April



## WHS MONTHLY REPORT



### SOCIAL RESPONSIBILITY

**OBJECTIVE** initiatives and education to promote better outcomes for works and families.

**TARGET** Worker support program monitoring, reducing time required.

**STATUS:** Still need to establish a base statistic.

### PSYCHOLOGICAL SAFETY

**OBJECTIVE** Toolboxes address wellbeing every month. R U OK is promoted and supported.

**TARGET** Toolboxes with wellness. RU OK day promotion

**STATUS:** R U OK supported in 2021. Toolbox talks include wellness update each month.

### RESOURCING

**OBJECTIVE** To ensure a strong foundation of sound policies, practices and tools to support mental health and physical wellbeing.

**TARGET** inclusion of wellness into staff survey and monitoring.

**STATUS:** Staff survey has been revised and now includes wellness questions; survey has been postponed until unknown.

# WHS MONTHLY REPORT

## 8. AUDIT/ INSPECTIONS

A new audit plan has been developed, but will be revisited with staff changes. the new schedule is also more risk orientated.

**OBJECTIVE** Develop an audit schedule considering the risks of individual sites.

**TARGET** 100% of audits completed against plan

**STATUS:** 0 audits completed for April

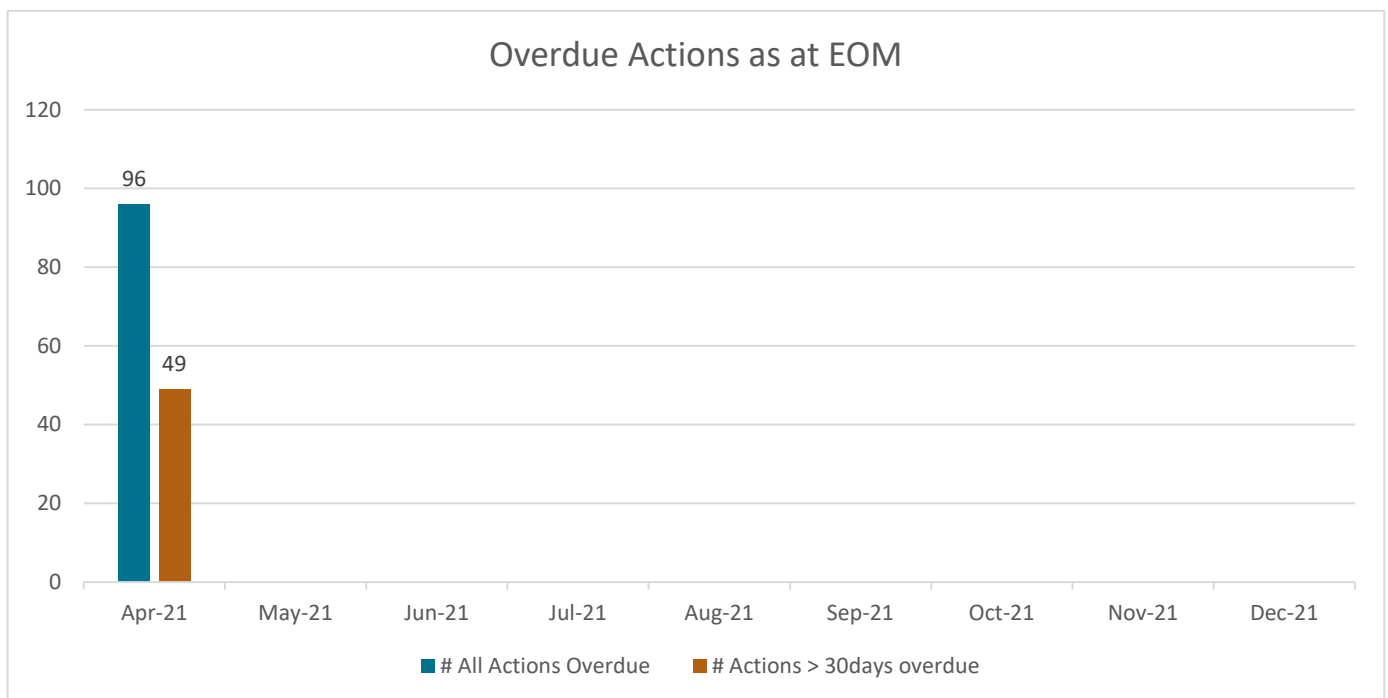
## 9. CORRECTIVE ACTIONS –

Please note the means of reporting corrective actions, needs review. The target and methodology for tracking actions will be amended for the next report. 72 overdue expired actions as at end of month.

**OBJECTIVE** Ensure identified corrective actions are followed to completion

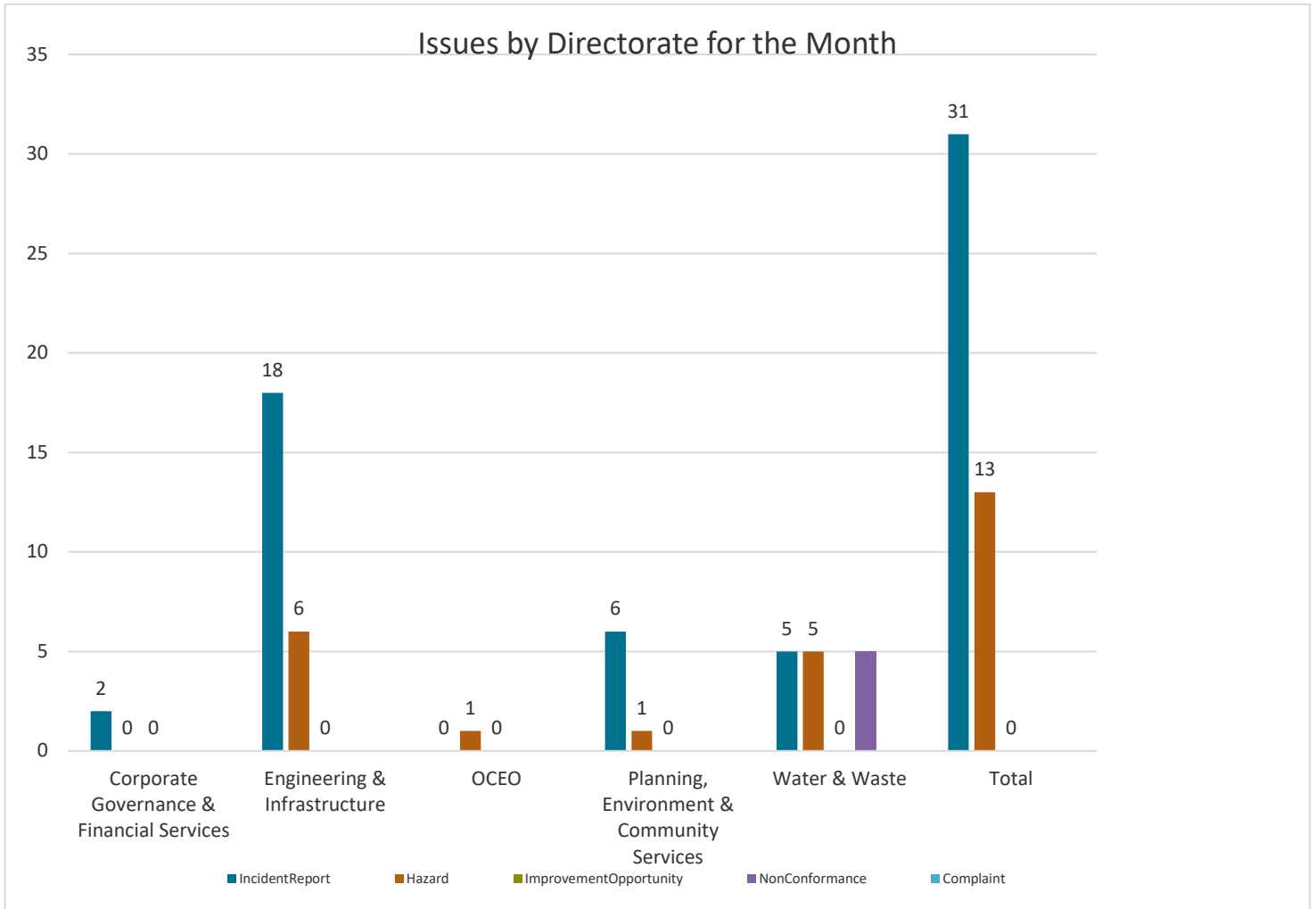
**TARGET** 0 actions greater than 30 days overdue

**STATUS** change the reporting, capturing overdue actions and actions > 30days overdue, for which there should be none.



# WHS MONTHLY REPORT

## ISSUES BY DIRECTORATE



# WHS MONTHLY REPORT

## 10. INDIVIDUAL KEY PERFORMANCE INDICATORS

Each manager at M4 and above, as well as Directorate nominated M5's are required to complete a Key Performance Indicator (KPI), this supports the achievement of our overall safety objectives.

**OBJECTIVE** Establish KPI's for individual managers

**TARGET** One communication and one action completed per individual manager; the total is 20 per year allowances made for holidays etc.

**STATUS** KPI's have been tracking extremely well in recent months, this is very encouraging.

SAFETY ACTION - comments mandatory as well as evidence if applicable				
1. Conducted and completed a safety interaction 'Safety Chat' with staff to review process and risk management. Completed either via SMART Inform, F2F, Email, Virtual or phone = 1 x Safety Action	2. Conducted and completed a 'Wellbeing Chat' with someone. Completed either via SMART InForm, F2F, email, virtual or phone = 1 x Safety Action	3. Provided feedback on a WHS procedure with comments (Procedural Review) = 1 x Safety Action	4. Provided documented participation in an incident investigation/analysis = 1 x Safety Action	5. Conducted a Site Hazard inspection. Inspection completed either via SMART Inform or a paper version = 1 x Safety Action
SAFETY COMMUNICATION - comments mandatory as well as evidence if applicable				
1. Attended an Operational WHS Committee Meeting (M3's only) = 1 x Safety Communication	2. Attend any toolbox meeting and presented a 'safety share' (Safety Release or a workplace/personal share) = 1 x Safety Communication	3. Attend an Outdoor toolbox Meeting and presented a 'safety share' (Safety Release or a workplace/personal share) = 1 x Safety Communication	4. Conducted a toolbox or prestart meeting with your team and have documented minutes recorded in SMART (the SMART Toolbox Inform can be used) = 1 x Safety Communication	

Change in language from 'raw' KPI's to 'total' KPI's. This indicates exactly what has been completed across the individual action and communications areas, but then allows us to identify whether target has been met. Thus 'total target' numbers against 'target' numbers.

**CGFS** OLT Target list: 12 people/positions.  $12 \times 2 = 24$  in total per month.

Monthly outcome: 8 people/positions.  $8 \times 2 = 16$  in total. Leaves a deficit of 8 ( $4 \times 2$ ). 4 persons did not complete monthly KPI's.

**PECS** OLT Target list: 29 people/positions.  $29 \times 2 = 58$  in total per month.

Monthly outcome: 27 people/positions.  $27 \times 2 = 54$  in total. Leaves a deficit of 4. ( $2 \times 2$ ).

Reasons being: 2 persons did not complete their Monthly KPI's.

**E&I** OLT Target list: 41 people/positions.  $41 \times 2 = 82$  in total per month.

Monthly outcome: 25 people/positions.  $25 \times 2 = 50$  in total. Leaves a deficit of 32 ( $16 \times 2$ ). 12 persons did not complete their KPI's, 4 persons did not complete correctly

**W&W** OLT Target list: 16 people/positions.  $16 \times 2 = 32$  in total per month.

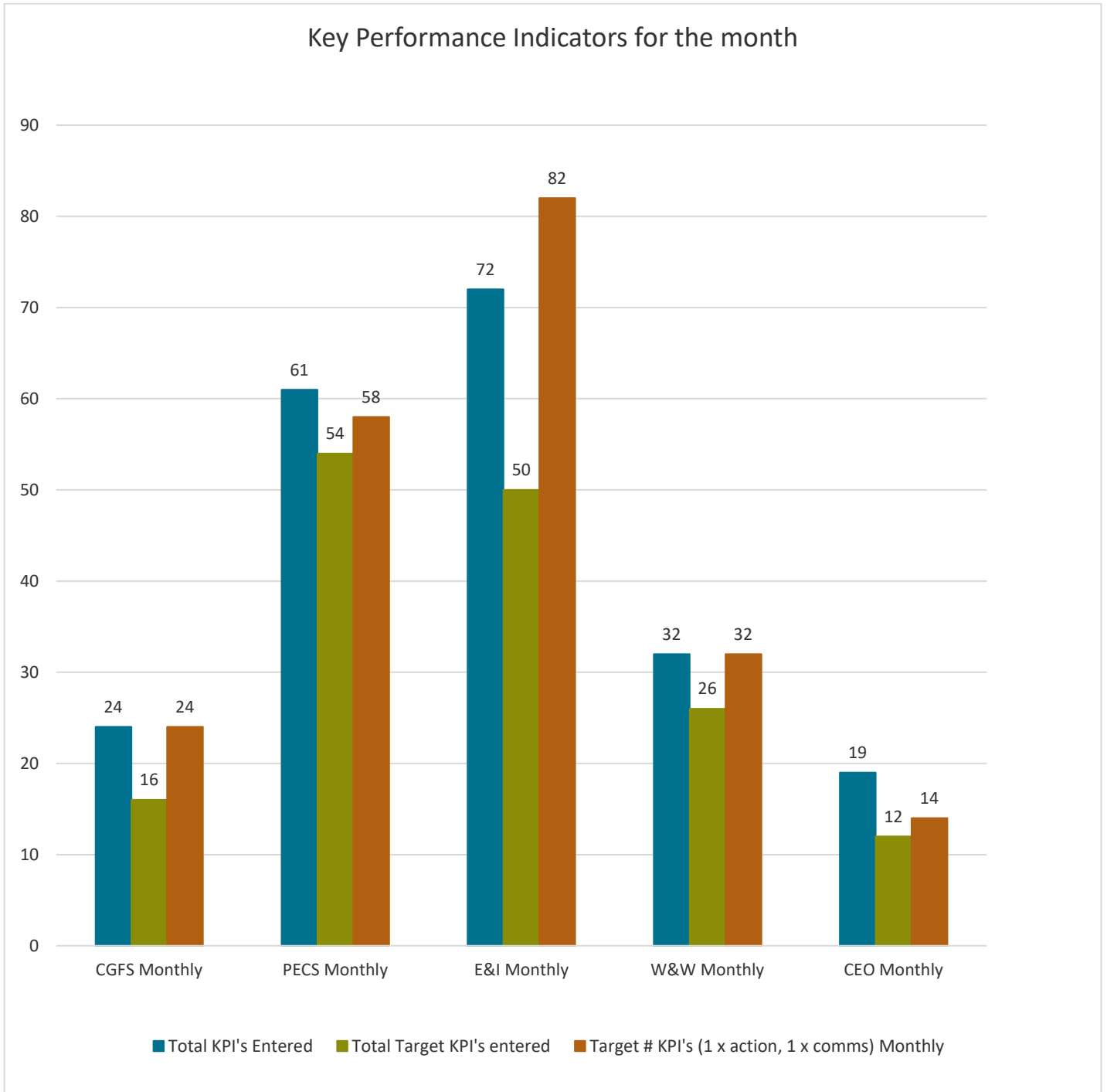
Monthly outcome: 13 people/positions.  $13 \times 2 = 26$  in total. Leaves a deficit of 6. ( $3 \times 2$ ).

Reasons being: 2 persons did not complete KPI's, 1 person did not complete correctly.

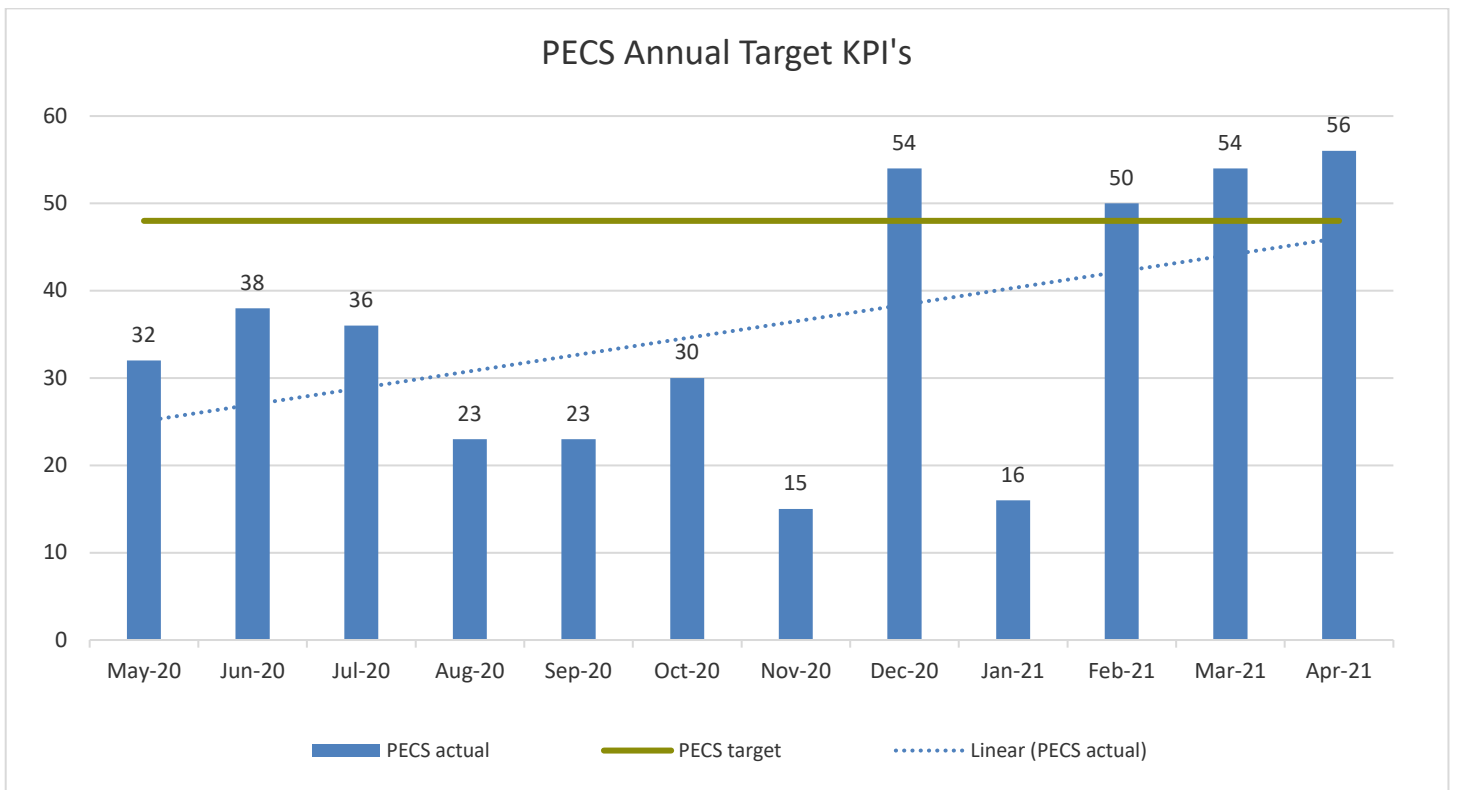
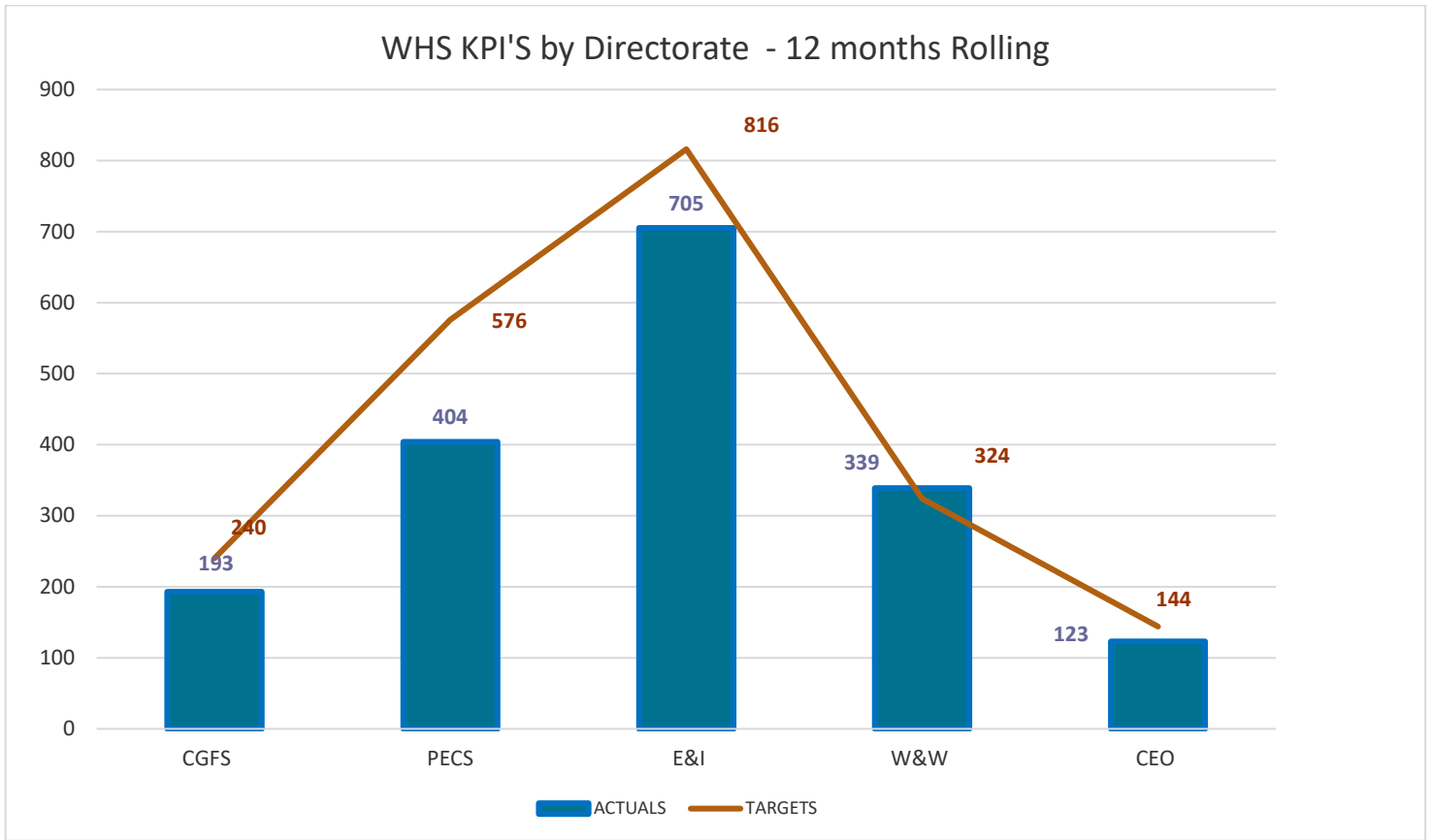
**OCEO** OLT Target list: 7 people/positions.  $7 \times 2 = 14$  in total per month.

Monthly Outcome: 6 people/positions.  $6 \times 2 = 12$  in total. 1 person did not complete their KPI's.

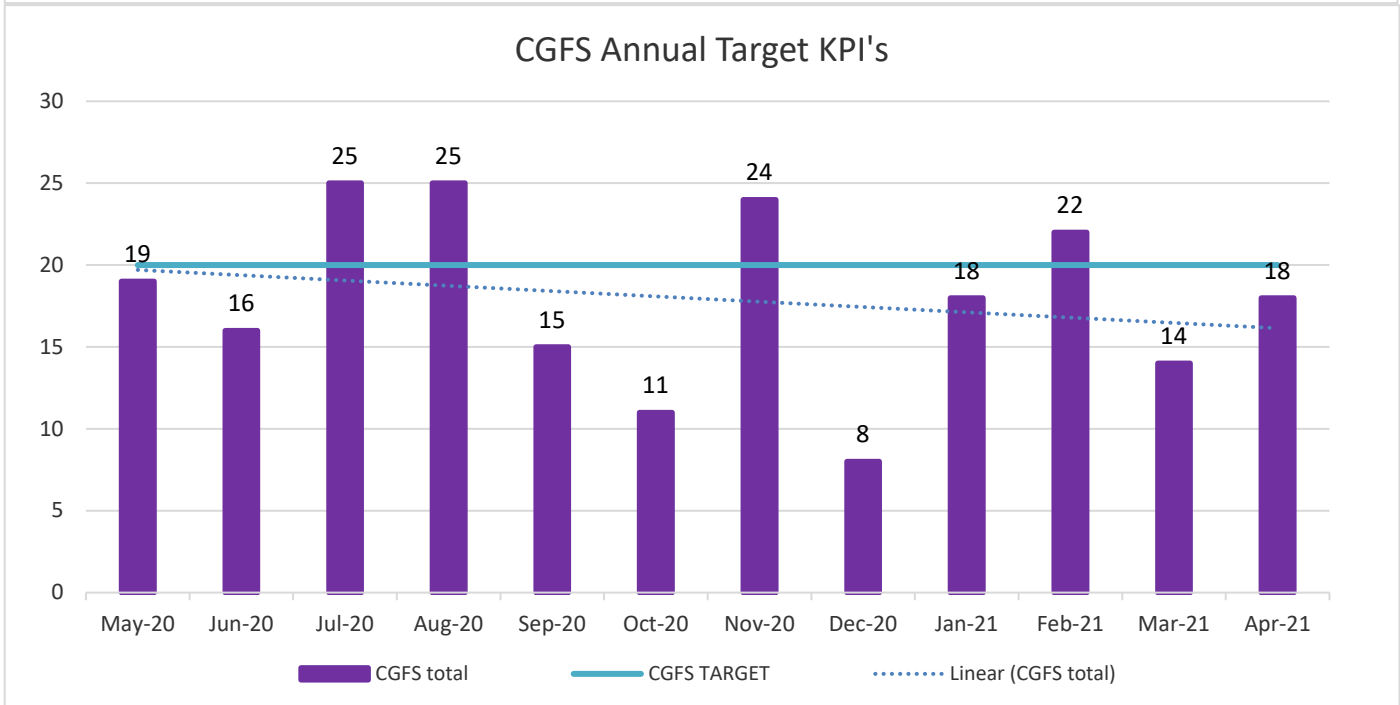
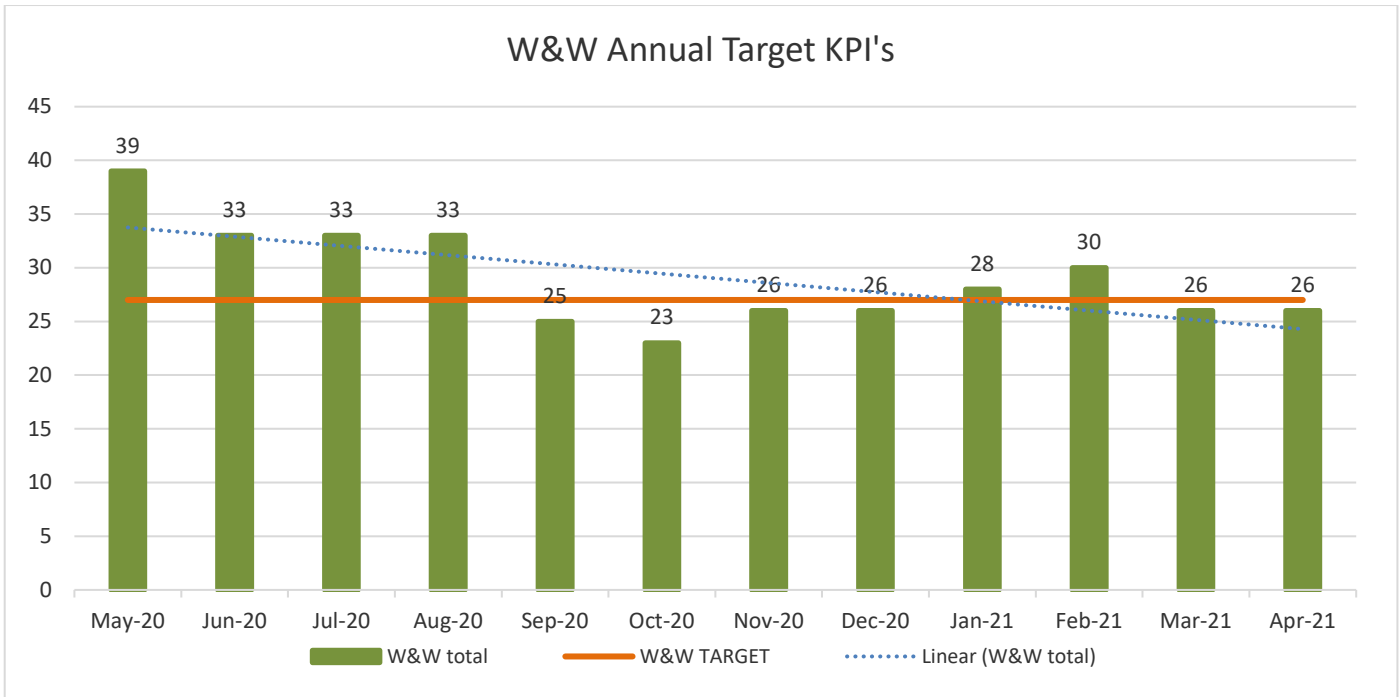
# WHS MONTHLY REPORT



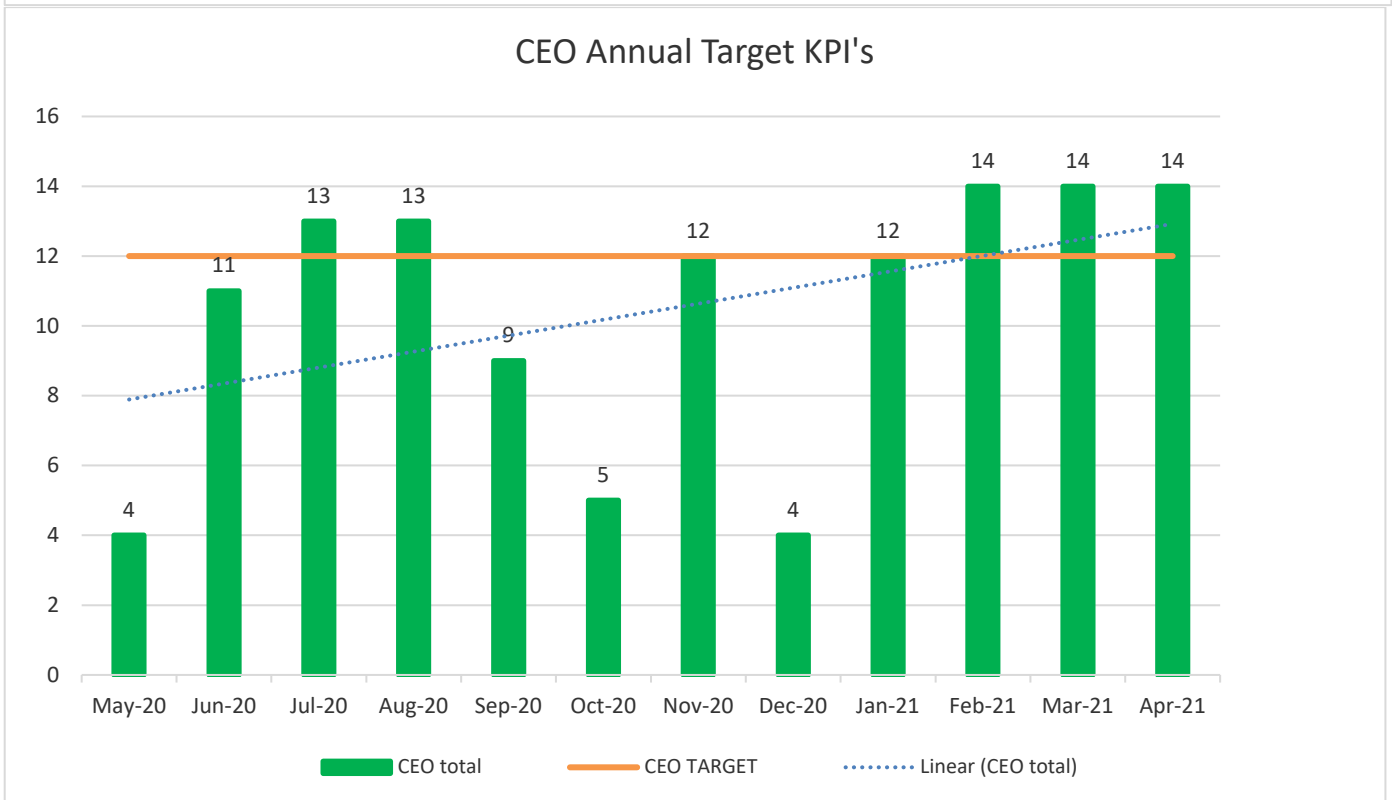
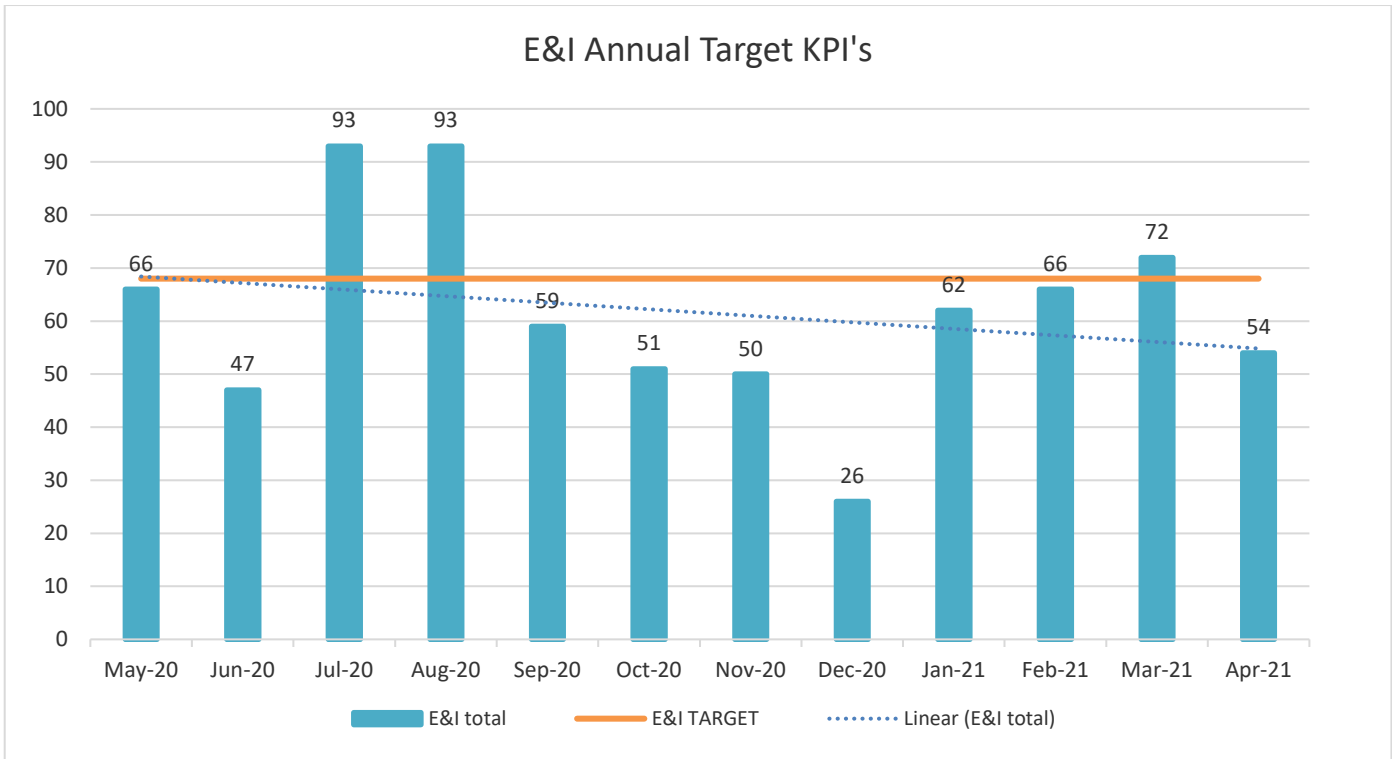
# WHS MONTHLY REPORT



# WHS MONTHLY REPORT



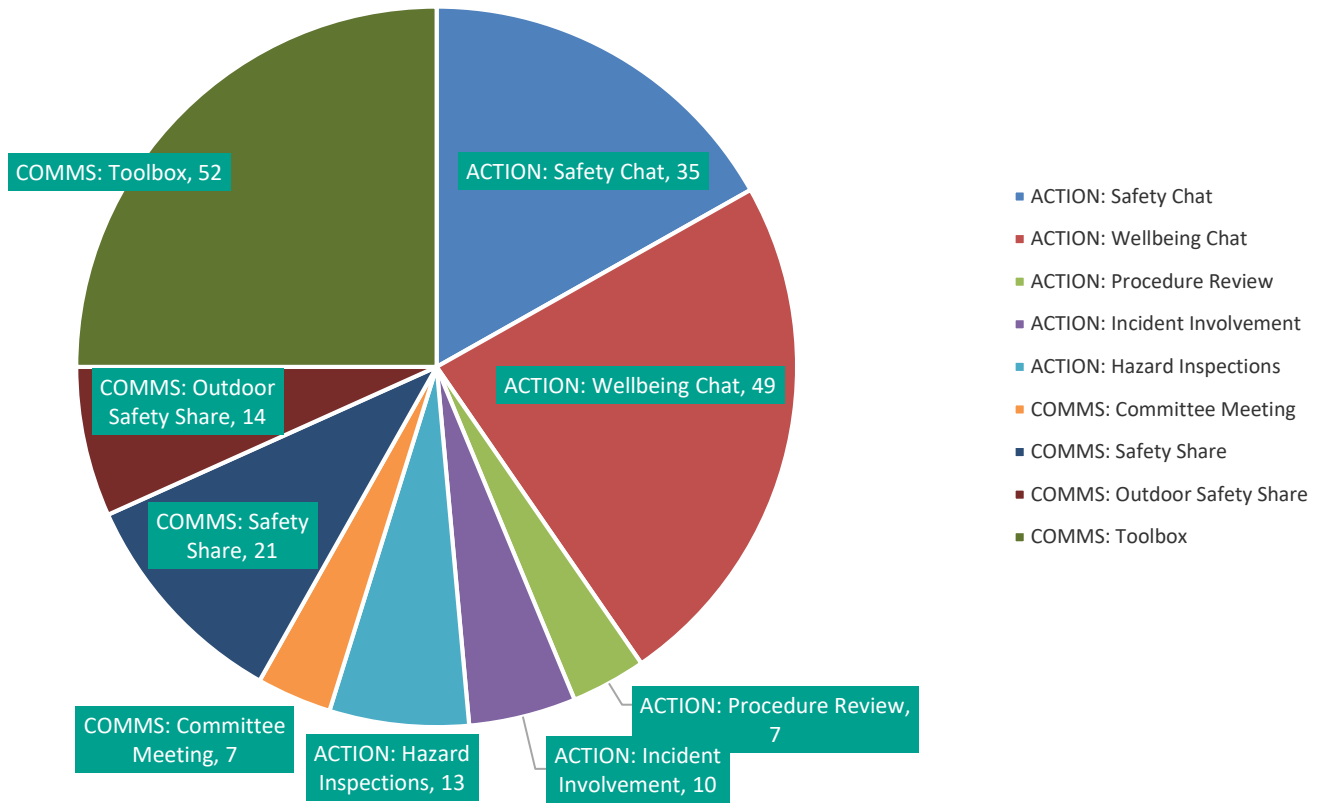
# WHS MONTHLY REPORT





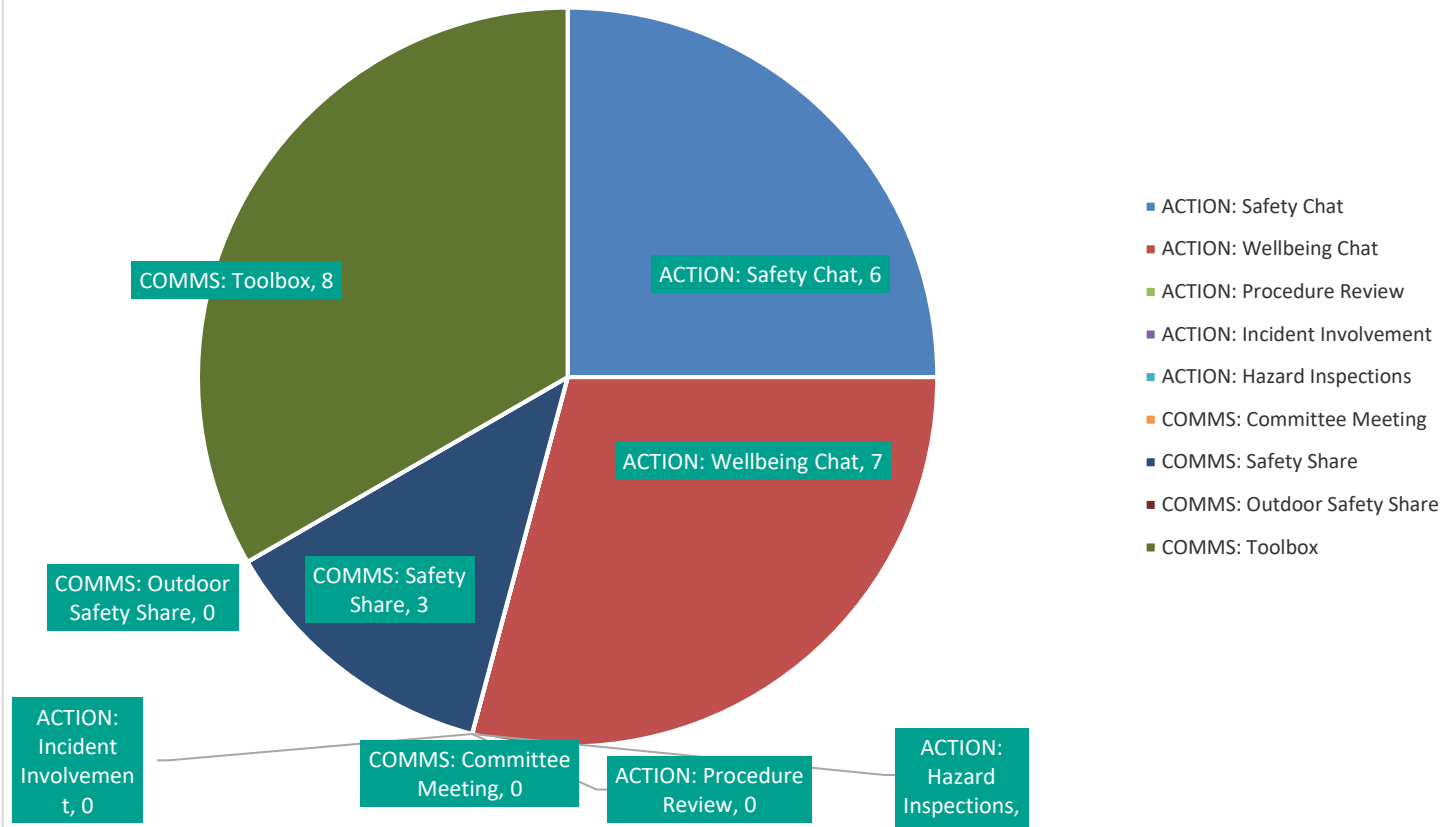
# WHS MONTHLY REPORT

## Total Isaac Actions & Comms

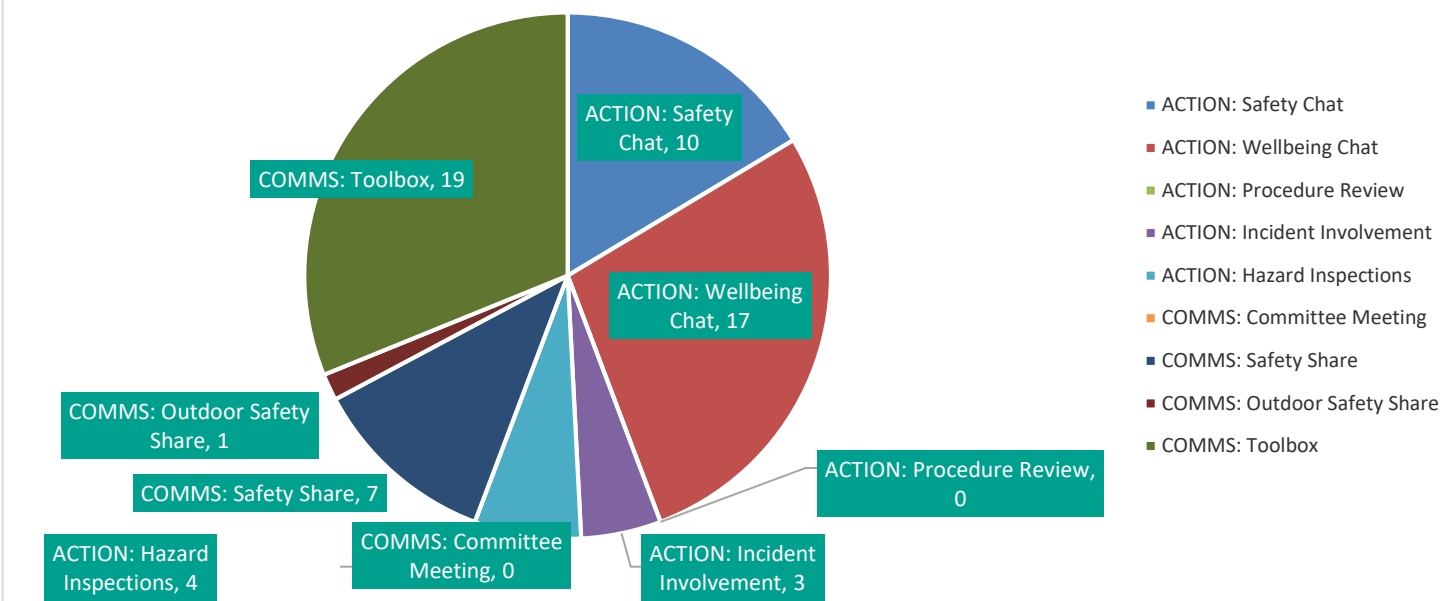


# WHS MONTHLY REPORT

## CGFS Monthly

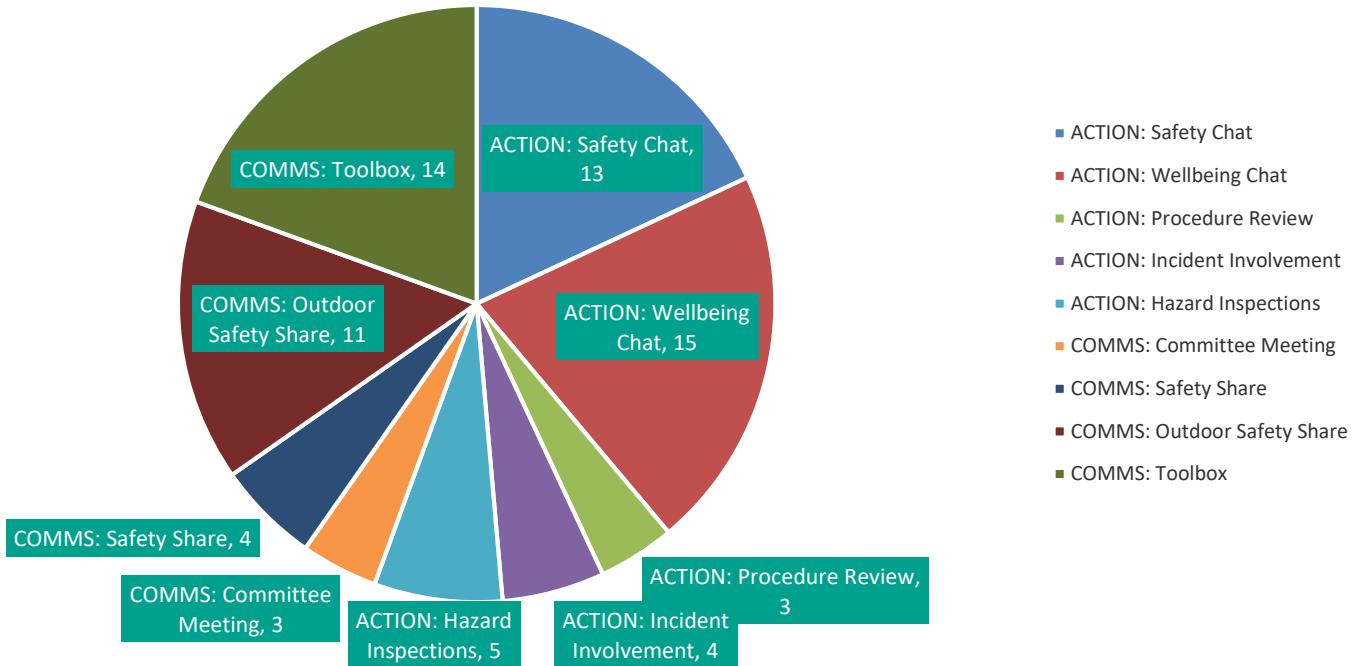


## PECS Monthly

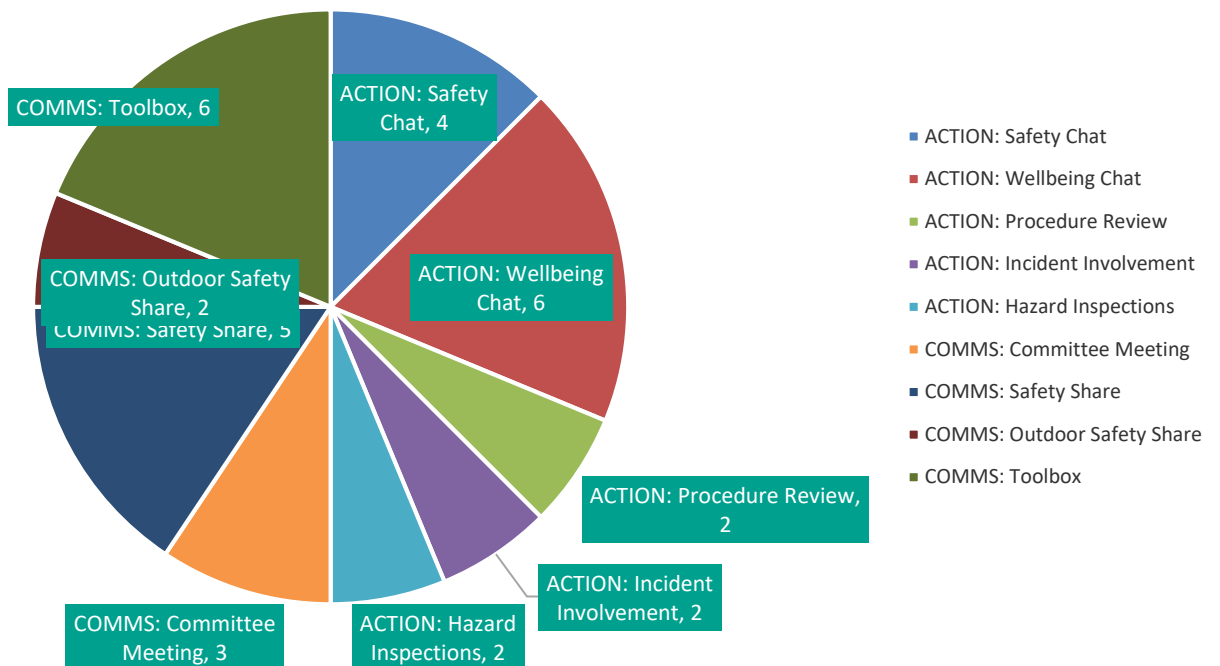


# WHS MONTHLY REPORT

## E&I Monthly

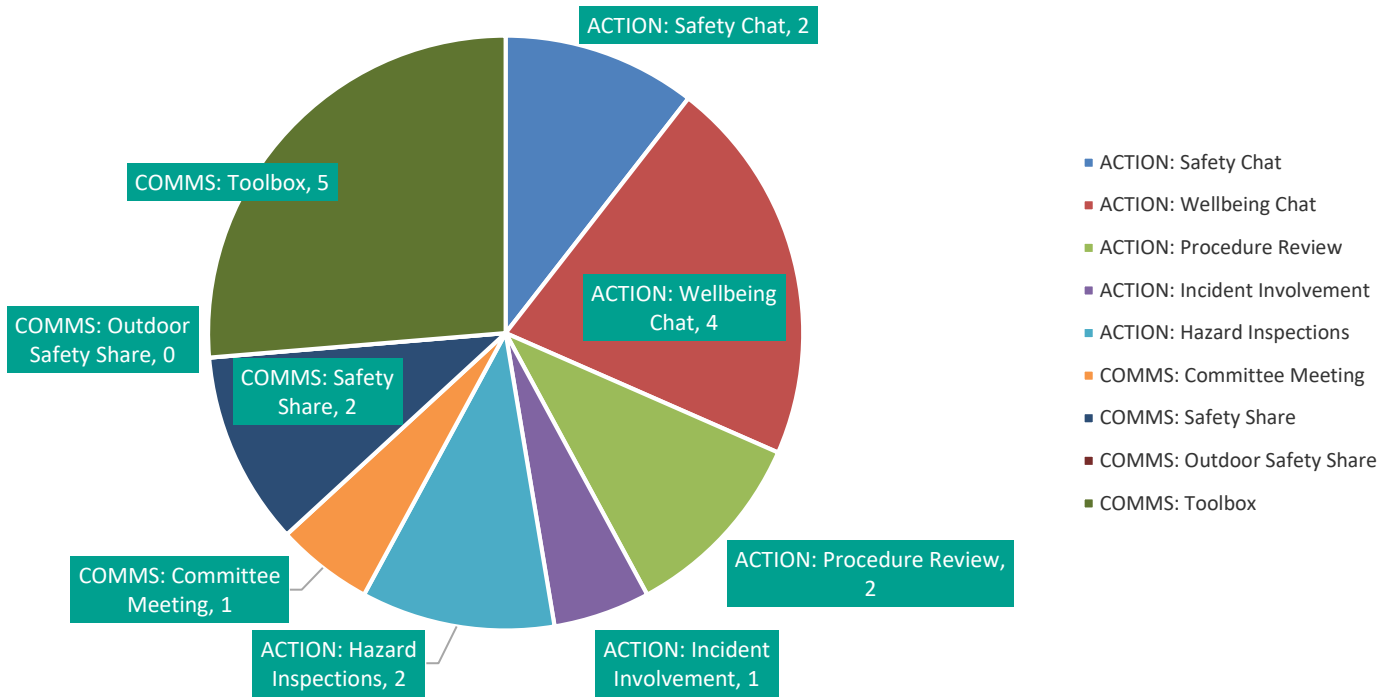


## W&W Monthly

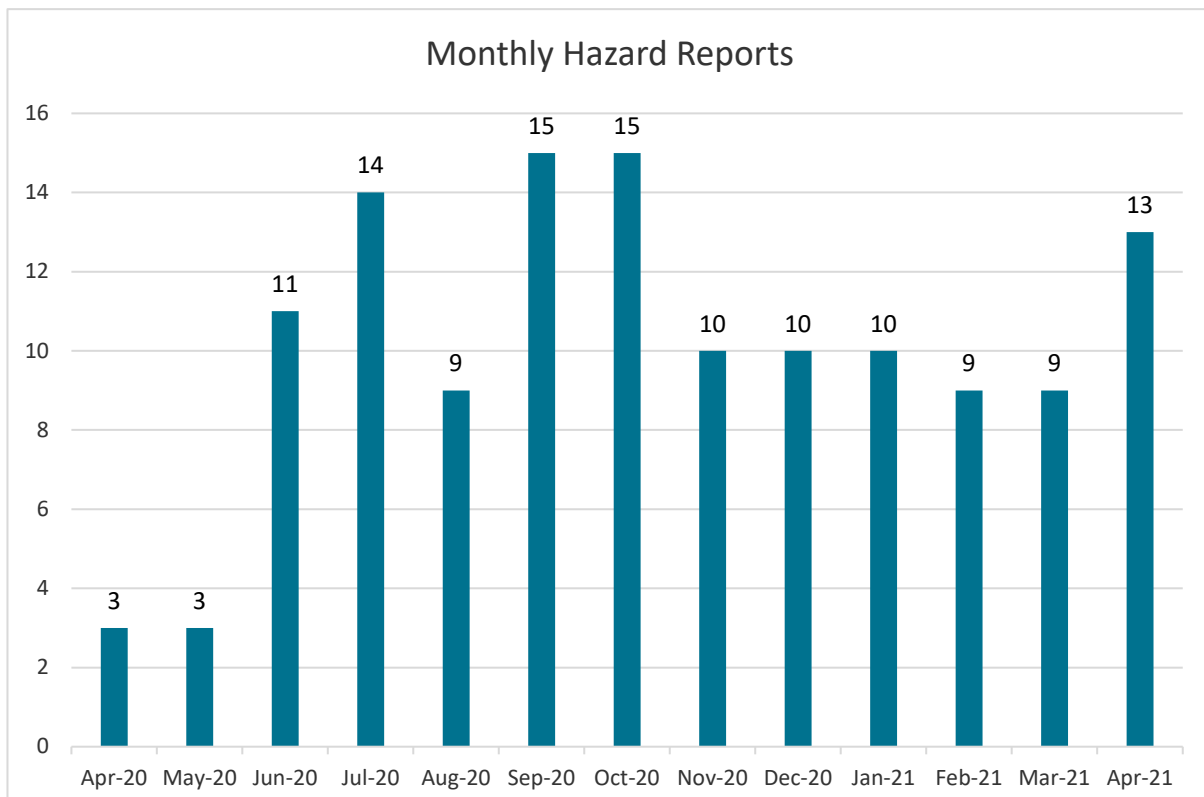


# WHS MONTHLY REPORT

CEO Monthly



## 11. HAZARD REPORTS YEARLY COMPARISONS



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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services</b> <b>Standing Committee</b> Tuesday 11 May 2021
<b>AUTHOR</b>	Liza Perrett
<b>AUTHOR POSITION</b>	Manager Governance and Corporate Services

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## **5.3 2020-2021 ANNUAL OPERATIONAL PLAN – 3RD QUARTER PERFORMANCE REPORT**

### **EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with the 3rd quarterly performance report, for period ending 31 March 2021, on the progress towards implementing the 2020-2021 Annual Operational Plan.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Receive and note the 3rd quarterly performance report on the 2020-2021 Annual Operational Plan, for period ending 31 March 2021.**

### **BACKGROUND**

Council adopted the 2020-21 Annual Operational Plan at its meeting held 29 July 2020 (resolution number 6715).

The Annual Operational Plan outlines programs, activities and targets that Isaac Regional Council will deliver within the 2020-2021 financial year. These programs and activities are aligned to the five key priority areas in Council's 5 Year Corporate Plan – Isaac 2015-2020. The Operational Plan is also the foundation of Council's 2020-21 annual budget which provides resourcing for the identified programs and activities.

Each quarter, the Chief Executive Officer provides Council with an assessment of the organisation's performance via the Performance Report. Attached to this report is the 3rd Quarter Performance Report: January to March 2021, providing Council with a performance review highlighting the progress in implementing the priorities and projects identified in the 2020-21 Annual Operational Plan.

It is noted that there may be minor conflicts in other forms of this information in other reports (e.g. Information Bulletins), this is due to timing of reporting, noting that this report is as at 30 March 2021.

Following its adoption, the 3rd Quarter Performance Report: January to March 2021 will be made available on Council's website.

### **IMPLICATIONS**

It is a legislative requirement (*Local Government Act 2009, Local Government Regulations 2012*) that the Council receives a written assessment of council's progress towards implementing the Annual Operational Plan on a quarterly basis.

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## CONSULTATION

- Executive Leadership Team
- All Managers

## BASIS FOR RECOMMENDATION

Legislative requirement for Council to be provided and review how it is performing against the Annual Operational Plan.

## ACTION ACCOUNTABILITY

Upon approval, the Manager Governance and Corporate Services will arrange for both Performance Reports to be published on Council's website.

## KEY MESSAGES

Council is demonstrating transparency on how it is performing against the Annual Operational Plan.

<b>Report prepared by:</b> LIZA PERRETT <b>Manager Governance and Corporate Services</b>  Date: 28 April 2021	<b>Report authorised by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 5 May 2021
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## ATTACHMENTS

- Attachment 1 – 3rd Quarterly Annual 2020-2021 Operational Plan Performance Report – as at 31 March 2021

## REFERENCE DOCUMENT

- 2020-2021 Annual Operational Plan

**2020-2021**

helping to energise the world

# Annual Operational Plan Performance Report

Isaac Regional Council



3rd Quarter Performance Report  
Period Ending 31 March 2020  
Resolution Number XXXX

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## ANNUAL OPERATIONAL PLAN PERFORMANCE REPORTING OVERVIEW

Council adopted its 2020-2021 Annual Operational Plan on 29 July 2020 (resolution number 6715). The Annual Operational Plan provides an activity and program-based plan on how and what Council will do during the financial year to respond to the priorities in Council's and the Communities long term planning documents.

The Annual Operational Plan is structured against the five key priority areas of Council's five-year Corporate Plan - Isaac 2015-2020:

- Communities,
- Economy,
- Infrastructure,
- Environment; and
- Governance.

The following provides an overview of council's progress towards implementing the 2020-2021 Annual Operational Plan for the period ending 31 March 2021.

Each Program/Activity has been given a status on how each is progressing, identifying where targets are being met or highlighting where exceptions are occurring or expected in future quarters. The following legend provides an overview on the actions and their status.

LEGEND	TOTAL ACTIONS
On Target	108
Monitor	23
Below Target	10
Not Proceeding	2
Completed	17
<b>TOTAL</b>	<b>160</b>



## HIGHLIGHTS OF THE 3RD QUARTER PERFORMANCE – JANUARY TO MARCH 2021

Adoption of IRC Planning Scheme and Local Government Infrastructure Plan (LGIP)

Council adopted the First Nations Peoples Policy

Council adopted its first Investment Attraction Framework

The Vision 2020 exhibition of textile art was opened in the Coalface Art Gallery, Moranbah. The exhibition curated by Brenda Gael Smith is focused on vision and the eye. Dysart Artspace hosted an after-hours viewing of the “Mackay NAIDOC Youth Art” exhibition. ‘Back on Track...Trot down Clermont’s country racing memory lane’ was launched at the Clermont Historical Centre

Delivery of International Women’s Day events throughout region, including seven (7) Inspiring Women in Isaac events

Revitalisation of the Clermont Saleyards & Showgrounds, Stage One of Saleyard Renewals completed

Long term Capital Replacement Program for Fleet and Plant has been completed (Ten (10) Year Fleet Replacement Program)

## COVID-19 RESPONSE

Council progressed its COVID Recovery program with the continued implementation of the Strategic & Tactical COVID-19 Response Framework.

Service Area	Description	Measure of Success/Target	Status	3rd Quarterly update on actions/comments toward meeting success	Accountability	Expected Completion	% Completed
<b>COMMUNITIES</b>							
<b>C1 Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost-effective services</b>							
Library Operations	Provide a modern and engaged library service, including program delivery	100% Attendance at Library Programs	On Target	209 activities were delivered at Libraries from December to February. 1629 residents benefited from these activities.	Engaged Communities - Community Hubs	30-Jun-21	75%
		A well utilised library service	On Target	11,894 people visited the libraries from December to February (statistical data collected for libraries is delayed by one month for the reporting period is the 3 months to February)	Engaged Communities - Community Hubs	30-Jun-21	75%
		50% of population that are library members	On Target	283 patrons joined the library from December 2020 to February 2021, bringing total library membership to 10,285 or approx. 48.97% of the permanent population	Engaged Communities - Community Hubs	30-Jun-21	75%
IRC Halls & Centres Recreation Halls and Gyms	Provide and operate halls and centres to deliver safe, efficient and cost-effective services	75% overall satisfaction	Completed	Halls and Centres are performing very well. Customer feedback is unprecedented and very complimentary of all events.	Community Facilities	30-Jun-21	100%
	Provide effective and timely solutions to maintenance issues	90% compliance	On Target	Reactive maintenance is being undertaken within acceptable thresholds against levels of urgency, risk and operational continuity. Contractors remain responsive and are completing works satisfactorily.	Community Facilities	30-Jun-21	75%
	Deliver annual capital works program	Scheduled program delivered by 30 June 2020	On Target	Departmentally administered capital works are on target for completion within the prescribed time frames.	Community Facilities	30-Jun-21	75%
Airstrips	Provide efficient and timely solutions to maintenance issues	90% compliance	On Target	Proactive and reactive maintenance activities being delivered, with proactive planning for pavement resealing being undertaken. Technical inspection is Scheduled for April 2021.	Economy & Prosperity	30-Jun-21	90%
IRC Aquatic Centres	Undertake regular audits to ensure an efficiently run and customer service focused environment	4 Inspections/per quarter	On Target	Departmental inspections are being conducted more frequently. These are further augmented by WHS support and inspection regimes. Reports of issues are being received in a timely manner and rectified.	Community Facilities	30-Jun-21	50%

	One (1) x Customer surveys per year	65% + customer satisfaction	On Target	The survey has been endorsed by the Executive Leadership Team and release is imminent. The structure of the survey has been developed to capture satisfaction levels but now includes strategic outlook questions and socio-cultural data. The survey is considered as being more comprehensive and will capture significant data for forward planning.	Community Facilities	30-Jun-21	40%
	Deliver annual capital works program - Maintain sustainable community facilities to deliver safety and efficiency to the community users	Scheduled program delivered by 30 June 2020	On Target	Departmentally administered capital works are on target for completion within the prescribed time frames.	Community Facilities	30-Jun-21	50%
Recreational Infrastructure	Provide access to well-maintained recreational facilities	90% of Council's Service Level Standards met	On Target	Maintenance service levels up to date and on target.	Parks & Recreation	30-Jun-21	75%
	Continue to deliver capital and operational program, renewal and compliance activities on our parks, open spaces, recreational facilities etc	> 90 % of budget expended with 90% of projects within +/- 10% of Budget > 90% of Projects delivered	On Target	Capital projects remain on target. Project delivery times remain consistent - two (2) projects predicted to be completed beyond the current financial year.	Parks & Recreation	30-Jun-21	75%
<b>C2 Facilitate a focused range of social, cultural, sporting, recreational, health and education services and programs that build thriving, connected and resilient communities</b>							
Museums & Galleries	Facilitate and deliver a calendar of events and programs which celebrate the Isaac Region, its diverse communities and interests	An Annual Calendar of exhibitions	On Target	The Vision 2020 exhibition of textile art was opened in the Coalface Art Gallery, Moranbah. The exhibition curated by Brenda Gael Smith is focused on vision and the eye. Dysart Artspace hosted an after-hours viewing of the "Mackay NAIDOC Youth Art" exhibition on the evening of Thursday 11 March 2021.	Engaged Communities - Community Hubs	30-Jun-21	75%
	Provide culturally supportive and historically relevant museum and gallery services at regional venues	30-June-2021	On Target	'Back on Track...Trot down Clermont's country racing memory lane' was launched at the Clermont Historical Centre on 24 March 20	Engaged Communities - Community Hubs	30-Jun-21	75%
Cultural development	Collaborate on cultural development through initiatives	Administration of Regional Arts Development Fund Grant - Timely acquittals to Arts Queensland	On Target	Regional Arts Development Fund (RADF) round three (3) applications closed mid-March with five (5) applications received. Determination at April 2021 council meeting.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	75%

		Facilitate the bi-annual Queensland Music Festival (QMF)	Monitor	Discussions ongoing with Queensland Music Festival, event timing likely to be carried forward to Q1/2 FY21-22, due to scheduling conflicts	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	35%
Community Education	Develop and implement a Community Education and Compliance Regime	30-June-2021	Below Target	Animal Management Education Plan Developed. Education Officer vacancy since January 2021 has impacted the delivery of the education plan as programmed.	Community Education & Compliance	30-Jun-21	40%
Youth Services	Undertake Unmet Needs of Isaac Youth Study	30-June-2021	On Target	Status update provided to Council in February, final report to be presented to Council for adoption in June 2021	Engaged Communities - Community Engagement	30-Jun-21	75%
<b>C3 Facilitate and encourage strategic partnerships that enable self-sustainable community associations and volunteer groups to pursue their diverse aspirations yet come together to tackle common opportunities and challenges</b>							
Community Engagement	Deliver best practice community engagement initiatives	Effectively Support other Isaac Regional Council business areas to develop and deliver other engagement programs virtually and in community.	On Target	Request for quote (RFQ) awarded to Bang The Table to provide online engagement platform for up to four (4) years.	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	75%
Grant Program	Administer annual Community and Cultural Grants Program	Number of applications received per quarter	On Target	<p><b>Round 3</b> major grants considered and awarded at March meeting. Final formal round for FY20-21. 17 Major = \$81,132.88 11 Minor = \$10,182 13 Bursaries = \$6,250.00</p> <p><b>Round 1</b> completed at end of Quarter One (1). Major = \$41,020 8 Minor = \$4,854.00 5 Bursaries = \$2,100.00</p> <p><b>Round 2</b> completed at end of Quarter Two (2). 3 Major = \$20,000 14 Minor = \$12,680.50 (+2 in-kind minor to value of \$2000) 8 Bursaries = \$2250</p>	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	75%
<b>C4 Undertake programs to promote liveability (including urban design and affordable housing), health and wellbeing and community safety across the region</b>							
Social Infrastructure	Adopt a Social Infrastructure Strategy	30-June-2021	On Target	Social sustainability policy adopted by Council in December 2020. Action plan being developed for April 2021 for Council's consideration to guide engagement and implementation into social infrastructure strategy.	Liveability & Sustainability	30-Jun-21	60%

Regulatory Compliance	Approved Inspection program	30-June-2021	Not Proceeding	Due to frugal budget, will reconsider at second quarter budget review.	Community Education & Compliance	30-Jun-21	0%
Plan, Design and Project Manage	2020-21 Technical Services Capital Works Program (new, renewal & upgrades)	Projects completed by 30 June 2020 + / - 10% budget	Below Target	56% expenditure of total allocated budget for capital works including commitments. Further commitments of \$711,000 envisaged during April and May of last quarter (86%).	Infrastructure Planning and Technical Services	30-Jun-21	55%
Private Works	Process permits & applications	<10 working days	On Target	Permit approvals fell behind schedule due to staff shortages. Contract appointments implemented to reduce backlog.	Infrastructure Planning and Technical Services	30-Jun-21	75%
Traffic/Vehicle Permits	Assess and approve Heavy Vehicle Permit applications	<10 working days	On Target	All applications processed within stipulated timeframes	Infrastructure Planning and Technical Services	30-Jun-21	75%
<b>C5 Promote programs that celebrate the uniqueness and diversity of our communities including appropriate recognition of our Indigenous communities</b>							
Supporting Diversity	Develop and deliver programs, events, projects supported by external organisations, groups that celebrate all of our community and cultures facilities etc	30-June-2021	On Target	<p>Seven (7) Inspiring Women in Isaac events were successfully delivered across the region with strong attendance and positive feedback. An additional Empowering Women with Technology event was delivered in Clermont and the attendees expressed an interest in making this a quarterly event. The Community Programs Assistant is developing this offering. 42 individual events are being delivered across the region for the first ever Isaac Youth Month. Popular events so far have been a Dive in Movie Night in Middlemount and an Adults V Youth Cricket Match in Glenden. Our first partnership year with My Community Directory has come to an end. The platform has been well utilized with 362,000 community listings and events viewed in the Isaac Community Directory and Diary over the past 12 months. Please see the report attached for further detail.</p> <p>The Isaac Youth on Display Exhibition launched in the Coalface Art Gallery. 15 Youth aged 12-25 from across the region submitted works via an online expression of interest process. An Artists' Morning Tea will be hosted on Tuesday 13 April.</p> <p>There we five applications to Round Three of the Regional Arts Development Fund which have been assessed by the Isaac Arts and Cultural Advisory Committee and presented to Council for consideration.</p>	Engaged Communities - Community Engagement, Programs & Events	30-Jun-21	75%

				<p>The Isaac Arts and Cultural Advisory Committee assessed it's first Public Art proposal following the development of the Public Art Policy and Action Plan. The proposal has been presented to Council for consideration.</p> <p>Ride2School events were supported by the team in Glenden, Nebo, St Lawrence and Clermont.</p> <p>This month saw the conclusion of tech visits to Clarke Creek School. The students have learnt how to code and build cities and environments via the EV3 City Shaper challenge.</p> <p>Digital Imaging of historically significant artefacts and storytelling with Clermont SHS has come to an end. During the five sessions student were taught the process of 3D scanning, how to handle a historic artefact, how to research and write a short essay about a historic artefact and how to model a scanned artefact in Blender.</p> <p>Dysart Artspace hosted an after-hours viewing of the "Mackay NAIDOC Youth Art" exhibition on the evening of Thursday 11 March.</p> <p>First5Forever Pop-Ups were delivered in Moranbah, Nebo, Middlemount and Flaggy Rock.</p> <p>First 5 Forever Busy Bags have been handed out for their first month. Feedback has been very positive from community. The bags encourage families to continue learning through play, at home.</p> <p>The team have provided assistance with community engagement projects for the Interim Corporate Plan, Nebo Medical Centre and the Nebo Showgrounds Master Plan.</p> <p>The North Queensland Sports Foundation hosted their Advisory Forum meeting in Moranbah on 4 March.</p>			
Indigenous Relations	Adopt Indigenous relations framework	Adopt Indigenous relations policy, Develop MOUs on engagement and Develop a Reconciliation Action Plan	On Target	<p>Policy adopted 24 March 2021. Launching Policy in April and announcing the Reconciliation Action Plan (RAP) to first nations peoples. Isaac Regional Council event planning for a reconciliation week breakfast event in support of RAP's and reconciliation.</p>	Office of Director Planning Environment and Community Services	30-Jun-21	30%

Cultural Heritage	Stage 2 Library Wall Artwork with Barada Barna Corporation	30-October-2020	Completed	Stage two (2) artwork installed at end of Quarter two (2) - officially commissioned during NAIDOC event on 25 October 2020.	Engaged Communities - Community Engagement, Programs & Events	30-Oct-20	100%
<b>C6 Facilitate urgent and visible support during times of stress to the community (such as mental health support, crime prevention and assisting those from a lower socio-economic level).</b>							
Recovery & Resilience	Maintain and ensure currency and awareness for the Isaac Recovery Plan	Implement Isaac Recovery Plan initiatives	On Target	Strategic Recovery Plan adopted in October, recruitment for Community Resilience and Business Resilience roles completed, business community engagement plan delivered and continuing in April 2021.	Engaged Communities Economy & Prosperity	30-Jun-21	50%
<b>C7 Improved engagement /partnerships with service providers to improve outcomes for the region</b>							
Procurement	Review and monitor the Local Preference Policy	30-June-2021	On Target	TechnologyOne report created and used to generate the progress update on the impacts of the Local Preference Policy changes. Interim report to be presented to Council in April 2021.	Contracts & Procurement	30-Jun-21	75%
Community Leasing	Deliver the community leasing program to support efficient and effective use of community facilities	Adopt updated Leasing Strategy with associated Policies	Monitor	Community Leasing has been significantly impeded by Covid, the dissolution of community group committees and additional reporting requirements. Leasing documentation is now under final review by external legal counsel and will be shortly available for Council endorsement.	Community Facilities	30-Jun-21	40%
Community Education	Develop and adopt a Risk & Outcome Based Compliance Policy to support compliance activities with industry (building, environmental health, food, plumbing, etc)	30-June-2021	Completed	Community Education and Compliance Policy adopted - resolution No.7013.	Community Education & Compliance	30-Jun-21	100%
<b>ECONOMY</b>							
<b>EC1 Plan, design and provide sustainable infrastructure, facilities and services that encourage and support economic growth and development.</b>							
Economic Development	Develop and deliver a sub-brand and marketing strategy to promote Isaac as a place to live, work, invest and do business	30-June-2021	On Target	Investment Attraction Framework finalised and workshopped with stakeholders and being presented to Council for adoption. Marketing collateral continuing with Industry & Tourism profile documents completed, Isaac insight snapshot document drafted. Further marketing works continuing Quarter 3.	Economy & Prosperity	30-Jun-21	65%
Asset Management	Conduct master planning for Council's Nebo Showgrounds	Plan & Advocacy document completed	On Target	Engagement plan completed, procurement of consultant completed and project progressing Quarter 3/Quarter 4.	Economy & Prosperity	30-Jun-21	60%

	Deliver the Revitalisation of the Clermont Saleyards & Showgrounds	All funded projects delivered on time and to budget +/- 90%	Completed	Stage one (1) projects complete, Project Accountability Gateway (PAG) project on Saleyard's renewal progressing, Clermont Saleyards & Showground Shelter projects progressing, 4th run horse stables construction complete, Stage one (1) saleyard renewal complete.	Economy & Prosperity	30-Jun-21	100%
	Effective and efficient asset management of Saleyards, Showgrounds,	90% compliance	On Target	Proactive and reactive maintenance activities being delivered with delivery of the PAG Capital renewal project in Quarter 3 a proactive highlight.	Economy & Prosperity	30-Jun-21	70%
<b>EC2 Proactively engage with and support all industry sectors, commerce and government to foster constructive partnerships to support and promote ongoing economic vitality</b>							
External Relationships	Continue to participate with GW3 and deliver the Isaac Region transformational project	30-June-2021	On Target	Project scopes (2) are completed and been endorsed by Council. Engagement with stakeholders progressing- Resource Centre of Excellence (RCOE) & Cooperative Research Centre for Transformations in Mining Economies (CRC TiME). Both are long term projects and cover Sustainable Resource Communities Futures (through transformational open-cut mining rehabilitation) and a Resources Social and Environmental Excellence Hub	Office of Director Planning Environment and Community Services	30-Jun-21	60%
Local Business Support	Develop, through engagement, the Isaac Region business alliance network	30-June-2021	On Target	Engagement with stakeholders continuing, business community engagement/networking events delivered in Quarter 3 for recovery and progression of this project. Working group Expressions of Interest (EOI) conducted and consultancy engagement progressing.	Economy & Prosperity	30-Jun-21	65%
Procurement	Review and refresh the panels of preferred and pre-qualified suppliers	30-June-2021	On Target	Ongoing review of preferred supplier arrangements. Trade accounts, cleaning and washroom supplies specifications currently under development.	Contracts & Procurement	30-Jun-21	50%
<b>EC3 Identify opportunities for economic development through strategic analysis of regional resources and the provision of planning and policies that support sustainable economic development</b>							
Economic Development	Implement the Economic Development Strategy Framework	Action Plan developed and delivered to plan	On Target	Recovery Plan adopted and onboarding of additional recovery resourcing and advisor role to further inform, delivery timing of actions within the strategy. Updated delivery plan proposed Quarter 4. Individual delivery of strategy actions continuing as well.	Economy & Prosperity	30-Jun-21	65%



Small Business Week	Delivery of Small Business Week Activities across region	Development and rollout of Educational Program - with 95% positive feedback	On Target	Planning commenced for May Small Business activities	Economy & Prosperity	30-Jun-21	70%
Investment Attraction	Develop and adopt: Investment Attraction Policy, Investment Facilitation Guideline and industry-based investment prospectus	30-June-2021	On Target	Investment Attraction Framework finalised and adoption at January 2021 Ordinary Meeting. Marketing collateral continuing with Industry and Tourism profile documents completed, Isaac insight snapshot drafted and Live, Work, Invest planning continuing. Development incentive policy under consideration.	Economy & Prosperity	30-Jun-21	65%
<b>EC4 Undertake Council's commercial businesses with appropriate business and entrepreneurial acumen, as effective participants in the region's economic activity</b>							
Land Development	Through the Land Development Advisory Committee identify commercial opportunities	30-June-2021	On Target	Continued actions and reportable items to the Committee being met, real estate engagement and renewed economic indicator reports and industry profile delivered in Quarter 2. Isaac insights document drafted for presentation and financial sector meetings proposed.	Liveability & Sustainability	30-Jun-21	70%
Clermont Saleyards	Engage in business development planning for the Clermont Saleyards	30-June-2021	On Target	Standing business item at Clermont Saleyards Advisory Committee meetings. Continued engagement with the committee, local agents, and increased revenue and throughput and increased cattle sale bookings for 2021 has shown demonstrated outcomes.	Economy & Prosperity	30-Jun-21	70%
Land Development - IRC housing estates	Administer and promote IRC's land sales at Anne St Nebo & Jeffrey St Clermont	30-June-2021	Monitor	Internal review of contract and marketing occurring, no sales enquiries received. Increased marketing Quarter 3/Quarter 4.	Economy & Prosperity	30-Jun-21	60%
<b>EC5 Promote and advocate for the region and our diverse range of industries, to attract people to live, invest in and visit the region</b>							
Tourism	Develop and implement the Tourism Strategy	30-June-2021	On Target	Ongoing delivery of strategy items, Mackay Tourism Limited (MTL) funded position in re-recruitment a further impact to delivery, focus on Wetlands and tourism signage (visitor information provision) highlights. Promotional campaigns raising the regions profile further highlights.	Economy & Prosperity	30-Jun-21	60%
	Conduct master planning for Council's Theresa Creek Dam	30-June-2021	Monitor	The project is with Contracts & Procurement for the consultancy engagement.	Economy & Prosperity	30-Jun-21	35%

	Raise the Isaac Region's Tourism profile	30-June-2021	On Target	Ongoing development occurring, renewed visitor guide and recruitment of funded Mackay tourism position highlights. Focus on Wetlands event and tourism signage (visitor information provision) and MTL funded promotional campaigns further highlights	Economy & Prosperity	30-Jun-21	65%
<b>EC6 Proactively promote and support local businesses within the region</b>							
Local Business Support	Implementation of Local Business Support Strategy	Implement and promote Isaac businesses through the Shop Isaac, Buy Local Program	On Target	Program support continuing with completion of 2020 incentivised campaigns and development of full 2021 calendar year campaigns progressing.	Economy & Prosperity	30-Jun-21	65%
		Support Isaac region business in recovery of COVID-19 impacts	On Target	Strategic Recovery Plan adopted in October 2020, recruitment of Business Resilience Coordinator completed, and business community engagement plan in progress, number of other projects commenced ie. Doing business with Council.	Economy & Prosperity	30-Jun-21	65%
	Host small business week and delivery of education program	30-June-2021	On Target	Planning progressing for May 2021 Small Business activities	Economy & Prosperity	30-Jun-21	70%
<b>INFRASTRUCTURE</b>							
<b>I1 Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities</b>							
Road Management	Adopt a Roadside Vegetation Management Strategy	30-June-2021	Below Target	Draft in final stage of preparation for submission to Executive Leadership Team for review before presenting to Council for adoption.	Infrastructure Planning and Technical Services	30-Jun-21	30%
Road Infrastructure	Continue to deliver the capital program, including maintenance on our transport infrastructure: e.g. Saraji Road Rehabilitation, Regional rural reseal program, Carmila Beach campground upgrade	Schedule delivered +/- 10% budget	Below Target	Projects remain on track to be delivered on time and within budget by end Financial Year Jun 2021. Saraji road tender evaluations are now complete and award of contract to successful tenderer is expected to be finalised mid-April with works to commence in early May 2021. All remaining works under the Rural Rehabilitation works program are now committed and on track to be completed by end May 2021.	Infrastructure	31-May-21	50%

Bridge Renewal/ Replacement Program	Conduct Bridge inspection and maintenance program	Monitor and manage standard of service with appropriate intervention levels as required	On Target	Final report received from the Australian Road Research Board (ARRB) on Grosvenor Creek Bridge and to be reported to Council during May 2021.L2 bridge inspections arranged through ARRB for Grosvenor and Coorooro Creeks respectively. Design of Bully Creek bridge replacement in progress.	Infrastructure Planning and Technical Services	30-Jun-21	75%
<b>I2 Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance</b>							
	Refer Water & Waste Update						
<b>I3 Provide and maintain a network of parks, open spaces and natural features to support the community's quality of life.</b>							
Parks, Open Spaces and Recreational Areas	Implement the Recreation and Open Space Strategy	Schedule delivered +/- 10% budget	On Target	Two (2) Recreation and Open Space Strategies (ROSS) actions underway and on target. Operational budget for 2021/2022 fin year to include further ROSS resourcing.	Parks & Recreation	30-Jun-21	75%
Community Infrastructure	Foot path renewal and extension works	30-June-2021	On Target	Contract works expected to be delivered by 30 April 2021.	Infrastructure	30-Jun-21	85%
Asset Management	Foot path renewal and extension works	Schedule delivered +/- 10% budget	On Target	Contract works expected to be delivered by 30 April 2021.	Galilee & Bowen Basin	30-Jun-21	85%
<b>I4 Maintain high preparedness and capability to respond to natural disasters that impact on regional communities and infrastructure</b>							
Disaster Management	Continue to liaise, consult and strengthen relationships with all key stakeholders for emergency management (state government agencies, SES, QPS, key community groups, etc)	30-June-2021	On Target	A meeting will be arranged by the office of the CEO with responsible Councillors. Terms of Reference have been developed. Meeting to be scheduled for June 2021.	Organisational Safety	30-Jun-21	70%
Resilience/ Recovery	Disaster Recovery Funding Arrangements (DRFA) - Cyclone Trevor Infrastructure works	30-June-2021	On Target	Works continue to be delivered. Commencement of close out reporting has started. Physical construction expected complete by 30 May 2021	Galilee & Bowen Basin	30-Jun-21	95%

Disaster Management – Local Disaster Management Plan (LDMP)	Review and update Local Disaster Management Plan & Sub Plans	30-October-2020	Completed	Local Disaster Management Plan was updated and endorsed in December 2020 and adopted by Council in January 2021	Organisational Safety	30-Oct-20	100%
Disaster Management – Community preparedness and awareness	Communication program to inform the community of Get Ready programs (October - March)	30-March-2020	On Target	The communication plan has been completed, resourcing an issue with Brand Media and Communication currently. Work will be completed in the 4th Quarter.	Organisational Safety	30-Mar-21	70%
<b>I5 Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved</b>							
Asset Management	Continue to develop the Capital Works program Development process (Project Accountability Gateway)	2021/22 Project Budget Bids taken through PAG process	On Target	All budget bids have been submitted by relevant departments. At time of response, multi-criteria assessment review tool has been sent to PAG panel members. Meetings with PAG panel and Directors scheduled in early May. Currently all on track	Strategic Asset Management	30-Jun-21	75%
	Maintain the Asset Management Framework, including development of the Asset Registers	30-June-2021	On Target	Ongoing - this is a large body of work. Currently asset system data cleansing in process in addition to correctly capturing asset information within Geographical Information System (GIS).	Strategic Asset Management	30-Jun-21	50%
	Development of a Strategic Asset Management Plan	30-December-2020	Completed	Strategic Asset Management Plan adopted by Council on 16 December 2020.	Strategic Asset Management	30-Jun-21	100%
Tenancy / Housing Asset Management	Residential and Facility Upgrade and Renewal Program	Implement the strategic acquisition and disposal program 5 – 10 year	On Target	The strategic acquisition and disposal plan is part of a draft Residential Housing Strategy which identifies this initiative and offers actions for implementation, the draft strategy will be workshopped with Council in April 2021, pending workshop outcome, the endorsement of this strategy will enable the inception of the Acquisition and Disposal plan.	Corporate Properties	30-Jun-21	75%
Corporate Properties - Capital Delivery	Delivery Capital Works Program within Budget and timeframes	Programmed works completed +/- 10% of budget	On Target	Corporate properties are on track to deliver proposed Capital Works within budget and time frames, this is only subject to contractor availability and manufacturing lead times.	Corporate Properties	30-Jun-21	80%
<b>I6 Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.</b>							
Road Infrastructure	Implement the Roads Upgrade Prospectus	Review Prospectus and identify funding opportunities	Monitor	Subsequent to completion of Roads Hierarchy (aim to finalise and have adopted by 30 June 2021), review of Prospectus to take place with focus on high priority road improvements, renewals and upgrades.	Infrastructure Planning and Technical Services	30-Jun-21	45%

	Deliver road infrastructure capital works programs	Programmed capital/maintenance works completed within Financial Year  +/- 10% budget	On Target	All Capital works projects remain on track to be delivered by end Quarter Four (4). The Rural re-sheeting program is progressing steadily, following some delays with wet weather and resources required to attend Councils operational maintenance after significant wet weather periods experienced. Remaining roads to be completed required an amendment to procurement strategy to deliver with works to be undertaken by combination of internal crews and external contractor. Overall the Rural Reheating program is expected to exceed budget allocation due to change in legislative requirements surrounding permits to operate council owned quarries which has had implications for additional expenditure as a result of acquiring external supply in conjunction with engagement of external contractor to deliver the reheating program.	Infrastructure	30-Jun-21	75%
TV and Radio Broadcasting - Glenden and the Isaac coast	Develop a TV/Radio service transition strategy (coastal regions)	Community consultation in Q3 2020/21	Monitor	Draft position paper to be presented for review to the IT Steering Committee in early May. Will be presented to Council after Information Technology Steering Committee (ITSC) endorsement.	Information Services	30-Jun-21	40%
Asset Management - Fleet, Plant	Develop long term capital replacement program (Facilities and Fleet & Plant)	30-June-2021	Completed	Long term Capital Replacement Program for Fleet and Plant has been completed (Ten (10) Year Fleet Replacement Program). Long term renewals for Facilities (Depots and Administration) is complete (Five (5) Year Facilities Renewal Programme). Refer to G3 For Fleet A proposed Facilities Replacement program is yet to be established. This action is required to be re-assigned to Community Facilities Department.	Corporate Properties & Fleet	30-Jun-21	100%

Infrastructure Agreements	Liaise with industry and negotiate appropriate agreements (i.e. Compensation agreements, road infrastructure agreements)	Maintain strong relationships with industry and ensure appropriate agreements and approvals are met for the security and support of the community	On Target	Ongoing investigation for historical agreements continuing, detailed analysis of resourcing requirements commenced. Internal consultation to commence in May 2021 to establish terms for expression of Interest for the development of Isaac Regional Council cumulative traffic monitoring on resource impacted roads. Continued negotiation with current and emerging proponents on various types of impact Agreements. Updated fees and charges to provide clarity as to the reimbursement for services undertaken associated with Major Projects and compensation amounts.	Galilee & Bowen Basin	30-Jun-21	75%
Recoverable Works	Maintenance of State Controlled Roads through Council's Roads Maintenance Performance Contract (RMPC)	Deliver RMPC Contract for State Controlled Roads	Monitor	Overall Contract expenditure is currently at 46% of Road Maintenance Performance Contract (RMPC) Contract amount. Stabilisation Tender evaluations has been completed. Expected stabilisation works to commence in early May. Remaining works to be completed include stabilisation including asphalt works, vegetation and slashing activities with some maintenance to unsealed Transport and Main Roads (TMR) network. Delivery of RMPC Contract remains on track to be fully expended by 30 June 2021.	Infrastructure	30-Jun-21	50%

## ENVIRONMENT

### EN1 Adopt responsible strategic land use planning to balance community, environmental and development outcomes

Land Planning	Finalise and adopt IRC Planning Scheme – including final state interest checks and community consultation	31-October-2020	Completed	Ministerial approval to adopt the planning scheme was provided in September 2020. Council adopted on 24 February 2021.	Liveability & Sustainability	31-Oct-20	100%
	Finalise and adopt the Local Government Infrastructure Plan (LGIP) – including final state interest checks and community consultation	31-January-2021	Completed	Ministerial approval to adopt the LGIP was received on 17 December 2020. Council adopted on 24 February 2021.	Liveability & Sustainability	31-Jan-21	100%
Environmental Land Management	Finalise the Biosecurity Strategy, to implement the Biosecurity Plan 2020-2023	Delivery of the IRC Biosecurity Strategy	Monitor	Internal engagement ongoing – to be presented to May 2021 Council Meeting for adoption	Liveability & Sustainability	31-Dec-20	75%

Social Planning	Develop and implement a Social Infrastructure Strategy	Adopt a Social Infrastructure Strategy	On Target	Social sustainability policy adopted by Council on 16 December 2020. Action plan being developed to guide engagement and implementation into Social Infrastructure Strategy.	Liveability & Sustainability	30-Jun-21	60%
<b>EN2 Manage and promote natural resources, including culturally significant sites and coastal environments in a responsible and sustainable manner</b>							
Integrated Planning	Implement the QCoast 2100 Coastal Hazards Adaption Strategy actions	100% completion of the Isaac Region Coastal Hazard Adaptation Strategy	Monitor	Awaiting finalisation of phase five (5) to commence development of adaptation options. Phase four (4) adopted by Council March 2021.	Liveability & Sustainability	30-Jun-21	60%
Natural Resources	Develop and adopt a Climate Change Policy and Strategy	30-June-2021	On Target	Corporate sustainability and Regional Resilience investigative framework workshop held with Council in March 2021. Officers completing the framework to deliver back to Council in a workshop to develop business cases for opportunities identified in the framework.	Office of Planning, Environment and Community Services	30-Jun-21	50%
<b>EN3 Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs</b>							
	Refer Water & Waste Update						
<b>EN4 Advocate to all forms of government on matters which impact on the health, wellbeing and sustainability of our region's natural environment</b>							
Advocacy	Continue advocacy activities with State and Federal Government	30-June-2021	On Target	Developed and submitted motions for the upcoming National General Assembly to be held in Canberra in June 2021. Seeking deputations with Federal ministers while attending the Assembly. Platforms cover actions to address regional inequality and stronger rural health strategy  Continue to advocate priorities at every opportunity, which includes requests for deputations and/or response to invitations on matters of regional importance.	Office of the CEO	30-Jun-21	75%
<b>EN5 Partner with industry and community to minimise environmental harm through appropriate education and regulation</b>							
Compliance	Community compliance education	Develop and adopt a Compliance Policy	Completed	Community Education and Compliance Policy adopted - resolution no. 7013.	Community Education & Compliance	30-Jun-21	100%
Compliance	Community compliance education	Develop and implement a community compliance education program	Below Target	Animal Management Education Plan Developed. Education Officer vacancy since January 2021 has impacted the delivery of the education plan as programmed	Community Education & Compliance	30-Jun-21	40%

Wildlife Management	Develop programs to educate community and manage wildlife	Implement Flying Fox Education Program	On Target	Spring De-Fox communications program delivered. Ongoing updates presented to community during increased activity.	Liveability & Sustainability	30-Jun-21	85%
		Undertake Pest Control Activities - two (2) rounds per annum	Completed	Baiting program delivered in Quarter 1. Quarter 3 program completed in March 2021.	Liveability & Sustainability	30-Jun-21	100%
<b>EN6 Through proactive communication and partnering, increase community awareness of the benefits of having a healthy and diverse environment</b>							
Community Compliance	Develop and implement engaging education and awareness program to ensure the community is aware of both the rules that apply throughout the Region	30-June-2021	Below Target	Follow my lead campaign, walking dogs on leash - campaign launched in July 2020 Chip N Check – campaign launched in October 2020 with the support of the community vets. Chip N Check – voucher campaign programmed to be launched in March 2021. Education Officer vacancy since January 2021 and the compliance team vacancies since December 2020 has impacted the delivery of the education plan as programmed.	Community Education & Compliance	30-Jun-21	60%
Environmental Health – Illegal dumping	Reduction of illegal dumping through education campaign	30-June-2021	On Target	Illegal dumping pilot plan was approved by Council in August 2020 and the initial community surveying completed in January 2021. Domestic Waste Amnesty Days are programmed to be delivered commencing in May 2021.	Community Education & Compliance	30-Jun-21	45%
<b>GOVERNANCE</b>							
<b>G1 Inform, collaborate with and facilitate the empowerment of the community and community groups to make local decisions through effective promotion, communication and engagement</b>							
Media Relations	Effective and regular media and communication activities	Number of proactive/positive media stories per month - 8/month	On Target	An increase in media releases, public notices and social media content is exceeding eight (8) proactive/positive stories per month.	Brand, Media & Communications	30-Jun-21	75%
Community Satisfaction	Undertake the biennial Community Satisfaction survey	30-Jun-21	Monitor	Accountability transferred to with Strategic and Business Development. Request for Quote for qualified service provider to be completed in 4th Quarter with works undertaken June 2021 and carried over into 2021/2022	Engaged Communities	30-June-21	45
External Communication - Proactive external publications	Continue to delivery organisational and community publications to inform our stakeholders	Publish Isaac News editions delivered to all residents  Clermont Rag editions and analytics	On Target	Isaac News editions are running on schedule for Quarter 3, with two (2) editions published, and the Clermont Rag delivered weekly.	Brand, Media & Communications	30-Jun-21	75%
<b>G2 Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness</b>							
Annual Operational Plan	Adopt the 2021-2022 Annual Operational Plan	30-June-2021	On Target	Drafting of 2021-2022 Annual Operational Plan underway. Consultation to occur in 4th quarter and adopted	Governance & Corporate Services	30-Jun-21	75%



Corporate Plan	Develop interim new 5-year Corporate Plan	31-December-2020	On Target	Draft interim 5-year Corporate Plan endorsed for Community Consultation in March 2021. To review feedback and finalise draft for council's consideration and adoption in 4th Quarter	Governance & Corporate Services	30-Jun-21	50%
Workplace Health & Safety	Maintain and implement Workplace Health & Safety programs and activities as a priority – Safety First	30-June-2021	On Target	On target workshops with committees about inclusion of wellness. Risk workshops to be scheduled for quarter 4.	Organisational Safety	30-Jun-21	75%
	Workplace Health & Safety Strategic Committee	Workplace Health & Safety Committee meetings to be held at least quarterly (includes regular review of policies, procedures and audits)	Completed	The meetings are progresses effectively and there is a schedule for their occurrence.	Organisational Safety	30-Jun-21	100%
Advocacy	Continue advocacy program across all areas of Council, the community and for the local industries	Review and promote IRC's Advocacy Strategy	On Target	Continuing to progress Advocacy Strategy priorities with all stakeholders. Council considered their approach to review the Advocacy Strategy in January 2021 and established a working group to develop draft priorities. Work continues and has influenced the motions submitted to the National General Assembly for June 2021	Office of the CEO	30-Jun-21	50%
Controlled Entities - Governance	Oversight and identify improved policy positions on controlled entities	30-June-2021	On Target	Progressing actions while establishing appropriate strategies and governance oversight.	Office of the CEO	30-Jun-21	65%
Community Compliance	Develop and implement a Risk Based Compliance & Enforcement Strategy	30-June-2021	Completed	Food Act Strategy adopted - resolution no. 7014 - December 2020.	Community Education & Compliance	30-Jun-21	100%
Compliance	Review of local laws	Commence planning of systematic review of local laws, which will include community engagement activities	Monitor	Preliminary planning has commenced with internal stakeholders to capture issues/gaps and priorities. Project plan being developed to recognise priorities and options	Governance & Corporate Services	30-Jun-21	35%

Human Resources	Continue to develop and implement key human resources organisational policies and frameworks to support one of our most important assets, e.g. Attraction and Retention Strategy, Performance Management Framework	30 June 2021	On Target	Policies and Procedures – People and Performance (P&P) continue to review, and update P&P Policies and Procedures Our People Strategy 2019-2022 - P&P plans to review and reflect on the 3-year strategy which is now at the halfway point of being delivered. The four (4) focus areas: Attract our talent, Grow our own, Energise our people and Plan our future. Specific development, review and/or implementation of Onboarding and Induction, Flexible Working Arrangement (FWA), Indigenous Pathways Program, Training Matrix	People & Performance	30-Jun-21	75%
Customer Service	Review innovative customer service opportunities	Review and develop an updated Customer Service Strategy	Monitor	Project brief to be presented to ELT in April for endorsement to create a cross council working group to collaborate on the delivery of this project. Project Plan is scheduled to be delivered over the 2020/21 and 2021/22 period. Project is on track at 15%, however to monitor the implementation	Engaged Community's - Community Hubs	30-Jun-21	15%
Strategic Policies	Development of a whole of Council Environment and Social Impact Assessment Guideline	30-June-2021	On Target	Social Sustainability Policy adopted by Council in December 2020. Action plan being developed to guide engagement and implementation into social impact assessment guideline.	Liveability & Sustainability	30-Jun-21	60%
<b>G3 Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk</b>							
Risk Management	Develop Business Continuity Plan (as per project plan)	30-June-2021	On Target	1st draft provided for comment with initial key peer review received, pending further review by the Executive Leadership team (ELT). Further refinement is required, including information capture. Information Technology Business Continuity Plan (BCP) is being developed to compliment/support the organisational BCP.	Governance & Corporate Services	30-Jun-21	40%
Risk Management	Review and monitor Strategic and Operational Risk Registers	30-June-2021	On Target	Regular ongoing monitoring with reporting to the Audit & Risk Committee.	Governance & Corporate Services	30-Jun-21	75%
Contract /Tender Management	Quarterly percentage of tender documents that are compliant	100%	On Target	All Tenders compliant with Local Government Regulations.	Contracts & Procurement	30-Jun-21	75%

Plant & Fleet	Plant & Fleet optimisation	Conduct a Plant & Fleet review and develop a Fleet, Plant and Equipment Acquisition and Disposal program (10-year Replacement Plan and Strategy)	On Target	The fleet and plant review is currently underway with expected completion at the end of March 2021, This will be then tabled at the Executive Leadership Team in April 2021. A draft fleet and plant strategy will be completed by May 2021. The Ten (10) year acquisition disposal plan Ten (10) Year fleet replacement programme is completed and is updated annually in line with the Project Accountability Gateway (PAG) process timing.	Fleet	30-Jun-21	75%
Financial Management	Financial Asset Management	Timely reporting and depreciation methodology reviewed and applied	On Target	Currently, all statutory reports are delivered in a timely fashion. Budget adoption and Financial Statement audit and completion carried out within required timeframes. Budget preparation for 2021/2022 on track. Depreciation methodology review has commenced, however delayed to align with Building valuations in order not to duplication work. Building valuations to be provided to Council by end April, with Depreciation methodology review to be completing mid / end May 2021.	Financial Services	30-Jun-21	75%
Information Technology	IT Strategy	Review and maintain the implementation of the IT Strategy  IT Steering Committee to meet regularly	On Target	Information Technology Steering Committee monitor the actions of the IT Strategy.  Information Technology Steering Committee meet quarterly, with the next meeting scheduled for May 13 2021.	Information Services	30-Jun-21	75%
Risk Management	Continue to enhance the Enterprise Risk Management Framework reporting regime	Improve/enhance reporting regime	On Target	Ongoing review for improvements and opportunities to ensure best practice is being followed. This includes options for an appropriate system to facilitate.	Governance & Corporate Services	30-Jun-21	75%
Procurement (Compliance)	Adopt a Strategic Procurement Framework	30-June-2021	Monitor	Implementation of a Strategic Planning Framework will require better analytics to identify targeted areas of spend. A product such as LB Next Gen would be of tremendous value, currently under investigation	Contracts & Procurement	30-Jun-21	40%
<b>G4 Deliver unique customer focused and responsive services that are based upon a program of continuous improvement</b>							
Customer Service	Frontline customer service delivery and effective relationship management	30-June-2021	On Target	Working with Systems team to deliver organisation-wide implementation of TechOne CRM. Engaged Communities now live on CRM, with Economy and Prosperity next to be added to system	Engaged Communities - Community Hubs	30-Jun-21	50%

Customer Service /Communications	Digital Communication - Enhance corporate website and expand social media presence	30-June-2021	On Target	Continuing to utilise and enhance the website. Website and social media traffic continue to increase.	Brand, Media & Communications	30-Jun-21	50%
Information Technology	Continue to improve how we do business internally and with our customers using best practice and new technology	Maintain robust information technology systems and applications, including regular audits/assessments	On Target	Unplanned service outages remain low across all platforms - Tech1, Citrix, email, WAN, etc. and are currently at the lowest levels experienced. A calendar of planned outages has been developed to document when systems will be taken offline for security updates etc and this is currently going to plan for ICT and systems.	Information Services	30-Jun-21	75%
Customer Satisfaction	Biennial Community Satisfaction Survey	Conduct the Biennial Community Satisfaction Survey	Monitor	Accountability transferred to with Strategic and Business Development. Request for Quote for qualified service provider to be completed in 4th Quarter with works undertaken June 2021 and carried over into 2021/2022	Engaged Communities	30-Jun-21	45%
<b>G5 Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve</b>							
Internal Audit	Review/Adopt Three-year Rolling Internal Audit Annual Program	30-August-2020	Completed	Three-Year Rolling Internal Audit Plan endorsed by Audit & Risk Committee and Council.	Governance & Corporate Services	30-Jun-21	100%
Internal Audit	Conduct four (4) internal audits as per approved internal audit plan	100%	On Target	Planned Audits scheduled and on track. Two audits planned and undertaken during Quarter Three, awaiting draft reports for management responses. Outstanding Audit from 2nd Quarter still in progress, to be finalised by May 2021. Unplanned audit finalised during 3rd Quarter concerning a Probity audit on the COVID Grant Funding Programs with favourable findings.	Governance & Corporate Services	30-Jun-21	60%
Audit and Risk Program	Hold at least four (4) Audit & Risk Committee Meetings	30-June-2021	On Target	Planned Audit Meetings held as per schedule.	Governance & Corporate Services	30-Jun-21	75%
Annual Report	Publish the adopted 2019/2020 Annual Report	30-November-2020	Completed	2019/2020 Annual Report adopted by Council on 18 November 2020 and published on Council's website on 31 November 2020.	Governance & Corporate Services	30-Jun-21	100%

Transparent and timely reporting	Percentage of documents (i.e. operational plan assessments, capital project reports and financial reports to Council) delivered in accordance with approved time frames and legislative requirements	100%	On Target	All reporting for the 2nd Quarter met targets All areas of reporting continue to work on improvements in reporting with continued discussions at Executive Leadership Team Meetings and Committees to ensure continued reporting improvement and to meet the requirements of stakeholders.	Office of the CEO	30-Jun-21	75%
	Production of appropriate legislative and statutory reporting (budget, operational plan performance reports, annual report)	30-June-2021	On Target	All reporting for the 3rd Quarter met targets	Governance & Corporate Services	30-Jun-21	75%
Strategy	Establish integrated planning framework	30-June-2021	Monitor	Planning for development of an integrated planning framework progressing alongside other related projects	Governance & Corporate Services	30-Jun-21	35%

## WATER & WASTE

Themes/Strategies	Service Area	Description	Measure of Success - Target	Status	3rd Quarterly update on actions/comments toward meeting success	Expected Completion	% Completed
<b>Directorate oversight</b>							
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Water Supply Agreements	Maintain water supply arrangements with third parties	Negotiate water supply agreements target 30 June 2021	On Target	Middlemount and Moranbah agreement with Anglo reported to March 2021 Council meeting and CEO delegated to negotiate in accordance with report to council.	Ongoing	75%
G5 - Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve	Safety Management	Manage safety incidents	Restricted Work Injury (RWI) - target <5 Per annum  Lost Time Incident (LTI) - target <2 Per annum	On Target	0 - RWIs recorded 1 - LTI recorded Proactive KPI performance continuing to improve.	Ongoing	75%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved		Ensure safety management of water and waste sites and observation of Workplace Health & Safety procedures	Repeat of Non-conformances - target <2 Per annum	On Target	Four non-conformances identified. No repeat of non-conformances confirming corrective actions are appropriate.	Ongoing	75%
<b>Business Services</b>							
EN3 - Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Safety & Environmental management	Ensure there is appropriate Safety & Environmental Interactions & Management, including reporting environmental incidences	Safety KPIs - target >360 pa	Monitor	The Directorate as a whole has entered a total of 258 KPIs from July 2020 to March 2021. This is a 71% achievement and thus slightly under target. Monthly individual KPI targets are trending upwards.	Ongoing	75%
C1 -Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost-effective services	Customer Service	Miwater system and Taggle enquiries investigated and customer provided a response	Response time (business day) target <7 Days	On Target	All MiWater system and taggle enquiries have been responded to by the Business Services team within 7 days. There is only one (1) enquiry open that requires meter replacement.	30-Jun-21	75%

		W&W emergent works – task created, and customer provided a response	Response time (business day) - target: within same business day	On Target	All emergent works were responded to by the Business Services team within the same business day.	30-Jun-21	75%
G2 - Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness		Water and Wastewater five-year price plan	Review, update and maintain the Water and Wastewater five-year price plan target 30 June 2021	On Target	Wastewater charging review endorsed January 2021 for a period of 18 months. Minor changes recommended for 21/22. Water price path postponed until after Wastewater standardisation and conclusion of current water price path. Engagement with Council continuing.	30-Jun-21	75%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Water rates notice errors due to incorrect data input	No. of remissions - target <10 Per annum	Monitor	Eight (8) remissions have been processed this financial year. Six (6) due to incorrect AMR reads, one (1) due to an incorrect previous read and one (1) due to an incorrect estimate read. AMR data quality continues to remain a focus and is being addressed as per the Meter Reading Strategic Plan.	30-Jun-21	75%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved	Integrated Management System	Ensure appropriate compliance and maintain the implementation of the Integrated Management System for Water and Waste	Maintain certification target 30 June 2021	Completed	Certification maintained. Next IMS External Audit to be undertaken in October 2021.	Ongoing	100%
EN3 - Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Environmental management	Effective environmental management including Observance of Environmental procedures & Field Audits	Field Audits - target >10 per annum	Completed	W&W have met its requirements for field audits with 14 audits completed by 31 March 2021. IMS awareness training was delivered to staff at Waste Transfer Stations at St Lawrence, Carmila and Greenhill in preparation of internal IMS Audits next quarter.	Ongoing	100%
<b>Operations and Maintenance</b>							
I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Water Services	Water mains breaks	Per 100 km / annum - target <40	Below Target	90 water mains breaks reported from 1 January through to 31 March 2021. $142/(277/100) = 51$ .	30-Jun-21	75%

		Water quality related complaints	Per 1,000 connections - target <20 per annum	On Target	21 in total in Quarter three (3). 9100 connections = $21/(9100/1000) = 2.3$ .	30-Jun-21	75%
		Drinking water quality	% of samples tested with no E. coli detection / annum - target 98%	On Target	No samples containing E.coli; 100% compliant.	30-Jun-21	75%
		Construct/activate a new water connection within the following timeframes once the invoice has been paid by the property owner	A standard water connection - target: Within 30 business days	On Target	On Target - all standard connections installed within 30 days.	30-Jun-21	75%
			A non-standard water connection target: within 50 business days	On Target	On Target - zero (0) non-standard water connections requested in 3rd quarter.	30-Jun-21	75%
		Compliance with Australian Drinking Water Guidelines	Compliance with the elements of the ADWG - target 95% compliance	On Target	Drinking Water Quality targets have been met and compliant with the Australian Drinking Water Guidelines (ADWG). A small number of aesthetic values have been recorded throughout Isaac Regional Council area; however these do not breach the ADWG.	30-Jun-21	75%
		G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Incidents of unplanned interruptions	Per 1,000 connections / annum - target <70	On Target	There has been a dramatic increase in this area with 163 unplanned interruptions. $163/(9100/1000) = 18$ .
Time to respond to water incidents – water quality complaints, burst mains, supply interruption	% of response to incident <12 hours - target <4 hours			On Target	All urgent water incidents were responded to within four (4) hours.	30-Jun-21	75%



I2 - Provide effective and sustainable water supply and sewerage infrastructure while progressively achieving environmental compliance	Recycled Water	Supply of safe and reliable recycled water	Reportable environmental incidents - target <10 per annum	Monitor	On target - for this quarter there have been two (2) regulatory notifications relating to Electrical Conductivity (EC) at Nebo Wastewater Treatment Plant (WWTP) and a notification for E.coli at Dysart WWTP. These exceedances were managed through plant process improvements and the managed release of discharge to land through dam contact time and secondary disinfection at Dysart Polishing plant and irrigation directly from the contact tank at Nebo Waste Water Treatment Plant (WWTP). There have been eight (8) regulatory notifications for this financial year relating to recycled water exceedances two (2) below the annual target. An operation bid has been included in 2021/2022 budget for a recycled water review and strategy.	Ongoing	75%
	Wastewater Services	Sewer mains breaks and chokes (blockages)	Per 100 km - target <40 per annum	On Target	Six (6) sewer mains breaks reported. $31 / (235/100) = 13$ .	30-Jun-21	75%
		Sewerage complaints – overflow on properties and odour	Per 1,000 connections - target <15 per annum	On Target	Five (5) sewerage complaints $21 / (9100/1000) = 2.3$ .	30-Jun-21	75%
		Construct/activate a new connection within the following timeframes once the invoice has been paid by the property owner	A standard water connection - target: Within 30 business days	On Target	On Target - two (2) sewer connections requested were completed within 30 business days.	30-Jun-21	50%
			A non-standard water connection - target: within 50 business days	On Target	On Target - zero (0) sewer connections requested in 3rd quarter.	30-Jun-21	75%

C1 - Provide, operate and maintain venues and community facilities to deliver, safe, efficient and cost and effective services		Time to respond to sewerage incidents – blockages, chokes, overflows	% of response to incident <12 hours - target <4 hours	On Target	On Target - all urgent wastewater incidents responded to within four (4) hours.	30-Jun-21	75%
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation		Compliance with Environmental Authority	Compliance with all elements of EA - target 95% compliance	Monitor	Monitoring is required to prevent further noncompliance's to meet the 95% target. There have been five (5) EA noncompliance's for the quarter. The ESD dam reports were submitted and have been accepted by the DES.	30-Jun-21	25%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved	Water and Wastewater Services	Provision of reliable water supply and wastewater services	Water & Wastewater Service Area Review - target 30 June 2021	Not Proceeding	Current service areas meet criteria as per the <i>Water Act 2000</i> , review is no longer required at this time. Council is currently reviewing documentation and arrangements for those with connections outside service areas and formalising service commitments and agreements	30-Jun-21	15%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Total water and sewerage complaints (any nature)	Per 1,000 water connections - target <100 per annum	Monitor	61 in total through to the end of March. $150/(9100/1000) = 16.5$ .	30-Jun-21	75%
I5 - Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved	Asset Management	Ensure proactive Asset Management of water and waste assets	Review & progress all Asset Management Plans target 31 March 2021	Below Target	Asset Management Plans (AMP) must be aligned with the corporate Strategic Asset Management Plan (SAMP). Draft AMPs will need to be reviewed and updated to reflect the Corp SAMP.	30-Mar-21	25%
		Asset Register and Condition Assessments	All assets inspected and identified as not meeting condition or serviceability standards included in operational and capital works plans Priority needs addressed through maintenance, 10-year plans updates, 20/21 PAG proposals developed target 30 June 2021	Monitor	The maintenance of assets sits primarily in the reactive realm, with maturing asset management processes in relation to condition assessment and monitoring. Listings of known poor asset condition underpin the PAG process, with more proactive planned maintenance to be contained in the ten (10) year capital plan.	Ongoing	25%

I6 - Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.		Effective asset management with the implementation of programmed (preventive) maintenance across all key assets (WTP/WWTP/SPS)	Work orders produced by computer maintenance management system - target >2 new tasks developed per quarter	On Target	The Computerised Maintenance Management System (CMMS) has been developed in Technology One to send tasks for specific items. Priority assets for maintenance have been identified by the operational team and these priority items will be actioned as identified.	Ongoing	70%
<b>Waste Services</b>							
EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation	Waste Services	Illegal Dumping	Collaborate cross-departmentally on a pilot for an Illegal Dumping Strategy - target 30 June 2021	On Target	Strategy reported in Quarter 2 to address illegal dumping has progressed and a programme of Waste Amnesty Days has been scheduled for May 2021.	30-Jun-21	75%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement	Waste Collection Services	Missed services	Number of missed services / month - target <10 per 5000 services	On Target	Total Number of bins serviced in Quarter 3 - 195,791. Total number of bins missed in Quarter 3 - 162. Target for Q3 is <391 (<10 per 5000 services = 391).	30-Jun-21	75%
		Collection of missed services	Response time for collection of missed services - target 90% within 36 hours	Monitor	Total number reported missed services in Quarter three (3) - 162. Total number rectified within 36 hours - 143. Percentage rectified within 36 hours - 88%. (90% within 36 hours = 146). March performance was 94%.	30-Jun-21	75%
		Bin repair / replacement requests	Response time to repair / replacement requests - target 90% within 5 working days	On Target	Total number repair/replacement requests in Quarter three (3) - 62. Total number completed in 5 days - 5. Percentage completed within 5 days - 92%.	30-Jun-21	75%
EN3- Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs	Landfills & Transfer Stations	Diversion of Waste from Landfill	Percentage of all IRC-managed waste diverted from landfill target >25%	On Target	The average % of waste diverted from landfill via the nine (9) resource recovery areas (RRAs) and kerbside recycling collection of yellow top bins for Q3 is 26% (24% via RRAs, 2% via kerbside recycling).	30-Jun-21	75%

EN5 - Partner with industry and community to minimise environmental harm through appropriate education and regulation		Compliance with Environmental Authority	Compliance with all elements of EA - target 95% compliance	On Target	Waste Levy Submissions up to date. DES data audit conducted, and the department is satisfied with data.	30-Jun-21	75%
G4 - Deliver unique customer focused and responsive services that are based upon a program of continuous improvement		Notice of scheduled site closures	Public notices - target >7 days	Below Target	Two (2) of four (4) scheduled site closures (for annual weighbridge maintenance) in Quarter three (3) did not meet target of >7 days, but all Public Holiday Notices achieved the target.	30-Jun-21	75%
	Complaints	Customer complaints non-price related	Number of complaints / 1,000 transactions / site - target <10 per annum	On Target	One complaint received and investigated - Moranbah WMF.	30-Jun-21	75%
		Nuisance complaints (odour / litter)	Number of complaints / 1,000 transactions / site - target <20 per annum	On Target	Two (2) complaints regarding a Waste Management Facility (WMF). Both from neighbouring properties of Moranbah WMF.	30-Jun-21	75%
<b>Planning Projects</b>							
I6 - Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.	Project & Delivery (Internal)	Ensure inclusion of O&M staff in all design aspects	Sign off by O&M staff on designs of all projects - target 100%	On Target	Good cross program engagement - sign offs still occurring as to with tender evaluation members.	30-Jun-21	75%
G3 - Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk	Project & Delivery (External)	Complaints from the community on Capital Works projects	Interruption >4 hours above planned outage - target <5 per annum	Below Target	Two (2) projects (water main Clermont and Capricorn Street reservoir) have incurred complaints due to loss of supply and dirty water.	30-Jun-21	75%
		Project delivery	% of Annual Capital Program (Actuals + committed) - target >90%	Monitor	Quarter three (3) actuals (@9/04/2021) \$8,579,184 (44.5%) with commitments of \$7,244,763 (82.08%). Currently forecasting cash flow for End of year. Will be difficult to convert commitments fully into actuals.	30-Jun-21	75%

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services</b> <b>Standing Committee</b> Tuesday 11 May 2021
<b>AUTHOR</b>	Liza Perrett
<b>AUTHOR POSITION</b>	Manager Governance and Corporate Services

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## 5.4 FRAUD AND CORRUPTION CONTROL FRAMEWORK AND PLAN

### EXECUTIVE SUMMARY

The purpose of this report is to consider the endorsement of an updated suite of documents relating to Fraud and Corruption Control.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Adopt the draft Fraud and Corruption Control Framework and Fraud and Corruption Control Plan.***
- 2. Note the action to review following receipt of the Internal Audit report relating to Awareness and Conflict of Interest, which will also inform the development of an appropriate training program.***
- 3. Delegate authority to the Chief Executive Officer to approve administrative amendments to the Fraud and Corruption Control Framework and Fraud and Corruption Control Plan, following the review as per clause 2. above, including enhancements relating to the training/awareness program.***

### BACKGROUND

To support Council's Fraud and Corruption Control Policy, a suite of documents have been updated/developed being the Fraud and Corruption Control Framework, Fraud and Corruption Control Plan and Fraud Risk Register. The working documents were provided to Council in 2020 for information when adopting the updated Fraud and Corruption Control Policy.

These were developed following a full review on all the existing documents/systems which identified any gaps and opportunities for improvement. This include reviewing best practice guidelines, including but not limited to the Crime and Corruption Commission guide.

Following consultation with Executive Leadership Team (ELT), Managers and other stakeholders the drafts have been further enhanced and are presented to Council for review and adoption.

It is noted that at the time of preparing this report, there is an internal audit being undertaken on Fraud Awareness and Conflict of Interest, with the impending audit report scheduled to be finalised through Audit and Risk Committee late May 2021.

## Timing

While the findings and recommendations of the internal audit are still pending and will influence a review of the Framework, Plan and Policy, it is the authors view that timing allows for consideration to adopt the current version/s with the purpose to not delay release to the organisation and undertake/commence awareness.

It is envisaged that further considered review will progress post release of the final audit report which will influence improvements in coming months. This will also include the development and rollout of a training program that will take on board all findings of the Audit. It is anticipated that to do this adequately, this may take some time. It is also noted that the author is liaising with our Learning and Development Team on the opportunity to collaborate and/or sequence other related training programs.

## Development of the documents:

- The Fraud and Corruption Control Framework has been developed to align with the Australian Standards AS8001:2008 for Fraud and Corruption and AS/NZS ISO 31000:2009 for Risk Management and is in alignment with the Crime and Corruption Commission (CCC) Fraud and Corruption Control Best Practice Guide.
- The draft Framework and Plan have been provided to the internal auditors for feedback some time ago. At the time of preparing this report, feedback or suggestions for improvement have been received in draft format, pending finalisation of the Internal Audit report.
- An enhanced/updated Fraud and Corruption Control Risk Register has been developed and will be the new working document to capture these matters. It is noted that these will have a direct influence and links with the Enterprise Risk Management Registers.
- A Fraud and Corruption Control Plan Annual Checklist has been included in the Control Plan.

## Training Awareness

Governance and Corporate Services is responsible for ensuring that there is awareness training across multiple areas within Council – Right to Information, Public Interest Disclosure, Conflict of Interest, Information Privacy, Fraud and Corruption, Administrative Action Complaints, Enterprise Risk Management, Delegations and Authorised Persons. Currently some of this information is disseminated to each employee when they undertake their online Induction Program. It is proposed that a more rigours training program be developed which may include, but not limited to the following:

Additionally, we will look to, taking on board findings and recommendations of the internal audit:

- Review and update the existing online induction training programs
- Consider options to provide face to face information/awareness sessions every 2 years
- Align with Toolbox talks at least biannually to cover all relevant topics
- Continue to provide monthly updates on each subject in Eyes on Isaac

## Recommendation

The updated Fraud and Corruption Control Framework and Fraud and Corruption Control Plan has been attached for Council's consideration. The following is the proposed approach to the adoption of the documents, their release and future training/awareness.

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## Step 1 – Council adopt/endorse – May 2021

- Aim is to create awareness in the immediate future, rather than wait more time for a final version. The proposal is to reduce risk of further delays in ensuring there is awareness within the organisation

## Step 2 – Audit and Risk/Council accept final internal audit – late May 2021

Step 3 – Review of findings and recommendations to influence improvements, which will also assist with developing (and implement) final training plan – by Dec 2021

- Proposed that the CEO will have delegated authority to approve any administrative improvements to the Framework and Plan.

## IMPLICATIONS

### Budget/Audits

No budget required, however controls and systems are to be in place and reviewed/audited regularly to monitor compliance, including suitability and strength of controls.

### Compliance/Staff awareness

Management to ensure that all staff are aware of Council's policies and procedures and that ongoing training and awareness is maintained.

Awareness is to ensure that all staff feel empowered and have avenues to report suspected inappropriate conduct.

Compliance ensures that appropriate responsibilities and delegations of authority are provided to staff to undertake their duties and meets legislation.

## CONSULTATION

- Executive Leadership Team
- All Managers
- Manager People and Performance
- People and Performance Business Partners

## BASIS FOR RECOMMENDATION

The ensure Council is meeting its legislative responsibilities through effective management of its policies and procedures.

To provide clear direction to council and its staff in the management fraud and corruption control systems, awareness and responsibilities.

## ACTION ACCOUNTABILITY

Upon approval, the Manager Governance and Corporate Services will update Councils Internet (IRIS) and arrange for awareness to be communicated/circulated throughout the organisation, via means such as Toolbox Talks.

Manager Governance and Corporate Services to progress findings of related Internal Audit reports and review documents and training plan to ensure appropriate opportunities for improvement and awareness are undertaken.

## KEY MESSAGES

Council is committed to meeting its legislative responsibilities and ensuring effective Policies and Procedures to support the operations of Council, community and employees.

<b>Report prepared by:</b> LIZA PERRETT <b>Manager Governance and Corporate Services</b>  Date: 28 April 2021	<b>Report authorised by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 5 May 2021
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## ATTACHMENTS

- Attachment 1 - Draft Fraud and Corruption Control Framework
- Attachment 2 - Draft Fraud and Corruption Control Plan

## REFERENCE DOCUMENT

- Nil



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## FRAUD AND CORRUPTION CONTROL FRAMEWORK

### APPROVALS

FRAMEWORK NUMBER	CORP-FWK-002	DOC. ID	4771810
DATE EFFECTIVE	Insert		
FRAMEWORK OWNER	Manager Governance & Corporate Services		
APPROVED BY THE DIRECTOR	Director Corporate Governance & Financial Services		
ENDORSED BY	Insert		
POLICY REFERENCE NUMBER	CORP-POL-076		

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DRAFT

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## INTRODUCTION

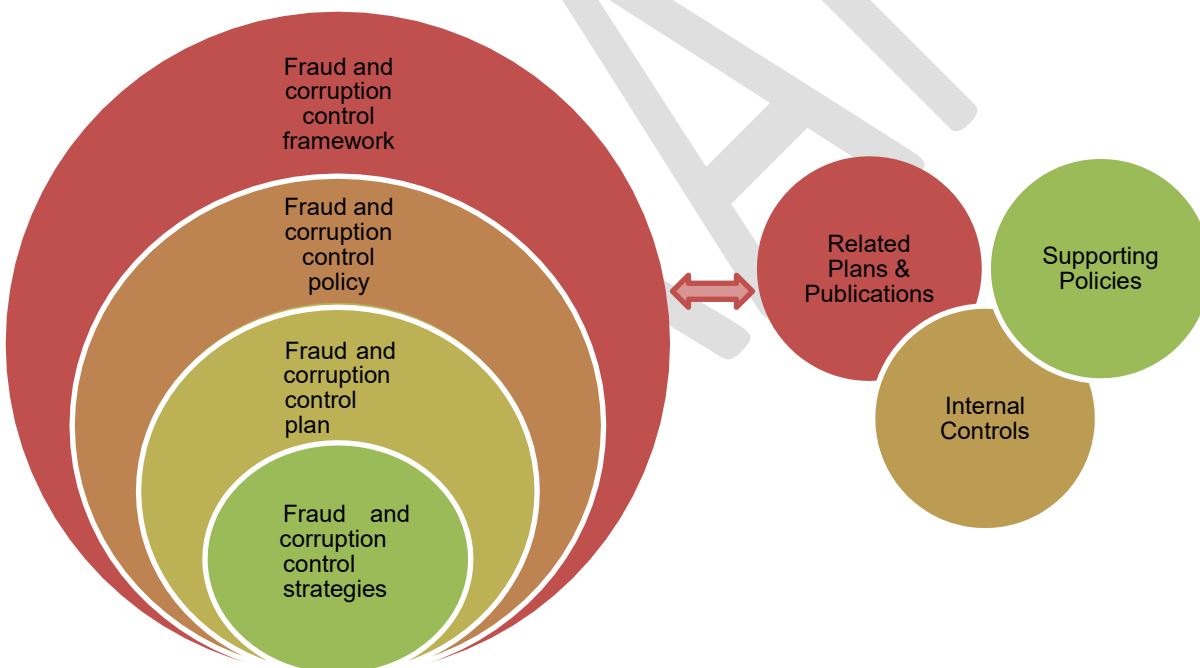
Isaac Regional Council (IRC) is committed to the detection and prevention of all forms of fraud and corruption. Fraud and corruption is an unacceptable loss to the organisation and to our community. IRC promotes an environment where fraud and corruption is not tolerated, and rigorous management of this risk is undertaken through a range of mechanisms.

The IRC fraud and corruption control framework is based on the ten components of fraud control contained in the Crime and Corruption Commission (CCC) Fraud and Corruption Control Best Practice Guide. It is also consistent with the Australian Standards AS8001:2008 for Fraud and Corruption Control and AS/NZS ISO 31000:2009 for Risk Management.

These principles are considered to be best practice for government agencies and have been utilised to assist IRC in reducing the risk and incidence of fraud and corruption.

The IRC fraud and corruption control framework consists of coordinated and integrated processes, arrangements and tools that assist with fraud and corruption control as detailed in Figure 1 below.

Figure 1 – Relationship Between Fraud and Corruption Control Framework Components



## SCOPE

This framework applies to Our People, which includes all IRC employees, councillors, contractors consultants, volunteers and to the extent that contractual arrangements allow, third party contractors providing goods and/or services to Council. Councillors are governed by a range of other legislative provisions and controls imposed by the Queensland government.

## COMPONENTS OF IRC FRAUD AND CORRUPTION CONTROL FRAMEWORK

It is essential for IRC to establish an effective fraud and corruption control framework to manage its resources appropriately and to prevent, detect and respond to fraud and corruption.

The CCC recommends a best-practice approach through the following 10 components:



## OBJECTIVE

This framework will assist IRC to establish an environment in which fraud and corruption is not tolerated and will demonstrate our commitment to the rigorous management of fraud and corruption risks.

The objective of the framework is to:

- reduce the risk of fraud and corruption
- minimise opportunities for fraud and corruption through effective internal controls, awareness and appropriate supervision
- encourage ethical behaviour at all levels of IRC

- ensure compliance with legal and statutory obligations; and
- prevent any financial or reputational damage to IRC.

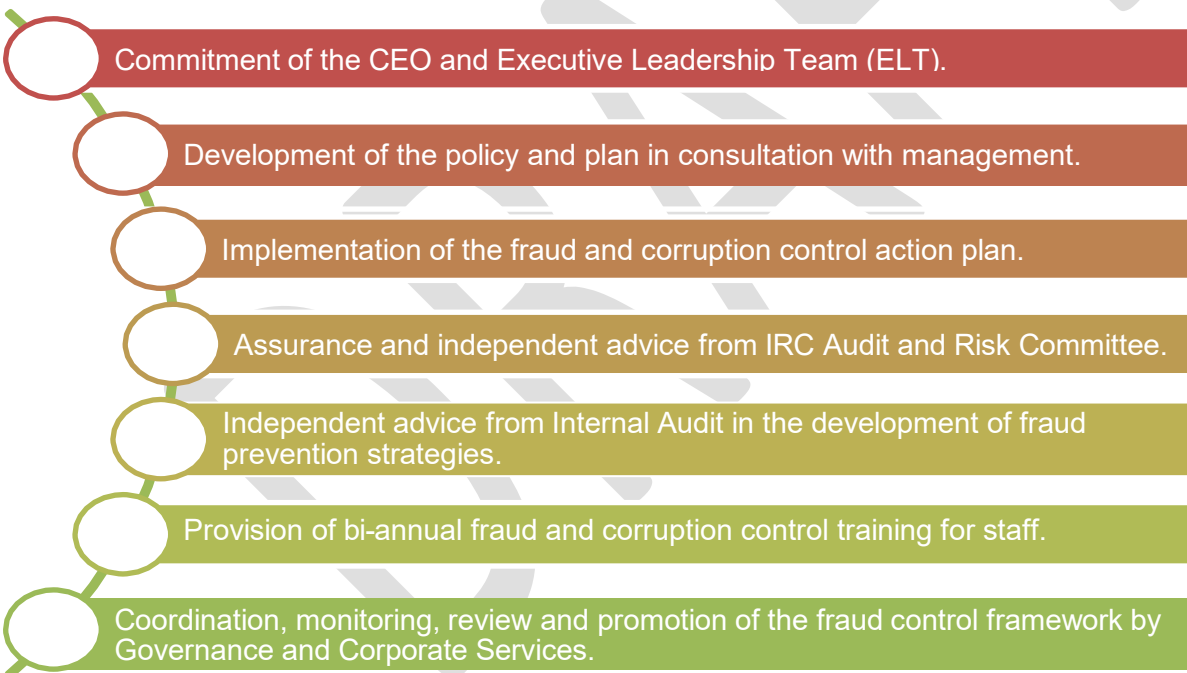
## COORDINATION MECHANISMS

The primary tools for the application and management of fraud control are:

- the fraud and corruption control policy; and
- the fraud and corruption control plan

The policy tells us why fraud control is important, the responsibilities of all employees and what IRC aims to achieve. The plan details the strategies and specific actions that are to be taken to achieve the objectives of the policy.

Whilst Corporate Governance provides the appropriate oversight to ensure that the policy, plan and supporting documents communicate IRC's commitment to fraud prevention, IRC has a range of mechanisms in place to create a holistic framework that reinforces organisational integrity.



## RISK MANAGEMENT SYSTEM

IRC is committed to controlling fraud and corruption risks. Identification of the organisation's key fraud and corruption risks is one of the major tasks undertaken as part of the IRC fraud and corruption control framework.

An assessment of the operating environment is critical so that effective practices can be established to contain or minimise each risk identified.

Fraud and corruption risk assessments are undertaken by Governance and Corporate Services and commit to identify, analyse, and evaluate each risk. Improvements to internal control systems are then made to mitigate risks and recommended actions are monitored through the fraud and corruption risk register.



## INTERNAL CONTROLS

Internal controls are the first line of defence in the fight against fraud. Managers are primarily responsible for implementing the controls and monitoring their effectiveness. Effective internal control requires an integrated system of policies, procedures and processes to be put in place to safeguard assets and help IRC comply with relevant legislation.

IRC is committed to maintaining a strong internal control system that will continue to be developed through the cooperation of multiple work areas within the organisation including Governance and Corporate Services, Internal Audit Program and Financial Services programs.



## REPORTING PROCESSES

The reporting of suspected wrong doings within an organisation is fundamental to its ongoing integrity and health. An effective reporting system that encourages and enables people to report is a powerful tool in assisting with the early discovery of fraud and corruption.

By implementing trusted and reliable reporting systems, IRC hopes to deter employees from engaging in any improper conduct and identify those systems which make the organisation vulnerable to losses.



Staff are encouraged and directed to familiarise themselves with the Fraud and Corruption Control policy and Public Interest Disclosure Procedure and Management Program. All available on Council's Intranet.

All IRC team members who become aware of suspected fraudulent or corrupt conduct have an obligation to report the matter, and must do so immediately.

Report through your line management in the first instance where appropriate. Or if more inappropriate, or you feel more comfortable, report the matter to your Director or Manager Governance & Corporate Services or the Crime and Corruption Commission directly.

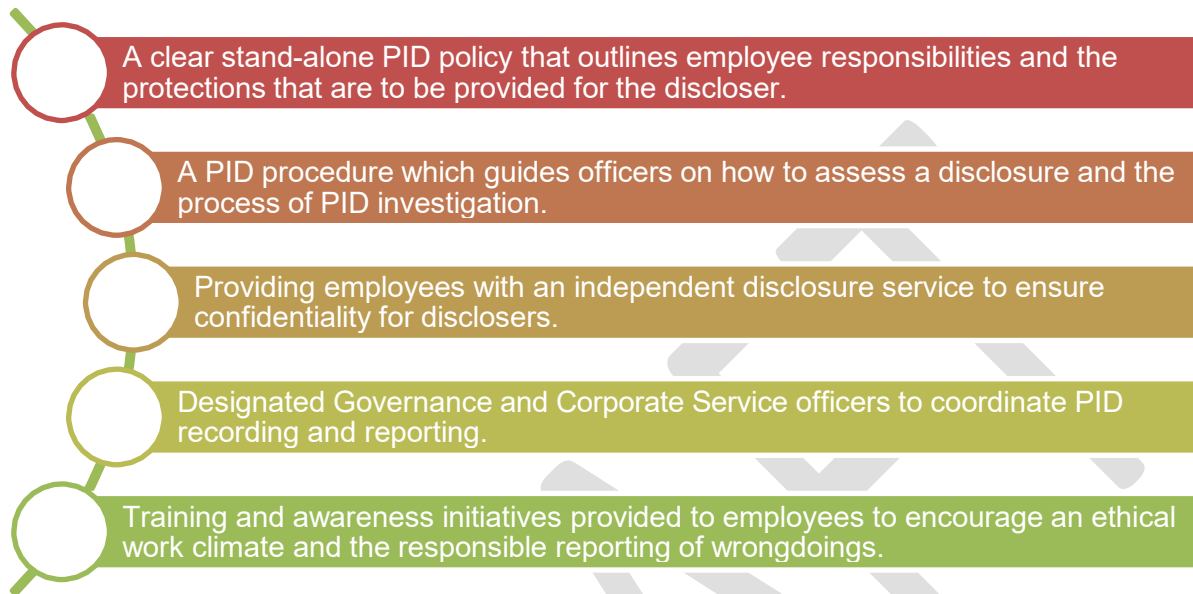
## PROTECTIONS AND SUPPORT FOR DISCLOSURES

Employees who know or have good reason to suspect any fraudulent, corrupt or unethical conduct must report it immediately. IRC has developed procedures for protections and support for disclosers so that people know what to do when the need arises.

It is important for an organisation to show, through words and actions, that it will take all reasonable steps to provide support to disclosers and provide them with protection from reprisal. To address this, IRC has developed a separate PID process to supplement the usual reporting processes, such as grievance procedures or complaints.



IRC also recognises that the decision to report a concern can be difficult therefore employees are provided with the ability to disclose information in a secure and confidential manner through an independent disclosure service.



IRC also recognises the risk of reprisal for subject officers (person about who the disclosure is made) by continually monitoring and assessing the workplace for signs of reprisal against subject officers under the principles of natural justice and taking appropriate actions to protect that person or persons. Subject officers who have had a PID made against them are assumed to be innocent of any adverse allegation until there is evidence to the required standard of proof to show otherwise.

## EXTERNAL REPORTING

Queensland's public-sector integrity agencies have roles, responsibilities and powers to promote good governance, accountability and integrity. These agencies are:

- the Crime and Corruption Commission
- the Queensland Ombudsman
- the Queensland Audit Office
- the Queensland Integrity Commissioner
- the Office of the Information Commissioner.

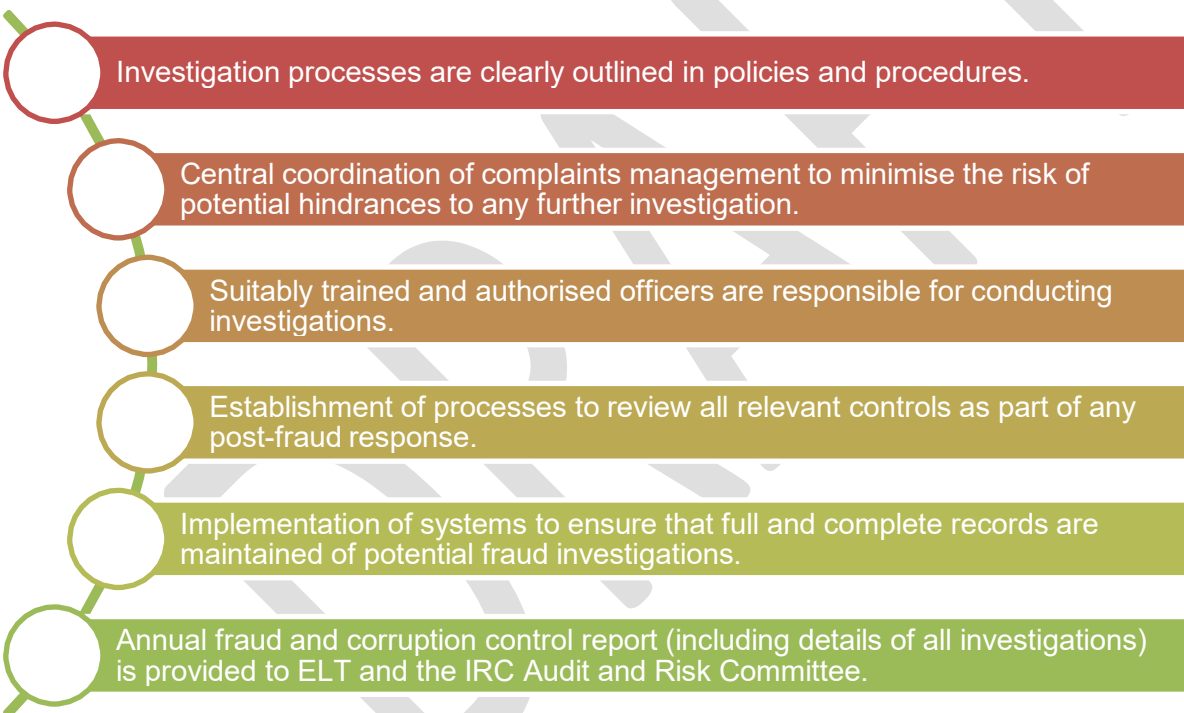
These agencies are supplemented by the law enforcement role of the Queensland Police Service.

Each of these bodies play a significant role in dealing with fraud and corruption. To ensure that the obligations for the reporting of fraud to external bodies are met, IRC has policies and procedures are in place so that appropriate action can be taken.

## INVESTIGATION MANAGEMENT PROCESS

Once suspected fraud or corruption has been identified or reported, a number of other processes must follow. The appropriate processes will depend on the nature and seriousness of the alleged conduct. In most cases IRC will manage the initial receipt of the complaint, and then conduct preliminary inquiries to establish the substance of the matter to determine the most appropriate action to take.

Where appropriate, investigations also consider what improvements can be made to policies, procedures and systems within IRC to prevent a reoccurrence and communicate as required. Notification to external agencies takes place as required.



## CODE OF CONDUCT

A code of conduct outlines the standards of behaviour expected within an organisation, consistent with the public-sector ethics principles and values. Fraud and corruption is an example of a departure or breach of the expected standards of behaviour for officers.

The IRC Code of Conduct reflects the core IRC values and provides the framework within which employees perform their duties. It also provides an “ethical roadmap” for employees by supplying guidance about the

standards of expected behaviour. Just as importantly, the code of conduct clearly states the types of behaviours IRC considers unacceptable.

- IRC Code of Conduct is consistent with the principles of the *Public Sector Ethics Act* and sets the standard of behaviour for all employees.
- A suite of policies and procedures are accessible to all employees to guide the organisation in regard to behavioural issues.
- Code of conduct training is provided to each employee (regular).
- Specific fraud prevention statement is included in the Code of Conduct.
- Regular review of the code of conduct is undertaken in consultation with ELT, management team and employee representatives.

## ORGANISATIONAL CULTURAL CHANGE PROGRAM

Creating an environment that resists fraud and corruption and rewards integrity requires a range of strategies. By setting and enforcing ethical standards, IRC works to provide its workforce with a strong ethical culture that is equipped to detect and prevent wrongdoing.



## CLIENT AND COMMUNITY AWARENESS PROGRAM

The community in general, our customers and suppliers are key stakeholders of IRC. To maintain public trust, IRC must be committed to fairness, ethical behaviour and transparency in meeting our obligations our stakeholders.

If external stakeholders are aware of IRC's stance on fraud and corruption, they are better positioned to recognise and report untoward situations. By fostering transparency and promoting acceptable policies and practices, an organisation is more likely to hear about inappropriate practices from customers and other members of the community.

- Organisational values, customer service standards and key integrity documents are made accessible to the general public via the IRC website.
- Administrative action complaint online lodgement form is available to the community via IRC website.
- IRC Procurement Policy and contractor documentation outlines best practice and warnings against fraud and corruption.
- Development of a Governance and Corporate Services engagement plan which outlines communication strategies with all stakeholders.

## REFERENCES AND RELATED DOCUMENTS

- Crime and Corruption Commission Queensland Fraud Corruption and Control Best Practise Guide
- AS 8001:2008 Australian Standard for Corporate Governance – Fraud and Corruption Control
- AS/NZS 5050:2010 Business continuity – Managing disruption-related risk
- ISO 31000:2018 Risk Management

## DOCUMENT ID/NAME

ID	NAME
CORP-POL-076	Fraud and Corruption Control Policy
CORP-POL-079	Code of Conduct
CORP-MISC-070	Audit and Risk Committee Charter
GOV-POL-054	Public Interest Disclosure Policy
STAT-POL-040	Conflict of Interest Policy
CGFS-117	Administrative Action Complaints Policy
STAT-POL-052	Asset Management Policy
STAT-POL-045	Enterprise Risk Management Policy
CORP-GDE-048	Enterprise Risk Management Framework
CORP-PRO-052	Public Interest Disclosure Procedure Management Program
PRO-001	Administrative Access Scheme Procedure
CORP-PLN-072	Fraud and Corruption Control Plan

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## FRAUD AND CORRUPTION CONTROL PLAN

### APPROVALS

PLAN NUMBER	CORP-PLN-072	DOC. ID	4771797
DATE EFFECTIVE	Insert		
OWNER	Manager Governance & Corporate Services		
APPROVED BY	Insert		
POLICY REFERENCE NUMBER	CORP-POL-076		

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DRAFT

## AIM

The Plan outlines the strategies and the process for addressing the risk of fraud throughout Council. The details of controls and actions relating to individual fraud risks across Council will be contained in the Fraud and Corruption Risk Register.

The Plan aims to:

- Reduce the potential for Fraud and Corruption within and against Council;
- Build a culture which seeks to prevent fraud and corruption;
- Explain how council deals with suspected fraud and corruption through risk management practices; and
- Provide guidance on how any suspected instances of fraud or corruption are dealt with by Council.

The Prevention and Control Plan can be found in Appendix 1.

## SCOPE

The Fraud and Corruption Control Plan (“The Plan”) applies to Our People, which includes all Isaac Regional Council Councillors and employees, contractors, consultants, volunteers, and to the extent that contractual arrangements allow, third party contractors providing goods and/or services to Council.

## ROLES & RESPONSIBILITIES

Responsibility for fraud and corruption prevention rests with all levels of management, Councillors, employees, volunteers and contractors who represent the Council and who collectively must accept ownership of the fraud and corruption controls established by Council.

It is therefore important that Councillors, managers, employees, volunteers and contractors know, understand and exercise their fraud and corrupt conduct prevention/control responsibilities.

### Councillors

Collectively, as the decision-making body of the Council, Councillors are responsible for ensuring that the Council:

- promotes a culture and environment which supports the management of fraud and corruption and where fraud and corruption are actively discouraged and is readily reported should it occur;
- promotes community awareness of the Council’s commitment to the prevention of fraud and corruption;
- provides adequate security for the prevention of fraud and corruption. This includes the provision of secure facilities for storage of assets, and procedures to deter fraudulent or corrupt activity from occurring;
- provides mechanisms for receiving allegations of fraud or corruption; and
- ensures that, where appropriate proper investigations are conducted into allegations that involve fraud or corruption.

## Chief Executive Officer

The CEO is responsible and accountable to the Council for the full and effective development and implementation of fraud and corruption management policies, procedures, plans, controls and training.

The CEO must ensure that:

- detailed plans, policies and procedures are developed and implemented for fraud and corrupt conduct prevention, detection, investigation, management, control and improvement which are subject to appropriate levels of audit;
- plans outlining potential fraud and corrupt conduct risks and ongoing implementation of mitigation measures are reported to the Executive Leadership Team (ELT) and the Audit and Risk Committee;
- the effectiveness of Council's fraud and corrupt conduct framework is audited and reviewed at least every two years;
- complaints relating to actual or suspected breaches are managed in accordance with Council's Public interest Disclosure Policy; and
- the Crime and Corruption Commission is notified of complaints of actual or suspect corrupt conduct in accordance with Crime and Corruption Act 2001 and any other legislative requirements.

## Manager Governance and Corporate Services

The Manager Governance and Corporate Services is responsible for the day to day management of this Policy as well as fraud and corruption control within the Council.

These responsibilities include:

- collating information on detected fraud and corruption incidents;
- recording the response to detected fraud and corruption incidents;
- managing the investigation of, and resources required for the investigation of, detected incidents;
- where necessary, reporting matters to Police or other external agency as necessary;
- managing reports made to Police or other external agencies;
- ensuring risk assessment tools on fraud and corruption are available for relevant staff;
- collating the outputs of fraud and corruption risk assessment exercises conducted across the organisation;
- liaising with the Manager People and Performance on detected fraud and corruption matters that require investigation pursuant to the Council's Disciplinary Procedure;
- co-ordination of the provision of fraud and corruption awareness training for Councillors and employees;
- scheduling regular internal assessments of high-risk units; and
- reporting incidents of fraud to the Audit and Risk Committee with recommendations for action to avoid further such incidents.



## Manager People and Performance

The Manager People and Performance is responsible for providing advice on matters that require investigation pursuant to the Council's Disciplinary Procedure.

These responsibilities include:

- providing advice on the application of the Council's Disciplinary Procedure;
- Incorporating fraud and corruption prevention responsibilities into the Council's staff development program;
- ensuring that fraud and corruption prevention responsibilities are specified in the position descriptions of Council Directors, Managers, Supervisors, Coordinators and Team Leaders; and
- liaising with the Director Corporate, Governance and Financial Services and the CEO when required.

## Directors and Managers

Directors and Managers have a responsibility to:

- identify risk exposures to corrupt and fraudulent activities within their Directorate;
- establish and monitor controls and procedures for prevention and detection of such activities;
- ensure that staff under their direction are aware of and understand the documents that comprise the Council's Fraud and Corruption Control Procedure outlined in the Fraud and Corruption Management Policy;
- provide guidance and instruction to all staff relative to responsibilities and fraud and corruption reporting requirements;
- maintain effective auditing and reporting on key financial systems;
- undertake a risk assessment on fraud and corruption control every two years or when a major change occurs;
- identify positions where staff may be more exposed to the risk of fraud and/or corruption ('at risk' positions);
- implement action plans for risks identified in risk assessments to eliminate or reduce the fraud and/or corruption risk;
- monitor and actively manage excessive outstanding leave of staff in at risk positions;
- ensure that losses due to fraud and/or corruption are allocated against the profit/cost centre in which the loss occurred;
- ensure that internal controls are risk focused, documented and reviewed on a regular basis;
- ensure that any internal controls are communicated to staff and that information is easily available to enable the purpose of the controls to be understood; and

- ensure that in each instance where fraud and/or corruption is detected, the Manager responsible will reassess the adequacy of the internal control environment and consider what improvements, if any, are required.
- Directors/Managers will ensure that all contractors working for their Directorate are aware of the relevant elements of Council's Fraud and Corruption Prevention Policy and Fraud and Corruption Control Plan, that it is incorporated into the Contract where applicable and to ensure that the Contractors' staff are made aware of their responsibilities and acceptable behaviours.

## Employees, Contractors and Volunteers

Employees/contractors/volunteers have the following responsibilities:

- be aware of the content and provisions of the Fraud and Corruption Control Policy and this Fraud and Corruption Control Plan that comprise the Council's Fraud and Corruption Control Framework;
- assist in the identification of risk exposures to corrupt or fraudulent activities in the workplace; and
- report concerns regarding suspected fraudulent and/or corrupt conduct at the earliest opportunity.

## Audit

- Internal Audit is responsible for the testing and evaluation of internal control mechanisms.
- Council's External Auditor also has specific responsibilities to identify fraud in accordance with the Australian Auditing Standard ASA240 "The Auditor's Responsibility to Consider Fraud in an Audit of a Financial Report".

## Governance and Corporate Services Department

This department is responsible in the management of this Policy. In particular, the Department will:

- Work with relevant areas of council to develop and make available risk assessment tools on fraud and corruption;
- assist in reviewing this Policy every two years or in circumstance of major change to Council's business and/or operations or legislation.

## DEFINITIONS

### TERM

### MEANING

Corruption

Dishonest activity or inactivity in which any person (whether or not a public official) acts contrary to the interest of IRC in order to achieve some gain or advantage, or to avoid loss or disadvantage, for the officer or for another person or entity. Corruption can include, but is not limited to, behaviour such as fraud, deception or misuse of a position or authority.

Fraud

Dishonest activity or inactivity causing actual or potential loss to any person or entity, including theft of money or other property, by any

person (whether or not a public official) external to IRC, where deception is used. This includes deliberately falsifying, concealing or destroying documents used, or intended to be used, for a normal purpose, or the improper use of information or position to directly or indirectly benefit oneself or someone else.

IRC Isaac Regional Council.

## PROCEDURE

The Plan forms an integral part of Council's overall Enterprise Risk Management Framework, seeking to minimise the opportunities for fraud and corruption and enhancing the integrity and effectiveness of all its operations.

The Plan is comprised of three key areas:

- Prevention;
- Detection (review and monitoring; and
- Response.

These three strategies are distributed across the ten elements identified by the Crime and Corruption Commission 2018 Publication Fraud and Corruption Control: Guidelines for Best Practice.

COMPONENTS	DISTRIBUTION ACROSS 3 STAGES		
	Prevention	Detection	Response
1. A Policy	√		
2. Risk Assessment	√		√
3. Internal Controls	√	√	√
4. Staff education and awareness	√		√
5. Public Interest Disclosures (PIDs)		√	
6. Investigations		√	√
7. Code of Conduct	√		
8. Internal Reporting		√	√
9. External Reporting			√
10. Client and community awareness	√		

## FRAUD CONTROL - PREVENTION

The strategy is the first line of defence and provides the most cost-effective method of controlling fraud within Council.

Key elements of effective fraud prevention include:

- A robust Fraud Policy and Code of Conduct
- Sound fraud risk management processes;
- A comprehensive Fraud Control Plan;
- Pragmatic and diligent (compliant) employees;
- Regular Fraud Awareness training;
- Fraud-related controls for activities with a high fraud risk exposure;
- System controls to ensure accurate and up-to-date data; and
- Communication about investigation outcomes to demonstrate that allegations and incidences of fraud are serious and appropriately dealt with.

## FRAUD CONTROL – DETECTION (REVIEW & MONITOR)

Council has implemented systems aimed at assisting with the detection of fraud as soon as possible after it has occurred, in the event that the Council's preventative systems fail.

Examples of detective internal controls include:

- Regular and programmed reviews and monitoring (i.e. reports to ELT)
- Regular independent reconciliation of accounts;
- Independent confirmation of service delivery where suppliers are paid in advance for services;
- Physical Security, for example:
  - Security cameras;
  - Quality assurance;
  - Surprise audits;
- Management review; and
- Comparisons between budgeted and actual figures and the follow-up of discrepancies.

## FRAUD CONTROL - RESPONSE

Council needs to be vigilant in undertaking preliminary investigations to determine whether allegations have sufficient grounds to be taken further.

Fraudulent behaviour can also be closely connected to official misconduct and corruption which are particularly dealt with under the provisions of the Crime and Corruption Act 2001. This legislation has a clear process for reporting and investigating and in many cases this will override allegations of fraudulent behaviour.

## **EDUCATION, TRAINING AND COMMUNICATION**

All staff members should have a general awareness of fraud, how they should respond and Council's processes if this type of activity is detected or suspected with the workplace.

Corruption and Fraud often goes undetected because of staff's lack of knowledge in recognising the early warning signs of corruption and/or fraudulent activity. Staff may also be unaware of how to report their suspicions or have a lack of confidence in the integrity of the reporting system or investigation process.

Fraud awareness training is an effective method of ensuring that all employees are aware their responsibilities for fraud control and of expectations pertaining to ethical behaviour in the workplace.

## **MONITORING, EVALUATION AND REPORTING**

Effective monitoring and evaluation of Council's fraud control strategies can assist managers and other decision makers to:

- assess the continued relevance and priority of fraud strategies in the light of current and emerging risks;
- test whether fraud strategies are targeting the desired population; and
- ascertain whether there are more cost-effective ways of combating fraud.

Evaluations also have the capacity to establish casual links and, over time, an Evaluation Strategy has the potential to provide insights into:

- the appropriate balance between fraud prevention and detection strategies;
- the relative weighting of incentives that focus on reducing the potential losses from fraud in the first instance, as opposed to discovering fraud after it has occurred.

A Fraud Control Plan Checklist is outlined in Appendix 2 and it is proposed that the Manager Governance and Corporate Services completes the checklist on an annual basis and forwards the document to the Chief Executive Officer. The checklist outlines a summary of activities and evidence of compliance regarding the Fraud Control Plan.

## **REFERENCES AND RELATED DOCUMENTS**

- *Crime and Corruption Act 2001*
- *Public Interest Disclosure Act 2010*
- *Local Government Act 2009*
- *Local Government Regulation 2012*

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- *Criminal Code Act 1899*
  - *Public Sector Ethics Act 1994*
  - Crime and Corruption Commission 2018 Publication Fraud and Corruption Control: Guidelines for Best Practice

## DOCUMENT ID/NAME

ID	NAME
CORP-POL-076	Fraud and Corruption Control Policy
GOV-POL-054	Public Interest Disclosure Policy
CORP-POL-079	Code of Conduct
STAT-POL-042	Investigation Policy
CORP-PRO-003	Disciplinary Procedure

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## APPENDIX 1 – PREVENTION CONTROL PLAN

	ELEMENT	ATTRIBUTE	ACTION PLAN	RESPONSIBILITY	TIMEFRAME
PREVENTION	1. Policy plan and framework	Fraud and Corruption Control Policy	a. Council's Fraud and Corruption policy, plan and framework consider relevant legislation, principles and guidelines.	Manager Governance and Corporate Services	Every 2 years
		Fraud and Corruption Control Plan	b. Council's Fraud and Corruption Control policy, plan and framework endorsed and promoted by the ELT.	ELT	Every 2 years
		Fraud and Corruption Control Framework	c. Internal/external audit and Audit & Risk Committee consider fraud and corruption within their terms of reference and/or charters. d. Regular reviews are undertaken on Council's Fraud and Corruption Control policy, plan and framework.	Internal Audit Executive External audit consultants Audit & Risk Committee Manager Governance and Corporate Services	As per Audit & Risk Committee schedule of work Every 2 years
	2. Enterprise Risk Management	Fraud and Corruption Risk Register	a. Specific Fraud and Corruption Risk Register developed and maintained for the Council (aligning to Enterprise Risk Management Framework/Registers). b. Regular reporting (monitoring/exception reports to ELT). c. Audit & Risk Committee oversight of Fraud and Corruption Control register.	Executive Leadership Team	At least every 12 months  At least quarterly As per Audit & Risk Committee schedule of work
	3. Code of Conduct	Induction Program, training and staff performance and development	a. Information to be provided to all staff. b. Culture, Values and organisational understanding to be provided.	Manager People & Performance	Ongoing

			c. Regularly review and improve the Code of Conduct to align with known or emerging risks		Annually
4. Training and Communication	Employee education and awareness	a. Program to include: <ul style="list-style-type: none"> <li>– Code of Conduct;</li> <li>– Public Interest Disclosure;</li> <li>– Reporting fraudulent and/or corrupt conduct; and</li> <li>– Policy and procedure awareness.</li> </ul>		Executive Leadership Team	Ongoing
		b. Fraud and corruption control promotional material developed and distributed.		Manager Governance and Corporate Services Manager People & Performance	Ongoing
		c. Policies and procedures easily assessable for all employees.		Executive Leadership Team	Ongoing
		d. Fraud and corruption control awareness integrated into Supervisor training and new employee inductions.		Manager People & Performance	Ongoing
5. Client and community awareness	Fraud Awareness Right to Information and Privacy Requests	a. Website to include policies.		Manager Governance and Corporate Services	Ongoing
		b. External parties to be made aware of Council's policy and procedures.			
		c. Required information to be published on Council's website.			
		d. Information is provided in a timely manner.			



# PLAN

	ELEMENT	ATTRIBUTE	ACTION PLAN	RESPONSIBILITY	TIMEFRAME
DETECTION	1. Internal Controls	Formal and Informal work processes	a. Specific functional area processes, guidelines, instructions and risk assessment to be complied with.	Executive Leadership Team	Ongoing
			b. Ongoing awareness and training of work processes to be provided.	Executive Leadership Team	Ongoing
	2. Internal Reporting	Complaints  Performance Management Framework  Internal Audit  Review and Monitoring	a. Disciplinary Procedure to be kept up to date and reviewed regularly.	Manager People & Performance	Every 2 years
			b. On-going awareness and training of work processes to be provided.	Manager People & Performance	Ongoing
			c. Organisational structure to be supported through adherence to official delegations, proper and full use of supervisory reporting relationships.	Executive Leadership Team	Every 2 years
			d. Internal Audit to consider fraud and corruption as part of the audit scope	Internal Audit	As per Audit Plan
			e. Procurement exception reporting regularly presented to ELT	Executive Leadership Team	At least quarterly
			f. Periodic internal audit of higher risks.	Executive Leadership Team	
	3. Public Interest Disclosure	Management of PIDs	a. Policy and Procedures to be kept up to date and reviewed regularly.	Executive Leadership Team	Every 2 years
b. All staff to adhere to Policy and Procedures.			Manager People & Performance	Ongoing	
c. Management to take reasonable actions to minimise risks of victimisation and to ensure			Executive Leadership Team	Ongoing	

# PLAN

			victimisation of disclosers is dealt with swiftly and appropriately.		
	4. Investigations	Investigation Processes	<ul style="list-style-type: none"> <li>a. As per Council's Investigations Policy and Disciplinary Procedure.</li> <li>b. Proactively respond to complaints, matters raised by staff or members of the community.</li> </ul>	<p>Manager Governance and Corporate Services</p> <p>Manager People &amp; Performance</p>	Ongoing

	ELEMENT	ATTRIBUTE	ACTION PLAN	RESPONSIBILITY	TIMEFRAME
RESPONSE	Internal Controls	Policies and Procedures	<ul style="list-style-type: none"> <li>a. Taking into account recent risk incidents</li> <li>b. In response to recommendations by internal auditor</li> </ul>	Manager Governance and Corporate Services	Ongoing
	Investigations	Investigations Conducted	<ul style="list-style-type: none"> <li>a. Investigations to be conducted according to:</li> <li>b. Disciplinary Procedures or Investigation Policy</li> <li>c. Public Interest Disclosure Policy and Procedures</li> <li>d. Investigation outcomes/results supported and implemented by means determined by the Executive Leadership Team</li> </ul>	Manager People & Performance	As required
		Investigations Report		Manager People & Performance	As required
	Internal Reporting	Fraud Reporting System	<ul style="list-style-type: none"> <li>a. Entities should maintain a process for the capturing, reporting, analysis and escalation of all detected fraud and corruption incidents</li> <li>b. A fraud and corruption register should be maintained on all incidents</li> </ul>	Manager Governance and Corporate Services	As required

# PLAN

			c. Council to respond promptly to audit findings and recommendations		
	External Reporting	Fraud Reporting System	<p>a. Legislative Reporting to:</p> <ul style="list-style-type: none"> <li>– Crime and Corruption Commission</li> <li>– Queensland Audit Office</li> </ul> <p>b. Fraud and Corruption matters to be reported in the Annual Report.</p>	<p>Chief Executive Officer Executive Leadership Team</p> <p>Chief Executive Officer</p>	<p>As required</p> <p>As required</p> <p>As required</p>
	Enterprise Risk Management	Risk Register Risk Reporting	<p>a. All incidences of alleged or proven fraud and/or corruption to be reported as a risk incident and reported in the risk register.</p> <p>b. Risk incidents and quarterly risk reporting file to be used to identify risks, reviewing the risk profile and identifying risk mitigation strategies.</p>	<p>Executive Leadership Team</p> <p>Executive Leadership Team</p>	<p>As required</p> <p>Quarterly</p>

## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 11 May 2021

## AUTHOR

Michael Krulic

## AUTHOR POSITION

Manager Financial Services

## 5.5

## FEES AND CHARGES 2021/2022

### EXECUTIVE SUMMARY

Pursuant to section 97 of the *Local Government Act 2009*, Council may impose a charge for a service, facility or activity that is supplied or undertaken by Council or someone on behalf of Council or, under a local law or a resolution, fix a cost-recovery fee.

### OFFICER'S RECOMMENDATION

*That the Committee recommends Council to:*

- 1. Adopt the Fees and Charges for 2021/2022.**

### BACKGROUND

Council is required to adopt its Fees and Charges for the financial year and keep a register of its cost recovery and commercial fees and charges.

There are two (2) types of Fees and Charges:-

- Commercial Charges
- Cost-recovery Fees

A Commercial Charge is a charge for commercial transactions where the Local Government is prepared to provide a service and the other party to the transaction can choose whether or not to avail itself of the service.

A Cost-recovery fee is a fee for:

- An application for the issue or renewal of a licence, permit, registration or other approval under a *Local Government Act* (an application fee); or
- Recording a change of ownership of land; or
- Giving information kept under a *Local Government Act*; or
- Seizing property or animals under a *Local Government Act*; or
- The performance of another responsibility imposed on the local government under the *Building Act* or the *Plumbing and Drainage Act*.

The attached Fees and Charges schedule reflect Isaac Regional Council's Commercial and Cost-recovery Fees and Charges for the year 2021/2022.

Upon resolution the Fees and Charges will come into effect 1 July 2021; with the acceptance that standard contractual notice periods may apply in some instances.

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## BUDGET IMPLICATIONS

A review has been completed in conjunction with the 2021/2022 budgetary process.

## CONSULTATION

- 2021/2022 Council budget workshops
- Executive Leadership Team
- Management Team
- Relevant Council Officers

## BASIS FOR RECOMMENDATION

The Isaac Regional Council Fees and Charges schedule has been reviewed through the 2021/2022 budget process.

Council is required to adopt its Fees and Charges for the financial year and keep a register of its cost recovery and commercial fees and charges.

## ACTION ACCOUNTABILITY

Manager Financial Services to ensure schedule is updated in relevant records.

## KEY MESSAGES

The Fees and Charges Schedule resolved by council form part of Council's revenue raising requirements. This source of funding is important as it has a direct impact on Council's financial operations through reducing reliance on rates revenue.

<b>Report Prepared By:</b>	<b>Report Authorised By:</b>
MICHAEL KRULIC Manager Financial Services	DARREN FETTELL Director Corporate, Governance and Financial Services
Date: 29 April 2021	Date: 5 May 2021

## ATTACHMENTS

- Attachment 1 – Fee and Charges Schedule 2021-2022

## REFERENCE DOCUMENT

- Nil

# Proposed Fees & Charges Schedule 2021/2022

Fees and Charges may be varied in accordance with the Exceptional Circumstances Policy

\*\* denotes GST inclusive prices.

**To be added to the Introduction of the Fees & Charges Schedule - "Purchase of tickets via ticket agencies will incur transaction and merchant fees, which are charged at the discretion of the ticketing platform provider."**

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
<b>BUILDING APPLICATIONS</b>							
<b>BUILDING APPLICATIONS</b>	<b>Note:</b> Where Council is requested under Section 51 and Section 145 of the Building Act 1975 to act as a replacement certifier to perform certifying functions for building work, then the full fees as stated below apply for the assessment or certification of such Building works. Any further inspections requested/required (including footing inspections and reinspections) at Standard Building Inspection rate.						
<b>Class 1 (a)</b>	All Class 1 (a)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 1 (b)</b>	All Class 1(b)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 1</b>	Alterations/Additions to Class 1 Dwellings <50m <sup>2</sup> floor area	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
	Alterations/Additions to Class 1 Dwellings >50m <sup>2</sup> floor area	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 2</b>	<500m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
	>500m2 but <2000m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 3</b>	<500m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
	>500m2 but <2000m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 4</b>	All Class 4	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 5</b>	<200m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
	>200m2 but <500m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
	>500m2 but <2000m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 6</b>	<200m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
	>200m2 but <500m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
	>500m2 but <2000m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA
<b>Class 7 (a)</b>	<500m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes		POA

	A	B	C	D	E	F	G	I	J
		Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6									
41			>500m2 but <2000m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
42					LGA 2009	S97 (2) (a)			
43		<b>Class 7 (b)</b>	<500m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
44					LGA 2009	S97 (2) (a)			
45			>500m2 but <2000m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
46					LGA 2009	S97 (2) (a)			
47		<b>Class 8</b>	<500m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
48					LGA 2009	S97 (2) (a)			
49			>500m2 but <2000m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
50					LGA 2009	S97 (2) (a)			
51		<b>Class 9 (a)</b>	<500m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
52					LGA 2009	S97 (2) (a)			
53			>500m2 but <2000m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
54					LGA 2009	S97 (2) (a)			
55		<b>Class 9 (b)</b>	<500m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
56					LGA 2009	S97 (2) (a)			
57			>500m2 but <2000m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
58					LGA 2009	S97 (2) (a)			
59		<b>Class 9 (c)</b>	<500m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
60					LGA 2009	S97 (2) (a)			
61			>500m2 but <2000m2	CR	PA 2016	S51 (1) (b) (ii)	Yes	POA	
62					LGA 2009	S97 (2) (a)			

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6								
63	<b>Class 10 (a)</b>	<40m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
64								
65		>40m2 but <65m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
66								
67		>65m2 but <110m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
68								
69		>110m2	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
70								
71	<b>Class 10 (b)</b>	In ground swimming pool (pool only -pool fence is additional, see below)	CR	PA 2016 LGA 2009	S246AH S97 (2) (a)	Yes	POA	
72								
73		Swimming Pool/ Spa Safety Barrier Inspection	CR	PA 2016 LGA 2009	S246AH S97 (2) (a)	Yes	POA	
74								
75		Swimming Pool/ Spa Safety Barrier Re-Inspection	CR	PA 2016 LGA 2009	S246AH S97 (2) (a) & (e)	Yes	POA	
76								
77		All Class 10b (excludes swimming pools & pool fencing)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
78								
79	<b>Class 10(c)</b>	Class 10( c)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
80								
81	<b>Building Application - Amendment Fees</b>	Amended Plan Class 1a or 10 a/b - Minor - Assessment Fee (change not affecting decision notice)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (e)	Yes	POA	
82		Amended Plan Class 1a or 10 a/b - Major - Assessment Fee (where amended decision notice required)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (e)	Yes	POA	
83		Amended Plan Class 2 to 9 - Assessment Fee (change not affecting decision notice)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (e)	Yes	POA	
84		Amended Plan Class 2 to 9 - Assessment Fee (where amended decision notice required)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (e)	Yes	POA	
85		Request to change an existing approval (Building Works)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (e)	Yes	POA	
86	<b>Tenancy Fit-Out</b>	< 51m2 - includes one inspection only	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
87		> 50m2 but < 110m2 - includes one inspection only	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
88		>110m2 - includes one inspection only	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)	Yes	POA	
89	<b>Siting Concessions</b>	Boundary/Site Coverage Relaxation Application - Assessment against QDC	CR	LGA 2009	S97 (2) (a)		\$400.00	
90	<b>Removal/ Demolition</b>	Removal/Demolition of Building/Resite Building from within Region	NCR	BA 1975 LGA 2009	S71 S97 (2) (a)	Yes	POA	
91		Infrastructure or Performance Bond	NCR				\$29,529.00	



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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
92	<b>Change of Class</b>	All Classes	CR	BA 1975 LGA 2009	S109 S97 (2) (a)	Yes	POA	
93	<b>Certificate of Classification</b>	Certificate of Classification for existing building, includes inspection	CR	BA 1975 LGA 2009	S123 S97 (2) (a) & (e)	Yes	POA	
94	<b>Building Compliance Notice - Residential Services (Accreditation) Act 2002</b>	Buildings - up to 1,000m2 gross floor area - Class 1b	CR	Residential Services (Accreditation) Act 2002, section 29(5)	RSA 2002 29		\$612.00	
95		Class 2-9						
96		Fee for more than 10 residential rooms	CR	Residential Services (Accreditation) Act 2002, section 29(6)	RSA 2002 29		\$61.00	
97		Reinspection	CR	Residential Services (Accreditation) Act 2002, section 29(7)	RSA 2002 29		\$204.00	
98		Application for reinspection to determine compliance with prescribed building requirements						
99	<b>Travel - Building Inspections</b>	Travel charge are to be added for relevant building inspections and for resource sector building inspections.	CR				POA	
100	<b>BUILDING / OTHER SUNDRIES</b>							
101	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
102	<b>Inspections</b>	Building Inspection/Re-inspection - per inspection	CR	BA 1975 LGA 2009	S10 S97 (2) (a) & (e)	Yes	POA	
103	<b>Information Requests Form 19</b>	Administration/Search Fee	CR	LGA 2009	S97 (2) (c)		POA Minimum Charge \$141.00	
104	<b>Additional Copies of certificates etc</b>	Duplicate copies of certificates previously issued within the previous 2 years	CR	LGA 2009	S97 (2) (c)		\$17.25	per certificate
105	<b>Building Searches</b>	Building Records search Class 1 & 10	CR	PA 2016 LGA 2009	S264 S97 (2) (c)		\$189.00	
106		Urgent Building Records search Class 1 & 10	CR	PA 2016 LGA 2009	S264 S97 (2) (c)		\$305.00	
107		As Constructed Drainage Plans Class 1 & 10	CR	PA 2016 LGA 2009	S264 S97 (2) (c)		\$113.00	
108		Building plans Class 1 & 10	CR	PA 2016 LGA 2009	S264 S97 (2) (c)		\$113.00	
109		Certificate of Classification ( copy of certificate previously issued) Class 2-9	CR	PA 2016 LGA 2009	S264 S97 (2) (c)		\$113.00	
110		Building Records Search Class 2-9	CR	PA 2016 LGA 2009	S264 S97 (2) (c)		\$515.00	
111								

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
118		As Constructed Drainage Plans Class 2-9	CR	PA 2016	S264		\$255.00	
119				LGA 2009	S97 (2) (c)			
120		Building Plans Class 2-9	CR	PA 2016	S264		\$515.00	
121				LGA 2009	S97 (2) (c)			
122		Full Copy of Building File Class 1 & 10 - per file (only available in certain circumstances)	CR	PA 2016	S264		\$515.00	
123				LGA 2009	S97 (2) (c)			
124	<b>Transfer of Functions to Local Government</b>	Transfer of functions to local government (replacement certifier) includes first inspection	CR	BA 1975	S145		POA	
125				LGA 2009	S97 (2) (a) & (e)			
126	<b>Archival fee for private certifiers</b>	Processing fee for amending property records, etc.	CR	BA 1975	S86 (1) (c)		\$115.00	
127				LGA 2009	S97 (2) (b) & (e)			
128	<b>PLUMBING</b>							
129	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
130	<b>Domestic Plumbing Applications</b>	Application for Compliance Assessment - (add inspection fee) class 1 & 10A	CR	PDR 2019	S42		\$120.00 for 1st fixture and \$28.00 for each additional fixture	
131				LGA 2009	S97 (2) (a) & (e)			
132	<b>Commercial Plumbing-Applications</b>	Application for Compliance Assessment - (add inspection fee) Class 2-9	CR	PDR 2019	S42		\$142.00 for 1st fixture and \$38.00 for each additional fixture	
133				LGA 2009	S97 (2) (a) & (e)			
134	<b>Resource Sector Plumbing Applications</b>	Application for Compliance Assessment - (add inspection fee+ Travel) Class 2-9	CR	PDR 2019	S43		\$330 for 1st fixture and \$70 for each additional fixture	
135				LGA 2009	S97 (2) (a) & (e)			
135	<b>Domestic Plumbing Amendments</b>	Amendment of plans - minor - (change not affecting compliance permit)	CR	PDR 2019	S43		\$82.00	
136		Amendment of plans - major (where amended compliance permit required)	CR	PDR 2019	S43		\$132.00	
136				LGA 2009	S97 (2) (a) & (e)			
137	<b>Commercial Plumbing Amendments</b>	Amendment of plans - minor - (change not affecting compliance permit)	CR	PDR 2019	S43		\$100 for 1st fixture and \$36.00 for each additional fixture	
138		Amendment of plans - major (where amended compliance permit required)	CR	PDR 2019	S43		\$125 for 1st fixture and \$38.00 for each additional fixture	
138				LGA 2009	S97 (2) (a) & (e)			

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
139	<b>Resource Sector Plumbing Amendments</b>	Amendment of plans - minor - (change not affecting compliance permit)	CR	PDR 2019 LGA 2009	S43 S97 (2) (a) & (e)		\$180 and fixture rate (based on building class)	
140		Amendment of plans - major (where amended compliance permit required)	CR	PDR 2019 LGA 2009	S43 S97 (2) (a) & (e)		\$300 for 1st fixture and \$70 for each additional fixture	
141	<b>Inspection Fees</b>	Domestic and Commercial Mandatory Stage Plumbing Inspections (per inspection)	CR	PDR 2019 LGA 2009	S64 S97 (2) (a) & (e)	Yes	\$178.00	
142		Domestic and Commercial Mandatory Stage Plumbing Re-Inspections (per inspection)	CR	PDR 2019 LGA 2009	S64 S97 (2) (a) & (e)	Yes	\$198.00	
143		Domestic Plumbing Condition Inspection and report	CR	LGA 2009	S97 (2) (a) & (e)	Yes	POA	
144		Commercial Plumbing Condition Inspection and report	CR	LGA 2009	S97 (2) (a) & (e)	Yes	POA	
145		Resource Sector Plumbing Inspection Fees	CR	LGA 2009	S97 (2) (a) & (e)	Yes	\$1000.00 + travel	
146		Resource Sector Plumbing Inspection Fees ( After hours inspection by prior arrangement )	CR	LGA 2009	S97 (2) (a) & (e)	Yes	\$1900.00 + travel	
147		Stormwater Inspection Fee	CR	LGA 2009	S97 (2) (a) & (e)	Yes	\$178.00	
148		<b>Consultancy Fee</b>	For Plumbing & Drainage Design Advice Minimum 1 hour Includes Pre-Start Meeting	CR	LGA 2009	S97 (2) (e)	Yes	\$180.00 per hour + travel
149	<b>Backflow Prevention Device</b>	Tests/Re-tests --Performed by Council - (per device)	NCR	LGA 2009	S97 (2) (e)	Yes	\$75.50	
150		Initial/Annual Registration of test results - (per device)	CR	PDR 2019 LGA 2009	S102 S97 (2) (a)		\$75.50	
151		Repairs & Parts - Where backflow testing has been completed by Council and repairs are required.	NCR	LGA 2009	S97 (2) (e)	Yes	POA	
152	<b>Approval for works already started/completed prior to approval/as constructed</b>	Lodgement/Approval Fee (initial registration) 'Inspection Fees (consult with plumbing staff regarding required number of inspections)	CR	PDR 2018 LGA 2009	S42 S148 S97 (2) (a)		Double standard Fee \$225.00 per inspection	per inspection
153		Commissioning/Testing - each device (testable)	NCR	LGA 2009	S97 (2) (e)	Yes	\$86.00	
154	<b>Thermostatic Mixing Valve</b>	Annual Registration - each device (testable)	CR	AS4032.3 2004 LGA 2009	S2 S97 (2) (a)		\$75.50	
155		<b>On-site Sewerage Design</b>	On-site Sewerage Design	NCR	PDA 2018		Yes	POA
156	<b>On-site Sewerage Inspection</b>	On-site Sewerage Inspection	CR	PDA 2018	Section 44 (1)(iv)	Yes	\$205.00	
157		Re-inspection	CR	PDA 2018	Section 44 (1)(iv)	Yes	\$255.00	
158	<b>Annual On-site Sewerage Facility Registration Fee</b>	Annual registration fee On-site Sewerage facilities per AES System	CR	PDA 2018	S128H		\$75.50	
159	<b>Trade Waste - New Applications</b>	Application Fee - Category A - Hobby	CR	WS (SAR) A 2008 LGA 2009	S97 (2) (a) & (e)		\$114.00	
160		Application Fee - Category A	CR	WS (SAR) A 2008 LGA 2009	S97 (2) (a) & (e)		\$610.00	
161								
162								
163								
164								
165								

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
166		Application Fee - Category B	CR	WS (SAR) A 2008 LGA 2009	S97 (2) (a) & (e)		\$780.00	
167		Application Fee - Category C	CR	WS (SAR) A 2008 LGA 2009	S97 (2) (a)		As per individual agreement	
168								
169	<b>Trade Waste - Annual Approval/ Existing Generator</b>	Annual Fee - Category A & Category A Hobby	CR	WS (SAR) A 2008			\$111.00	
170		Annual Fee - Category B	CR	WS (SAR) A 2008			\$280.00	
171		Annual Fee - Category C	CR	WS (SAR) A 2008 LGA 2009	S97 (2) (a)		As per individual agreement	
172		Alterations to existing Trade Waste Approval	CR	WS (SAR) A 2008			\$170.00	
173								
174	<b>Hydrant Testing</b>	Hydrant testing of flow rate and pressure	CR	WS (SAR) A 2008		Yes	\$260.00 + Travel	
175	<b>Fire Hose Reel Testing</b>	Fire hose reel testing of flow rate and pressure	CR	WS (SAR) A 2008		Yes	\$260.00 + Travel	
176	<del>Travel for Testing of Hydrants and Hose Reels</del>	<del>Travel for Testing of Hydrants and Hose Reels</del>	CR	LGA 2009	S97 (2) (a)			
177	<b>Travel - Plumbing Inspections</b>	Travel charge are to be added for relevant plumbing inspections and for resource sector plumbing inspections.	NCR				\$0.76/per km	per km
178	<b>OTHER TECHNICAL/ ENGINEERING</b>							
179	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
180	<b>Driveway Crossovers</b>	Work on Council property Driveway/Crossover Approval – Application and Inspection fee	CR	LGA 2009	S97 (2) (a)	Yes	\$210.00	
181	<b>Gates &amp; Grids</b>	Application to install/replace gate/grid on Council road	CR	LGA 2009	S97 (2) (a)	Yes	\$289.00	
182	<b>Approval – Extension of Time</b>	For an extension of approval period	CR	LGA 2009	S97 (2) (c)		\$226.00	
183	<b>Works within a Road Corridor Permit</b>	Application to work within an IRC Road Corridor Permit - Assessment and inspection fee	CR	LGA 2009	S97 (2) (a)	Yes	\$450.00	
184	<b>Engineering Searches</b>	Full Engineering Search (Water, Sewerage, road, stormwater)	CR	LGA 2009	S97 (2) (c)		\$321.00	
185	<b>RECONFIGURING A LOT</b>							
186	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
187	<b>Reconfiguring a Lot</b>	Base fee - 1 additional allotment	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$2,500.00	
188		Each additional allotment if more than 1	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		Base fee + \$350 per lot	
189		Boundary re-alignment	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$2,500.00	
190		Reconfiguration of Lot by Lease Agreement - exceeding 10 years	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$4,000.00	
191		Creation of an Access Easement	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$2,500.00	

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
192		^Note that if development is a combination of a lot reconfiguration and boundary realignment/access easement creation, the relevant fee is the higher of the two, rather than both applicable fees. ^A 25% discount is applied to the Reconfiguring a Lot application fee when an application is lodged in conjunction with a Material Change of Use.						
193	<b>Survey Plan Endorsement</b>	Endorsement of Survey Plan	CR	PR 2017 LGA 2009	Sch 20 1 (3) S97 (2)(a)		\$500.00	
194		Re-endorsing Survey Plan that are out of time	CR	PR 2017 LGA 2009	Sch 20 1 (3) S97 (2)(a)		\$500.00	
195	<b>MATERIAL CHANGE OF USE</b>							
196	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
197	<b>Material Change of Use - Residential activities</b>	<b>Code assessable</b>						
198		Dwelling house Dwelling unit	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$500.00	
199		Dual occupancy	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$4,000.00	
200		Caretakers' accommodation Home based business Nature-based tourism	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$4,000.00	
201		Multiple dwelling - up to four (4) dwelling units Residential care facility - up to twenty (20) beds Retirement facility - up to four (4) dwelling units Community residence - up to twenty (20) beds Rooming accommodation - up to twenty (20) beds	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$8,000.00	
202		Multiple dwelling - five (5) dwelling units or greater Residential care facility - twenty-one (21) beds or greater Retirement facility - five (5) dwelling units or greater Rooming accommodation - twenty-one (21) beds or greater	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$12,000.00	
203		Rural workers' accommodation Relocatable home park Tourist park Short-term accommodation	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$16,000.00	
204		Non-resident workforce accommodation - up to 200 beds	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$25,000.00	
205		Non-resident workforce accommodation - 201 beds or greater	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$40,000.00	
206		Resort complex	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$20,000.00	
207	<b>Material Change of Use - Residential activities</b>	<b>Impact assessable</b>						
208		Dwelling house Dwelling unit	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$1,500.00	
209		Dual occupancy	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$7,000.00	
210		Caretakers' accommodation Home based business Nature-based tourism	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$7,000.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
211		Multiple dwelling - up to four (4) dwelling units Residential care facility - up to twenty (20) beds Retirement facility - up to four (4) dwelling units Community residence - up to twenty (20) beds Rooming accommodation - up to twenty (20) beds	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00	
212		Multiple dwelling - five (5) dwelling units or greater Residential care facility - twenty-one (21) beds or greater Retirement facility - five (5) dwelling units or greater Rooming accommodation - twenty-one (21) beds or greater	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
213		Rural workers' accommodation Relocatable home park Tourist park Short-term accommodation	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$20,000.00	
214		Non-resident workforce accommodation - up to 200 beds	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$40,000.00	
215		Non-resident workforce accommodation - 201 beds or greater	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$80,000.00	
216		Resort complex	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$25,000.00	
217	<b>Material change of use - Business activities</b>	<b>Code assessable</b>						
218		<b>Use area up to 499m2 gross floor area</b> Food and drink outlet Adult store Bar Office Sales office Shop Showroom Veterinary services	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$6,000.00	
219		<b>Use area 500m2 gross floor area or greater</b> Food and drink outlet Adult store Bar Office Sales office Shop Showroom Veterinary services	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00	
220		<b>Agricultural supplies store</b> Outdoor sales Garden centre Car wash Service station Market Hardware and trade supplies	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00	
221		Shopping centre	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$20,000.00	
222	<b>Material change of use - Business</b>	<b>Impact assessable</b>						

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
223	<b>activities</b>	Food and drink outlet Adult store Bar Office Sales office Shop Showroom Veterinary services	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$12,000.00	
224		Agricultural supplies store Outdoor sales Garden centre Carwash Service station Market Hardware and trade supplies	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
225		Shopping centre	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$30,000.00	
226	<b>Material change of use</b>	<b>Code assessable</b>						
227	<b>Entertainment activities</b>	Club Hotel Nightclub entertainment facility Theatre Function facility Tourist attraction	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00	
228		<b>Impact assessable</b>						
229		Club Hotel Nightclub entertainment facility Theatre Function facility Tourist attraction	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
230	<b>Material change of use - Industrial</b>	<b>Code assessable</b>						
231	<b>activities</b>	Bulk landscape supplies Transport depot Warehouse Low impact industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$8,500.00	
232		Medium impact industry Marine industry Research and technology industry Service industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$12,000.00	
233		Extractive industry - up to 999,999 tonnes p.a Extractive industry - 1,000,000 tonnes p.a or greater	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$25,000.00 \$40,000.00	
234		High impact industry Special industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
235		<b>Impact assessable</b>						
236		Bulk landscape supplies Transport depot Warehouse Low impact industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	

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6		Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
237			Low impact industry Medium impact industry Marine industry Research and technology industry Service industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
238			Extractive industry - up to 999,999 tonnes p.a Extractive industry - 1,000,000 tonnes p.a or greater	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$40,000.00 \$80,000.00	
239			High impact industry Special industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$25,000.00	



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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
240	<b>Material change of use - Community and recreation activities</b>	<b>Code assessable</b>						
		Place of worship	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$7,500.00	
		Emergency services						
		Crematorium						
		Cemetery						
		Funeral parlour						
		Community care centre						
		Community use						
		Environment facility						
		Indoor sport and recreation						
		Outdoor sport and recreation						
		Park						
241		Health care services						
		Educational establishment	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00	
242		Hospital						
		Child care centre						
		Detention facility	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$20,000.00	
243		Major sport, recreation and entertainment facility						
		Motor sport facility						
244		<b>Impact assessable</b>						
		Place of worship	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
		Emergency services						
		Crematorium						
		Cemetery						
		Funeral parlour						
		Community care centre						
		Community use						
		Environment facility						
		Indoor sport and recreation						
		Outdoor sport and recreation						
		Park						
245		Health care services						
		Educational establishment	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
246		Hospital						
		Child care centre						
		Detention facility	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$30,000.00	
247		Major sport, recreation and entertainment facility						
		Motor sport facility						
248	<b>Material change of use - rural activities</b>	<b>Code assessable</b>						
		Cropping	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$7,500.00	
		Permanent plantation						
		Roadside stall						
		Animal keeping						
249		Animal husbandry						
		Rural industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00	
		Intensive horticulture						
		Agricultural supplies store						
		Wholesale nursery						
250		Winery						
		Intensive animal industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$30,000.00	
251								

	A	B	C	D	E	F	G	I	J
6		Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
252			<b>Impact assessable</b>						
253			Cropping Permanent plantation Roadside stall Animal keeping Animal husbandry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00	
254			Rural industry Intensive horticulture Agricultural supplies store Wholesale nursery Winery	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00	
255			Intensive animal industry	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$40,000.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit	
256	Material change of use - other activities/services and infrastructure uses	<b>Code assessable</b>							
257		Outstation Parking station Telecommunications facility Utility installation Landing	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$7,500.00		
258		Air services Major electricity infrastructure Port services Substation	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00		
259		Renewable energy facility Brothel	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$15,000.00		
260		<b>Impact assessable</b>							
261		Outstation Parking station Telecommunications facility Utility installation Landing	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$10,000.00		
262		Air services Major electricity infrastructure Port services Substation	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$20,000.00		
263		Renewable energy facility Brothel	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$25,000.00		
264		Undefined use Assessment fee not specified	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)			POA	
265		<b>SUNDRIES</b>							
266		Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
267		Change Application	Change Application: Minor change (each request)	CR	PA 2016 LGA 2009	S79 (1) (b) (i) S97 (2) (a)		\$1,250.00	
268			Other change (each request)	CR	PA 2016 LGA 2009	S79 (1) (b) (i) S97 (2) (a)			POA
269		Superseded planning scheme	Request for development to be assessed under a superseded planning scheme	CR	PA 2016 LGA 2009	S79 (1) (b) (i) S97 (2) (a)		\$1,250.00	
270	Planning Documents	Town planning scheme - per document	CR	LGA 2009	S264 (5) (a) (ii) S97 (2) (c)		\$300.00		
271		Town planning maps - per sheet	CR	LGA 2009	S264 (5) (a) (ii) S97 (2) (c)		\$16.50		
272	Extension Application	Extend a currency period of a development approval	CR	PA 2016 LGA 2009	S86 (2) (b) (i) S97 (2) (a)		\$2,500.00		
273	Planning and Development Certificates	Certificate Limited	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$900.00		
274		Certificate - Standard	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$1,120.00		
275		Certificate Full – Non Urgent	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$2,465.00		

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6		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
276			Certificate Full - Urgent	CR	PA 2016 LGA 2009	S265 (2) S97 (2) (a) & (e)		\$2,760.00	
277			Exemption Certificate	CR	PA 2016 LGA 2009	S 46 S97 (2)(a)		POA	
278		<b>Variation Request Application</b>	Variation Request (former S242)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		POA	
279		<b>Preliminary Approval Application</b>	Preliminary Approval s49(2) (former S241)	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		POA	
280		<b>Isaac Trunk Infrastructure Charges</b>	Water Sewerage Stormwater Parks Transport	CR	PA 2016 LGA 2009	S114, S116 & S139 S97 (2) (a)		Refer to Adopted Infrastructure Charges Resolution (No.3) 2021	
281		<b>Concurrence Referral</b>	Code Assessable Referral (Council as referral agency)	CR	PA 2016 LGA 2009	S54 (1) S97 (2) (a)		\$450.00	
282			Impact Assessable Referral (Council as referral agency)	CR	PA 2016 LGA 2009	S54 (1) S97 (2) (a)		\$1,000.00	
283		<b>Building Work</b>	Building work where not associated with a "Material Change of Use"	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$500.00	
284		<b>Generally in Accordance</b>	Request to Consider a Change- Generally in accordance with existing approval	CR	PA 2016 LGA 2009	S79 (a) (b) (i) S97 (2) (a)		\$725.00	

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
285	<b>OPERATIONAL WORKS</b>							
286	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
287	<b>Operational Works</b>	Base fee - works up to \$100,000 in value	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$2,000.00	
288		Works value from \$100,001 up to \$2,350,000	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$1500 + 1% of the total value of proposed works	
289		Maximum fee	CR	PA 2016 LGA 2009	S51 (1) (b) (ii) S97 (2) (a)		\$25,000.00	
290	<b>PRIORITY DEVELOPMENT AREA</b>							
291	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
292	<b>Development Application</b>	Development Application in the Priority Development Area	CR	EDA 2012 LGA 2009	S82, S101, & S129 S97 (2) (a)		POA	
293								
294	<b>LAND PROTECTION ENVIRONMENTAL HEALTH &amp; LOCAL LAWS</b>							
295	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
296	<b>STOCK ROUTES</b>							
297	<b>Travel Permit</b>	Stock route travel permit (Large Stock)	CR	LP (PSRM) A 2002 SRMA 2002 LGA 2009	S134(3) S97 (2) (a)		Minimum fee prescribed by Stock Route Management Regulation 2003	
298		Stock route travel permit (Small Stock)	CR	LP (PSRM) A 2002 SRMA 2002 LGA 2009	S134(3) S97 (2) (a)		Minimum fee prescribed by Stock Route Management Regulation 2003	
299								
300								
301	<b>Agistment Permit</b>	Stock route agistment permit (Large Stock)	CR	LP (PSRM) A 2002 SRMA 2002 LGA 2009	S116(5) S97 (2) (a)		Minimum fee prescribed by Stock Route Management Regulation 2003	
302		Stock route agistment permit (Small Stock)	CR	LP (PSRM) A 2002 SRMA 2002 LGA 2009	S116(5) S97 (2) (a)		Minimum fee prescribed by Stock Route Management Regulation 2003	
303								
304								

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
305	<b>ENVIRONMENTAL HEALTH &amp; LOCAL LAWS</b>							
306	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
307	<b>FOOD PREMISES</b>							
308	<b>Notes</b>							
309	Food manufacturer, cafe / restaurant, takeaway food bar, delicatessen, caterer, baker / patisserie, childcare centre, hospital / care facility, mobile food vehicle, fruit and vegetables processing, accommodation meals, beverage manufacturer, food shop, food vending machine and annual temporary food stall.							
310								
311	<b>Low Risk or Minor Prep Food Business</b>							
312	Low risk food business involve handling of non-potentially hazardous foods i.e., the final product does not require refrigeration or hot-holding. Examples including making cakes without dairy fillings or frosting, making confectionary, cutting fruits and vegetables, etc.							
313								
314	<b>Medium Risk Food Business</b>							
315	A medium risk food business involves the preparation of potentially hazardous ready-to-eat foods. Examples includes cafes and restaurants, bakeries, and manufacturers.							
316	<b>High Risk Food Business</b>							
317	A high risk food business includes the sale and provisions of food to vulnerable persons. Businesses that require a high risk food business licence include child care centres, aged care facilities, etc. Food business conducting on-site or off-site catering as per the definition in the Food Act 2006 also require a high risk food business licence. These businesses require a Food Safety Program in order to be issued their licence.							
318								
319	<b>Plan Assessment Fee:</b>	A non-refundable fee that includes an assessment of plans for preliminary approvals of plans for fit-outs of new premises or alterations of existing kitchens.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$357.00	
320								
321	<b>Food Safety Program Accreditation Assessment Fee:</b>	A non-refundable fee for the assessment for accreditation of a Food Safety Program.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$459.00	
322	<b>Application Fees</b>	<b>New Low Risk or Minor Prep Food Business Application Fee:</b> A once off non-refundable fee for the assessment of a new <b>Low Risk or Minor Prep</b> food business licence application. Minor preparation includes hot or cold holding of premade foods for service (e.g. serving unpackaged pre-made pies, cakes with frosting, etc.) Includes: administrative charge, desktop assessment, suitability of premises (inspection), licence fee, and routine inspections.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$357.00	
323		<b>New Medium Risk Food Business Application Fee:</b> A once off non-refundable fee for the assessment of a new <b>Medium Risk</b> food business licence application. Includes: administrative charge, desktop assessment, suitability of premises (inspection), and licence fee.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$408.00	
324		<b>New High Risk Food Business Application Fee:</b> A once off non-refundable fee for the assessment of a new <b>High Risk</b> food business licence application. Includes: administrative charge, desktop assessment, suitability of premises (inspection), and licence fee.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$443.00	

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6		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
325			<b>Half Year New Licence Application Fee:</b> New Food Business Licences Registered between <b>May 1st and November 30th</b> have a fee of: 50% of remaining full fee. * \$100.00 base administrative fee <del>Low Risk = \$225.00</del> <del>Medium Risk = \$250.00</del> <del>High Risk = \$267.50</del>	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		50% of the remainder of the new licence fee	
326		<b>Renewal Fees</b>	<b>Low Risk Food Business Licence Renewal Fee:</b> A once off non-refundable fee for the annual renewal of a <b>Low Risk</b> food business licence. Includes: administrative charges, desktop assessment of renewal application, and routine inspection.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$306.00	
327			<b>Medium Risk Food Business Licence Renewal Fee:</b> A once off non-refundable fee for the annual assessment of a <b>Medium Risk</b> food business licence. Medium risk businesses handle potentially-hazardous foods. Includes: administrative charges, desktop assessment of renewal application, and routine inspection.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$357.00	
328			<b>High Risk Food Business Licence Renewal Fee:</b> A once off non-refundable fee for the annual assessment of a <b>High Risk</b> food business licence. High risk food business conduct on-site or off-site catering (as defined in the Food Act), or serve food to vulnerable persons (e.g. child-care centres, care facilities, etc.) Includes: administrative charges, desktop assessment of renewal application, and routine inspection.	CR	FA 2006 LGA 2009	S31 S97 (2) (a)		\$384.00	
329		<b>Licence Restoration Fee</b>	This fee is charged in addition to the annual licence renewal fee for renewals submitted within 30 days after the licence ends. Passed 30 days after the licence ends a new licence application is required.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$41.00	
330		<b>Amendment to Licence or Premise Fee</b>	Major amendments licence fee includes moving to a new premises or changing from low to medium risk activities. Amendment to premises fee includes cost of assessing plans for <b>minor</b> structural changes. Most minor/administrative amendments are fee exempt.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$204.00	
331		<b>Food Safety Program Amendment Fee:</b>	Includes the cost of re-assessment and approval of the amendment of the Food Safety Program.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$204.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
332	Temporary Food Stall	<b>Temporary Low Risk Food Stall (6 month licence term) Fee:</b> Temporary premises approved for 6 months in same location/s. Restricted to minor preparation and/or non-potentially-hazardous foods. Includes food prepared at a licensed premises for sale at temporary premises.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$51.00	
333		<b>Temporary Low Risk Food Stall (12 month licence term) Fee:</b> Temporary premises approved for 12 months in the same location/s. Restricted to minor preparation and/or non-potentially-hazardous foods. Includes food prepared at a licensed premises for sale at temporary premises.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$102.00	
334		<b>Temporary Medium Risk Food Stall (6 month licence term) Fee:</b> Temporary premises approved for 6 months for the same location/s. Medium risk, preparation, and processing. Includes food prepared at a licensed premises for sale at temporary premises.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$102.00	
335		<b>Temporary Medium Risk Food Stall (12 month licence term) Fee:</b> Temporary premises approved for 12 months for the same location/s. Medium risk, preparation, and processing. Includes food prepared at a licensed premises for sale at temporary premises.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$204.00	
336		<b>Single Event Licence Fee:</b> For use of a fixed facility for an event, or a once-off set up of stall or tent. Low and medium risk activities only. Includes food prepared at a licensed premises for sale at temporary premises.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$51.00	
337		<b>Non-Profit Organisation notification of event:</b> A licence is required for a non-profit organisation that involves the sale, on at least 12 days each financial year, of <b>meals</b> prepared by the organisation at a particular place. Notification is required for the sale on less than 12 days per financial year of food or meals prepared by the organisation at a particular place.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$0.00	
338	<b>New Honey Food Business Licence Fee:</b>	A once off, non-refundable fee. Includes assessment of plans, inspection, and annual licence.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$84.00	
339	<b>Annual Licence Renewal Fee for Honey Food Businesses:</b>	The annual renewal fee for Honey food businesses.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$74.00	
340	<b>Potable Water Carrier</b>	<b>New Potable Water Carrier Licence Application Fee:</b> A once off, non-refundable fee for applying for licence/s for potable water carrier vehicles. Does not include Plan Assessment of vehicle/s.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$102 admin fee AND \$45 per vehicle up to 10 vehicles	



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		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
6									
341			<b>Half Year New Potable Water Carrier Licence Application Fee:</b> A once off, non-refundable fee for applying for licence/s for potable water carrier vehicles. Applies to new registration between <b>May 1st and November 30th.</b> Does not include Plan Assessment of vehicle/s.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$102 admin fee AND \$20 per vehicle up to 10 vehicles	
342			<b>Potable Water Carrier Annual Licence Renewal Fee:</b> Charged per potable water carrier vehicle.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$40 per vehicle	per vehicle
343		<b>Non-Conformance Audit (Food Safety Program) Fee:</b>	Non-conformance audits triggered by 3 non-conformance reports from auditors. Applies to High Risk food businesses with Food Safety Programs.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$306.00	
344		<b>Inspection Cost Recovery Fee:</b>	1st inspection - cost included in licencing 2nd inspection - cost included in licencing 3rd inspection - cost included in licencing fee 4th inspection and all further inspections - this fee applies per inspection.		FA 2006 LGA 2009	S31 S97 (2) (a)		\$235.00	

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	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6								
345	<b>PERSONAL APPEARANCE</b>							
346	<b>Higher Risk – Personal Appearance Services</b>	<b>Plan Assessment Fee:</b> A non-refundable fee that includes an assessment of plans for preliminary approvals of plans for fit-outs or alterations.		PH (ICFPAS) A 2003 LGA 2009	S9 S97 (2) (a)		\$408.00	per premises
347		<b>New Application Assessment Fee:</b> A once off non-refundable fee for the assessment of a new High Risk Personal appearance service licence application. Does not include plan assessment.		PH (ICFPAS) A 2003 LGA 2009	S9 S97 (2) (a)		\$306.00	per premises
348		<b>Half Year New Application Assessment Fee:</b> A once off non-refundable fee for the assessment of a new High Risk Personal appearance service licence application. Does not include plan assessment. <b>New HRPAS Business Licences Registered between May 1st and November 30th have a discounted fee of:</b> 50% of remaining full fee minus the admin fee. * \$100.00 base administrative fee + 1 premises = \$200 2 premises = \$250		PH (ICFPAS) A 2003 LGA 2009	S9 S97 (2) (a)		\$102 admin fee AND 50% of the remainder of the new licence fee sans admin fee	
349		<b>Renewal Fee for High Risk PAS:</b> The annual licence fee.		PH (ICFPAS) A 2003 LGA 2009	S9 S97 (2) (a)		\$255.00	per premises
350		<b>Inspection Cost Recovery Fee:</b> 1st inspection - cost included in licencing 2nd inspection - cost included in licencing 3rd inspection and all further inspections - this fee applies per inspection.		PH (ICFPAS) A 2003 LGA 2009	S9 S97 (2) (a)		\$153.00	per premises
351		<b>Amendment to Licence or Premises Fee:</b> Includes cost of assessing plans for structural changes or alterations to the premises. Most minor/administrative amendments are fee exempt.  A licensee may apply to local government for amendment of the licence. Licence may be amended by changing the location of the premises, adding additional premises, or if satisfied any structural changes or alterations comply with the requirements under this act.		PH (ICFPAS) A 2003 LGA 2009	S9 S97 (2) (a)		\$204.00	per premises
352		<b>Transfer of Licence Fee:</b> Includes costs of assessment of transfer application and inspection of the premises. Alterations or structural changes to premises are not included and the new licensee must apply for an amendment of licence.  A licensee may apply to local government to transfer the licence. The application may be granted if the local government is satisfied the proposed transferee if a suitable person to hold the licence, and the premises where the service is provided is suitable for providing the services.		PH (ICFPAS) A 2003 LGA 2009	S9 S97 (2) (a)		\$265.00	per premises
353		<b>ENVIRONMENTALLY RELEVANT ACTIVITY FEES (ERA's)</b>						

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
354	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
355	<b>Environmentally Relevant Activity Annual Licence Fees</b>	<b>Annual Fee:</b> ERA 12(1) Plastic Product Manufacturing - (manufacturing in a year, a total of 50t or more of plastic product, other than a plastic product mentioned in item 2) AES=28	CR	EPR 2008	S117 sch 2		\$3,634.00	
356				LGA 2009	S97 (2) (a)			
357		<b>Annual Fee:</b> ERA 12(2) Plastic Product Manufacturing - (manufacturing in a year, a total of 5t or more of carbon fibre, epoxy coating, foam, foam sandwich, mattings, resin, composite plastics or rigid fibre-reinforced plastics) AES=54	CR	EPR 2008	S117 sch 2		\$7,008.00	
358				LGA 2009	S97 (2) (a)			
359		<b>Annual Fee:</b> ERA 19 Metal Forming AES=0	CR	EPR 2008	S117 sch 2		\$610.00	
360				LGA 2009	S97 (2) (a)			
361		<b>Annual Fee:</b> ERA 20(1) Metal Recovery - (recovering less than 100t of metal in a day) AES=0	CR	EPR 2008	S117 sch 2		\$610.00	
362				LGA 2009	S97 (2) (a)			
363		First sign and tag free - extra signs and replacements (cost + \$20) per item	CR	EPR 2008	S117 sch 2		\$2,465.00	
364				LGA 2009	S97 (2) (a)			
365	<b>Annual Fee:</b> ERA 38(1a) Surface Coating - (anodising, electroplating, enamelling, galvanising or using, in a year, the following quantity of surface coating materials – 1t to 100t) AES=10	CR	EPR 2008	S117 sch 2		\$1,297.00		
366			LGA 2009	S97 (2) (a)				
367	<b>Annual Fee:</b> ERA 49 Boat Maintenance or Repair EAS=17	CR	EPR 2008	S117 sch 2		\$2,206.00		
368			LGA 2009	S97 (2) (a)				
369	<b>Annual Fee:</b> ERA 61(1) Waste Incineration and Thermal Treatment - (incinerating or thermally treating waste vegetation, clean paper or cardboard) AES=0	CR	EPR 2008	S117 sch 2		\$610.00		
370			LGA 2009	S97 (2) (a)				
371	<b>Application to amend licence.</b> Operational change and/or renovations to premises. Includes assessment of plans and inspection.	CR	LGA 2009	S97 (2) (a)		\$265.00		
372	<b>LOCAL LAWS (DOGS)</b>							
373	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
374	<b>Puppy fee - (Dog up to 12 months old for the first year)</b>	Puppy - Not Microchipped	CR	AM (CAD) A 2008 LGA 2009	S 97 (2) (a)		\$20.00	
375		Puppy - Microchipped	CR	AM (CAD) A 2008 LGA 2009	S 97 (2) (a)		\$0.00	

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	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6	Registration Fees - (Dogs older than 12 months)	Annual Fee: Animal - Whole	CR	AM (CAD) A 2008 LGA 2009	S97 (2) (a)		\$106.00	
376		Annual Fee: Animal - Desexed	CR	AM (CAD) A 2008 LGA 2009	S97 (2) (a)		\$35.00	
377			Annual Fee: Desexed and Microchipped	CR	AM (CAD) A 2009	S97 (2) (a)		\$20.00
378	Pensioner Registration Fees -(Dogs older than 12 months)			CR	AM (CAD) A 2008 LGA 2009	S 97 (2) (a)		\$53.00
379		Annual Fee: Animal - Desexed	CR	AM (CAD) A 2008 LGA 2009	S 97 (2) (a)		\$26.00	
380	Desexed and Microchipped Pension Concession Card holders only		CR	AM (CAD) A 2008LGA 2009	S 97 (2) (a)		\$0.00	
381		Desexed and Microchipped for over 65 (senior)	CR	AM (CAD) A 2008LGA 2009	S 97 (2) (a)		\$13.00	
382	Desexed and Microchipped 50% fee concession for over 65 (senior) only (Note: To be entitled to the over 65 (senior) 50% fee concession, the senior must produce evidence of being over 65)		CR	AM (CAD) A 2008LGA 2009	S 97 (2) (a)		\$0.00	
383		Reciprocal Registration - Transfer of Current Registration from another Local Government - (For the current registration period only, Evidence of current registration to be provided)	CR	AM (CAD) A 2008LGA 2009	S 97 (2) (a)		\$0.00	
384	Entire owned by a member of Canine Control Council Documentation of membership to be provide		CR	AM (CAD) A 2008LGA 2009	S 97 (2) (a)		50% of the applicable fee	
385		Assistance dogs	NCR				\$0.00	
386	Regulated Dogs (Declared dangerous)	Initial Registration Includes Regulated Dog Management Kit (One approved tag and Two approved signs)	CR	AM (CAD) A 2008 LGA 2009	S 97 (2) (a)		\$500.00	
387		Annual Registration Renewal Declared dangerous and in non compliance with the conditions of keeping and the performance of the dog	CR	AM (CAD) A 2008 LGA 2009	S 97 (2) (a)		\$500.00	
388		Annual Registration Renewal Declared dangerous dog subsequent years upon successful performance review and the continuing compliance with all the conditions of the declaration	CR	AM (CAD) A 2008 LGA 2009	S 97 (2) (a)		\$250.00	
389	Regulated Dogs (Declared menacing)	Initial Registration Includes Regulated Dog Management Kit (One approved tag and Two approved signs)	CR	AM (CAD) A 2008LGA 2009	S 97 (2) (a)		\$500.00	
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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit	
394		<b>Annual Renewal Registration</b> Declared menacing dog and in non compliance with the conditions of keeping and the performance of the dog	CR	S 97 (2) (a)	S 97 (2) (a)		\$500.00		
395		<b>Annual Renewal Registration</b> Declared menacing dog (non desexed dog) subsequent years upon successful performance review and the continuing compliance with all the conditions of the declaration	CR	S 97 (2) (a)	S 97 (2) (a)		\$250.00		
396		<b>Annual Registration Renewal</b> Declared menacing dog (desexed dog) subsequent years upon successful performance review and the continuing compliance with all the conditions of the declaration	CR	S 97 (2) (a)	S 97 (2) (a)		\$200.00		
397	<b>Restricted</b>	<b>Initial Registration</b> Includes Regulated Dog Management Kit (One approved tag and Two approved signs)	CR	S 97 (2) (a)	S 97 (2) (a)		\$500.00		
398		<b>Annual Registration Renewal</b> Restricted and in non compliance with the conditions of keeping the performance of the dog .	CR	S 97 (2) (a)	S 97 (2) (a)		\$500.00		
399		<b>Annual Registration Renewal</b> Declared dangerous dog subsequent years upon successful performance review and the continuing compliance with the conditions of the declaration	CR	S 97 (2) (a)	S 97 (2) (a)		\$250.00		
400	<b>Regulated Dog Signs</b>	First sign and tag free					\$0.00		
401		Additional and replacement of set (one sign and one tag)	NCR				\$51.00		
402	<b>Replacement Identification Tag</b>	Replacement of lost or damaged identification tag and regulated dog tags	NCR			Yes	\$7.35		
403	<b>NOTES:</b>	<ul style="list-style-type: none"> <li>· A discount of 50% applies to the full year fee if the animal registration is renewed before the due date of the invoice.</li> <li>· Pro rata is applied quarterly on a tiered basis.</li> <li>· Pro rata will not be applied to impounded animals when registration is enforced for the release of the animal</li> </ul>							
404									
405									
406	<b>Impounding Fees</b>	Impounding release of a unregistered animal and applicable registration fee.	CR	IRC LL 1 & IRC LL 2			\$158.00 + applicable registration fee		
407				LGA 2009	S97 (2) (d)				
408		Impounding release of a registered animal. First impoundment.	CR	IRC LL 1 & IRC LL 2			Free		
409				LGA 2009	S97 (2) (d)				
410		Impounding release of a registered animal. Second impoundment.	CR	IRC LL 1 & IRC LL 2			\$153.00		
411				LGA 2009	S97 (2) (d)				
412		Dog adoption fee	NCR				\$100.00		
413		Sustenance and care cost for dogs that are retained pending Compliance, Internal and QCAT reviews	CR				\$10.00 per day max \$300.00 for 30 Day Stay		
414		Surrender of unwanted animal	CR	IRC LL 1 & IRC LL 2			\$0.00		
415				LGA 2009	S97 (2) (d)				
416	<b>Impounded Goods Release</b>								

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417	<b>Impounded Goods Release Fees</b>	<b>Vehicle Release</b> - for vehicle seized (owner liable to pay fee within 30 days) less than 4.5 TGVM	CR	IRCLL1 & IRC LL1.14, LL4	S97 (2) (d)		Actual Cost of Contract Removal	
418		<b>Vehicle Release</b> - for vehicle seized (owner liable to pay within 30 days) - vehicles 4.5 TGVM or greater	CR	IRCLL1 & IRC LL1.14, LL5	S97 (2) (d)		Actual Cost of Contract Removal	
419		<b>Advertisement</b> - Small less than 2.4m2 - for sign seized (owner liable to pay fee within 30 days)	CR	IRCLL1 & IRC LL1.14, LL6	S97 (2) (d)		\$51.00	
420		<b>Advertisement</b> - Large - for sign seized (owner liable to pay fee within 30 days)	CR	IRCLL1 & IRC LL1.14, LL7	S97 (2) (d)		\$102.00	
421	<b>Motor Vehicle Ownership Searches</b>	Conducted to determine ownership of a vehicle e.g. CITEC	CR	LGA	Part 6 S262 (3) ( C)		Actual Costs	
422	<b>Commercial use of Roads</b>							
423	<b>Commercial use of Roads</b>	Annual Licence Fee for conducting a commercial activity	CR	IRC LL 1 & IRC LL sub 1.2	S97 (2) (d)		\$204.00	
424				LGA 2009				
425	<b>PEST CONTROL</b>							
426	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
427	<b>NOTE:</b> DOGGONE factory baits will be charged at the current market value.							
428	<b>DOGGONE factory baits</b>	DK9 - 1080 Dog Baits - 20 bait pack	NCR				At Cost	
429		DK9 - 1080 Dog Baits - 80 bait pack	NCR				At Cost	
430		DK9 - 1080 Dog Baits - 200 bait pack	NCR				At Cost	
431		DOGGONE - 100 Bait Pail	NCR				At Cost	
432		DOGGONE - 250 Bail Pail	NCR				At Cost	
433		PIGOUT - Feral Pig Bait - 32 Bait Pail	NCR				At Cost	
434		PIGOUT - Feral Pig Bait - 64 Bait Pail	NCR				At Cost	
435		Handling fee (Ordering, receipt and delivery by council)	NCR				\$190.00	

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436	<b>CEMETERIES</b>							
437	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
438	<b>Council provides a basic funeral service on request in Clermont and Moranbah.</b>							
439	<b>NOTE:</b> Council expect arrangements to be within normal working hours 7am to 3pm (additional costs will apply outside of these hours)							
440	<b>Grave Services</b>	Grave Preparation and filling	NCR			Yes	\$1,010.00	
441		Administrative Fee: Equipment Hire (lowering device, shade structures, chairs, carpets) Moranbah & Clermont	NCR			Yes	\$266.00	
442		Equipment Hire (lowering device, shade structures, chairs, carpets) All other locations	NCR			Yes	At Cost	
443		Interment of ashes to grave of relative	NCR			Yes	\$66.00	
444		Interment of ashes to Columbarium Wall	NCR				\$68.00	
445		Exhumation of human remains	NCR			Yes	\$3,183.00	
446	<b>Services Outside Normal Working Hours</b>	<b>Funerals and cemetery services</b>					POA	
447		<b>Ashes Interments</b>					POA	
448	<b>Plots (All cemeteries throughout region)</b>	Purchase of Plot	NCR			Yes	\$860.00	
449		Purchase of niche	NCR			Yes	\$438.00	
450	<b>Plaques</b>	Bronze memorial	NCR			Yes	At Cost	
451		Installation	NCR				\$101.00	
452	<b>PLUMBING &amp; DRAINAGE (COMMERCIAL SERVICE)</b>							
453	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
454	<b>Connections</b>	20mm connection near side (Single dwelling)	NCR				\$1,258.00	
455		20mm connection far side	NCR				POA	
456		25mm connection near side	NCR				\$1,602.00	
457		25mm connection far side	NCR				POA	
458		32mm connection near side	NCR				\$2,403.00	
459		32mm connection far side	NCR				POA	
460		40mm connection near side	NCR				\$3,176.00	
461		40mm connection far side	NCR				POA	
462		50mm connection near side	NCR				\$3,977.00	
463		50mm connection far side	NCR				POA	
464		100mm connection near side	NCR				POA	
465		100mm connection far side	NCR				POA	
466		Convert below ground to above ground 20mm	NCR				\$387.00	
467		Convert above ground to below ground 20mm	NCR				\$489.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
468		Clermont Rural Water connections - restricted flow 20mm meter(at the discretion of Council - applicant to meet all costs)	NCR				POA	
469		Temporary construction water meter - installation, disconnection and meter read. <del>PW works form to be completed</del>	NCR				\$1,430.00	
470		20mm sub meters (for purchase only multi unit development)	NCR				\$377.00	
471		Replace damaged water meter riser					\$240.00	
472		Replace damaged water meter taggle (AMR) device					\$165.00	
473		<del>Repair of damaged water meter assembly - no meter</del> Replace damaged water meter setter	NCR				\$375.00	
474		Replace damaged water meter					\$175.00	
475		<del>Replacement of damaged water meter and AMR assembly</del> Replace entire water meter and taggle assembly - above ground	NCR				\$685.00	
476		Replacement of damaged water meter below ground (Customer Request)	NCR				\$785.00	
477		Plumbers After Hours Call Out Fee	NCR			Yes	\$340.00	
478		Disconnection of water service	NCR				\$434.00	
479		Special water meter reading (Onsite inspection)	NCR				\$132.00	
480		Meter test fee (Refundable if under / over 5%)	NCR				\$260.00	
481		Flow and Pressure test	NCR				\$305.00	
482		Relocation of water meter	NCR				POA	
483	<b>Water Infrastructure Telecommunication Leases</b>	Lease agreements to lease space atop Council's water towers/infrastructure for telecommunications purposes	NCR				POA	
484	<b>Watering Variations</b>	<del>Variation to Standard Watering (Application &amp; Sign)</del>	NCR					
485	<b>Water Sales</b>	Replacement fob key for access truck fill point (standpipes)	NCR				\$104.00	
486		Fob key to have access to truck fill point (standpipes) - a different FOB key is required for Potable Water, Raw Water and Recycled Water	NCR				\$64.50	
487		Potable Water collected at Council truck fill point (standpipe) (per kilolitre)	NCR				\$13.40	per Kilolitre (Min Fee \$140.00)



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		Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6									
488			Projects of new or special economic benefit - collected at Council truck fill point (standpipe)	NCR				POA	per kilolitre
489			After Hours Call Out Fee	NCR			Yes	\$340.00	
490			Recycled Water (Effluent Water) up to 1 Megalitre	NCR				\$0.20	per kilolitre
491			Recycled Water (effluent) collected at Council truck fill point/standpipe - AVDATA						
492			Recycled Water (Effluent Water) more than 1 Megalitre	NCR					per kilolitre
493			Recycled Water (effluent) collected at Council truck fill point/standpipe - manual (excluding Nebo) (Standpipe) (per kilolitre)	NCR				\$0.71	per kilolitre
494			Raw Water (Untreated) Non domestic use - Collected from truck fill point (standpipe)	NCR				\$2.63	per kilolitre
495			Raw/untreated water collected at Council truck fill point/standpipe						
494		<b>SEWERAGE</b>							
495		Connections	Connection of sewerage services	NCR				\$1,460.00	
496			Disconnection of sewerage service	NCR				\$600.00	
497		Building Over Sewer	Building over sewer application fee	NCR				\$440.00	
498		Sewer Location	Sewer location fee	NCR				\$210.00	first hour
499								\$158.00	each hour thereafter
500		Disposal of Septic Waste	Minimum Fee (Less than 1,500 lts)	NCR				\$215.00	
501			Disposal of Septic Waste < = 200,000 L per billing month	NCR				\$0.15	per Litre
502			Disposal of Septic Waste > 200,000L per billing month	NCR				\$0.10	per Litre
503			After Hours Call Out Fee	NCR			Yes	\$340.00	
504		<b>EXCAVATING &amp; FILLING (OPERATIONAL WORK / PRIVATE WORKS)</b>							
505		Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
506		Excavating / Filling	Application fee for engineering assessment and Council's approval for the substantial alteration of the natural surface of the land	CR	SPA 2009	260		\$500 + cost of engineering & other services	
507					LGA 2009	S 97 (2) (a)			
508			Bond if required	CR	SPA 2009	260		POA	

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509					LGA 2009	S 97 (2) (a)			

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit	
510	<b>WASTE MANAGEMENT</b>								
511	<b>NOTE: All Fees &amp; Charges include amounts to cover the State Government Waste Levy applicable to the waste material.</b> Refer to Plant Hire / Equipment Hire for equipment and personnel rates relating to Resource Recovery works.								
512	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit	
513	State Government Waste Levy	Municipal Solid Waste/ Commercial and Industrial Waste / Construction and Demolition Waste - \$85 per tonne Regulated Waste Category 1 - \$165 per tonne Regulated Waste Category 2 - \$115 per tonne	NCR	<a href="#">Waste Reduction and Recycling Act 2011.</a>	S36	No	\$85 \$165 \$115	per tonne	
514	Commercial and Industrial Waste	Light Commercial General Mixed Waste - unsorted / compacted Waste. Includes State Government Waste Levy at \$80 \$85 per tonne and GST	NCR			Yes	\$269.00	per tonne	
515		Heavy Commercial General Mixed Waste - unsorted (Bulky items, less than 1m in length). Includes State Government Waste Levy at \$80 \$85 per tonne and GST	NCR			Yes	\$296.00	per tonne	
516		Hard to Handle Commercial Waste - Waste containing Loads containing such wastes as Blast Cable, Rubber hoses, conveyor belt or dam liner, IBCs / pods, steel, timber, ventilation shafts etc., anything greater than 1m lengths. (A general waste load containing any or part of these waste types will be charged at this rate). Council reserves the right to determine wastes in this category. Includes State Govt waste levy at \$80 \$85 per tonne and GST	NCR			Yes	\$425.00	Per tonne \$321.00 minimum Minimum charge one tonne	
517		Special Burial / Immediate Destruction - Any disposal which requires an application and/or immediate burial. Council reserves the right to determine wastes in this category. This includes but is not limited to Putrescible Waste over 20kg, Noxious Weeds, and Regulated Waste. All the above require prior notice before disposal. Includes State Govt waste levy at \$80 \$85 per tonne and GST.	NCR			Yes	\$375.00	Per tonne \$321.00 minimum Minimum charge one tonne	
518		After Hours call out fee					Yes	0	
519		Commercial C&D Waste. Includes State Government Waste Levy at \$80 \$85 per tonne and GST	NCR				Yes		per tonne
520		Weighed Non Landfilled Waste – Minimum Charge	NCR				Yes	\$32.00	Minimum Fee
521		Other weighed waste - minimum fee. Includes an amount of \$11.20 \$11.97 to cover State Govt. Waste Levy	NCR				Yes	\$44.00	Minimum Fee
522	Single 240 Litre Wheelie Bin (Only at Transfer Stations and Moranbah). Includes and amount of \$1.76 \$1.95 to cover the State Govt Waste Levy at \$80 \$85 per tonne and GST	NCR				Yes	\$13.00	each	
523	Construction and Demolition Waste	Construction and Demolition Waste - Mixed / Unsorted. Includes State Government Waste Levy at \$80 \$85 per tonne and GST	NCR			Yes	\$296.00	per tonne	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
524	<b>Regulated Waste</b>	Regulated Waste - Category 1. Includes State Govt Waste Levy at \$160-\$165 per tonne, and GST	NCR	Environmental Protection (Regulated Waste) Amendment Regulation 2018	S64	Yes	\$515.00	per tonne Minimum Fee \$330.00 Minimum charge one tonne
525		Regulated Waste - Category 2. Includes State Govt Waste Levy at \$110-\$115 per tonne, and GST	NCR	Environmental Protection (Regulated Waste) Amendment Regulation 2018	S64	Yes	\$465.00	per tonne Minimum Fee \$330.00 Minimum charge one tonne
526	<b>Commercial Asbestos</b>	Asbestos / Asbestos contaminated soil - Commercial Asbestos must be disposed of as per Council requirements. An "Application for Special Burial / Disposal of Regulated Waste" in at Moranbah, Clermont, Glendon & Dysart must be submitted 48 hours' notice prior to disposal - Council reserves the right to reject or cease accepting asbestos at its sole discretion. . (Council reserves the right to refuse due to licence restrictions).	NCR			Yes	\$279.00	per tonne Minimum Fee \$273.00 \$279.00
527	<b>Commercial Waste - Hard to Handle Waste</b>	Waste containing Blast Cable, Rubber hoses, conveyor belt or dam liner, IBCs / pods, steel, timber, ventilation shafts etc., anything greater than 1m lengths. (A general waste load containing any or part of these waste types will be charged at this rate). Council reserves the right to determine wastes in this category. Includes State Govt waste levy at \$80-\$85 per tonne and GST	NCR			Yes		Per tonne \$321.00 minimum
528								
529	<b>Commercial Waste - Hard to Handle Waste / Contaminated Waste / Special Burials / Putrescible Waste / Noxious Weeds</b>	Special Burial - Any disposal which requires an application and/or immediate burial. Council reserves the right to determine wastes in this category. This includes but is not limited to Putrescible Waste over 20kg, Noxious Weeds, and Regulated Waste. All the above require prior notice before disposal. Includes State Govt waste levy at \$80-\$85 per tonne and GST.	NCR			Yes		Per tonne \$321.00 minimum
530								
531	<b>Waste Generated From Outside Isaac Regional Council</b>	Waste generated from outside the region - Approval must be sought from Council on each load 48hrs prior to acceptance. Approval is given on a case by case basis and is dependant on Council's own operational and asset maintenance requirements.	NCR			Yes	As per current fees and charges plus 20%	
532	<b>Commercial-Recyclables (Sorted)</b>							
533	<b>Batteries</b>	Lead Acid/Large Flooded Lead Acid/Steel Case Lead Acid/Valve Regulated Lead Acid (VRLA)/Un-interruptible Power Supply (UPS)/Gel/AGM Batteries	NCR			Yes	No Charge	
534	<b>Car Bodies</b>	With liquids, batteries and tyres removed - includes an amount of \$40-\$42.64 to cover State Govt. Waste Levy for residual non waste in car, and GST	NCR			Yes	\$89.00	each

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
535	Cardboard	Clean Cardboard (no styrofoam / polystyrene or strapping is to be included with the cardboard) Includes an amount of <del>-\$4.28</del> to cover State Govt. <del>Waste Levy at \$80-\$85 per tonne, and GST</del> <b>Waste Levy for residual waste being landfilled and GST</b>	NCR			Yes	\$59.00	per tonne
536	Chemicals	Not Accepted						
537	Clean Fill	Clean fill (must be virgin excavated natural material and must not be from a contaminated site. Council reserves the right to reject or cease accepting clean fill material at its sole discretion. <del>VENM application to be completed prior to disposal. Prior approval for disposal is required</del> )	NCR			Yes	No Charge	
538	Co-mingled	Recyclable aluminium, glass, paper & cardboard, steel and plastics (recycle numbers 1 to 7)	NCR			Yes	\$102.00	per tonne
539	Concrete / Asphalt / Bricks	Concrete, hard asphalt and bricks separated for recycling - Includes an amount of \$4.28 to cover State Govt. Waste Levy for residual waste being landfilled, and GST	NCR			Yes	\$59.00	per tonne
540	Deceased Animals & Scalps	All Deceased Animals & Scalps - Includes an amount of <del>\$2.80-\$2.99</del> to cover State Govt Waste Levy at <del>\$80-\$85 per tonne, and GST</del>	NCR			Yes	\$36.00	each
541	Waste Oil	Engine & Cooking	NCR			Yes	\$0.55	per litre
542	E-waste	TV's, computers, laptops, notebooks, PDA's, tablets, computer monitors, printers and projectors (not broken or smashed) - includes an amount of <del>\$4.28</del> to cover State Govt. Waste Levy, and <del>GST</del> <b>Waste Levy for residual waste being landfilled, and GST</b>	NCR			Yes	\$59.00	per tonne
543	Gas Bottles / Fire Extinguishers	up to 9 kilograms (empty)	NCR			Yes	\$20.00	each
544	Green waste	Commercial Green Waste	NCR			Yes	\$59.00	per tonne
545		Uncontaminated (Clean and separated garden waste with no litter or contamination. Council reserves the right to determine if green waste is contaminated.) - includes an amount of \$4.28 to cover State Govt. <b>Waste Levy for residual waste being landfilled, and GST</b>						
546	Incorrect Disposal fee	Contamination fees / Operational charge per hour	NCR			Yes	As per the equipment and personnel hourly rates	
547	Inner Spring Mattress	All Sizes - Includes amount of <del>\$2.40</del> <b>\$2.85</b> to cover State Govt. Waste Levy, and GST	NCR			Yes	\$44.00	each
548	HDPE	High Density Polyethylene Pipes and containers that are clean with no contaminants. - <del>Includes amount of \$4 to cover State Govt. Waste Levy, and GST</del> <b>includes an amount of \$4.28 to cover State Govt. Waste Levy for residual waste being</b>	NCR			Yes	\$59.00	per tonne
549	Scrap Metal	Ferrous and Non Ferrous Metal - <del>Includes amount of \$4 to cover State Govt. Waste Levy, and GST</del> <b>includes an amount of \$4.28 to cover State Govt. Waste Levy for residual waste being landfilled, and GST</b>	NCR			Yes	\$59.00	per tonne
550	Timber Pallets (uncontaminated)	Entire pallet that is whole and reusable as a pallet. Pallets in this category must be stacked at the time of disposal. <del>Includes amount of \$4 to cover State Govt. Waste Levy, and GST</del> <b>includes an amount of \$4.28 to cover State Govt. Waste Levy for residual waste being landfilled, and GST</b>	NCR			Yes	\$59.00	per tonne

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		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
6									
551		<b>Timber Power Poles</b>	Timber Power Poles	NCR			Yes	\$40.00	each
552		<b>Tyres</b>	Motorcycle per tyre	NCR			Yes	\$4.50	each
553			Car Tyres/ Trailer Tyres/ Quad Bike Tyres per tyre	NCR			Yes	\$6.20	each
554			Car Tyres/ Trailer Tyres/ Quad Bike Tyres with rim per tyre	NCR			Yes	\$14.30	each
555			4wd / Light Truck per tyre	NCR			Yes	\$14.30	each
556			4wd / Light Truck with Rim per tyre	NCR			Yes	\$19.50	each
557			Truck 17.5+ per tyre	NCR			Yes	\$25.50	each
558			Truck 17.5+ per tyre with Rim	NCR			Yes	\$49.00	each
559			Super single truck tyre	NCR			Yes	\$76.50	each
560		<b>White goods &amp; Air-conditioners</b>	Degassed Whitegoods & Air-Conditioners (commercial operators must provide a decommissioning report before disposal as per IRC template - otherwise an additional charge per unit will occur. Charge to cover State Government Waste Levy, and GST	NCR			Yes	\$11.00	each
561			White goods and Air-conditioners (to be degassed)	NCR			Yes	\$44.00	each

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
562	<b>Domestic Waste to Landfill</b>							
563	<b>Domestic Waste</b>	<i>Residents of the Isaac Region will not be charged for domestic household waste, delivered in private / domestic vehicles (cars or utes, with or without trailers). This consists of everyday items we use and then throw away, such as product packaging, grass / yard clippings, furniture, clothing, bottles, food scraps, newspapers, appliances other than appliances to be de-gassed, oils, batteries, E-Waste.</i>						
564	<b>Domestic Asbestos up to 175kg only</b>	Asbestos – Domestic Asbestos must be disposed of as per Council requirements and by book in at Moranbah, Clermont, Glendon & Dysart. 48 hours' notice prior to disposal – Council reserves the right to reject or cease accepting asbestos at its sole discretion. An Application for Special Burial form to be completed prior to disposal. Prior approval for disposal is required (Council reserves the right to refuse due to licence restrictions).–	NCR			Yes		per tonne Minimum fee \$273.00
565	<b>Household Chemicals</b>	Not Accepted						
566	<b>Domestic Recyclables</b>							
567	<b>Car Bodies</b>	With liquids, batteries and tyres removed – includes – an amount of \$40 to cover State Govt. Waste Levy for residual non-metal waste in car, and GST	NCR			Yes		each
568	<b>Gas Bottles &amp; Fire Extinguishers</b>	Up to 9kg only. Must be empty	NCR			Yes		each
569	<b>Inner Spring Mattress</b>	All Sizes – Includes amount of \$2.40 to cover State Govt. Waste Levy, and GST	NCR			Yes		each
570	<b>Tyres-</b>	Motorcycle per tyre	NCR			Yes		each
571		Car Tyres/ Trailer Tyres/ Quad Bike Tyres per tyre	NCR			Yes		each
572		Car Tyres/ Trailer Tyres/ Quad Bike Tyres (with Rim per tyre)	NCR			Yes		each
573		4wd / Light Truck per tyre	NCR			Yes		each
574		4wd / Light Truck with Rim per tyre	NCR			Yes		each
575		Truck 17.5+ per tyre	NCR			Yes		each
576		Truck 17.5+ per tyre with Rim	NCR			Yes		each
577		Super single truck tyre	NCR			Yes		each
578	<b>White goods &amp; Air conditioners-</b>	Degassed Whitegoods & Air Conditioners (residential customers must provide a decommissioning report from a certified operator before disposal as per IRC template – otherwise an additional charge per unit will occur.	NCR					
579	<b>White goods &amp; Air conditioners-</b>	Whitegoods & Air Conditioners that require degassing.	NCR			Yes		each
580	<b>Mulch Sales</b>	Loaded by Council – subject to availability.	NCR			Yes		
581	<b>PLANT HIRE / PRIVATE HIRE</b>							
582	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
583	<b>NOTE:</b> <ul style="list-style-type: none"> <li>Not all equipment will be available at all locations within the region</li> <li>All rates provided are wet hire rates including plant and a Council employed operator</li> <li>Dry hire of plant and equipment is not permitted</li> </ul>							
584	<b>Bobcat</b>		NCR			Yes	\$162.00	per hour
585	<b>Uniloader (Dingo) with Truck</b>		NCR			Yes	\$138.00	per hour

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
586	Graders		NCR			Yes	\$189.00	per hour
587	Backhoes		NCR			Yes	\$131.50	per hour
588	Loader		NCR			Yes	\$206.00	per hour
589	Roller		NCR			Yes	\$165.00	per hour
590	Trucks	Isuzu tipper	NCR			Yes	\$137.50	per hour
591		Nissan UD with Hyab	NCR			Yes	\$137.50	per hour
592		Patching truck	NCR			Yes	\$206.00	per hour
593	Street Sweeper		NCR			Yes	\$230.00	per hour
594	Broom attachment skid steer		NCR			Yes	\$114.50	per day
595	Traffic light set		NCR			Yes	\$220.00	per day
596	Concrete mixer		NCR			Yes	\$45.00	per day
597	Jack hammer		NCR			Yes	\$65.00	per day
598	High Pressure Cleaner		NCR			Yes	\$138.00	per hour
599	Tractor & slasher		NCR			Yes	\$169.00	per hour
600	Staff	Supervisor (including vehicle)	NCR			Yes	\$121.50	per hour
601		Labourers (excluding vehicle)	NCR			Yes	\$78.50	per hour
602		Operators (including miscellaneous plant item)	NCR			Yes	\$113.00	per hour



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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
603	<b>HALLS &amp; COMMUNITY CENTRES</b>							
604	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
605	<b>TERMS &amp; CONDITIONS FOR HALLS &amp; COMMUNITY CENTRES:</b>							
606	<ul style="list-style-type: none"> <li>Bond (if applicable) \$500 (\$250 damages; \$250 services).</li> </ul>							
607	<ul style="list-style-type: none"> <li>Bookings outside normal operating hours and public holidays may incur additional charges.</li> </ul>							
608	<ul style="list-style-type: none"> <li>50% hall hire cost will be applied for any cancellations received less than seven (7) days prior to booking. Any catering costs not able to be cancelled will be charged.</li> </ul>							
609	<ul style="list-style-type: none"> <li>Cleaning and set-up/breakdown costs may be applied at staffing hourly charges if services required.</li> </ul>							
610	<ul style="list-style-type: none"> <li>School Hall hire functions are 50% of hire rates.</li> </ul>							
611	<ul style="list-style-type: none"> <li>Any function invoking the need for security shall incur the cost of same.</li> </ul>							
612	<ul style="list-style-type: none"> <li>40% surcharge may be levied on catering &amp; hall hire on Sundays and Public Holidays.</li> </ul>							
613	<ul style="list-style-type: none"> <li>NFP / CFO = Not for Profit / Community Focused Organisation.</li> </ul>							
614	<ul style="list-style-type: none"> <li>NFP / CFO functions and events fees will be charged at 50% of hire rates.</li> </ul>							
615	<ul style="list-style-type: none"> <li>Setup/Extra Staff only as available</li> </ul>							
616	<ul style="list-style-type: none"> <li>Isaac Regional Council internal charges 50% discount (excludes catering) - Packages are negotiable.</li> </ul>							
617	<ul style="list-style-type: none"> <li>POA - Council will not financially disadvantage private events through direct competition.</li> </ul>							
618	<b>Broadsound Centenary Hall (St Lawrence)</b>							
619	<b>Hall Only</b>	Licenced functions - Local hire - 8 hours	NCR			Yes	\$200.00	
620		Licenced functions - Non local hire - 8 hours	NCR			Yes	\$392.00	
621		NFP / CFO day rate - maximum 4 hour use	NCR			Yes		
622	<b>Kitchen</b>	Minimum charge - maximum 4 hours night use	NCR			Yes		
623		Minimum charge - maximum 4 hours day use	NCR			Yes		
624	<b>Bar</b>	Minimum charge - maximum 4 hours night use	NCR			Yes		
625		Minimum charge - maximum 4 hours day use	NCR			Yes		
626	<b>Cleaning/Set-up/Extra staff</b>	<b>Staff requirements</b>	NCR			Yes	POA	
627	<b>Carmila Memorial Hall</b>							
628		Hall - catered function - Member - Day	NCR			Yes	50.00	
629		Hall - catered function - Non-Member - Day	NCR			Yes	60.00	
630		Hall - catered function - Member - Night	NCR			Yes	100.00	
631		Hall - catered function - Non-Member - Night	NCR			Yes	110.00	
632		Meetings - with Kitchen - Day or Night - Members	NCR			Yes	25.00	
633		Meetings - with Kitchen - Day or Night - Non-Members	NCR			Yes	30.00	
634		Meetings - no Kitchen - Day or Night - Members	NCR			Yes	10.00	
635		Meetings - no Kitchen - Day or Night - Non-Members	NCR			Yes	15.00	
636		Bond - Catered Function - Day	NCR			Yes	100.00	
637		Bond - Catered Function - Night	NCR			Yes	300.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
638		Bond - Meeting w/kitchen - Day or Night	NCR			Yes	60.00	
639	<b>Clairview &amp; Ilbilbie Community Centre</b>							
640	Casual Hire	NFP / CFO - maximum 4 hours	NCR			Yes	\$30.00	
641		General hire per day	NCR			Yes	\$60.00	
642		General hire per night	NCR			Yes	\$70.00	
643	<b>Clermont Civic Centre</b>							
644	Hire Fees	Supper Room Hire - day	NCR			Yes	\$216.00	
645	(External catering only)	Supper Room & Kitchen - half day	NCR			Yes	\$119.00	
646		Main Hall (no kitchen – light refreshments from Bar) - day	NCR			Yes	\$250.00	
647		Main Hall, Supper Room & Kitchen - day	NCR			Yes		
648		Main Hall - half day	NCR			Yes	\$125.00	
649		NFP / CFO - max 4 hours - per room	NCR			Yes		
650		Kitchen Fee (in addition to hall hire) - Full Day	NCR			Yes	\$66.00	
651		Kitchen Fee (in addition to hall hire) - Half Day	NCR			Yes	\$33.00	
652		Courtyard	NCR			Yes	POA	
653	Rehearsals	Rehearsal fee - 50% of non-rehearsal fee	NCR			Yes	POA	
654	Major Events Hire Fees	Entire facility may be over 2+ days (first day)	NCR			Yes	\$500.00	
655		Subsequent Days	NCR			Yes	\$260.00	
656	Cleaning/Set-up/Extra staff	Staff requirements	NCR			Yes	POA	
657	Events Stall / Door Fee	Events Stall / Door Fee	NCR			Yes	POA	

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	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6								
658	<b>Dysart Civic Centre</b>							
659	Hours of operation 8.30am – 5.00pm. Hire times outside of these hours may incur an additional charge of \$41.20 per hour.							
660	<b>Supper Room &amp; Foyers</b>	Full Day Package (incl Projector, screen, w/board, f/chart)	NCR			Yes	\$350.00	
661		Subsequent Days - Full Day Package (incl Projector, screen, w/board, f/chart)	NCR			Yes	\$264.00	
662		Half Day Package (incl Projector, screen, w/board, f/chart)	NCR			Yes	\$200.00	
663		NFP / CFO - max 4 hours	NCR			Yes		
664	<b>Main Hall</b>	Large events daytime into evening (incl audio/light, equip hire) - full	NCR			Yes	\$685.00	
665		Full Day Package (incl Projector, screen, w/board, f/chart)	NCR			Yes	\$400.00	
666		Subsequent Days - Full Day Package (incl Projector, screen, w/board, f/chart) - per day	NCR			Yes	\$300.00	
667		Half Day Package (incl Projector, screen, w/board, f/chart)	NCR			Yes	\$268.00	
668		NFP / CFO - maximum 4 hours per hour	NCR			Yes		
669	<b>Small Meeting/Understage</b>	Full Day Package (incl Projector, screen, w/board, f/chart)	NCR			Yes	\$218.00	
670		Half Day Package (incl Projector, screen, w/board, f/chart)	NCR			Yes	\$119.00	
671		NFP / CFO - max 4 hours per hour	NCR			Yes		
672	<b>Cleaning/Set-up/Extra staff</b>	Fees will be charged per hour per staff <b>Staff requirements</b>	NCR			Yes	POA	
673	<b>Kitchen</b>	Hire of Kitchen for Corporate Function (External Caterer) - 8 hour	NCR			Yes	\$272.00	
674		Hire of Kitchen for NFP - 8 hour	NCR			Yes		
675	<b>Rehearsals</b>	50% of Non-Rehearsal Hire Fee	NCR			Yes	50% Fees	
676	<b>Courtyard</b>	General Hire	NCR			Yes	POA	
677	<b>Events Stall / Door Fee</b>	Events Stall / Door Fee	NCR			Yes	POA	
678	<b>Dysart Recreation Centre</b>							
679	<b>Multipurpose Courts</b>	Walk-in Court Hire - (Basketball only) - per person	NCR			Yes		
680		NFP / CFO per court - per hour	NCR			Yes		
681		Casual Booking (commercial) per court - per hour	NCR			Yes	\$26.00	
682		Permanent Booking (not for profit) per court - per hour	NCR			Yes		
683		Permanent Booking (commercial) per court - per hour	NCR			Yes	\$21.00	
684		School Booking (Annual Booking) - full	NCR			Yes	POA	
685		Youth Centre (Annual Booking) - full	NCR			Yes	POA	
686	<b>Council Run Sports</b>	Social Sport Night - Junior Participant (under 18/Concession/pensioner) - per person	NCR			Yes	\$2.50	
687		Social Sport Night - Senior Participant - per person	NCR			Yes	\$5.00	
688		<b>Social Sport Night - Family of 3 or more</b>	NCR			Yes	\$10.00	
689		Junior Team - full	NCR			Yes	\$22.00	
690		Senior Team - full	NCR			Yes	\$27.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
691		Team Registration Fee (Team Fee x Number of Weeks) plus cost to be determined (i.e. referee, first aid staff, score keepers, etc.) - full	NCR			Yes	POA	
692	<b>Events Stall / Door Fee</b>	Events Stall / Door Fee	NCR			Yes	POA	
693	<b>Commercial Events</b>	Major Events	NCR			Yes	POA	
694	<b>Fitness Programs</b>	Per session - per person	NCR			Yes	POA	
695	<b>Children's Programs</b>	Per child per session	NCR			Yes	POA	
696	<b>Youth and Meeting Room</b>	NFP/CFO - max 4 hours per hour	NCR			Yes		
697		Commercial - Per hour	NCR			Yes		
698		Commercial - Full day - 8 hour	NCR			Yes	\$217.00	
699		Half day - 4 hours	NCR			Yes	\$119.00	
700		Subsequent Days - Commercial - Full day - 8 hour	NCR			Yes		
701	<b>Foyer</b>	NFP/CFO - max 4 hours per hour	NCR			Yes		
702		Commercial - Casual hire	NCR			Yes	POA	
703	<b>Creche/Childminding Room</b>	Hourly rate	NCR			Yes	\$13.00	
704	<b>Cleaning/Set-up/Extra staff</b>	Staff requirements	NCR			Yes	POA	
705	<b>Flaggy Rock Community Centre</b>							
706	<b>Conference &amp; Activity Room</b>	Day/Night	NCR			Yes	\$30.00	
707		Weekend	NCR			Yes	\$200.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
708	<b>Glenden Recreation Centre</b>							
709	<b>Room Hire</b>	Main Hall (per hour)	NCR			Yes	30.00	
710		Main Hall (per day)	NCR			Yes	\$190.00	
711		Main Hall (weekend)	NCR			Yes	\$299.00	
712		Foyer Meeting Space (per hour)	NCR			Yes	\$13.00	
713		Foyer Meeting Space (per day)	NCR			Yes	\$99.00	
714		Stadium (per hour)	NCR			Yes	\$9.00	
715		Kitchen hire	NCR			Yes	\$50.00	
716		Cold Room hire	NCR			Yes	\$50.00	
717		Stadium (per day)	NCR			Yes	\$54.10	
718		Kids Party Hire	NCR			Yes	\$55.00	
719		Kids Party Hire with kitchen	NCR			Yes	\$65.00	
720		NFP / CFO – max 4 hour – per room per hour	NCR			Yes		
721		<b>Commercial Events</b>	Major Events	NCR			Yes	POA
722	<b>Fitness Programs</b>	Per person per session	NCR			Yes	POA	
723	<b>Children's Programs</b>	Per child per session	NCR			Yes	POA	
724	<b>Social Sports &amp; Games</b>	Single Squash Games	NCR			Yes	\$3.50	
725		Netball, Basketball, Soccer	NCR			Yes	\$3.50	
726		Squash Ball Purchase	NCR			Yes	\$5.50	
727		Squash Racquet Purchase	NCR			Yes	\$66.00	
728	<b>Gym Memberships</b>	1 Month - Gym Membership	NCR			Yes	\$44.00	
729		3 Month - Gym Membership	NCR			Yes	\$76.00	
730		6 Month - Gym Membership	NCR			Yes	\$109.00	
731		12 Month - Gym Membership	NCR			Yes	\$196.00	
732		Couples Annual - Gym Membership	NCR			Yes	\$272.00	
733		Personal Trainer use of Gym (hourly)	NCR			Yes	\$14.00	
734	<b>Squash Memberships</b>	1 Month - Squash Membership	NCR			Yes	\$11.00	
735		6 Month - Squash Membership	NCR			Yes	\$39.00	
736		12 Month - Squash Membership	NCR			Yes	\$66.00	
737		Couples Annual - Squash Membership	NCR			Yes	\$88.00	
738	<b>Events Stall / Door Fee</b>	Events Stall / Door Fee	NCR			Yes	POA	
739	<b>Cleaning/Set-up/Extra staff</b>	Staff requirements	NCR			Yes	POA	
740	<b>Glenden Arts &amp; Crafts Building</b> All equipment charges for this venue will be as indicated in the equipment hire section.							
741	<b>Hire Charges (per room)</b>	Room Hire - Maximum 4 hours	NCR			Yes		
742		Room Hire - Full Day	NCR			Yes		
743		NFP / CFO - Maximum 4 hours	NCR			Yes		
744		NFP / CFO - Full Day	NCR			Yes		
745	<b>Middlemount Community Hall</b>							

	A	B	C	D	E	F	G	I	J
		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
6									
746		<b>Hall Hire</b>	Hall Only per hour	NCR			Yes		
747			Hall Only per day	NCR			Yes	\$110.00	
748			Entire Hall (Courtyard, bar, main hall) - day (excluding kitchen)	NCR			Yes	\$218.00	
749			Subsequent Days -Entire Hall	NCR			Yes	\$168.00	
750			NFP / CFO - max 4 hours per hour	NCR			Yes		
751		<b>Outside Area Courtyard</b>	Includes all outside tables and chairs - per day	NCR			Yes	\$88.00	
752		<b>Kitchen (External catering only)</b>	Maximum 8 hour day use-Per hour	NCR			Yes	\$60.00	
753		<b>Kitchen</b>	NFP / CFO - max 4 hours per hour	NCR			Yes		
754		<b>Bar Area</b>	Hirer must obtain a liquor licence - maximum 8 hour day use	NCR			Yes	\$55.00	
755		<b>Stage</b>	If used independently - per hour	NCR			Yes		
756		<b>Sound &amp; Lighting</b>	Day or Night time functions - full	NCR			Yes	\$55.00	
757		<b>Cleaning/Set-up/Extra staff</b>	<b>Staff requirements</b>	<b>NCR</b>			<b>Yes</b>	<b>POA</b>	
758		<b>Bump-in / Out</b>	Applies if hirer wishes to set up the day prior to or pull down the day after the function (only if no other booking is in place).	NCR			Yes		
759		<b>Events Stall / Door Fee</b>	Events Stall / Door Fee	NCR			Yes	POA	

A	B	C	D	E	F	G	I	J
6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
760	<b>Moranbah Community Centre</b>							
761	Hours of Operation 8.30am - 5.00pm (Hire times outside of these hours may incur additional charges of \$41.20 per hour)							
762	<b>Hall 1</b>	Large Events Daytime into the Evening	NCR			Yes	\$780.00	
763		Day Time Functions	NCR			Yes	\$408.00	
764		Half Day	NCR			Yes	\$272.00	
765		NFP / CFO (per hour) Monday - Saturday - Maximum 4 Hour Day Use	NCR			Yes		
766	<b>Hall 2, Chapel &amp; Foyer</b>	Full Day	NCR			Yes	\$310.00	
767		Half Day	NCR			Yes	\$117.00	
768		NFP / CFO (per hour) Monday - Saturday - Maximum 4 Hour Day Use	NCR			Yes		
769	<b>Understage</b>	Full Day	NCR			Yes		
770		Half Day	NCR			Yes		
771		NFP / CFO (per hour) Monday - Saturday - Maximum 4 Hour Day Use	NCR			Yes		
772	<b>Supper Room &amp; Small Meeting Room</b>	Full Day	NCR			Yes	\$110.00	
773		Half Day	NCR			Yes	\$60.00	
774		NFP / CFO (per hour) Monday - Saturday - Maximum 4 Hour Day Use	NCR			Yes		
775	<b>Kitchen Hire</b>	Corporate Function (External Caterer) - maximum 8 hours	NCR			Yes	\$277.00	
776		NFP / CFO - per day	NCR			Yes		
777	<b>Events Stall / Door Fee</b>	Events Stall / Door Fee	NCR			Yes	POA	
778	<b>Cleaning/Set-up/Extra staff</b>	<b>Staff requirements</b>	NCR			Yes	POA	
779	<b>Nebo Memorial Hall</b>							
780	<b>Hire Charges (External catering only)</b>	Full Hall - Day	NCR			Yes	\$137.00	
781		Full Hall (including Supper Room) - 'Subsequent Days	NCR			Yes	\$106.00	
782		Full Hall (School) for children's functions	NCR			Yes	Free	
783		Half Hall - per use	NCR			Yes	\$88.00	
784		Half Hall - subsequent days	NCR			Yes	\$68.00	
785		Supper Room - 4 hours	NCR			yes	\$50.00	
786		NFP / CFO - maximum 4 hours per room	NCR			Yes		
787		Events Stall / Door Fee - Special Events	NCR			Yes	POA	
788	<b>Cleaning/Set-up/Extra staff</b>	<b>Staff requirements</b>	NCR			Yes	POA	
789	<b>Nebo Recreation Centre</b>							
790	<b>Community Gym</b>	Membership - 12 months	NCR			Yes	\$130.00	
791		Membership - 6 months	NCR			Yes	\$105.00	
792		Membership - 3 months	NCR			Yes	\$90.00	
793		Membership - 1 month	NCR			Yes	\$50.00	
794		Couples New Membership - 12 months	NCR			Yes	\$250.00	

A	B	C	D	E	F	G	I	J
	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6								
795		Current Couples Membership - 12 months	NCR			Yes	\$220.00	
796		Current Membership renewal - 12 months	NCR			Yes	\$120.00	
797		Current Membership renewal - 6 months	NCR			Yes	\$90.00	
798		Current Membership renewal - 3 months	NCR			Yes	\$60.00	
799		Current Membership renewal - 1 month	NCR			Yes	\$40.00	
800		Children (17 & under) New Membership - 12 months	NCR			Yes	\$85.00	
801		Children (17 & under) New Membership - 6 months	NCR			Yes	\$70.00	
802		Children (17 & under) New Membership - 3 months	NCR			Yes	\$60.00	
803		Children (17 & under) Membership renewal - 12 months	NCR			Yes	\$50.00	
804		Children (17 & under) Membership renewal - 6 months	NCR			Yes	\$40.00	
805		Children (17 & under) Membership renewal - 3 months	NCR			Yes	\$30.00	
806		Replacement swipe card	NCR			Yes	\$25.00	
807	<b>Catering &amp; Equipment Hire</b>							
808	Please enquire with Facility regarding Catering and equipment availability.							
809	<b>Catering</b> <b>(Not available at all Centres)</b> <b>Subject to availability</b> <b>Package Details are Available Upon Request</b>	Morning Tea (per person) Silver	NCR			Yes	\$6.00	
810		Morning Tea (per person) Gold	NCR			Yes	\$9.00	
811		Morning Tea (per person) Platinum	NCR			Yes	\$10.00	
812		Afternoon Tea (per person) Silver	NCR			Yes	\$6.00	
813		Afternoon Tea (per person) Gold	NCR			Yes	\$9.00	
814		Afternoon Tea (per person) Platinum	NCR			Yes	\$10.00	
815		Light Lunch (per person) Bronze	NCR			Yes	\$14.00	
816		Lunch (per person) Silver	NCR			Yes	\$17.00	
817		Lunch (per person) Gold	NCR			Yes	\$20.00	
818		Lunch (per person) Platinum	NCR			Yes	\$23.00	
819		Continuous Tea & Coffee	NCR			Yes		
820		Function/Event Catering Packages	NCR			Yes	POA	
821		Tea/Coffee & Biscuits	NCR			Yes	\$5.00	
822	<b>Equipment Hire</b> <b>(Not available at all Centres)</b> <b>Pricing of equipment may be negotiable with hall/room hire)</b>	Data Projector (per day)	NCR			Yes	\$77.00	
823		Large Data Projector Screen (per day)	NCR			Yes	\$38.00	
824		White Board (per day)	NCR			Yes	\$38.00	
825		Electronic Whiteboard (per day)	NCR			Yes		
826		Flip Chart (per day)	NCR			Yes	\$19.00	
827		Room Divider/Display Board (Single Panel)	NCR			Yes		
828		Room Divider (Accordion)	NCR			Yes	\$22.00	
829		TV /VCR /DVD (per day)	NCR			Yes	\$55.00	
830		Audio/PA Systems (per day)	NCR			Yes	\$110.00	
831		Audio/Lighting (per day) Hall 1 Evening Functions	NCR			Yes	\$220.00	
832		Internet Full Day	NCR			Yes	\$66.00	
833	Internet (1/2 day)	NCR			Yes	\$45.00		



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	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6								
834		Tables (per table) - 1 only	NCR			Yes	\$10.00	
835		Chairs (per chair) - 1 only	NCR			Yes	\$1.00	
836		Barbecue (per day)	NCR			Yes	\$66.00	
837		Unsecured Catering Equipment Replacement (e.g.: bain marie, insert pans, soup kettles, etc).	NCR			Yes	Cost + 10%	
838	<b>Function items</b>	Hire of Tableware (Crockery, Cutlery, Glassware, etc).	NCR			Yes	POA	
839		Tablecloths, table skirting, chair covers	NCR			Yes	POA	
840		Piano	NCR			Yes	POA	
841	<b>Set-up/Cleaning/Extra Staff (Not available at all centres)</b>	Per hour per staff required- Staff Requirements	NCR			Yes	POA	

## Community Tenure Fee Calculations

### COMMUNITY TENURE FEE CALCULATIONS

• A base fee will apply to all tenures. The base fee is equal to that gazetted by the Queensland Government Land Regulation 2020.

• An organisation will be assessed against a point scaling system that includes:

- Land Size
- On Costs
- Membership
- Council Capital Expenditure
- Risk to Council

• The total number of points that an organisation is allocated during the assessment will determine the charges. The total tenure fee is the sum of the base fee plus the assessed charge.

- Total points < 5 = Nil
- Total points 5 - 10 = \$300
- Total points 11 - 15 = \$450
- Total points 16 - 20 = \$600
- Total points > 20 = \$750

Land Size
Land < 500 m2 (green)
Land 501m2 - 5,000 m2 (blue)
Land 5,001 m2 - 15,000 m2 (orange)
Land 15,001 m2 - 50,000 m2 (grey)
Land >50,000 m2 (red)
Facility building provided by Council
On Costs
Council pays electricity
Council pays water
Council maintains field/ courts
Membership
20 or less
21 - 50
51 - 100
101 - 200
201 or more
Council Capital Expenditure - Non-Base Building
In past 3 years \$0 - \$5,000
In past 3 years \$5,001 - \$10,000
In past 3 years \$10,000 - \$15,000
In past 3 years \$15,001 - \$20,000
In past 3 years > \$20,000
Risk to Council
Low - Fully compliant Lessee
Medium - Compliant with outstanding works, operating issues
High - Non-compliant, unmanaged outstanding works, operating issues

A	B	C	D	E	F	G	I	J
6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
871							Total points	
872							Category Fee	
873							Base Fee (State Rent as per Part 1. S37A, 2 (a))	
874							Total tenure fee per annum	
875								
876	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
877	<b>Base Fee - Applies to all tenures. State Rent as per</b>	<b>Base Fee - Applies to all tenures. State Rent as per</b>	NCR	Land Regulation 2020	Part 4, Section 27 (Category 14.1).		\$130.00	
878	<b>Points Score 5-10</b>	<b>Points Score 5-10</b>	NCR				\$300.00	
879	<b>Points Score 11-15</b>	<b>Points Score 11-15</b>	NCR				\$450.00	
880	<b>Points Score 16-20</b>	<b>Points Score 16-20</b>	NCR				\$600.00	
881	<b>Points Score &gt;20</b>	<b>Points Score &gt;20</b>	NCR				\$750.00	

A	B	C	D	E	F	G	I	J
6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
882	<b>OVALS / SPORTING FACILITIES / RESERVES / RECREATION GROUNDS /PARKS</b>							
883	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
884	<b>TERMS &amp; CONDITIONS FOR OVALS/SPORTING FACILITIES/RESERVES/RECREATION GROUNDS / PARKS:</b>							
885	<ul style="list-style-type: none"> <li>All bonds \$500 (\$250 damages; \$250 services). Statutory declaration required from Not-For-Profit Community groups in lieu of bond payment.</li> </ul>							
886	<ul style="list-style-type: none"> <li>Subject to Risk Assessment a higher bond amount may be required as determined by the CEO</li> </ul>							
887	<ul style="list-style-type: none"> <li>Any function invoking the need for security shall bear the cost of same.</li> </ul>							
888	<ul style="list-style-type: none"> <li>Cleaning is the responsibility of hirer, if not returned in same condition of cleanliness cleaning charges will be applied and deducted from Bond.</li> </ul>							
889	<ul style="list-style-type: none"> <li>Cleaning to be finalised by end of hire period.</li> </ul>							
890	<b>TED ROLFE OVAL</b>							
891	a. That exclusive bookings (with or without camping) for Ted Rolfe Oval will only be approved for travelling entertainment facilities (such as Circuses and Showman's Guild vans and amusements); fairs, carnivals and shows (such as the Home Show) and accepted community functions and events.							
892	b. That the duration of such bookings is for a maximum of one week, unless there are exceptional circumstances demonstrated to the Chief Executive Officer who is then authorised to make the duration up to a maximum of two weeks.							
893	<b>Dysart &amp; Middlemount</b>							
894	<b>Lighting</b>	Full lights per pole per hour	NCR			Yes	\$4.10	
895	<b>Canteen</b>	Per club per annum	NCR			Yes	\$170.00	
896	<b>Glenden &amp; Nebo</b>							
897	<b>Maddern Sports Oval</b>	Sporting Functions	NCR				no charge	
898		Sporting Functions – Non Local Community Sporting Organisations and not Commercial	NCR			Yes	\$170.00	
899		Oval Lights (per hour)	NCR			Yes	\$9.30	
900	<b>Basketball &amp; Netball</b>	Courts	NCR				no charge	
901		Lights (night use per hour) coin operated	NCR				no charge	
902	<b>Tennis Courts</b>	Courts	NCR				no charge	
903		Lights (per hour)	NCR			Yes	\$2.30	
904	<b>Moranbah &amp; Clermont</b>							
905	<b>Moranbah Sports and Recreational Grounds</b>	Commercial Charge (hourly rate)	NCR			Yes	\$28.60	
906		Not-for-profit community groups (hourly rate)	NCR			Yes	\$14.20	
907	<b>Sportsgrounds Fees</b>	Oval Lights (per hour)	NCR			Yes	\$4.10	
908	<b>Theresa Creek Dam</b>	Overnight camping (maximum 2 adults per family, under 18 at no charge), charged per night	NCR			Yes	\$15.00	
909	<b>St Lawrence</b>							
910	<b>Recreation Reserve Casual Hire</b>	Unlicensed Functions/hour	NCR			Yes	\$8.20	
911		Licensed Functions/hour	NCR			Yes	\$14.30	
912		Non Local Residents/Groups (hire per day/night or part thereof)	NCR			Yes	\$85.20	

A	B	C	D	E	F	G	I	J
6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
913		Local Residents/Groups - Birthdays, engagements, fund raising etc.	NCR			Yes	\$40.00	
914		Club Meetings/hour	NCR			Yes	\$7.00	
915		Overnight camping (Maximum 2 adults per family. Under 18 at no charge), charged per night	NCR				\$12.50	
916	<i>Exemption: St Lawrence Recreation Group is exempt from the above charges (recreation grounds only).</i>							
917	<b>Carmila Beach Reserve</b>							
918	Casual Hire	Overnight camping (Maximum 2 adults per family. Under 18 at no charge), charged per night	NCR				\$12.50	
919	<b>Commercial Hire of Council Controlled Open Spaces (Parks, Reserves, Recreation Grounds, Ovals and Sporting Facilities)</b>							
	<b>TERMS &amp; CONDITIONS</b> The following commercial hire fees for use of Council-controlled open spaces shall apply to locations where: <ul style="list-style-type: none"> <li>• There is no specific fee structure stated in Council's adopted Fees and Charges</li> <li>• Management of the outdoor area is not subject to a tenure arrangement</li> <li>• Refer to hire agreement for further details</li> </ul>							
920	<b>Sport and fitness classes (boot camps), personal training, health and wellbeing activities (yoga, tai chi, pilates)</b>	Up to 10 inclusive of instructors. One booking per week to a maximum of 52 bookings per year. Fee for increased frequency as per 10+ participants. Use capped at three hours per booking, with multiple individual classes permitted during period.	NCR				Nil	
921	<b>Sport and fitness classes, personal training, health and well-being activities</b>	10+ participants Maximum three bookings per week. Use capped at three hours for any single booking, multiple classes permitted during period.	NCR			Yes	\$20.00	per hour (inclusive of set-up and pack down time)
922	<b>Passive commercial activity reliant on passing trade such as a pop-up stall (excludes mobile food vending)</b>	Activity reliant on passing trade such as a pop-up stall (excludes mobile food vending)	NCR			Yes	\$20.00	per hour (inclusive of set-up and pack down time)
923	<b>General commercial activities and events</b>	Up to 100 participants	NCR			Yes	\$200.00	per day (24 hours or part thereof, inclusive of set-up and pack down)
924	<b>General commercial activities and events</b>	100+ participants	NCR			Yes	\$200.00	per day (plus \$500.00 refundable upon vacating grounds in a condition suitable to council)

A	B	C	D	E	F	G	I	J
6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
925	<b>NEBO SPORT &amp; RECREATION SHOWGROUNDS</b>							
926	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
927	<b>TERMS &amp; CONDITIONS FOR OVALS/SPORTING FACILITIES/RESERVES/RECREATION GROUNDS:</b> <ul style="list-style-type: none"> <li>• All bonds \$500 (\$250 damages; \$250 services). Statutory declaration required from Not-For-Profit Community groups in lieu of bond payment.</li> <li>• Subject to Risk Assessment a higher bond amount may be required as determined by the CEO</li> <li>• Any function invoking the need for security shall bear the cost of same.</li> <li>• Cleaning is the responsibility of hirer, if not returned in same condition of cleanliness cleaning charges will be applied and deducted from Bond.</li> <li>• Cleaning to be finalised by the end of the hire period.</li> </ul>							
928	<b>Nebo Sport &amp; Recreation Grounds</b>							
929	<b>Hire of Facilities</b>	Undercover Arena - Includes lights	NCR			Yes	\$297.40	per day
930		Undercover Arena – Includes lights subsequent days	NCR			Yes	\$173.05	per day
931		Undercover Arena - Includes lights per hour	NCR			Yes	\$35.00	per hour
932		Undercover Arena – Schools	NCR			Yes	\$21.65	per day
933		Undercover Arena – Seniors (sports & recreation)	NCR			Yes	\$37.85	per day
934		Undercover Arena Canteen / Kitchen	NCR			Yes	\$129.80	per day
935		Sports Oval	NCR			Yes	\$81.10	per day
936		Outdoor Arena –unprepared and Inc. Lights	NCR			Yes	\$82.80	per day
937		Outdoor Arena / Canteen including lights	NCR			Yes	\$86.50	per day
938	<i>Please Note: Discounted Undercover Arena hourly rates to be applied up to the standard daily fee of \$297.40. Discount Groups not charged more than \$297.40 per day.</i>							
939	<i>Hire of Sports Oval for the Primary School Sports - No Cost</i>							
940	<b>Camping Facilities</b>	Camping – no associated event (powered site)	NCR			Yes	\$27.00	per night
941		Camping – no associated event (non powered site)	NCR			Yes	\$10.80	per night
942	<b>Camping only available for use with overflow from local van parks or with an on site event</b>	Camping – free overnight camping when associated with an event including night preceding first day of an event, and night on last day of event	NCR			Yes	No Cost	
943	<b>Main Oval Lights</b>	Main Oval Lights	NCR			Yes	\$8.65	per hour

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
944	<b>SHOWGROUNDS (CLERMONT)</b>							
945	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
946	<b>TERMS &amp; CONDITIONS FOR OVALS/SPORTING FACILITIES/RESERVES/RECREATION GROUNDS:</b>							
	<ul style="list-style-type: none"> <li>All bonds \$500 (\$250 damages; \$250 services). Statutory declaration required from Not-For-Profit Community groups in lieu of bond payment.</li> <li>Subject to Risk Assessment a higher bond amount may be required as determined by the CEO</li> <li>Any function invoking the need for security shall bear the cost of same.</li> <li>Cleaning is the responsibility of hirer, if not returned in same condition of cleanliness cleaning charges will be applied and deducted from Bond.</li> <li>Cleaning to be finalised by the end of the hire period.</li> </ul>							
947	<b>Clermont Showgrounds</b>							
948	<b>Hire Fees</b>	Unprepared Rodeo Ring (no shutes) per day	NCR			Yes	\$82.80	
949		Ploughed Rodeo Ring (per day)	NCR			Yes	POA	
950		Rodeo PA System (per day)	NCR			Yes	\$135.20	
951		Unprepared Main Arena (per day)	NCR			Yes	\$124.35	
952		½ Main Arena Ploughed (per day)	NCR			Yes	POA	
953		Main Arena PA System (per day)	NCR			Yes	\$135.20	
954		Main Bar & Ladies Annex (per day)	NCR			Yes	\$124.35	
955		Agents Kiosk / Toilets (per day)	NCR			Yes	\$124.35	
956	<i>Agents office not available for hire</i>							
957	<b>Hire Fees</b>	Pavilion / Kitchen (per day)	NCR			Yes	\$162.25	
958		Pavilion / Kitchen subsequent day's	NCR			Yes	\$108.15	
959		Pavilion 2 (per day)	NCR			Yes	\$162.25	
960		Pavilion 2 subsequent day's	NCR			Yes	\$108.15	
961		Both Pavilions (max 3 days)	NCR			Yes	\$540.75	
962		Sections of the Ground (per day)	NCR			Yes	POA	
963		Horse stable fee per day	NCR			Yes	\$5.00	
964		Clermont Show (Friday to Friday)	NCR			Yes	POA	
965		Major Events - Electricity Charges	NCR			Yes	Actual Cost	
966	<b>School's Hire Fees</b>	Distance Education School entire showground (per day)	NCR			Yes	\$54.10	
967	<b>Camping</b>	Caravan or Tent Site per day	NCR			Yes	\$27.00	
968	<b>Camping only available for use with overflow from local van parks or with an on site event</b>	Caravan or Tent Site (4 weeks maximum) per week	NCR			Yes	\$162.25	
969	<b>ST LAWRENCE WETLANDS WEEKEND 2021</b>							
970	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
971	<b>Purchase of tickets via ticket agencies will incur transaction and merchant fees, which are charged at the discretion of the ticketing platform provider.</b>							

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
972	General Admission	General Admission - Adult	NCR			Yes	TBA	
973		General Admission - Child	NCR			Yes	TBA	
974		Stallholder Fee (Includes general admission)	NCR			Yes	TBA	
975		Bushman's Dinner Ticket - Adult	NCR			Yes	TBA	
976		Bushman's Dinner Ticket - Child Under 12	NCR			Yes	TBA	
977		Bushman's Dinner Ticket - Family (2 adults, 2 children)	NCR			Yes	TBA	
978		Greater Whitsunday Food Network Farm to Plate Lunch	NCR			Yes	TBA	
979		Return Bus from Rockhampton (Includes general admission)	NCR			Yes	TBA	
980		Return Bus from Mackay (Includes general admission)	NCR			Yes	TBA	
981		Return Bus from Sarina (Includes general admission)	NCR			Yes	TBA	
982		Return Bus from Isaac Coastal Communities (Includes general admission)	NCR			Yes	TBA	
983		Glamping tent (sleeps up to six) One Night	NCR			Yes	TBA	
984		Glamping tent (sleeps up to six) Two Nights	NCR			Yes	TBA	
985		<del>Glamping and Bushman's Dinner/ Bareback Band Deal for Four</del>	NCR			Yes		
986		Camping (tent or caravan) - Per Site, Per Night	NCR			Yes	TBA	
987		Wetlands Weekend Package for two, includes; - Two nights glamping accommodation for two adults - Two adult entry tickets into the St Lawrence Wetlands Weekend - Two adult entry tickets to Greater Whitsunday Food Network Matt Golinski Luncheon	NCR			Yes	TBA	
988			St Lawrence Wetlands T-shirts (long sleeve)	NCR			Yes	\$60.00

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
989		St Lawrence Wetlands T-shirts (short sleeve)	NCR			Yes	\$49.00	
990		Food Fans Pass	NCR			Yes		
991	<b>SWIMMING POOLS (EXCLUDING GCAC) MIDDLEMOUNT, DYSART, CLERMONT, NEBO, GLENDEN</b>							
992	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
993	General Admission	Flat Rate (Other Towns)	NCR			Yes	\$2.70	
994		Spectator	NCR			Yes	\$1.00	
995	10 Visit Pass	Adult or Child	NCR			Yes	\$26.00	
996	Season Tickets	Adult	NCR			Yes	\$99.00	
997		Child	NCR			Yes	\$72.00	
998		Family (2 Adults, 2 Children)	NCR			Yes	\$210.00	
999		Additional Child	NCR			Yes	\$40.00	
1000	Middlemount Pool ONLY Lane Hire	For Training purposes up to ten (10) swimmers only. Lane Hire is not available for Learn to Swim programs.	NCR			Yes	\$8.00	per hour, per person Max Hire \$16/hr (up to 10 persons).
1001	Carnivals	Half Day Hire	NCR			Yes	\$44.00	
1002		Full Day Hire	NCR			Yes	\$99.00	
1003	Club Nights/ Community Groups	First 2 Hours	NCR			Yes	\$28.00	
1004	After Hours	After hours hire refers to any time other than normal pool opening times or the first two hours contemplated in the schedule of fees. After hours hire is available only if the pool lessee agrees to open or remain open.	NCR			Yes	POA	
1005	Youth Group	Pool hire for Youth Group Activities - per hour	NCR			Yes	\$38.00	
1006	Corporate Entities	Pool hire for Corporate Entities (Price negotiated by Pool Lessee if catered)	NCR			Yes	POA	
1007	<b>FLAGGY ROCK SWIMMING POOL</b>							
1008	Flaggy Rock Pool	Day pass	NCR			Yes	\$3.00	
1009		Annual Pass	NCR			Yes	\$41.00	
1010		Annual Family Pass	NCR			Yes	\$76.00	
1011		Pool hire - maximum 4 hour day use (No alcohol permitted)	NCR			Yes	\$31.00	
1012	<b>ST LAWRENCE SWIMMING POOL</b>							
1013	Daily Pass	Day pass - Child	NCR			Yes	\$1.00	
1014		Day pass - Adult	NCR			Yes	\$2.00	
1015	Annual Pass - Single	Annual Pass - Single	NCR			Yes	\$25.00	
1016	Annual Pass - Family	Annual Pass - Family	NCR			Yes	\$50.00	



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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1017	<b>GREG CRUICKSHANK AQUATIC CENTRE (GCAC) MORANBAH</b>							
1018	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1019	<b>General Admission</b>	Adult	NCR			Yes	\$3.30	
1020		Child	NCR			Yes	\$3.30	
1021		Spectator	NCR			Yes	\$1.00	
1022		Pensioner (with a card)	NCR			Yes	\$2.70	
1023		Carer (with a patient)	NCR			Yes	Free	
1024	<b>Multi Entry and Annual Passes</b>	Adult Annual*	NCR			Yes	\$340.00	
1025		Child Annual*	NCR			Yes	\$340.00	
1026		Pensioner Annual *	NCR			Yes	\$277.00	
1027		Family Annual * (2 adults, 2 children or 1 adult, 3 children) Swim Club members to receive 25% discount on annual fee	NCR			Yes	\$680.00	
1028		Additional Child	NCR			Yes	\$169.00	
1029		10 Visit Cards Adult	NCR			Yes	\$30.30	
1030		10 Visit Cards Child	NCR			Yes	\$30.30	
1031		10 Visit Cards Pensioner	NCR			Yes	\$24.80	
1032	<b>Swimming Lessons (Inclusive of entry fees)</b>	Babies—9 Week Term	NCR			Yes	POA	
1033		Toddlers and Upwards—9 Week Term	NCR			Yes	POA	
1034		Private Session—20 Minutes	NCR			Yes	POA	
1035	<b>Lane Hire</b>	For Training purposes up to ten (10) swimmers only. Lane Hire is not available for Learn to Swim programs.	NCR			Yes	\$8.00	Per hour, per person Max Hire \$16/hr (up to 10 persons)
1036	<b>Carnivals</b>	Exclusive use/whole facility - excluding café per hour	NCR			Yes	\$55.00	
1037	<b>Club Nights</b>	Exclusive use if requested by the local swimming club per hour	NCR			Yes	\$55.00	
1038	<b>Private Hire</b>	Per hour	NCR			Yes	\$110.00	
1039	<b>Pool Hire</b>	50m pool only unless otherwise approved per hour	NCR			Yes	\$55.00	
1040	<b>Lifeguard Hire</b>	Per hour	NCR			Yes	\$60.00	
1041	<b>Meeting Room Hire</b>	Per hour	NCR			Yes	\$26.00	
1042	<b>After Hours</b>	After hours hire refers to any time other than normal pool opening times or the first two hours contemplated in the schedule of fees. After hours hire is available only if the pool lessee agrees to open or remain open.	NCR			Yes	POA	
1043	<b>NOTE:</b> 2019-2020 Season Passes expiration extended to September 2021 Please note that Season Passes run for 12 months from the date of purchase (as at 24th March 2021) 20% Discount on Swimming Lessons for patrons who provide evidence of pre-paid and/or unrefunded lessons made to the former Lessee during 2020							
1044	<b>SALEYARDS (CLERMONT)</b>							

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6		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1045		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1046		<b>Agents Fees</b>	Joining Fee	NCR			Yes	\$1,585.00	
1047			Annual Fees to 30 <sup>th</sup> June	NCR			Yes	\$345.00	
1048		<b>Yard Dues &amp; Spelling Fees</b>	Per Head for first two days	NCR			Yes	\$1.60	
1049		<b>Hospital Fees</b>	Hospital Paddock Fee per day	NCR			Yes	\$5.00	
1050		<b>Cattle Tick Clearing</b>	Cattle Tick Clearing per hour, minimum 1/2 hour, cancellation fee of 1 hour	NCR			Yes	\$80.00	
1051		<b>Sale Fees</b>	Auction Sales	NCR			Yes	\$6.35	
1052			Stud Sales	NCR			Yes	\$12.00	
1053			Ad-hoc Agent Approval Auction Sales	NCR			Yes	\$12.00	per beast
1054			Ad-hoc Agent Approval Stud Sale	NCR			Yes	\$24.00	per beast
1055			Fee for remedy for default by Ad hoc Approval holder to comply with approval conditions					Actual Cost + 15%	
1056		<b>Loading Fee</b>	Delivery Load out of Sale Cattle	NCR			Yes	\$1.10	per beast
1057		<b>Scale Fees</b>	All weighing	NCR			Yes	\$2.85	
1058		<b>Dipping Fees</b>	All Cattle	NCR			Yes	\$2.40	
1059		<b>Crush Facilities</b>	Vet Crush	NCR			Yes	\$1.20	
1060		<b>Branding</b>	Minimum Fee	NCR			Yes	\$8.05	
1061			Per head for more than 10 head	NCR			Yes	\$1.00	
1062		<b>Transferring Cattle Tags</b>	Per head	NCR			Yes	\$2.50	
1063		<b>Supply &amp; Fit Saleyard Tag</b>	Supply & Fit Saleyard Tag: Under 600kgs/Over 600kgs	NCR			Yes	\$33.75 / \$50.00	
1064		<b>Prescanning NILS Tags</b>	Prescanning NILS Tags	NCR			yes	\$1.20	
1065		<b>Disposal of Dead Beast</b>	Disposal of Dead Beast – Disposal of Dead Beasts per head from Saleyards	NCR			Yes	POA	

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1066	<b>Feeding</b>	Feeding upon request or after 24 hrs (per bale) Round bale and Square bale	NCR			Yes	Cost + \$22	
1067		Operator supplied with SkidSteer for dispersal of feed - per hour	NCR			Yes	\$85.00	
1068	<b>Labour</b>	Labour assistance charge upon request - per hour	NCR			Yes	\$50.85	
1069		After Hours Call Out Fee	NCR			Yes	\$237.95	
1070	<b>Invoicing</b>	Minimum Invoice Charge	NCR			Yes	\$20.00	
1071	<b>Emergency NVD</b>	Emergency NVD	NCR			Yes	\$1.50	
1072	<b>WASHDOWN FACILITIES (NEBO)</b>							
1073	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1074	<b>Washdown for weed control</b>	Washdown facility usage fee - per minute (minimum charge - \$3.00)	NCR			Yes	\$0.33	per minute
1075		Prepaid key	NCR			Yes	\$33.00	
1076		Top up credit for prepaid key	NCR			Yes	\$33.00	
1077		Account key	NCR			Yes	\$33.00	
1078	<b>WASHDOWN FACILITIES (CLERMONT)</b>							
1079	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1080	<b>Washdown for weed control</b>	Washdown facility usage fee - per minute (minimum charge - \$3.00)	NCR			Yes	\$0.33	per minute
1081		Prepaid key	NCR			Yes	\$33.00	
1082		Top up credit for prepaid key	NCR			Yes	\$33.00	
1083		Account key	NCR			Yes	\$33.00	
1084	<b>HISTORIC NEBO MUSEUM</b>							
1085	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1086	<b>Entry Fees</b>	Adult	NCR			Yes	\$4.00	
1087		Pensioner	NCR			Yes	\$3.00	
1088		Children 12 and under	NCR			Yes	\$2.00	
1089		Family (2 adults and two or more children)	NCR			Yes	\$10.00	
1090	<b>CLERMONT HISTORICAL CENTRE</b>							
1091	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1092	<b>Entry Fees</b>	Adult	NCR			Yes	\$6.00	
1093		Pensioner	NCR			Yes	\$4.00	
1094		Children 12 and under	NCR			Yes	\$3.00	

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		Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
6									
1095			Family ( 2 adults and two or more children)	NCR			Yes	\$15.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit	
1096	<b>LIBRARIES</b>								
1097	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit	
1098	<b>Libraries</b>	Library Bags	NCR			Yes	\$3.00		
1099		Lost Books Fee	NCR			Yes	Replacement Cost		
1100		Replacement of library card	NCR			Yes	\$5.00		
1101		Internet Charge - Per 1/2 hour	NCR			Yes	\$0.00		
1102		Internet Charge - Per hour	NCR			Yes	\$0.00		
1103		Internet Charge - 10 hours	NCR			Yes	\$0.00		
1104		Wireless Internet - Per 1/2 hour	NCR			Yes	\$0.00		
1105		Wireless Internet - Per hour	NCR			Yes	\$0.00		
1106		Account Charges (for an account to be issued)	NCR			Yes	\$20.00		
1107		Local History Items	NCR			Yes	POA		
1108		Scanning (per page)	NCR			Yes	\$0.20		
1109		Printing - A4 (Black & White)	NCR			Yes	\$0.30		
1110		Printing - A4 (Colour)	NCR			Yes	\$2.00		
1111		Printing - A3 (Black & White)	NCR			Yes	\$0.50		
1112		Printing - A3 (Colour)	NCR			Yes	\$3.00		
1113		Faxing (Sending & Receiving) - Domestic (1st page)	NCR			Yes	\$2.00		
1114		Each additional page	NCR			Yes	\$1.05		
1115		Laminating - Business Cards	NCR			Yes	\$1.20		
1116		Laminating - A4	NCR			Yes	\$2.30		
1117		Laminating - A3	NCR			Yes	\$3.80		
1118		Hire of library meeting room – Moranbah Library Community-Group – not for profit organisations	NCR					\$0.00	
1119		Hire of library meeting room – Moranbah Library only – not for profit organisations	NCR						
1120		Hire of library meeting room – Moranbah Library only - Business Organisations	NCR						
1121		Per hour	NCR					\$15.00	
1122	Per day	NCR					\$110.00		
1123	Interlibrary Loans reciprocal borrowing	NCR				Yes	At cost		
1124	Interlibrary Loans non-reciprocal borrowing	NCR				Yes	\$28.50		
1125	Extended Library Program	CR				Yes	POA		
1126	Headphones	CR				Yes	\$5.50		
1126	USB Drive 16GB	CR				Yes	\$4.00		

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6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1127	<b>SEARCH CHARGES</b>							
1128	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1129	<i>All fees stated below are applicable to each rate assessment, i.e.: Where a rate search request deals with two parcels on separate rate assessments the applicant shall be charged two rate search fees.</i>							
1130	<b>Rate Searches</b>	Over the Council/Telephone Ownership Search	CR	LGA 2009	S97 (2) (c)		\$22.50	
1131		Standard Rates Search	CR	LGA 2009	S97 (2) (c)		\$147.00	
1132		Urgent Standard Rates Search	CR	LGA 2009	S97 (2) (c)		\$189.00	
1133	<b>Records Search Health and Environment</b>	(Records within 18 months)	CR	LGA 2009	S97 (2) (c)		\$66.81	
1134		(Records greater than 18 months)	CR	LGA 2009	S97 (2) (c)		\$117.81	
1135	<b>PROPERTY TRANSFERS</b>							
1136	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1137	<b>Transfer of Ownership</b>	Update all Council records including rate roll	CR	LGA 2009	S97 (2) (d)	Yes		
1138	<b>PUBLICATIONS</b>							
1139	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1140	<b>Publications</b>	Broadsound Story	NCR			Yes	\$15.00	
1141		Behold Nebo	NCR			Yes	\$25.00	
1142		Slab Hut Cookbook	NCR			Yes		
1143		Street Directory	NCR			Yes	\$5.00	
1144		The Loan Graves of the Broadsound Shire	NCR			Yes	\$5.00	
1145		A Photographic Record of Colonial Queensland, The Work of Henry Mills	NCR			Yes	\$20.00	
1146		Clermont Historical Centre 100 Objects book	CR			Yes	\$10.00	
1147		Below these Mountains	NCR			Yes	\$20.00	
1148		Poorhouse to Paradise	NCR			Yes	\$20.00	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1149	<b>PRINTING SERVICES</b>							
1150	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1151	<b>Photocopying/ Printing</b>	A4 - (Black)	NCR			Yes	\$0.30	per page
1152		A4 - (Black) > 20	NCR			Yes	\$0.30	per page
1153		A3 - (Black)	NCR			Yes	\$0.50	per page
1154		A4 - (Colour)	NCR			Yes	\$2.00	per page
1155		A4 - (Colour) > 20	NCR			Yes	\$1.00	per page
1156		A3 - (Colour)	NCR			Yes	\$3.00	per page
1157		<b>Facsimile</b>	Faxing (Sending & Receiving) – Domestic (1 <sup>st</sup> page)	NCR			Yes	\$2.00
1158	Each additional page		NCR			Yes	\$1.05	per page
1159	<b>Binding</b>	< 10 pages	NCR			Yes	\$4.00	
1160		<50 pages	NCR			Yes	\$8.00	
1161		< 100 pages	NCR			Yes	\$15.00	
1162		>100 pages	NCR			Yes	\$25.00	
1163	<b>Laminating</b>	Business Cards	NCR			Yes	\$1.20	
1164		A4 Sheet	NCR			Yes	\$3.50	
1165		A3 Sheet	NCR			Yes	\$5.00	
1166	<b>Scanning - Per Page</b>		NCR			Yes	\$0.20	
1167	<b>Emailing</b>		NCR			Yes	\$0.50	

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6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1168	<b>COUNCIL DOCUMENTS</b>							
1169	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1170	<b>Tender</b>	Per Copy (where applicable)	NCR			Yes	\$27.00	
1171	<b>Minutes</b>	General Meeting - Single Copy	CR	LGR 2012	254 (F) (8)	Yes	\$17.00	
1172				LGA 2009	S97			
1173		General Meeting - Annual	CR	LGA 2009	S97	Yes	\$136.00	
1174	<b>Local Laws</b>	Copy per page	CR	LGA 2009	S97 & S29 (6)	Yes	\$0.65	
1175		Full Set	CR	LGA 2009	S97 & S29 (6)	Yes	\$28.00	
1176	<b>Right to Information</b>	Information Privacy Application	CR	RTI Act 2009	8	Yes	\$0.00	
1177				LGA 2009	S97			
1178		Application Fee for right to information application	CR	RTI Reg 2009	4 & 24 (2)	Yes	As per RTI Reg 2009	
1179				LGA 2009	S97		P3 S4	
1180		Photocopying per page (for non-personal and personal documents)	CR	RTI Reg 2009	6	Yes	As per RTI Reg 2009	
1181				LGA 2009	S97		P3 S6	
1182		Processing charge/Search Fees for non-personal applications- Per 15 minutes after 5 hours	CR	RTI Reg 2009	5	Yes	As per RTI Reg 2009	
1183				LGA 2009	S97		P3 S5	
1184	<b>Corporate Plan</b>	Per Copy	CR	LGR 2012	199	Yes	\$22.00	
1185				LGA 2009	S97		(Available on the internet free of charge)	
1186	<b>Operational Plan</b>	Per Copy	CR	LGR 2012	199	Yes	\$22.00	
1187				LGA 2009	S97		(Available on the internet free of charge)	
1188	<b>Annual Report Financial Statements Annual Budget</b>	Per A4 Page	CR	LGR 2012	199	Yes	\$0.65	
1189				LGA 2009	S97			
1190		Full Copy	CR	LGR 2012	199	Yes	\$22.00	
1191				LGA 2009	S97		(Available on the internet free of charge)	
1192	<b>Community Plan</b>	Full Copy	NCR			Yes	\$22.00	
1193							(Available on the internet free of charge)	
1194	<b>COUNCIL NEWSLETTER</b>							



A	B	C	D	E	F	G	I	J
6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1195	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1196	<b>Clermont Rag</b>	Publications 1/8 page black and white	NCR			Yes	\$17.25	
1197		Publications 1/8 page colour	NCR			Yes	\$23.50	
1198		Publications 1/4page black and white	NCR			Yes	\$34.50	
1199		Publications 1/4page colour	NCR			Yes	\$40.00	
1200		Publications 1/2 page black and white	NCR			Yes	\$63.00	
1201		Publications 1/2 page colour	NCR			Yes	\$75.00	
1202		Publications 1 page black and white	NCR			Yes	\$126.00	
1203		Publications 1 page colour	NCR			Yes	\$150.00	
1204	<b>AERODROMES</b>							
1205	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1206	<b>Clermont Aerodrome</b>	Hangar Rental (Half Space – Charge per Quarter)	NCR			Yes	\$527.90	
1207		After Hours Call Out Fee	NCR			Yes	\$265.00	
1208		Landing Fees per Tonne of MTOW (excluding Commercial-In-Confidence Agreements)	NCR			Yes	\$22.65	
1209		Passenger embarking and disembarking (per head) (excluding Commercial-In-Confidence Agreements)	NCR			Yes	POA	
1210		Aircraft Fuel (AV Gas / Jet A1)	NCR			Yes	Cost + 30%	

A	B	C	D	E	F	G	I	J
6	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1211	<b>ACCOMMODATION</b>							
1212	Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	PROPOSED 2021/2022 FEE	Unit
1213	Council Regional Fatigue Accommodation	Per Night – Council Employees	NCR			Yes	\$62.40	per night
1214		Per Night - Others	NCR			Yes	\$80.08	per night
1215	Council Regional Fatigue Accommodation	Per Week	NCR			Yes	\$364.00	per week
1216	Council Regional Fatigue Housing - 1 Bed Furnished	Per Night – Council Employees	NCR			Yes	\$62.40	per night
1217		Per Night - Others	NCR			Yes	\$80.08	per night
1218	Council Regional Fatigue Housing 1 Bed Furnished	Per Week - Others	NCR			Yes	\$364.00	per week
1219	Council Regional Fatigue Housing - 2 Bed Furnished	Per Night – Others	NCR			Yes	\$124.80	per night
1220	Council Regional Fatigue Housing - 2 Bed Furnished	Per Week – Others	NCR			Yes	\$478.40	per week
1221	Council Regional Fatigue Housing - 3 Bed Furnished	Per Night – Others	NCR			Yes	\$187.20	per night
1222	Council Regional Fatigue Housing - 3 Bed Furnished	Per Week – Others	NCR			Yes	\$572.00	per week
1223	Housing - Affordable Rental - 1 Bedroom	Periodic General Tenancy Agreement - Unfurnished - Weekly Fee - Subject to IRAS Affordable Housing and Council Conditions	NCR			Yes	\$130.00	per week
1224	Housing - Affordable Rental - 2 Bedroom	Periodic General Tenancy Agreement - Unfurnished - Weekly Fee - Subject to IRAS Affordable Housing and Council Conditions	NCR			Yes	\$190.00	per week
1225	Housing - Affordable Rental - 3 Bedroom	Periodic General Tenancy Agreement - Unfurnished - Weekly Fee - Subject to IRAS Affordable Housing and Council Conditions	NCR			Yes	\$220.00	per week
1226	Housing - External Private Rental - 1 Bedroom	Periodic General Tenancy Agreement - Unfurnished	NCR			Yes	\$180.00	per week
1227	Housing - External Private Rental - 2 Bedroom	Periodic General Tenancy Agreement - Unfurnished	NCR			Yes	\$220.00	per week
1228	Housing - External Private Rental - 3 Bedroom	Periodic General Tenancy Agreement - Unfurnished	NCR			Yes	\$270.00	per week
1229	Furnished Accommodation	Additional Charge per week if available	NCR			Yes	\$41.60	per week
1230	Weekly Room Service - Short Term Stay Accom.	Weekly room service/clean	NCR			Yes	\$83.20	each
1231	Extra Clean	Extra Clean	NCR			Yes	\$62.40	each
1232	Lost/Replacement Keys	Reissuing or Copying of Keys	NCR			Yes	\$41.60	each

	A	B	C	D	E	F	G	I	J
6		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1233		<b>COMPENSATION AGREEMENTS LEGAL INSTRUMENTS AND DOCUMENTS RELATED TO MAJOR OR EXTRAORDINARY I</b>							
1234		<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1235		<b>Compensation Agreements</b>	Processing on Lodgement of a request to enter a Compensation Agreements. This covers the first 10 hours of the administration, after this the hourly administration charge will apply. Does not include legal fees. Cost associated with loss of Surface Rights as a result of a Mining Lease Application	NCR	MRA			Valuation of affected land plus 10%	
1236		<b>Compensation Agreements</b> <b>Impact and Mitigation Instruments and Documents</b>	Recovery of costs associated with implementation, project management and / or administration relating to major or extraordinary projects. This fee is intended to recognise and recover a material impost on the normal operations of Council and will be agreed with the relevant applicant prior to commencement of the relevant operational or capital project. Recovery of costs associated with implementation, project management and / or administration relating to major or extraordinary projects. This fee is intended to recognise and recover a material impost on the normal operations of Council and will be agreed with the relevant applicant prior to commencement of the relevant operational or capital project	NCR			Yes	At Cost	
1237		<b>Notifiable Road Use Agreements</b>	Compensation and mitigation of direct impacts to Road and Transport Infrastructure as a result of Notifiable Road Use	NCR	MERCP		Yes	POA	

A	B	C	D	E	F	G	I	J
6	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1238	<b>SHOP ISAAC</b>							
1239	<b>Classification</b>	<b>Description</b>	<b>Cost Recovery Or Non Cost Recovery</b>	<b>Head of Power (Relevant Act)</b>	<b>Section No:</b>	<b>GST Inclusive</b>	<b>PROPOSED 2021/2022 FEE</b>	<b>Unit</b>
1240	<p><i>Shop Isaac Branded Gift Cards have a minimum 36 month expiry</i>  <i>Employee Reward Cards have a 12 Month expiry</i>  <i>Customer Loyalty Cards can have specific expiry determined by the business however recommend 12 months for administration</i></p>							
1241	<b>Shop Isaac Gift Cards – Industry &amp; Business Supporters</b>	36 Month Loyalty / Reward Cards – Minimum 500 + Card quantity request (Card Fee is separate to the monetary value loaded onto the card)	CR	ACL	1, items 4 and 6 ss 2(1) S99A of the ACL	Yes	\$2.75	each
1242	<b>Shop Isaac Customer Loyalty / Reward Cards – Industry &amp; Business Supporters</b>	12 Month Loyalty / Reward Cards Bulk Minimum 500 + Card quantity request (Card Fee is separate to the monetary value loaded onto the card)	CR	ACL	1, items 4 and 6 ss 2(1) S99A of the ACL	Yes	\$2.75	each
1243	<b>Shop Isaac Gift Card Program Community, Clubs and NFP organisations</b>	36 Month Gift Cards requested by will not be charged for the cards. (Card Fee is separate to the monetary value loaded onto the card)	NCR	ACL	1, items 4 and 6 ss 2(1) S99A of the ACL	Yes	Nil	
1244								

WASTE MANAGEMENT MEASUREMENT CRITERIA FOR NON WEIGHBRIDGE SITES DEEMING TABLE-2020/2021 2021/2022

GROSS VEHICLE MASS (GVM) AND GROSS CONTAINER VOLUME (GCV)

Vehicle Code	Vehicle Type	Waste Type	< 4.5	>4.5≤10.0	>10.0≤16.0	>16.0≤23.5	>23.5≤28.0	>28.0≤40.0	>40.0≤43.5	>43.5≤51.0	>51.0						
L	Articulate Motor Vehicle	any type of mixture of waste	-	1t	3t	8t	12t	21t	24.75t	30.5t	41t						
A	Car	any type of mixture of waste	0.05t	-	-	-	-	-	-	-	-						
B	Car Towing a Trailer with waste in both vehicles	any type of mixture of waste	0.25t	-	-	-	-	-	-	-	-						
K	Compactor Truck	any type of mixture of waste	-	1t	2.25t	5.25t	9.5t	13.25t	-	-	-						
J	Light Commercial Vehicle	MSW or C & I or any mixture of only MSW and C & I	0.75t	-	-	-	-	-	-	-	-						
J	Light Commercial Vehicle	C & D or any mixture that includes C & D	1.25t	-	-	-	-	-	-	-	-						
H	Rigid Truck	MSW or C & I or any mixture of only MSW and C & I	-	1.75t	3.25t	5t	8.75t	12.5t	-	-	-						
H	Rigid Truck	C & D or any mixture that includes C & D	-	3.75t	7t	11t	13.75t	19.75t	-	-	-						
G	Rigid Truck towing a trailer with waste in both vehicles	any type of mixture of waste	-	1t	3t	8t	12t	21t	24.75t	30.5t	41t						
E	Van or Ute or Trailer 4x4	any type of mixture of waste	0.2t	-	-	-	-	-	-	-	-						
F	Van or Ute towing trailer 4x4	any type of mixture of waste	0.4t														
	<b>Skip Bin by capacity</b>	in cubic metres	0.5	1	2	3	4	5	6	10	15	20	30	34	60	66	
M	Skip bin in tonnes	MSW or C & I or any mixture of only MSW and C&I	0.075	0.15	0.3	0.45	0.6	0.75	0.9	1.5	2.25	3	4.5	5.1	9	9.9	
M	Skip bin in tonnes	C&D or any mixture that includes C&D	0.125	0.25	0.5	0.75	1	1.25	1.5	2.5	3.75	5	7.5	8.5	15	16.5	
N	Vehicle carrying Skip bin - bin is 0-50% full	MSW or C & I or any mixture of only MSW and C&I	0.04	0.08	0.16	0.24	0.32	0.4	0.48	0.8	1.2	1.6	2.4	2.72	4.8	5.28	
N	Vehicle carrying Skip bin - bin is 0-50% full	C&D or any mixture that includes C&D	0.065	0.13	0.26	0.39	0.52	0.65	0.78	1.3	1.95	2.6	3.9	4.42	7.8	8.58	
	<b>Trailer by capacity</b>	in cubic metres				2.65	4										
	Medium Trailer 6x4 (e.g. uncaged)	MSW or C & I or any mixture of only MSW and C & I				0.4t											
	Medium Trailer 6x4 (e.g. uncaged)	C & D or any mixture that includes C & D				0.66t											
	Large Trailer - e.g. Caged	MSW or C & I or any mixture of only MSW and C & I					0.6t										
	Large Trailer - e.g. Caged	C & D or any mixture that includes C & D					1t										

<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services Standing Committee</b> Tuesday 11 May 2021
<b>AUTHOR</b>	Zoe Behrendt
<b>AUTHOR POSITION</b>	Manager Rates and Accounts

## 5.6 BAD DEBTS – WRITE-OFF REPORT 2021

### EXECUTIVE SUMMARY

Council currently has several outstanding debts that are deemed unrecoverable. Consequently, it is proposed that Council write off \$2,267.97 in Accounts Receivable as bad debts.

### OFFICER’S RECOMMENDATION

*That the Committee recommends that Council:*

- Receive the report and endorse the write-off of \$2,267.97 in bad debts.**

### BACKGROUND

Council currently has a small number of debts that it views will be unrecoverable in the future. Consequently, as it is nearing the end of the Financial year, it is recommended to write-off these bad debts to represent the appropriate outstanding debts that are deemed recoverable.

All debtors listed have had numerous attempts at being contacted, however, these avenues have been exhausted and therefore have been deemed as unrecoverable.

### IMPLICATIONS

#### Budget / Financial

Should the report be adopted, Council will be writing off \$2,267.97 of its Accounts Receivable arrears. Council has provided a budget for Bad and Impaired debts of \$30,000.00 for the 2020-2021 financial year, which thus far has not been utilised.

That table present below lists the debts to be written off along with a brief description:

Debtor ID	Date of Invoice	Description	Department	Amount
1000246	27/08/2020	Waste Fees - unable to contact debtor	Water & Waste - Waste Services	\$223.44
1003629	Various	Waste Fees - unable to contact debtor	Water & Waste - Waste Services	\$437.66
1004445	21/12/2020	Water usage - Unable to contact previous tenant - All avenues exhausted	E & I - Corporate Properties & Fleet	\$2.80
1004003	20/08/2019	Overgrown allotment charges - Property Sold - Owner bankrupt	PECS - Regulatory Services	\$495.00

1004004	20/08/2019	Overgrown allotment charges - Property Sold - Owner bankrupt	PECS - Regulatory Services	\$412.50
1003815	13/03/2019	Items not returned to Nebo library	PECS - Library Services	\$295.44
1004015	28/08/2019	Items not returned to Dysart library	PECS - Library Services	\$86.77
1004070	15/10/2019	Items not returned to Glenden library	PECS - Library Services	\$95.73
1004301	23/06/2020	Items not returned to Clermont library	PECS - Library Services	\$198.63
	<b>TOTAL</b>			<b>\$2,267.97</b>

## CONSULTATION

- Team Leader – Accounts Receivable
- Manager Rates and Accounts
- Manager Waste Services
- Corporate Properties and Fleet Manager
- Manager Community Education and Compliance
- Manager Community Hubs

## BASIS FOR RECOMMENDATION

Council has exhausted all avenues to recover outstanding monies listed above and hence the recommendation to write-off the amounts remaining as bad debts. This is in line with end of financial year procedures to meet accounting and external audit requirements.

## ACTION ACCOUNTABILITY

Manager Financial Services to communicate outcome to Manager Rates and Accounts.

## KEY MESSAGES

Not applicable.

<p><b>Report Prepared By:</b>                  MICHAEL KRULIC                  Manager Financial Services</p> <p>Date: 28 April 2021</p>	<p><b>Report Authorised By:</b>                  DARREN FETTELL                  Director Corporate, Governance and Financial Services</p> <p>Date: 5 May 2021</p>
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## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services</b> <b>Standing Committee</b> Tuesday 11 May 2021
<b>AUTHOR</b>	Rebecca Molineaux
<b>AUTHOR POSITION</b>	Manager People and Performance

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## **5.7 WOMEN IN LOCAL GOVERNMENT ADVISORY COMMITTEE MEETING MINUTES 15 APRIL 2021 AND UPDATED TERMS OF REFERENCE**

### **EXECUTIVE SUMMARY**

The purpose of this report is to present to Council the minutes of the Women in Local Government Advisory Committee (WILGAC) meeting held on Thursday 15 April 2021 and to seek endorsement of the proposed amendments to the Women in Local Government Advisory Committee Terms of Reference

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Receive and note the minutes from the Women in Local Government Advisory Committee Meeting held on Thursday 15 April 2021.*
- 2. Note the new appointments of new committee members Women in Local Government Advisory Committee.*
- 3. Receive and note the Women in Local Government Advisory Committee Progress Report 8.*
- 4. Receive and note the overview and update on the activities of LG Professionals Australia's National Local Government Women's Advisory Group.*
- 5. Note the intent to develop a Workplan for Women in Local Government Advisory Committee.*
- 6. Support the review of Council's approach to Domestic Violence, including updating the relevant policy and development of a toolkit for staff.*
- 7. Adopt the updated Terms of Reference for the Women in Local Government Advisory Committee.*

### **BACKGROUND**

The overall purpose of the Women in Local Government Advisory Committee (WILGAC) is to provide advice to Council in relation to the implementation of the recommendations of the Women in Local Government Working Group (WILGWG) adopted by Council on 26 June 2018 (Resolution No. 5439).

Central to these recommendations is the National Framework for Women in Local Government and the Statement of Commitment;



*“We will work towards increasing the representation of women in Local Government, both as elected members and as senior managers and professionals. We will undertake ongoing reviews of policies and practices to remove barriers to women’s participation and engender safe, supportive working and decision-making environments that encourage and value a wide range of views.”*

A meeting of the Women in Local Government Advisory Committee was held on Thursday 15 April 2021. This was the first meeting of the group since August 2021, which also gave opportunity for the Committee to review its Terms of Reference and focus for the next iteration of this Advisory Committee.

The following highlight the key focus of discussion:

- Acknowledged that the recommendations and action plan previous endorsed as the focus of this Committee have all been reconciled/completed;
- Reviewed the Terms of Reference and purpose of the Advisory Committee, the outcomes of which will be discussed under separate cover;
- Acknowledged national activities being undertaken in reference to improving the gender/diversity balance in leadership across local government, noting that this work will influence the workplan of this Committee;
- Commitment to developing a workplan to continue to respond to opportunities to improve gender/diversity balance within Isaac Regional Council.

## **IMPLICATIONS**

The WILGAC does not have a decision-making role but will be a primary advisor for Council decision making. The WILGAC reports directly to Council, via the Corporate Governance and Financial Services Standing Committee.

With the agreement of Chief Executive Officer, from time to time WILGAC meetings may identify administrative actions to be undertaken under the authority of the Chief Executive Officer to assist in its performance and in the attainment of its objectives.

The Terms of Reference are a critical piece of governance that provides purpose, scope and guidelines that the Women in Local Government Advisory Committee operates under. Amendment of the Terms of Reference will enable the Women in Local Government Advisory Committee to continue to be an efficient body.

## **CONSULTATION**

Women in Local Government Advisory Committee Members

## **BASIS FOR RECOMMENDATION**

The Women in Local Government Advisory Committee has an advisory role assisting the Council in fulfilling its statutory duty.

## **ACTION ACCOUNTABILITY**

- Manager People and Performance ensure the minutes are uploaded onto IRIS and distributed to committee members for action of agenda items.
- Manager People and Performance to update the Terms of Reference on IRIS and send to all committee members for their reference

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## KEY MESSAGES

The key issues/priorities/actions for the WILGAC (as adopted by Council) include:

- Participate in/inform high level decision making processes.

<b>Report prepared by:</b> REBECCA MOLINEAUX <b>Manager People and Performance</b> Date: 28 April 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 6 May 2021
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## ATTACHMENTS

- Attachment 1 – Unconfirmed Minutes - Women in Local Government Advisory Committee Meeting – Thursday 15 April 2021
- Attachment 2 – Women in Local Government Advisory Committee Terms of Reference – Updated

## REFERENCE DOCUMENT

- Nil

# Unconfirmed Minutes

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## WOMEN IN LOCAL GOVERNMENT ADVISORY COMMITTEE MEETING OF ISAAC REGIONAL COUNCIL

HELD ON  
THURSDAY, 15 APRIL 2021  
COMMENCING AT 10.00AM  
ISAAC REGIONAL COUNCIL,  
COUNCIL CHAMBERS, MORANBAH



# MEETING MINUTES

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**WOMEN IN LOCAL GOVERNMENT ADVISORY COMMITTEE MEETING**  
**HELD IN ISAAC REGIONAL COUNCIL, COUNCIL CHAMBERS, MORANBAH**  
**ON THURSDAY 15 APRIL 2021**

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# MEETING MINUTES

## ISAAC REGIONAL COUNCIL

### UNCONFIRMED MINUTES OF THE

#### WOMEN IN LOCAL GOVERNMENT ADVISORY COMMITTEE MEETING

#### HELD IN ISAAC REGIONAL COUNCIL, COUNCIL CHAMBERS, MORANBAH

#### ON THURSDAY 15 APRIL 2021 COMMENCING AT 10.00AM

#### ATTENDANCE

Mayor Anne Baker (Chair)  
Cr Sandy Moffat, Division Two (*by Video Conference*)  
Cr Viv Coleman, Division Eight (*by Video Conference*)  
Mr Gary Stevenson PSM, Chief Executive Officer  
Ms Rebecca Molineaux, Manager People and Performance  
Ms Liza Perrett, Manager Governance and Corporate Services  
Ms Karen O'Connor, Waste Management Officer (*by Video Conference*)  
Mrs Fiona Branch, Senior Procurement and Contracts Administrator  
Ms Amilia Stewart, Legal and Governance Officer  
Ms Karen Montgomery, Manager Council Operated Community Facilities  
Ms Shelley-Ann Cottam, Senior Water and Wastewater Operator  
Mrs Louise Walsh, Manager Accounting Services

#### OFFICERS PRESENT

Mrs Dannette Barfield, People and Performance Administration Officer (Minute Secretary)  
Mrs Tricia Hughes, Coordinator Executive Support

### 1. OPENING

The Chair declared the meeting open at 10.05am and welcomed all in attendance, in particular the new Committee Members.

**Resolution No.:** WILGAC0051

**Moved:** Ms Rebecca Molineaux

**Seconded:** Ms Liza Perrett

**That the Committee accepts Cr Sandy Moffat, Cr Viv Coleman and Ms Karen O'Connor participation in the meeting by video conference.**

**Carried**

All Committee Members provided a brief introduction of themselves and the reason they nominated to be a Committee Member.

### 2. APOLOGIES

No apologies received this meeting.

# MEETING MINUTES

## 3. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interest declared this meeting.

## 4. CONFIRMATION OF MINUTES

Confirmation of Minutes from the Women in Local Government Advisory Committee Meeting held at Council Chambers, Moranbah on Wednesday 5 August 2020.

**Resolution No.: WILGAC0052**

**Moved: Ms Liza Perrett**

**Seconded: Cr Sandy Moffat**

**That the minutes from the Women in Local Government Advisory Committee meeting held at Council Chambers, Moranbah on Wednesday 5 August 2020 are confirmed.**

**Carried**

## 5. OFFICERS REPORTS

### 5.1 New Appointments to the Women in Local Government Advisory Committee

#### EXECUTIVE SUMMARY

The purpose of this report is to inform the Women in Local Government Advisory Committee of the new appointments to the committee in accordance with the respective Terms of Reference.

**Resolution No.: WILGAC0053**

**Moved: Ms Liza Perrett**

**Seconded: Cr Sandy Moffat**

**That the Women in Local Government Advisory Committee recommends that Council:**

- Note the new appointments of new committee members Women in Local Government Advisory Committee.**

**Carried**

# MEETING MINUTES

## 5.2 Women in Local Government Advisory Committee Meeting Update Report

### EXECUTIVE SUMMARY

The purpose of this report is to provide an update to the Women in Local Government Advisory Committee (WILGAC) on progress made since the last report dated 29 July 2020 presented in the last WILGAC held on 5 August 2020.

**Resolution No.:** WILGAC0054

**Moved:** Ms Louise Walsh **Seconded:** Ms Karen Montgomery

**That the Women in Local Government Advisory Committee recommends that Council:**

1. **Receive and note the Women in Local Government Advisory Committee Progress Report 8.**

**Carried**

### ATTENDANCE

Mr Gary Stevenson left the meeting room at 10.53am.

## 5.3 LG Professionals Australia - National Local Government Women's Advisory Group

### EXECUTIVE SUMMARY

The purpose of this report is to provide an overview and update on the activities of LG Professionals Australia's National Local Government Women's Advisory Group.

**Resolution No.:** WILGAC0055

**Moved:** Cr Sandy Moffat **Seconded:** Ms Louise Walsh

**That the Women in Local Government Advisory Committee recommends that Council:**

1. **Receive and note the overview and update on the activities of LG Professionals Australia's National Local Government Women's Advisory Group.**

**Carried**

### ATTENDANCE

Mr Gary Stevenson entered the meeting room at 10.55am.

## 5.4 Development of Workplan for Women in Local Government Advisory Committee

### EXECUTIVE SUMMARY

The purpose of this report is to commence considerations for a new Workplan for the Women in Local Government Advisory Committee to advance the next iteration of the Committees focus following the

# MEETING MINUTES

completion of the 13 recommendations proposed by the Women in Local Government Working Group, which was endorsed by Council on 26 June 2018 (Resolution No. 5439).

**Resolution No.:** WILGAC0056

**Moved:** Ms Fiona Branch

**Seconded:** Ms Shelley-Ann Cottam

**That the Women in Local Government Advisory Committee recommends that Council:**

- 1. Note the intent to develop a Workplan for Women in Local Government Advisory Committee.**
- 2. Support the review of Council's approach to Domestic Violence, including updating the relevant policy and development of a toolkit for staff.**

**Carried**

## **5.5 Women in Local Government Advisory Committee Terms of Reference - Update**

### **EXECUTIVE SUMMARY**

This report seeks endorsement of the amended Terms of Reference for the Women in Local Government Advisory Committee (WILGAC).

**Resolution No.:** WILGAC0057

**Moved:** Ms Liza Perrett

**Seconded:** Ms Karen Montgomery

**That the Women in Local Government Advisory Committee recommends that Council:**

- 1. Adopt the updated Terms of Reference for the Women in Local Government Advisory Committee subject to the following amendment to the purpose and terms of office:**
  - The overall purpose of the Women in Local Government Advisory Committee (WILGAC) is to continue to identify and provide advice on recommendations to council to implement improved gender balance initiatives and organisational environment that embraces diversity.**
  - The WILGAC will have a fixed term until 30 June 2023, with a report to be presented to Council at this time, to close out the WILGAC or propose any extension or re-purposing.**
  - The Term may be influenced by the projects and timeframes of a Workplan, which will be monitored by the WILGAC.**

**Carried**

## **6. GENERAL BUSINESS**

No general business in this meeting.



# MEETING MINUTES

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## 7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 11:25am.

These minutes were confirmed by the Committee at the Women in Local Government Advisory Committee meeting held in Moranbah.

.....  
Chair

..... / ..... / .....  
DATE

# TERMS OF REFERENCE – WOMAN IN LOCAL GOVERNMENT ADVISORY COMMITTEE (WILGAC)

## PURPOSE

The overall purpose of the Women in Local Government Advisory Committee (WILGAC) is to continue to identify and provide advice on recommendations to council to implement improved gender balance initiatives and organisational environment that embraces diversity. ~~provide advice to Council in relation to the implementation of the recommendations of the Women in Local Government Working Group (WILGWG) adopted by Council on 26 June 2018 (Resolution No. 5439).~~

Central to these recommendations is the National Framework for Women in Local Government and the Statement of Commitment;

*“We will work towards increasing the representation of women in Local Government, both as elected members and as senior managers and professionals. We will undertake ongoing reviews of policies and practices to remove barriers to women’s participation and engender safe, supportive working and decision-making environments that encourage and value a wide range of views.”*

## KEY ISSUES/PRIORITIES

The key issues/priorities/actions for the WILGAC (as adopted by Council) include:

- oversee and report on the implementation of The National Framework for Women in Local Government.
- monitor and guide completion of the projects endorsed by Council.
- participate in/inform high-level decision-making processes.
- promote awareness of and education in gender equity through the development and dispersal of promotional materials, attendance and presentations at Council events/forums/toolbox talks.

WILGAC may also act as a reference point for policy review or strategy development.

## AUTHORITY

The WILGAC does not have a decision-making role but will be a primary advisor for Council decision making.

The WILGAC reports directly to Council, via the Corporate Governance and Financial Services Standing Committee.

With the agreement of Chief Executive Officer, from time to time WILGAC meetings may identify administrative actions to be undertaken under the authority of the Chief Executive Officer to assist in its performance and in the attainment of its objectives.

## MEMBERSHIP

Council at its meeting held 26 June 2018 (Resolution No. 5439) resolved that the membership of the WILGAC be comprised of Councillors and employees. The Committee therefore will comprise the following:

Chair	Councillor (to be appointed by Council)
Members	Up to two (2) additional Councillors Chief Executive Officer Manager People and Performance Manager Governance and Corporate Services

	Up to seven (7) employees to be appointed by the Chief Executive Officer from nominations obtained from a call for expressions of interest
Attendees/Contributors	TBA as required from time to time

Councillors who are not on the WILGAC will be invited to participate and/or be engaged as necessary.

Meetings would be attended by relevant Managers (M2, M3, M4) and technical officers, as deemed appropriate by the Chief Executive Officer.

## TERMS OF OFFICE

The WILGAC will have a fixed term until 30 June ~~2023~~2019, with a report is to be presented to Council at this time, to close out the WILGAC or propose any extension or re-purposing. ~~In the event that by 30 March 2019, it is apparent that any of the relevant projects will continue beyond 30 June 2019, a report is to be presented to Council to propose an appropriate extension.~~

The Term may be influenced by the projects and timeframes of a Workplan, which will be monitored by the WILGAC.

## MEETINGS

The role of the Chair and Members of the WILGAC, preparation of agenda and matters relating to the administrative operations of the WILGAC will be in line with the overarching Advisory Committee Administrative Guideline, adopted by council on 28 June 2016, Resolution No. 4546.

The Advisory Committee will meet formally at least once every two months, or as determined by the Chairperson, ensuring recess does not exceed a four month period.

## QUORUM

A quorum shall comprise at least a majority of WILGAC members. Where an elected member cannot be present, the Proxy can/will replace them on that occasion.

Where a quorum cannot be satisfied, the Chair is to determine if the meeting will proceed or be postponed.

Where the appointed Chair cannot attend, he/she is to delegate the role to another elected member on the Committee.

## ADMINISTRATION/SECRETARIAT

Jointly between the People and Performance unit and the Office of Mayor and CEO.

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## MEETING DETAILS

**Corporate, Governance and Financial Services**

**Standing Committee**

Tuesday 11 May 2021

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## AUTHOR

Rebecca Molineaux

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## AUTHOR POSITION

Manager People and Performance

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**5.8**

## **UPDATE COVID-19 – SPECIAL LEAVE POLICY**

### **EXECUTIVE SUMMARY**

The purpose of this report is to consider the updated COVID-19 – Special Leave Policy.

### **OFFICER'S RECOMMENDATION**

*The Committee recommends that Council:*

- 1. Adopts the updated Covid-19 – Special Leave Policy (CORP-POL-080)**

### **BACKGROUND**

The Isaac Regional Council continues to have an important role in our community in response to COVID-19. IRC continues to look after their employees impacted by the outbreak.

The Policy has been established for special leave arrangements to be utilised by employees with no leave accruals to ensure that if they or a dependant is unwell or need to self-isolate and can attend their place or work and can not work from home, they have a 'safety net' during these times.

The policy being reviewed on a six monthly basis will allow IRC to continue to be prepared with advice from the Australian Government Department of Health.

### **IMPLICATIONS**

The Policy is an important procedure for our employees during a declared global pandemic. Reviewing the policy on a six monthly basis will enable the policy to reflect current advice from the Australian Government Department of Health.

No Financial implication

### **CONSULTATION**

Chief Executive Officer

Manager Governance and Corporate Services

Executive Leadership Team

### **BASIS FOR RECOMMENDATION**

Ensuring the policy is updated to reflect advice from the Australian Government Department of Health during the COVID-19 crisis.

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## ACTION ACCOUNTABILITY

- Manager People and Performance to update the Policy through the Governance Department

## KEY MESSAGES

The key issues/priorities/actions for the Policy is to ensure special leave arrangements can be utilised by employees with no leave accruals to ensure that if they or a dependant is unwell or need to self-isolate and can attend their place or work and can not work from home, they have a 'safety net' during these times.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
REBECCA MOLINEAUX	JEFF STEWART-HARRIS
<b>Manager People and Performance</b>	<b>Chief Executive Officer</b>
Date: 5 May 2021	Date: 6 May 2021

## ATTACHMENTS

- Attachment 1 – COVID-19 Special Leave Policy

## REFERENCE DOCUMENT

Nil

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## COVID-19 – SPECIAL LEAVE POLICY

### APPROVALS

<b>POLICY NUMBER</b>	CORP-POL-080	<b>DOC.ID</b>	4581051
<b>CATEGORY</b>	Administration		
<b>POLICY OWNER</b>	People & Performance		
<b>APPROVAL DATE</b>	Insert	<b>RESOLUTION NUMBER</b>	Insert

---

DRAFT

## OBJECTIVE

To provide for IRC casual employees and employees with no leave accruals who need to isolate, care for a dependent and are unable to work from home or are unwell from COVID-19 and unable to work, a 'safety net' to ensure they can still receive an income during this crisis.

## DEFINITIONS

### TERM / ACRONYM

### MEANING

ELT	Executive Leadership Team
IRC	Isaac Regional Council

## POLICY STATEMENT

IRC have a key role to play in our communities and the broader public health response to COVID-19. IRC will look after their employees impacted by the outbreak whether they're full-time, part-time or casual. This is an important measure to ensure everybody in our business takes appropriate action in response to the public health advice.

This policy is to set special leave arrangements for casual workers and employees with no leave accruals to ensure that if they or a dependent is unwell or need to self-isolate and cannot work from home or attend their place of work, they have a 'safety net' during these times.

## WHAT DOES 'SPECIAL LEAVE' MEAN?

### Casual and part time employees

IRC will provide casual and part time employees with access to a pro-rata subsistence allowance based on the Australian minimum wage guidelines. The allowance will be paid up to 10 shifts over a 14-day period, to compensate for shifts they would have otherwise worked.

### Employees with no leave balance

IRC will provide full time employees who have exhausted all other leave accruals or have no leave balance with access to a subsistence allowance based on the Australian minimum wage guidelines. The allowance will be paid up to 10 days over a 14-day period.

## REVIEW PERIOD

This Policy will be reviewed six monthly by the ELT in conjunction with advice from [www.health.gov.au](http://www.health.gov.au) for the duration of the COVID-19 crisis and only available during a declared global pandemic.

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services Standing Committee</b> Tuesday 11 May 2021
<b>AUTHOR</b>	Darren Fettell
<b>AUTHOR POSITION</b>	Director Corporate, Governance and Financial Services

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6.1

## CORPORATE, GOVERNANCE AND FINANCIAL SERVICES INFORMATION BULLETIN – MAY 2021

### EXECUTIVE SUMMARY

The Corporate, Governance and Financial Services Information Bulletin for May 2021 is provided for Committee review.

### OFFICER'S RECOMMENDATION

*That the Committee:*

- 1. Note the Corporate, Governance and Financial Services Information Bulletin for May 2021.***

### BACKGROUND

The attached Information Bulletin for May 2021 provides an operational update for Committee review on the Corporate, Governance and Financial Services Directorate.

### IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

### CONSULTATION

Corporate, Governance and Financial Services Staff.

### BASIS FOR RECOMMENDATION

This is an information only report.

### ACTION ACCOUNTABILITY

Information only report.

### KEY MESSAGES

Operational update to Elected Members.



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<b>Report prepared by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b> Date: 5 May 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 6 May 2021
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## ATTACHMENTS

- Attachment 1 – Corporate, Governance and Financial Services Information Bulletin – May 2021.

## REFERENCE DOCUMENT

- Nil

**DATE:** May 2021

## **CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

### **DIRECTORATE HIGHLIGHTS**

We welcome Beau Jackson to our CGFS and Council team joining us as Manager Brand, Media and Communications. Thankyou again to Carenda Jenkin and Brooke Maisey for assisting in the role during the recruitment process.

From a Directorate perspective the key activities or areas of focus would include:

- Progression of Council's Business continuity planning
- Progress Corporate Plan project in line with Council direction, specifically aiming to adopt the draft interim Corporate Plan for community consultation
- Continuing with Enterprise Risk Management Strategic and Operational Risk Registers
- Annual Budget and PAG process for 2021/2022
- Business Plans for 2021/2022
- Continuing Disaster Management preparedness
- Continuing renewal of Procurement policies and procedures and associated reporting

From a Directorate perspective the key issues or risks we are aware of would be:

- Continuing turnover of key staff with loss of corporate knowledge
- Continuing pressure on Procurement and BMC teams
- Ongoing management of frugal budget and potential impacts of 3rd Quarter Budget Review
- Increasing demands on service delivery from internal and external activities

## **BRAND, MEDIA & COMMUNICATIONS DEPARTMENT**

### **PREVIOUS MONTH'S ACHIEVEMENTS:**

#### **APRIL 2021 ACHIEVEMENTS:**

- ANZAC Day communication and support delivery with Engaged Communities
- Production and delivery of four Clermont Rags
- Eight Community Newsletter Advertisements
- Ongoing Planning Scheme Webpage updates
- Queensland Beef Corridors communications preparation with Economy and Prosperity
- Mayoral presentation for the Mining Health and Safety Forum in May
- Clermont 5ML Water Open Day communications and support for Water and Waste

- Domestic Waste Dump Days communication and delivery with Compliance and Waste teams
- Pool Survey Communication Planning and Delivery with Community Facilities
- Ongoing 2021 St Lawrence Wetlands Weekend communication planning and delivery
- Shop Isaac Social Media Plan - 12 months
- Communication delivery and support for Nebo Showgrounds Masterplan and Nebo Community Hubs Infoshare
- Internal training in the JADU platform to assist with web uploads as part of the IRIS content migration
- Moranbah 50th The Good Old Days graphic design and communications collateral support
- Playground consultation community updates for Nebo and Dysart

### Other key achievements for April 2021:

- 5 general media releases issued
- 39 public notices distributed
- 13 media inquiries

### Facebook

- 8,767 likes up from 8,682 in March 2021
- 9,375 followers up from 9,265 followers in March 2021

### Instagram

- 1008 followers up from 974 followers in March 2021

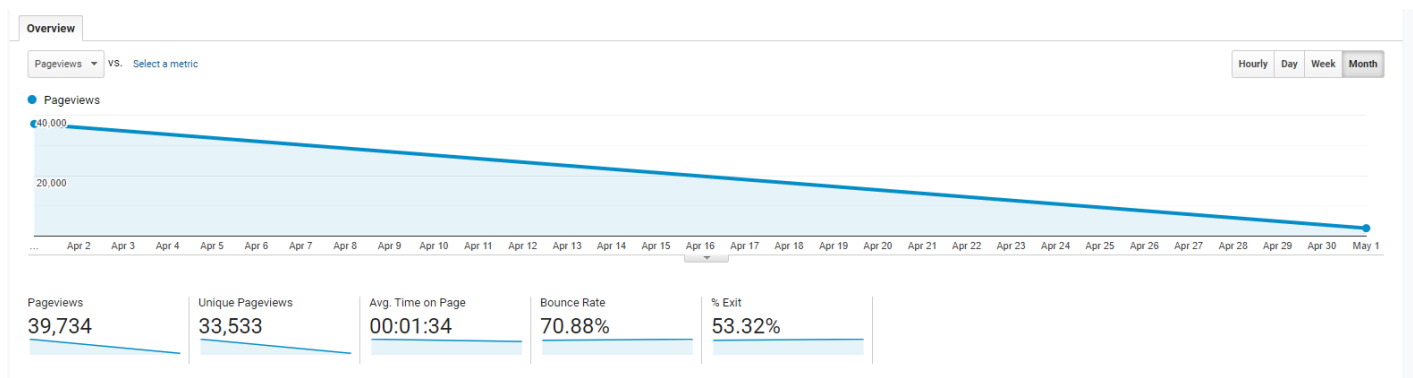
### Twitter

- 562 followers down from 563 followers in March 2021

### LinkedIn

- 4,224 followers up from 4,190 followers in March 2021

### Page views to [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au)



### FINANCIAL REPORT:

Not applicable

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## **DEVIATION FROM BUDGET AND POLICY:**

Not Applicable

## **OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING**

Not Applicable

## **MAY PROGRAM:**

- Advocacy document refresh with the Office of the Mayor and CEO
- Mayoral presentation for the Mining Health and Safety Forum in May
- Ongoing 2021 Mayor's Charity Ball communication planning and delivery
- Reconciliation Week Queensland communication planning and delivery
- Ongoing 2021 St Lawrence Wetlands Weekend communication planning and delivery
- Shop Isaac planning and communication delivery for June 1 launch
- Isaac Youth on Display at Dysart Artspace
- Little Bird Postcard Project
- Domestic Dog desexing vouchers
- Illegal dumping communication delivery phase 2
- 2021 Isaac Region Planning Scheme website updates
- Major event support for speeches and/or media releases such as Clermont Show, Nebo Rodeo, Kilcummin Mindfulness event, St Lawrence Wetlands Weekend, Moranbah Debutante Ball, 150th Celebrations for St Lawrence State School and Women in Local Government Panel Q&A.
- Ongoing development of Corporate Consultation calendar with Engaged Communities

## **DEVELOPING INITIATIVES / ISSUES:**

- Delays in Isaac publications and Clermont Rag review.
- New look IRIS website to be launched from May 18 with user acceptance training across all departments
- A significant increase in media enquiries, communication planning and graphic design work with limited resources and managing expectations.
- Development of BMC Corporate Communications and Consultation calendar with Engaged Communities, Office of the Mayor and CEO and Economy and Prosperity.
- A desire to do an open EOI for reaching out to discover photographers to utilise in upcoming regional events.
- Recruitment for Manager, based in Moranbah, and Media & Communications officer, based in Clermont, now complete for May start dates.

## CONTRACTS AND PROCUREMENT DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

01/04//2021 - 30/04/2021	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	0	0
Active Tenders	1	1	1	1
In progress Tenders	6	4	3	3
Awarded RFQ's	1	28	7	4
Active RFQ's	0	11	7	1
In progress RFQ's	3	8	10	8
Active - out to market or under evaluation In Progress - specification under development				

- Agreement to proceed with Next Gen Ecosystem (Contracts and Procurement tool). This includes utilising Vendor Panel Tenders as the platform for market engagement of Tenders and will replace the soon to be defunct LG Tenderbox. Next Gen also will enable access to a Contract Management solution and a Data Analytics product to review spend trends by supplier categorisation.
- Conducted the Nebo site wide clean up.
- Consolidation of Middlemount storage equipment and stores items into the Clermont Store.

Purchase Requisitions Released		
Month of: (01/04/2021 – 30/04/2021)	April 2021	
Value of Purchase Requisitions processed	\$5,351,475.85	
No. Purchase Requisitions Released	<b>677</b>	
Requisitions Suspended	29	
Exceptions Raised	4	\$15,991.05
Variations Raised	12	\$278,033.08

Note;

- The Exceptions include; WILGA training \$5,478, Nebo showgrounds electrical fault \$4k.  
 The Variations include; Rural roads rehabilitation program extensions due to funding (\$180k across 5 suppliers - stabilisation, bitumen seal, traffic management, quarry materials).

### PREVIOUS MONTH'S ISSUES:

- Revised solutions and conducted due diligence for replacement products of LG Tenderbox.
- Procurement Audit findings and report feedback.

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## FINANCIAL REPORT:

- Consolidation of cost centres for FY21/22 to be Hub based instead of Town based. This will result in 4 cost centres instead of 8 for the Contracts and Procurement Team.

## OPERATIONAL PLAN:

- Procurement Compliance Review Group – terms of reference under revision – will expand scope and increase reporting to Management, Council and Audit and Risk committee.

## ORGANISATIONAL DEVELOPMENT PLAN:

- Working SMART with Microsoft Teams training 22/04/2021
- Assist IRC staff in navigating procurement compliance requirements (ongoing). Revised training materials developed and are being tested.

## NEXT MONTH'S PROGRAM:

- External Web page redevelopment – ongoing with assistance from BMC.
- RFT's for management of swimming pools, clothing and PPE
- RFQs for Middlemount Hall compliance upgrades, W &W environmental plans
- Local Preference Comms plan
- Procurement Procedure revision (flow charts of steps taken)
- Continue to redesign the Clermont Store following the storage extension.
- Purchase Order Terms and Conditions
- Internal Audit findings and resulting actions.

## DEVELOPING INITIATIVES / ISSUES:

- Pest Control Tender to be organisation wide approach.

## FINANCIAL SERVICES

### PREVIOUS MONTH'S ACHIEVEMENTS:

- LGM Asset Insurance review schedules updates and provided to insurer. Awaiting insurance quotes for the 2021/22 Financial year
- Fees and Charges schedule for 21/22 finalisation through budget workshops. Report tabled in May Council meeting
- FBT preparation
- Resignation of Payroll Officer within the Payroll team
- Ongoing Budget preparation works
- Submission and finalization of audit visit along with any relevant position papers
- Progress of Q3 Budget review
- Due date of 2nd Rates notice

## PREVIOUS MONTH'S ISSUES:

Nil

## FINANCIAL REPORT:

Budget adopted 29 July 2020. Annual Financial Statement adopted by Council on 18 November 2020.

## DEVIATION FROM BUDGET AND POLICY:

Nil.

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
G3	Financial Asset Management	Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk	Depreciation methodology and estimates reviewed through valuation and audit applied.
G5	Long Term Financial Forecast	Provide transparent and accountable planning, decision making, performance monitoring and reporting to the community in order to continuously improve.	Monthly Financial statements required under regulation. Quarterly budget reviews undertaken.

## NEXT MONTH'S PROGRAM:

- FBT completion and lodgment
- Recruitment for new Finance Officer – floating role to assist in various finance functions
- Recruitment for new Payroll Officer
- Budget preparation works – 3rd Budget workshop to be held 5 May 2021
- Rates modelling – taking into account new land valuations
- Finalisation of Q3 budget review
- Audit and Risk report preparation
- Initial works for EOFY / financial statement preparation

## DEVELOPING INITIATIVES / ISSUES:

Not Applicable

## GOVERNANCE AND CORPORATE SERVICES DEPARTMENT

### PREVIOUS MONTH'S ACHIEVEMENTS:

- Progressed interim Corporate Plan planning for community consultation during April 2021
- Development of draft 2021/2022 Annual Operational Plan, pending ELT and Councillor consultation
- Facilitated the development of the 3rd Quarterly performance report on 2020/21 Annual Operational Plan

- 
- Administered several Right to Information Applications
  - Manager's participation on external bodies such as the Local Government Managers Association Board and National Local Government Women's Advisory Group
  - Continued to progress Enterprise Risk Management Strategic and Operational Risk Registers
  - Review of Corporate Policy Register, with significant updates to Policies being progressed

## **PREVIOUS MONTH'S ISSUES:**

- Ongoing advice and facilitation of governance matters such as policy development, reviews, etc
- Ongoing management of legal matters, many reactive matters progressed and resolved.
- Ongoing management of Right to Information applications and internal reviews, Administrative Actions Complaints and related matters

## **FINANCIAL REPORT:**

Not applicable

## **DEVIATION FROM BUDGET AND POLICY:**

Not Applicable

## **OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING**

Not Applicable

## **NEXT MONTH'S PROGRAM:**

- Progress Interim Corporate Plan – collate and review feedback. Present to Council with a view to adopt by July 2021 if not sooner.
- Facilitate the Audit & Risk Committee Meeting schedule for 18 May 2021
- Progress Corporate Plan project in line with Council direction, specifically the community engagement for the Interim Corporate Plan. Planning for the Corporate Plan proper will commence shortly
- Continue development of the 2021/2022 Annual Operational Plan including consultation with ELT and Council
- Progress Internal Audit tender and recruitment activities
- Participate on the evaluation Panel for Community Chest Grants, reporting to the Special Community Grants Standing Committee, should an application be received
- Progress the finalisation of the Fraud and Corruption Control Framework and supporting documents and training plan
- Progress the development/enhancement of the Business Continuity Plan with stakeholders.
- Continue to facilitate the review of the 2021/22 Departmental Business Plans
- Continue facilitation and monitoring of the Strategic and Operational Risk Registers
- Progress Audit and Risk Committee actions and Internal Audit Plan
- Facilitate rollout/implementation of the new *Human Rights Act 2019*
- Review and drafting of several Corporate Policies
- Continue to liaise with internal and external stakeholders to finalise various agreements and legal matters



## Organisation Development Plan or Capital Projects

### Organisational Development Plan

ODP Project Name	Status Update
G2.1 Establish integrated planning framework document	Planning In progress
G5.2 Establish strategic and operational risk register	Completed, pending establishment of system for reporting/monitoring
G5.3 Establish risk management procedures and reporting regime	In place, however evolving
G5.4 Adopt hierarchy of operational risk registers and incorporate into business plans	Annual process as part of business plan development
G6.1 Establish organisational performance management framework	In progress
G6.2 Implement high level organisational performance reporting	Performance reporting occurring with quarterly updates of AOP, improvements to be identified for across organisation
G21 Critical Instruments	Project underway. Capturing base information ongoing
G22.1 conduct annual statutory compliance audit	Internal Audit completed 2018/19. Ongoing review.

### DEVELOPING INITIATIVES / ISSUES:

- Reviewing online options to facilitate governance and compliance initiatives – delegations, policies, risk registers
- Recruitment for 8 months maternity leave cover to commence mid-late May 2021

## INFORMATION SOLUTIONS DEPARTMENT

### PREVIOUS MONTH ACHIEVEMENTS:

- New WAN tower commissioned at The Village in Moranbah.
- Drafted management response to the Records audit.
- Third quarter budget review
- Awarded contract for the MS Teams rollout to Data#3

### PREVIOUS MONTH'S ISSUES:

No issues

### FINANCIAL REPORT:

No issues

### DEVIATION FROM BUDGET AND POLICY:

Not applicable

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Not applicable

### NEXT MONTH'S PROGRAM:

Project Name/ Description	Start Date	Scheduled End Date	Comments/Exceptions
Portable public address system to be trialled for use in large meeting rooms			
Continue the SD-WAN rollout			
Continue Records audit of IT systems			
Upgrade Teams hardware in regional offices			

### DEVELOPING INITIATIVES / ISSUES:

- Mobile computing
- Teams rollout
- Business continuity planning

## STRATEGIC ASSET DEPARTMENT

### PREVIOUS MONTH ACHIEVEMENTS:

- Project Accountability Gateway (PAG) Panel Members continued the PAG multi-criteria assessment process to assess the bids for the Capital Works Budget for FY 2021-2022. The findings of these assessments have been scheduled for presentation to the Council during May 2021.
- Work is in progress to undertake alignment of the Financial Asset Register and the Operational Asset Register

### PREVIOUS MONTH'S ISSUES:

Nil

### FINANCIAL REPORT:

Financial expenditure is as per the budget.

### DEVIATION FROM BUDGET AND POLICY:

Not Applicable

## OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING

Strategy (i.e. C5)	Service Area	Description	Highlight/Exception, including explanation
15	Asset Management Strategy	Develop an Asset Management Plan and Framework	Strategic Asset Management Plan adopted by Council on the 16 <sup>th</sup> of December 2020
15	Project Accountability	Develop a Project Accountability Gateways Framework	PAG 2020-21 process is underway with multi-criteria assessments in progress.

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## **NEXT MONTH'S PROGRAM:**

- Finalisation of PAG Gateway 3. Workshops with the Panel and Directorate are scheduled for May 2021.
- Ongoing work will continue to align the Financial Asset Register and the Operational Asset Register

## **DEVELOPING INITIATIVES / ISSUES:**

Improvement actions are being considered in accordance with the Strategic Asset Management Plan 2020.

## **ORGANISATIONAL SAFETY DEPARTMENT**

### **PREVIOUS MONTH ACHIEVEMENTS:**

WHS Team

- The WHS improvement plan is still being updated and rearranged
- Workshop for WHS committees
- Check in Chat conducted for E&I roads crew, intention to roll out further
- Conducted a safety team reset

Disaster Management team

- Commenced 2021 review of the Local Disaster Management Plan and associated subplans.
- Established an internal working group for resilience around infrastructure, taking an all hazards approach, Queensland Resilience Association (QRA) spoke about the work that we have undertaken on the Fitzroy basin projects and now in the Burdekin Haughton project.
- Attending Fitzroy basin working group meeting.

### **PREVIOUS MONTHS ISSUES:**

Nil

### **FINANCIAL REPORT:**

Not applicable

### **DEVIATION FROM BUDGET AND POLICY:**

Not applicable

### **OPERATIONAL PLAN / BUSINESS PLAN – EXCEPTION REPORTING**

Not applicable

### **NEXT MONTH'S PROGRAM:**

Not applicable

### **DEVELOPING INITIATIVES / ISSUES:**

Issues:

- Capability assessment to be undertaken with respect to D&A testing.
- Staff shortages; have recruited labour hire.

**Report authorised by:**

DARREN FETTELL

**Director Corporate Governance and Financial Services**

Date: May 2021

## ATTACHMENTS

- Nil

<b>TERM / ACRONYM</b>	<b>MEANING</b>
AOP	Annual Operational Plan
CPA	Corporate Procurement Arrangements
EOI	Expression of Interest
NTT	Notice to Tenderers
PCRG	Procurement Compliance Review Group
RFI	Request for Information
RFT	Request for Tender
RFQ	Request for Quote
RPQS	Register of Pre-Qualified Suppliers
PR	Purchase Requisition
PO	Purchase Order
PSA	Preferred Supplier Arrangement
VFM	Value for Money

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## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee

Tuesday 11 May 2021

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## AUTHOR

Rebecca Molineaux

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## AUTHOR POSITION

Manager People and Performance

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6.2

**PEOPLE AND PERFORMANCE INFORMATION BULLETIN – MAY 2021**

## EXECUTIVE SUMMARY

The People and Performance Information Bulletin for May 2021 is provided for Committee review.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Note the People and Performance Information Bulletin for May 2021.*

## BACKGROUND

The attached Information Bulletin for May 2021 provides an operational update for Committee review on the People and Performance Department.

## IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

## CONSULTATION

People and Performance Staff  
Chief Executive Officer

## BASIS FOR RECOMMENDATION

This is an information only report.

## ACTION ACCOUNTABILITY

Information only report.

## KEY MESSAGES

Operational update to Elected Members.

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<b>Report prepared by:</b> REBECCA MOLINEAUX <b>Manager People and Performance</b> Date: 5 May 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 6 May 2021
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## ATTACHMENTS

- Attachment 1 – People and Performance Information Bulletin – May 2021

## REFERENCE DOCUMENT

- Nil

**DATE:** April 2021

## PEOPLE & PERFORMANCE

### DIRECTORATE HIGHLIGHTS

People and Performance have welcomed a new member to the team. Tenelle Bird has joined the team as a People and Performance Trainee. Tenelle will be involved in the learning and development space, recruitment, HR administration and other various functions of the People and Performance department whilst undertaking a Certificate IV in Human Resource Management. The position is a fixed-term 24-month role, to facilitate the completion of the 24-month traineeship. The team are looking forward to welcoming Tenelle and will all play a part in supporting her to achieve her goals.

### Transition from Litmos to SMART (TNA)

The People & Performance team have initiated discussions around the next step in the TNA processes through open dialogue regarding the next level of training needs. Training reports are being generated through SMART to identify gaps and training needs.

### Apprentices & Trainees

IRC welcomed two trainees in April – Tenelle Bird (People & Performance) and Benjamin Branch (School-based Front-Line Service Officer).

Robert Kelbassa completed his Certificate III in Water Industry Operation and is now employed by council in a Water & Wastewater Operator role.

### Queensland Training Awards

IRC has been shortlisted in the top Large Employer category. Our interview will take place on Wednesday 12<sup>th</sup> May 2021.

Litia Pitt has progressed to interview in the Aboriginal & Torres Strait Islander Student of the Year category.

### ACHIEVEMENTS WITHIN APRIL:

Test

### ISSUES WITHIN APRIL:

Nil

### FINANCIAL REPORT:

People and Performance is tracking to budget for the month of April 2021.

### DEVIATION FROM BUDGET AND POLICY:

Nil

### MAY'S PROGRAM:

# INFORMATION BULLETIN

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Work experience: Watch out for our work experience students from Moranbah State High School between 17-21 May working with our ICT and Community Hubs departments.

Mock Interviews: Our People & Performance team will be assisting Moranbah State High and Dysart State High students hone their interview skills in early May with our involvement in Mock Interviews at both these schools.

## **DEVELOPING INITIATIVES / ISSUES:**



## ESTABLISHMENT REPORT:

APPROVED POSITIONS	APPROVED FTE		
	FILLED	VACANT	TOTAL
Approved FTE	403.70	58.30	462.00

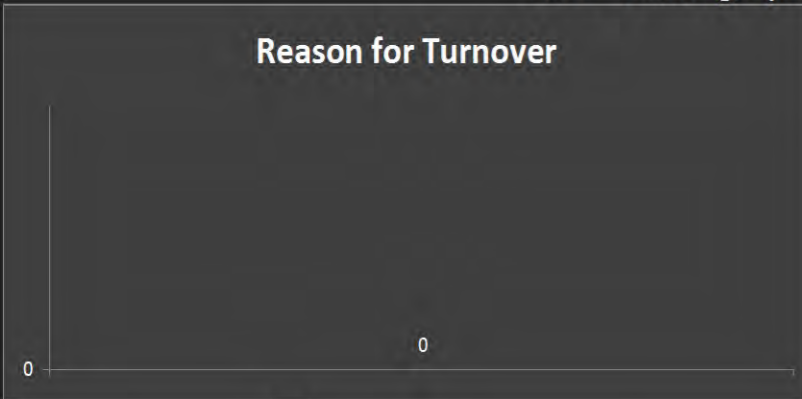
ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
441.00	73.00	514.00

DEPARTMENT	APPROVED FTE		
	FILLED	VACANT	TOTAL
Chief Executive Officer	6.00	0.00	6
Manager People & Performance	12.00	0.00	12
Director Corporate, Governance & Financial Service	2.00	0.00	2
Manager Financial Services	19.00	2.00	21
Manager Brand Media & Communications	4.00	2.00	6
Chief Information Officer	17.40	1.00	18.4
Manager Governance & Corporate Services	4.00	0.00	4
Manager Contracts & Procurement	8.00	0.00	8
Manager Organisational Safety	10.00	1.00	11
Manager Enterprise Asset	4.00	0.00	4
Director Engineering & Infrastructure	2.00	0.00	2
Bowen Basin and Galilee Operations	7.00	0.00	7
Manager Parks and Recreation	54.50	8.70	63.2
Manager Infrastructure East	21.00	3.00	24
Manager Infrastructure West	38.00	8.00	46
Corporate Properties & Fleet	26.50	1.70	28.2
Manager Plant, Fleet & Workshops	13.00	0.00	13
Manager Infrast and Technical Services	3.00	2.00	5
Director Planning, Environment & Community Service	4.00	1.00	5
Economy & Prosperity	10.00	0.00	10
Liveability & Sustainability	15.00	0.00	15
Community Education & Compliance	12.00	5.00	17
Engaged Communities	14.70	0.00	14.7
Community Hubs	27.10	2.40	29.5
Community Facilities	12.40	3.50	15.9
Director Water & Waste	2.00	0.00	2
Water & Wastewater	40.00	14.00	54
Manager Waste Management	15.10	3.00	18.1
	<b>403.70</b>	<b>58.30</b>	<b>462</b>

ACTUAL POSITIONS		
FILLED	VACANT	TOTAL
6	0	6
12	1	13
2	0	2
20	2	22
5	2	7
19	1	20
4	0	4
9	0	9
11	1	12
4	0	4
2	0	2
7	2	9
55	9	64
21	3	24
38	8	46
30	2	32
13	0	13
3	2	5
4	1	5
10	0	10
15	0	15
13	5	18
15	0	15
33	3	36
29	14	43
3	0	3
42	14	56
16	3	19
<b>441.00</b>	<b>73.00</b>	<b>514</b>

CEO - Demographics - 12 Months to 30 April 2021

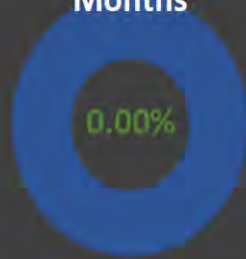
Reason for Turnover



Terminated Employee Length of Service



Turnover - 12 Months



Terminated Employee Age



HEADCOUNT

17

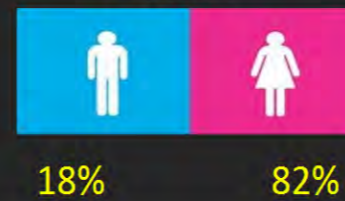
HIRING

3

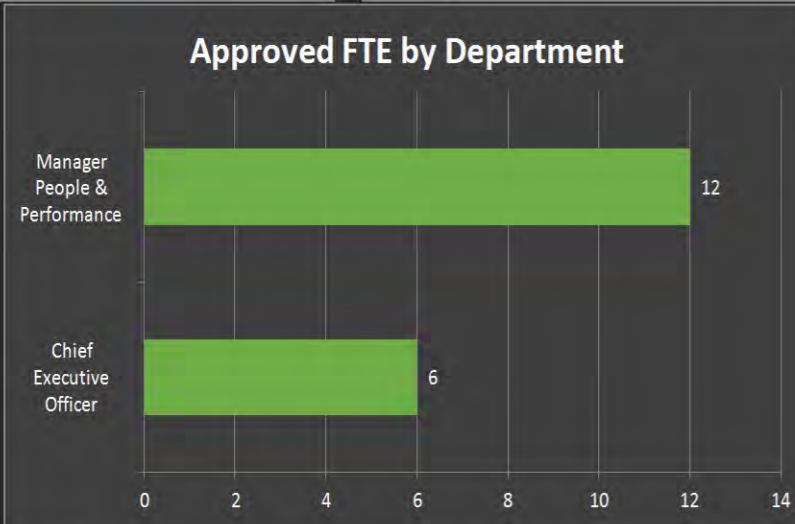
TURNOVER

0

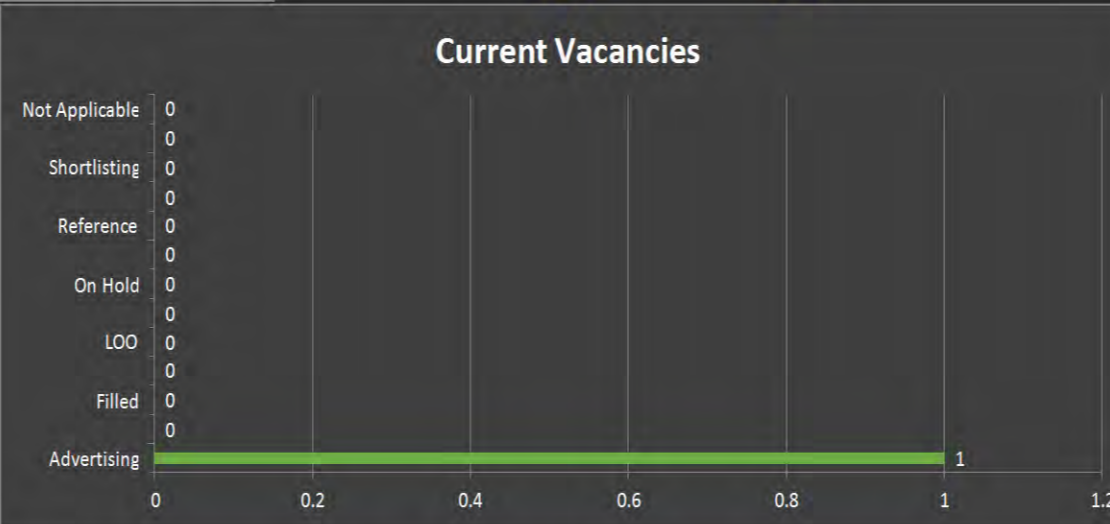
GENDER



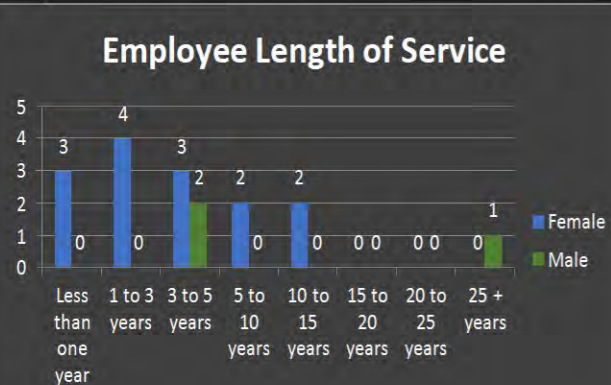
Approved FTE by Department



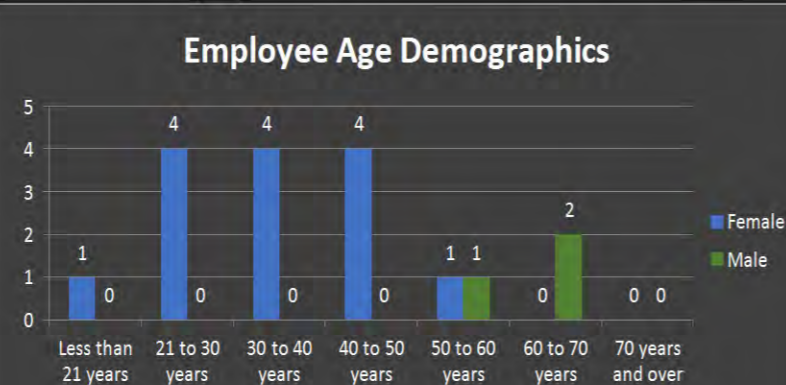
Current Vacancies



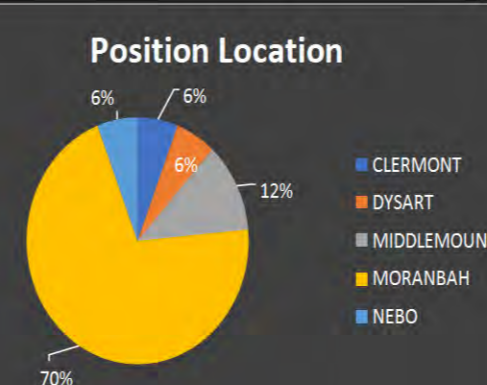
Employee Length of Service



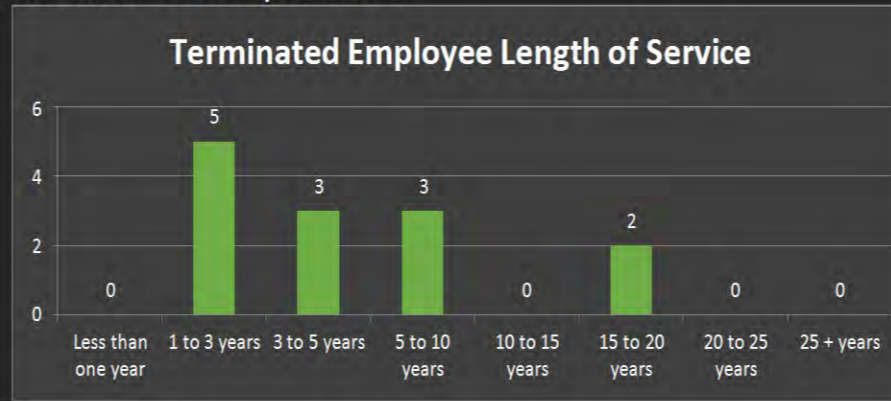
Employee Age Demographics



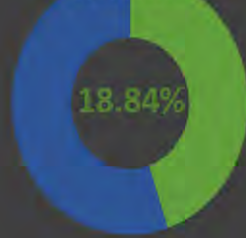
Position Location



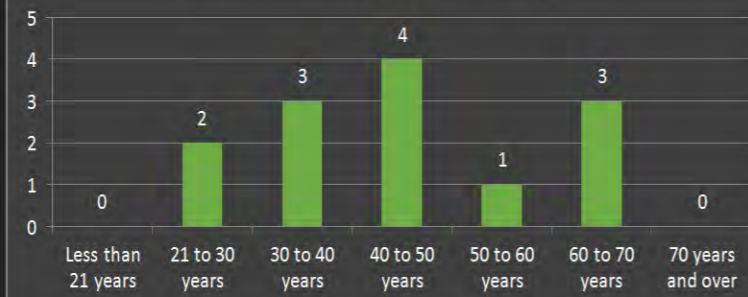
CG&FS - Demographics - 12 Months to 30 April 2021



### Turnover - 12 Months



### Terminated Employee Age



### HEADCOUNT

69

### HIRING

16

### TURNOVER

13

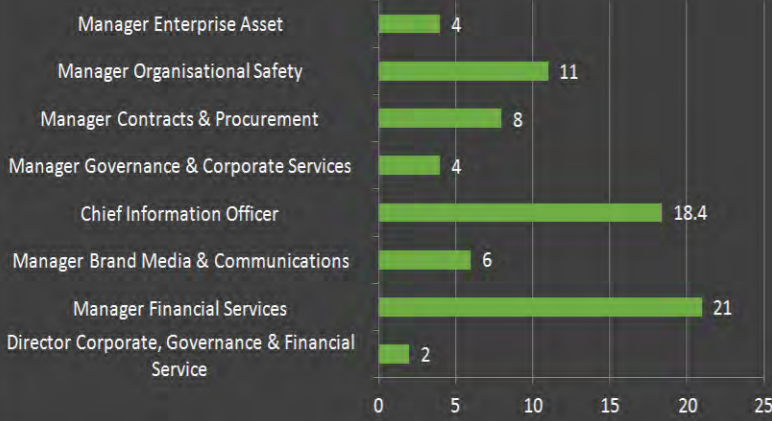
### GENDER



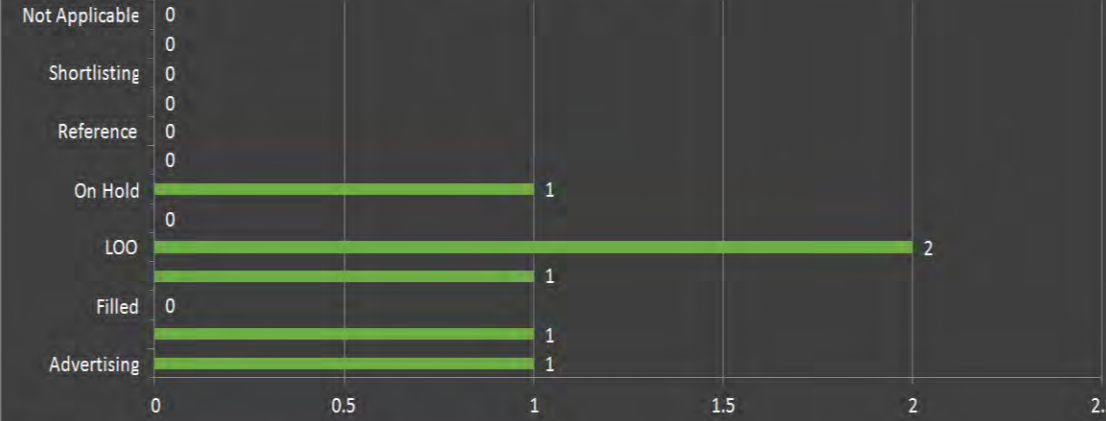
33%

67%

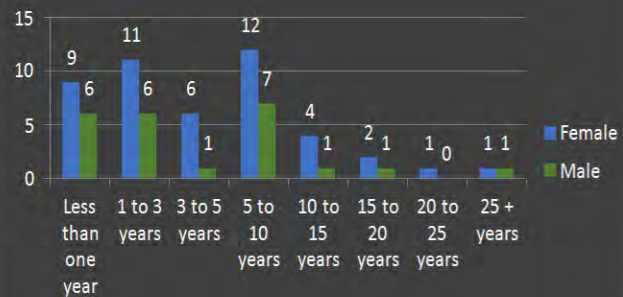
### Approved FTE by Department



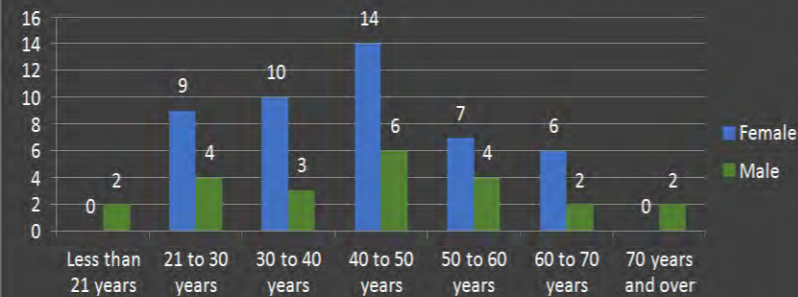
### Current Vacancies



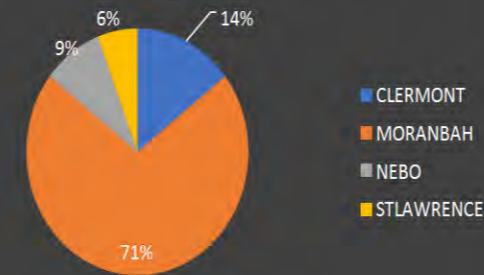
### Employee Length of Service



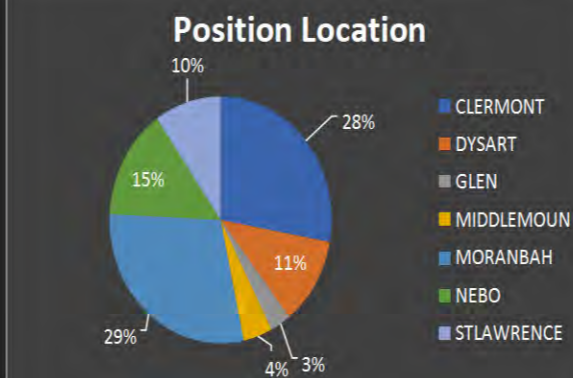
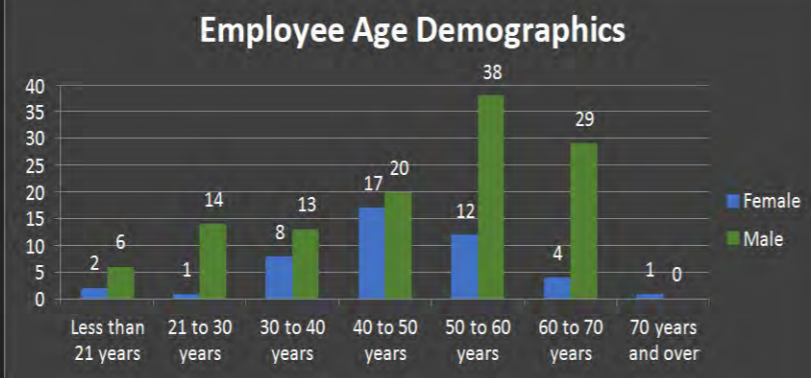
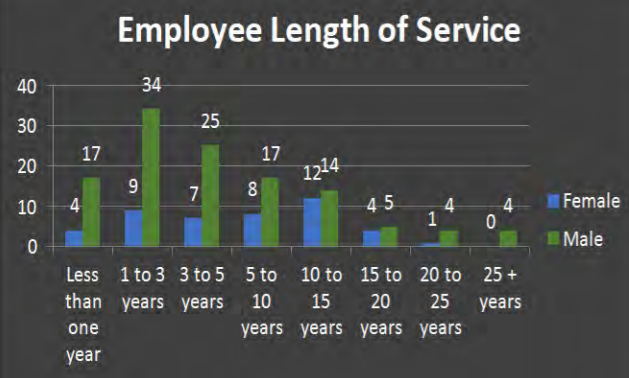
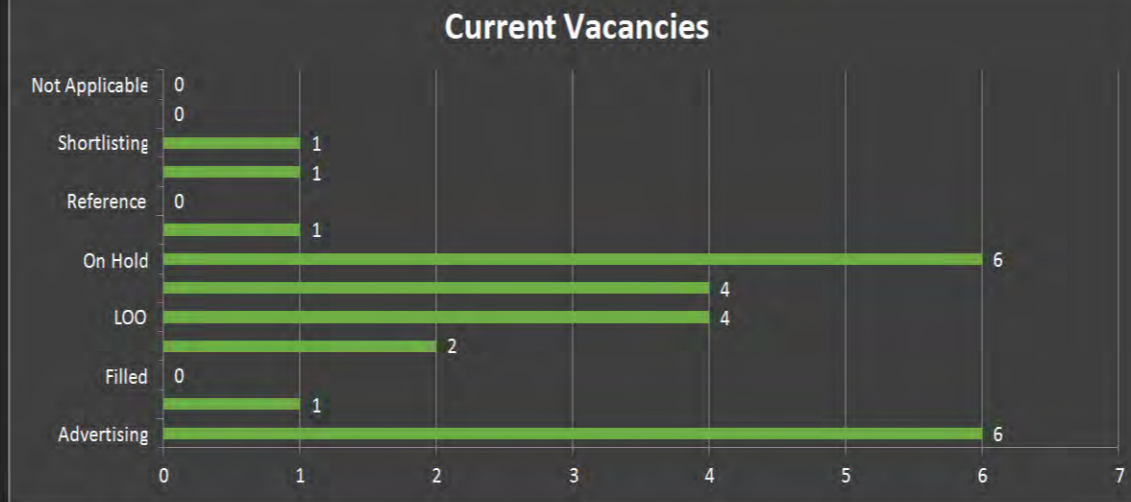
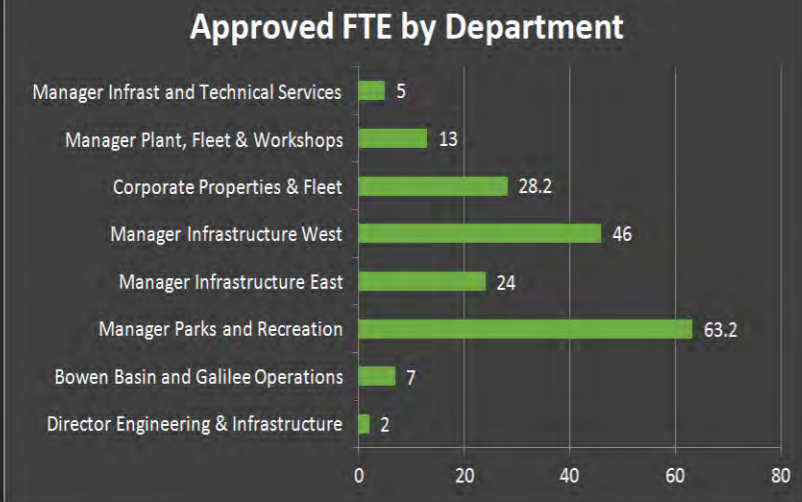
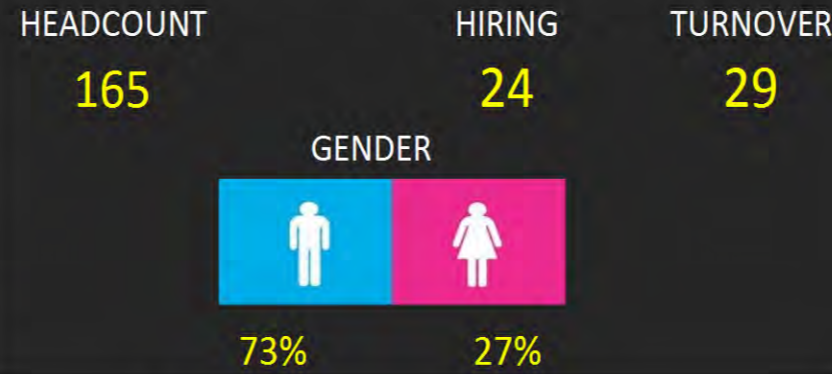
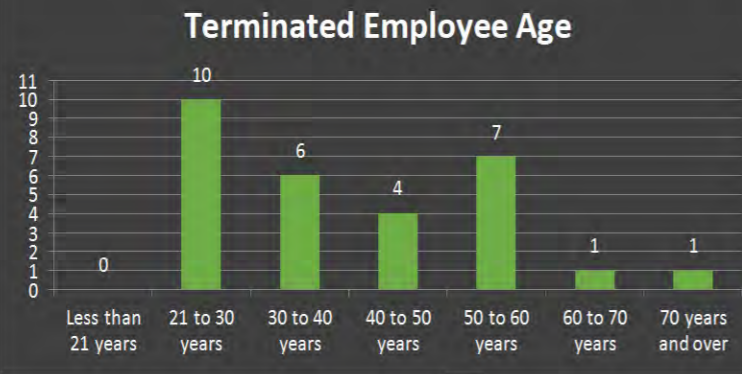
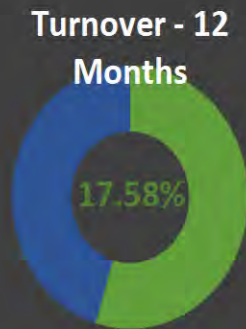
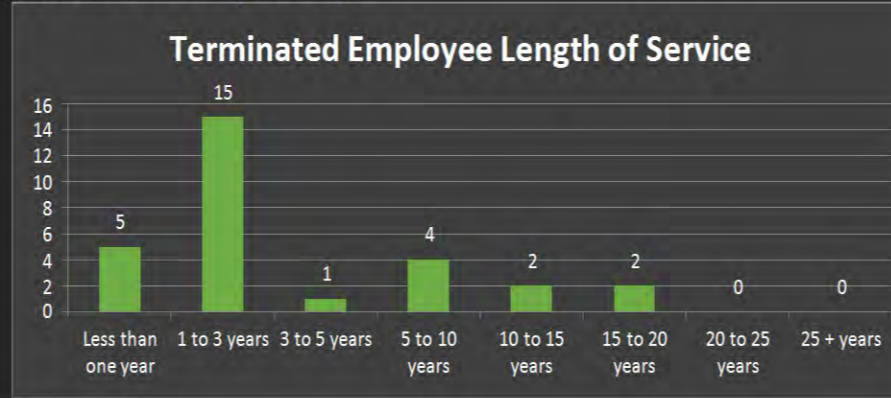
### Employee Age Demographics



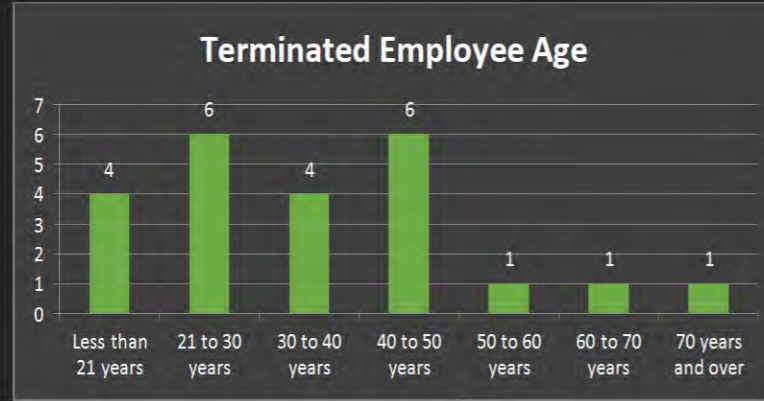
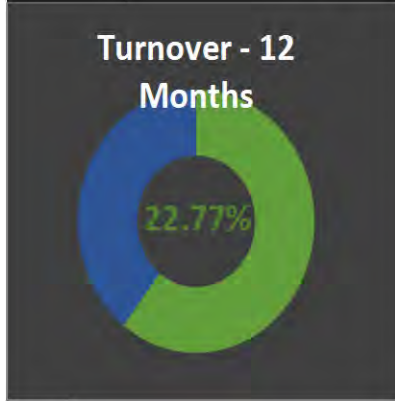
### Position Location



E&I - Demographics - 12 Months to 30 April 2021



PE&CS - Demographics - 12 Months to 30 April 2021



HEADCOUNT

101

HIRING

15

TURNOVER

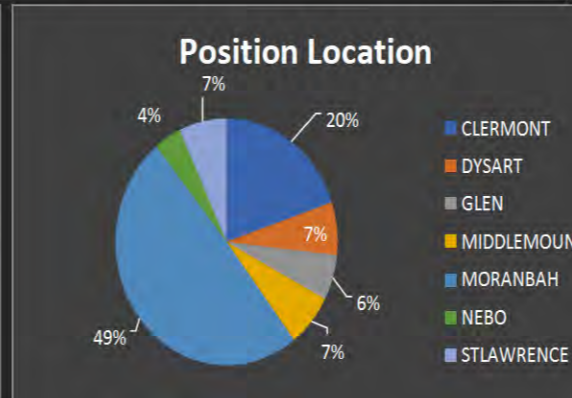
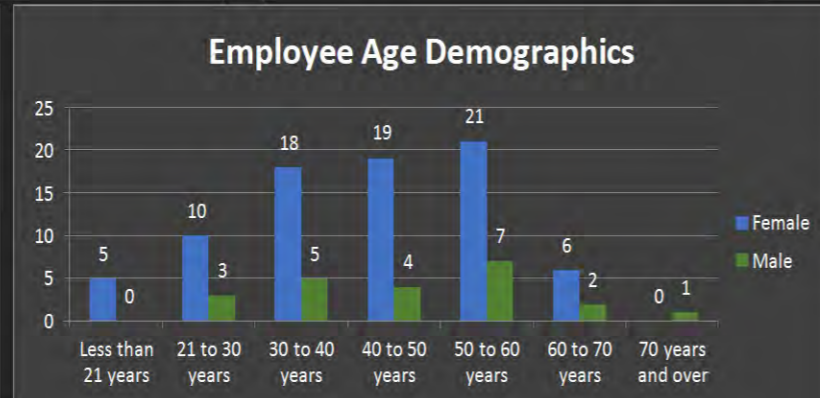
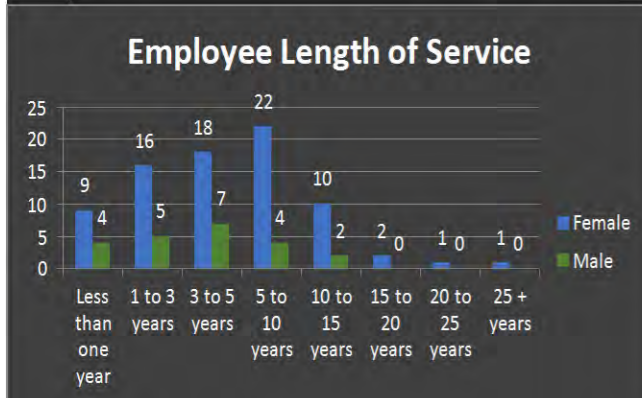
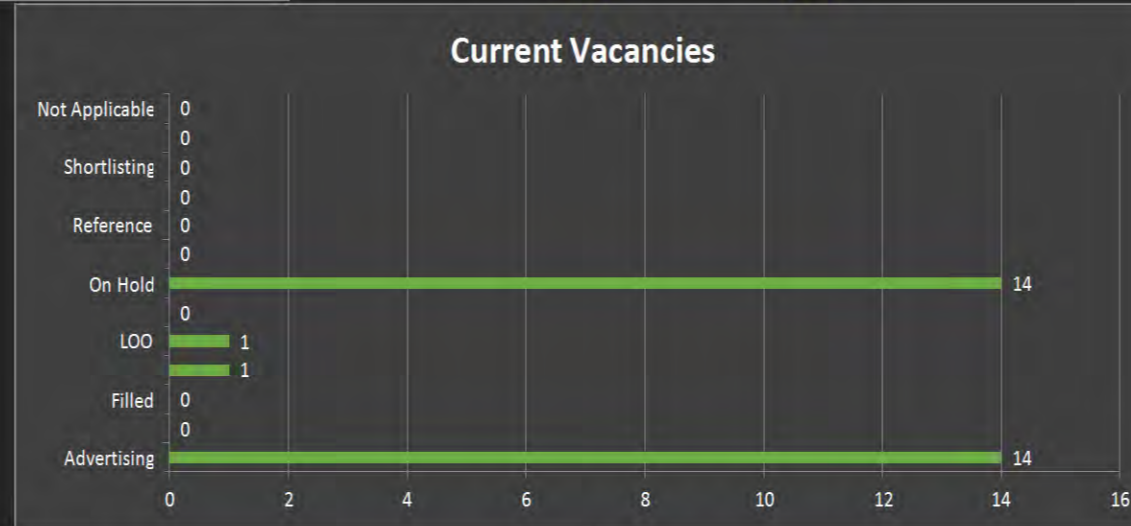
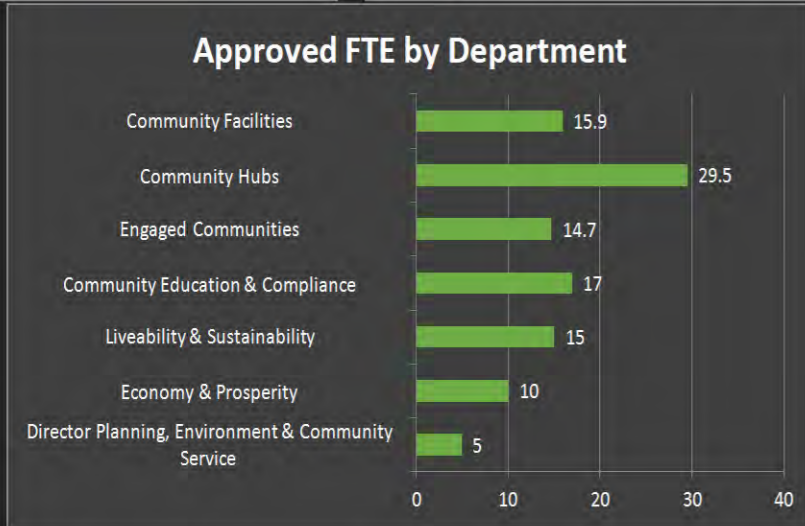
23

GENDER

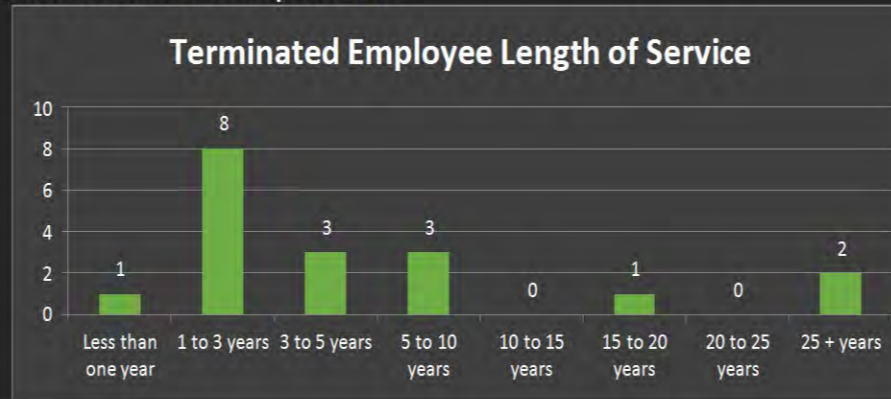
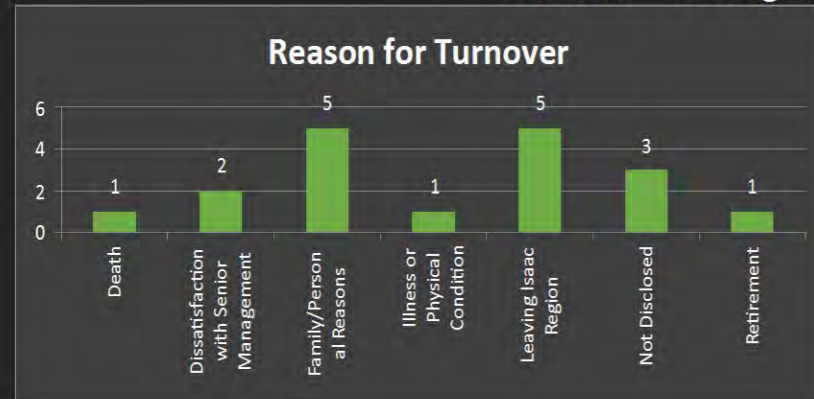


22%

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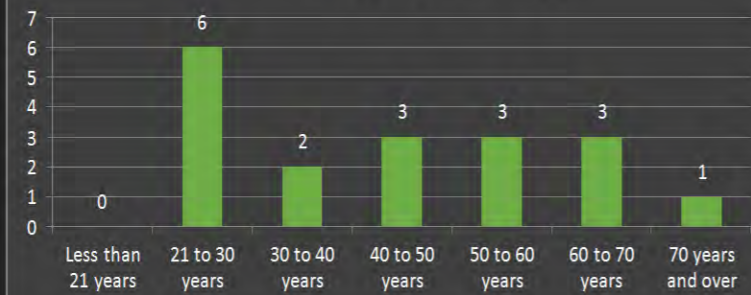
W&WW - Demographics - 12 Months to 30 April 2021



### Turnover - 12 Months



### Terminated Employee Age



### HEADCOUNT

58

### HIRING

11

### TURNOVER

18

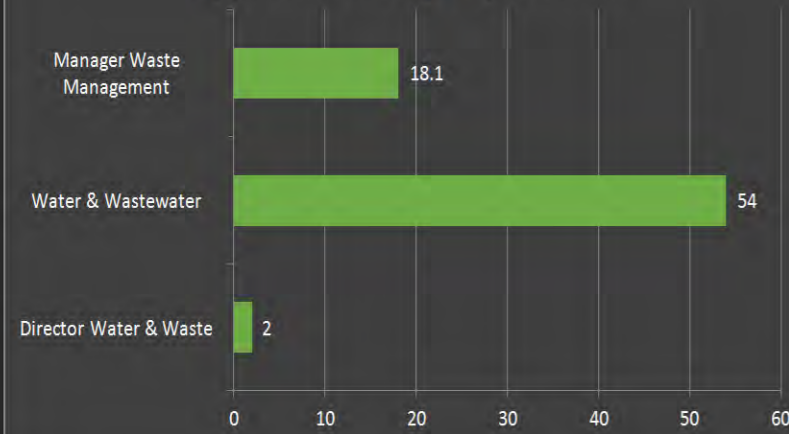
### GENDER



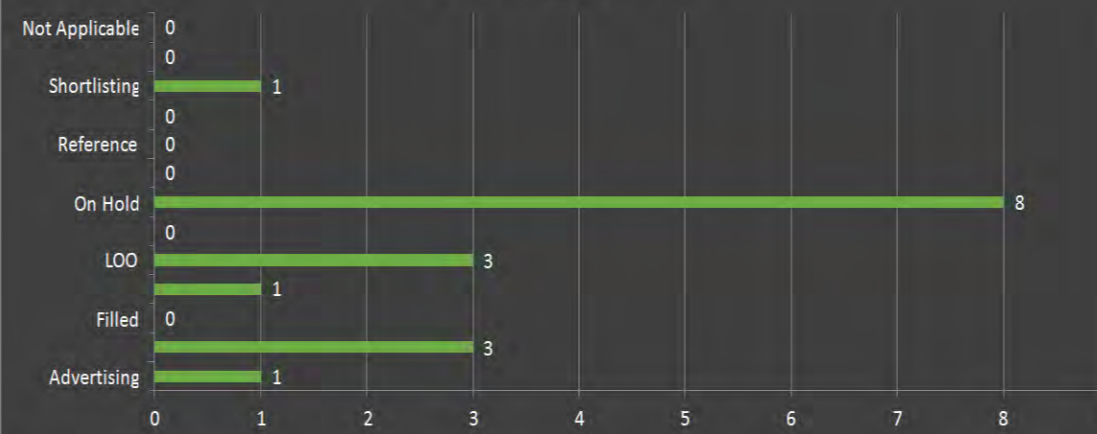
62%

38%

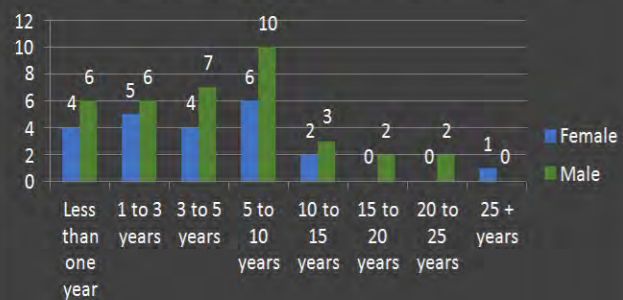
### Approved FTE by Department



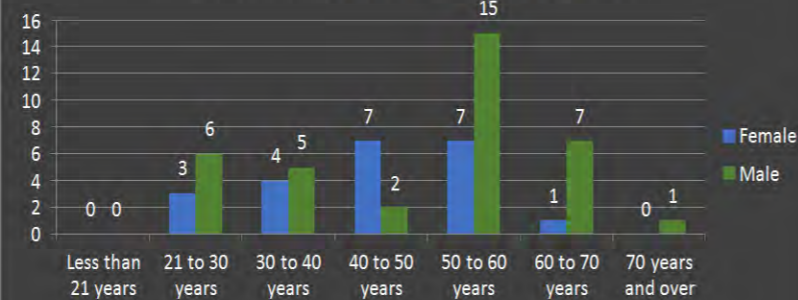
### Current Vacancies



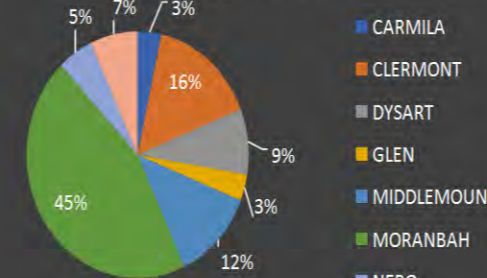
### Employee Length of Service



### Employee Age Demographics



### Position Location

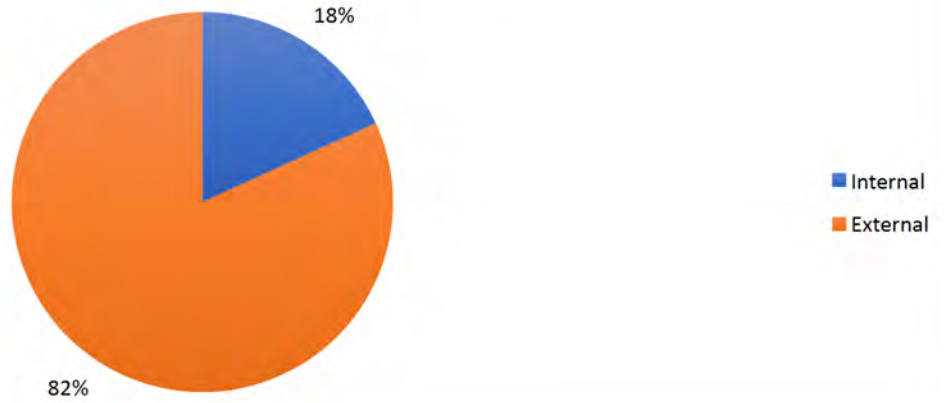


## RECRUITMENT UPDATE

Positions Filled in the Month of April 2021.

Position Code	Org Position Status	Work Group	Position Description	Work Location	FTEs	Hire Date or Position Effective Date
<b>Office of the CEO</b>						
10,000.00	A	1000	Chief Executive Officer	MORANBAH	1.00	30/04/2021
11,112.00	A	4058	People & Performance Administration Trainee	MORANBAH	1.00	6/04/2021
<b>Corporate, Governance &amp; Financial Service</b>						
44,223.00	A	1122	Systems Officer	MORANBAH	1.00	12/04/2021
49,000.00	A	1120	Strategic Asset Manager	MORANBAH	1.00	12/04/2021
<b>Engineering &amp; Infrastructure Services</b>						
56,511.00	A	4180	Labourer	MORANBAH	1.00	12/04/2021
52,239.00	A	4170	Labourer	CLERMONT	1.00	12/04/2021
52,234.00	A	4170	Labourer	CLERMONT	1.00	12/04/2021
56,102.00	A	4254	Technical Officer Project Management	MORANBAH	1.00	19/04/2021
<b>Planning, Environment &amp; Community Service</b>						
63,533.00	A	2420	Graduate Planner	MORANBAH	1.00	6/04/2021
64,501.00	A	2421	Community Education Officer	MORANBAH	1.00	26/04/2021
<b>Water &amp; Waste</b>						
81,097.00	A	1057	Electrician/SCADA Technician	MORANBAH	1.00	6/04/2021

## Internal & External Recruitment for the Month





# INFORMATION BULLETIN

## VACANT POSITIONS – ACTIVE RECRUITMENT

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
<b>Office of the CEO</b>									
11,106.30	Active	4058	People & Performance Officer	Full Time	Vacant	Moranbah	0.00	28/08/2020	249
<b>Corporate, Governance &amp; Financial Service</b>									
41,013.00	Active	1150	Finance Officer	Full Time	Vacant	Clermont	1.00	27/06/2013	2,868
41,035.00	Active	1150	Payroll Officer	Full Time	Vacant	Nebo	1.00	22/04/2021	12
42,000.00	Active	1109	Manager Brand Media and Communications	Full Time	Vacant	Moranbah	1.00	11/12/2020	144
42,003.00	Active	4055	Media & Communications Officer	Full Time	Vacant	Moranbah	1.00	20/12/2020	135
44,104.00	Active	1021	Senior ICT Officer	Full Time	Vacant	Moranbah	1.00	10/05/2020	359
47,002.00	Active	2046	Safety Business Advisor	Full Time	Vacant	Clermont	1.00	15/03/2021	50
<b>Engineering &amp; Infrastructure Services</b>									
51,507.00	Active	1600	Civil Engineering Student	Full Time	Vacant	Moranbah	0.00	19/02/2021	74
51,508.00	Active	1393	Project Admin Officer	Full Time	Vacant	Moranbah	0.00	30/03/2021	35
52,202.00	Active	1055	Overseer - Parks and Recreation	Full Time	Vacant	Dysart	1.00	5/02/2021	88
52,223.00	Active	4186	Groundsman	Full Time	Vacant	Moranbah	1.00	10/01/2021	114
52,227.00	Active	4186	Senior Irrigation System Maintainer	Full Time	Vacant	Moranbah	1.00	27/12/2019	494
52,235.00	Active	4170	Labourer	Full Time	Vacant	Clermont	1.00	3/05/2020	366
52,252.00	Active	2143	Labourer	Full Time	Vacant	Nebo	1.00	26/03/2021	39
52,261.00	Active	2125	Labourer	Part Time	Vacant	Glenden	0.70	26/11/2020	159
52,263.00	Active	2125	Leading Hand	Full Time	Vacant	Glenden	1.00	21/02/2020	438
52,281.00	Active	3230	Labourer	Full Time	Vacant	Middlemount	1.00	25/01/2021	99
52,282.00	Active	3230	Labourer	Full Time	Vacant	Middlemount	1.00	9/06/2020	329
55,307.00	Active	2133	Plant Operator	Full Time	Vacant	Nebo	1.00	16/04/2021	18
55,602.00	Active	2133	Grader Operator	Full Time	Vacant	Clermont	1.00	25/02/2021	68
55,604.00	Active	2133	Truck Driver	Full Time	Vacant	Clermont	1.00	18/03/2021	47
56,000.00	Active	1071	Manager Infrastructure, Parks and Recreation	Full Time	Vacant	Moranbah	1.00	28/08/2020	249
56,064.00	Active	1071	Works Admin Officer	Full Time	Vacant	Moranbah	1.00	19/04/2021	15

# INFORMATION BULLETIN

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
56,205.00	Active	4193	Road Train Driver	Full Time	Vacant	Clermont	1.00	7/08/2020	270
56,213.00	Active	4193	Grader Operator	Full Time	Vacant	Clermont	1.00	19/04/2020	380
56,222.00	Active	4193	Plant Operator	Full Time	Vacant	Clermont	1.00	7/11/2020	178
56,422.00	Active	1382	Labourer	Full Time	Vacant	Dysart	1.00	7/12/2020	148
56,427.00	Active	1382	Plant Operator	Full Time	Vacant	Dysart	1.00	16/04/2021	18
56,514.00	Active	4180	Plant Operator	Full Time	Vacant	Moranbah	1.00	21/02/2020	438
57,503.00	Active	1061	Administrator - Trades	Part Time	Vacant	Moranbah	0.70	24/03/2021	41
57,508.00	Active	1061	Carpenter	Full Time	Vacant	Moranbah	1.00	21/03/2021	44
59,016.00	Active	1072	Technical Officer	Full Time	Vacant	Moranbah	1.00	11/12/2020	144
59,022.00	Active	1072	Technical Engineer	Full Time	Vacant	Moranbah	1.00	18/11/2020	167
<b>Planning, Environment &amp; Community Service</b>									
60,000.00	Active	1049	Director Planning, Environment & Community Service	Full Time	Vacant	Moranbah	1.00	30/04/2021	4
64,520.00	Active	1100	Community Safety & Animal Management Officer	Full Time	Vacant	Moranbah	1.00	5/06/2020	333
64,530.00	Active	1101	Senior Plumbing Inspector	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
64,541.00	Active	4062	Lead Compliance Officer	Full Time	Vacant	Moranbah	1.00	12/02/2021	81
64,543.00	Active	4062	Compliance Officer	Full Time	Vacant	Moranbah	1.00	21/12/2020	134
64,551.00	Active	4152	Environmental Health Officer	Full Time	Vacant	Moranbah	1.00	9/04/2021	25
64,552.00	Active	4152	Environmental Health Officer	Full Time	Vacant	Moranbah	1.00	16/01/2021	108
65,606.00	Active	2424	Community Relations Officer (Sports, Rec & Dev)	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
65,607.00	Active	2425	Community Relations Officer (First Peoples)	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
65,610.00	Active	1056	Program Leader Community Engagement	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,715.00	Active	4208	School Based Trainee Frontline Service	Part Time	Vacant	Moranbah	0.70	15/11/2020	170
66,721.00	Active	2205	Community Hub Team Leader - Nebo	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,725.00	Active	2207	Community Hub Team Leader - Glenden	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,729.00	Active	3310	Community Hub Team Leader - St Lawrence	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,741.00	Active	3311	Community Hub Team Leader - Middlemount	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,746.00	Active	3309	Community Hub Team Leader - Dysart	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0

# INFORMATION BULLETIN

Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
66,750.00	Active	4209	Community Hub Team Leader - Clermont	Full Time	Duplicate Position	Moranbah	0.00	22/06/2019	0
66,754.00	Active	4084	Frontline Service Officer	Part Time	Vacant	Clermont	0.70	31/07/2020	277
66,762.00	Active	4084	School Based Library/Museum Frontline Trainee	Full Time	Vacant	Clermont	1.00	22/11/2020	163
67,511.00	Active	2426	Casual Pool Attendant	Casual	Vacant	Moranbah	0.00	20/01/2021	104
67,513.00	Active	2426	Casual Pool Lifeguard	Casual	Vacant	Moranbah	0.00	20/01/2021	104
67,518.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	218
67,519.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	218
67,520.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	27/11/2020	158
67,521.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	218
67,522.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	218
67,523.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	218
67,524.00	Active	2426	Casual Swim Teacher	Casual	Vacant	Moranbah	0.00	28/09/2020	218
67,613.00	Active	3102	Hospitality Casual	Casual	Vacant	Dysart	0.50	23/03/2021	42
67,614.00	Active	3102	Hospitality Casual	Casual	Vacant	Dysart	0.50	27/04/2021	7
67,630.00	Active	2428	Moranbah Facilities Area Leader	Full Time	Vacant	Moranbah	1.00	22/06/2019	682
67,631.00	Active	4607	Chef/Cook Moranbah Community Centre	Full Time	Vacant	Moranbah	1.00	18/09/2020	228
67,638.00	Active	4607	Casual Moranbah Community Centre Cleaner	Casual	Vacant	Moranbah	0.50	9/03/2021	56
<b>Water &amp; Waste</b>									
81,001.00	Active	1057	Process Engineer	Full Time	Vacant	Moranbah	1.00	20/10/2020	196
81,011.00	Active	1057	Treatment Plant Supervisor - South	Full Time	Vacant	Middlemount	1.00	8/01/2021	116
81,013.00	Active	3041	Senior Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	6/10/2020	210
81,015.00	Active	3019	Water & Wastewater Operator	Full Time	Vacant	Dysart	1.00	9/11/2020	176
81,016.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Middlemount	1.00	17/05/2019	718
81,017.00	Active	3042	Senior Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	16/12/2019	505
81,027.00	Active	4048	Trainee Water & Wastewater Operator	Full Time	Vacant	Clermont	1.00	29/03/2021	36
81,029.00	Active	2020	Plumber	Full Time	Vacant	Glenden	1.00	1/03/2021	64
81,044.00	Active	2026	Water & Wastewater Operator	Full Time	Vacant	Glenden	1.00	7/02/2021	86

# INFORMATION BULLETIN



Position Code	Org Position Status	Work Group	Position Description	Employee Type	Employee Class	Work Location	FTEs	Last Date Occupied or Created	Days Unoccupied
81,063.00	Active	4016	Plumber	Full Time	Vacant	Moranbah	1.00	2/11/2020	183
81,068.00	Active	4049	Water & Wastewater Operator	Full Time	Vacant	Moranbah	1.00	14/03/2021	51
81,091.00	Active	2020	Apprentice Plumber	Full Time	Vacant	Glenden	1.00	5/03/2021	60
81,098.00	Active	1057	Maintenance Fitter	Full Time	Vacant	Moranbah	1.00	25/05/2019	710
81,602.00	Active	1380	Planning Engineer	Full Time	Vacant	Moranbah	1.00	3/05/2019	732
83,004.00	Active	4003	Plant Operator	Full Time	Vacant	Moranbah	1.00	18/03/2021	47
83,012.00	Active	4003	Waste Management Officer	Full Time	Vacant	Moranbah	1.00	11/12/2020	144
83,013.00	Active	2001	Waste Management Officer	Full Time	Vacant	Glenden	1.00	26/11/2020	159

## TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – 12 Months.

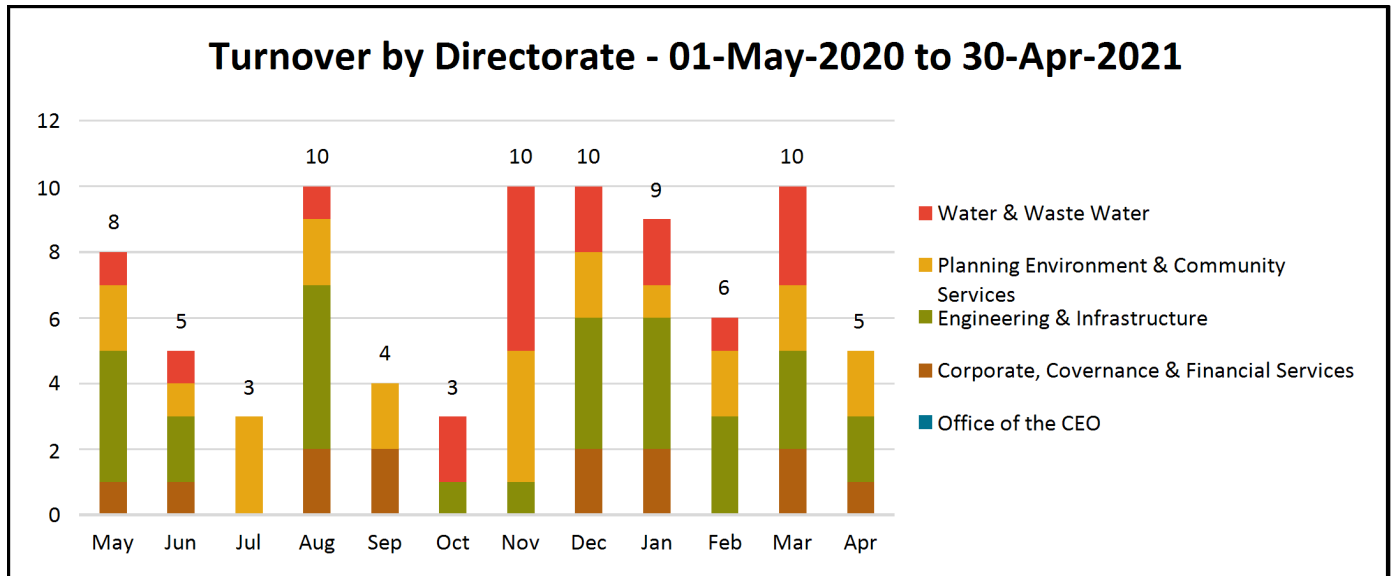


Figure 2.0 Turnover Demographics – Reason for Turnover 12 Months.

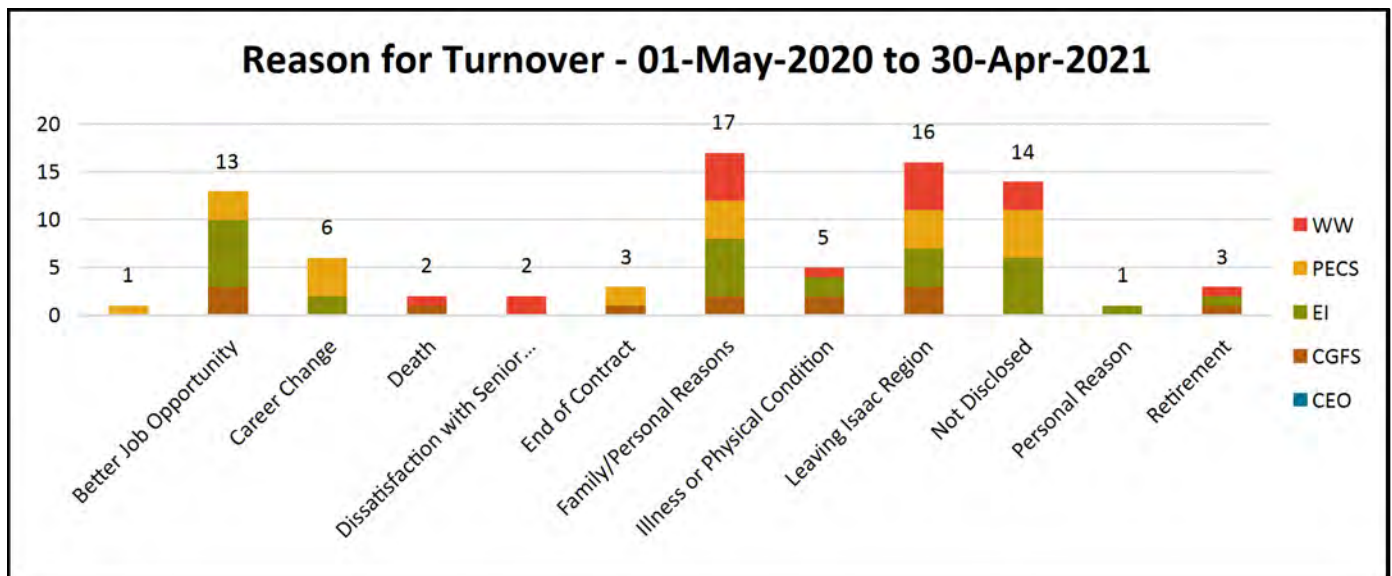
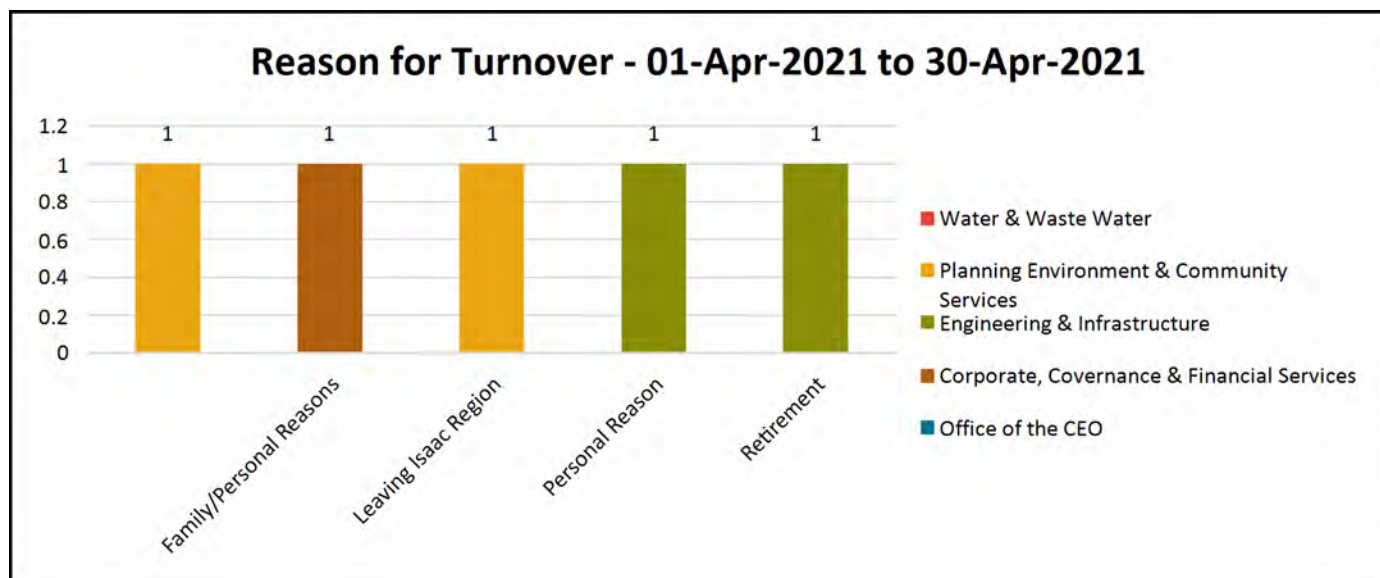


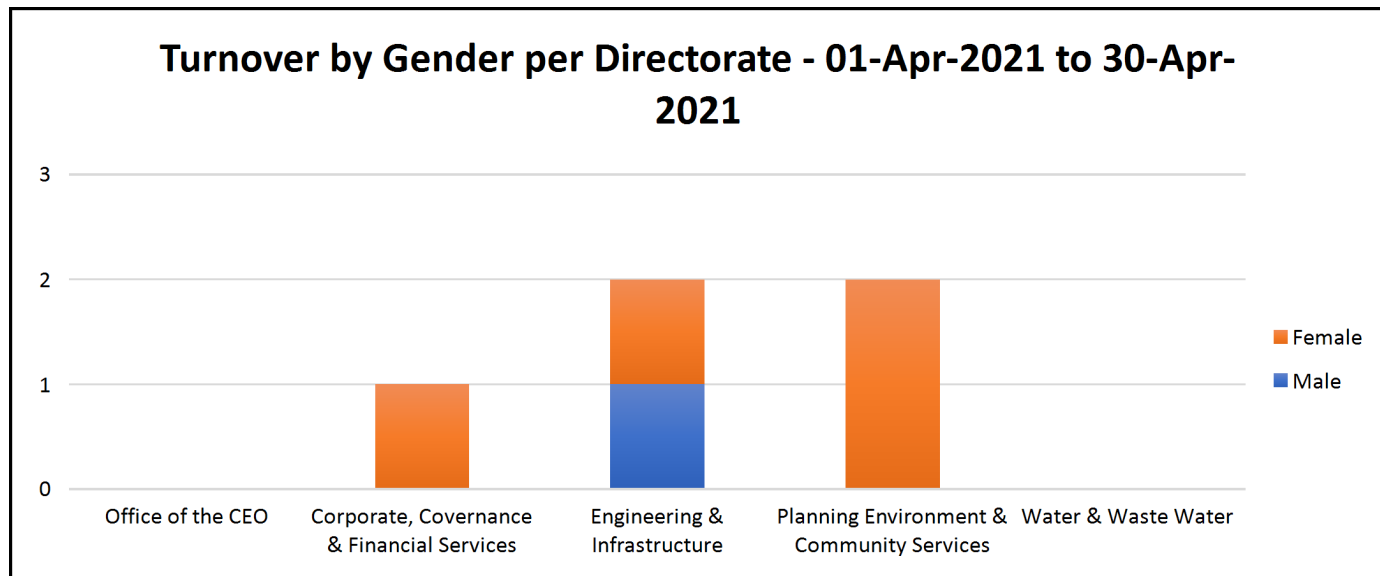
Figure 3.0 Turnover Demographics – Reason for Turnover – April.



Directorate	Monthly Turnover	Annual Turnover
CEO	0.00%	0.00%
Corporate, Governance & Financial Services	1.45%	18.84%
Engineering & Infrastructure	1.21%	17.58%
Planning, Environment and Community Services	1.98%	22.77%
Water & Waste	0.00%	31.03%
<b>Totals</b>	<b>1.22%</b>	<b>20.24%</b>

Annual Employee Turnover by Gender	No.	%
Male	43	21.08%
Female	40	19.42%

Figure 4.0 Turnover Demographics – Turnover by Gender for the Month - April.



Directorate	Female	Male
Corporate, Governance & Financial Services	1	0
Engineering & Infrastructure	1	1
Planning, Environment and Community Services	2	0
Water & Waste	0	0
<b>Totals</b>	<b>4</b>	<b>1</b>

## WORKFORCE – DEMOGRAPHICS

Figure 1.0 Workforce Demographics – Male vs Female employees

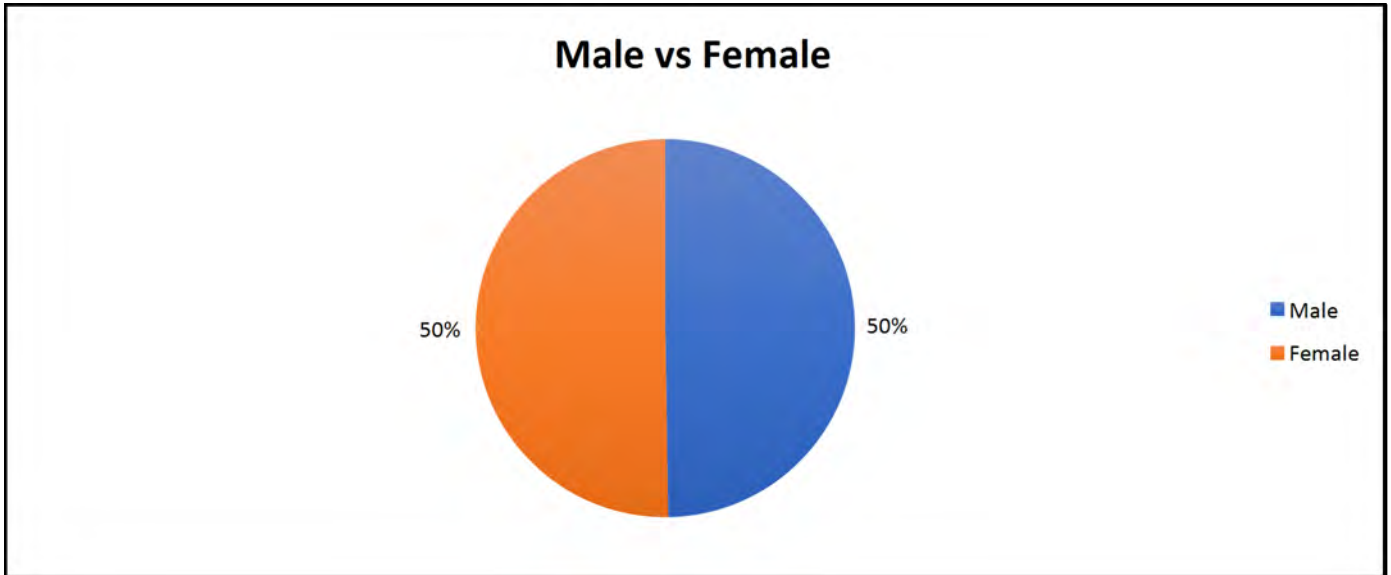


Figure 2.0 Workforce Demographics – Male vs Female – Management Positions

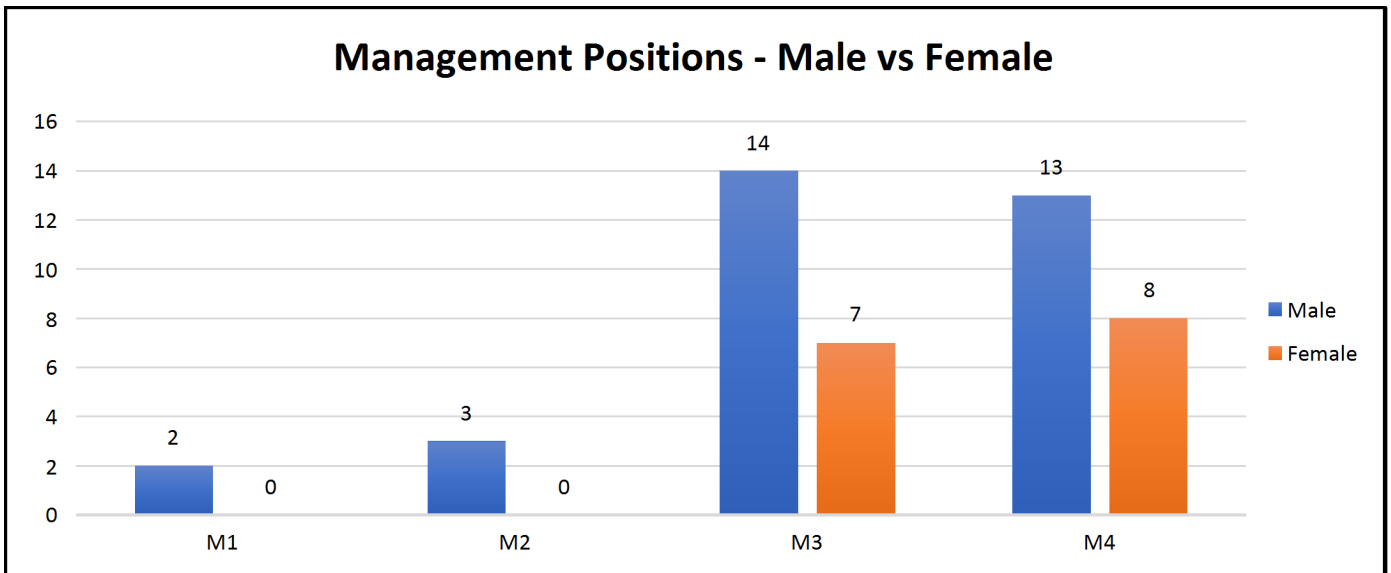




Figure 3.0 Workforce Demographics – Male vs Female – M3/M4 Management Positions

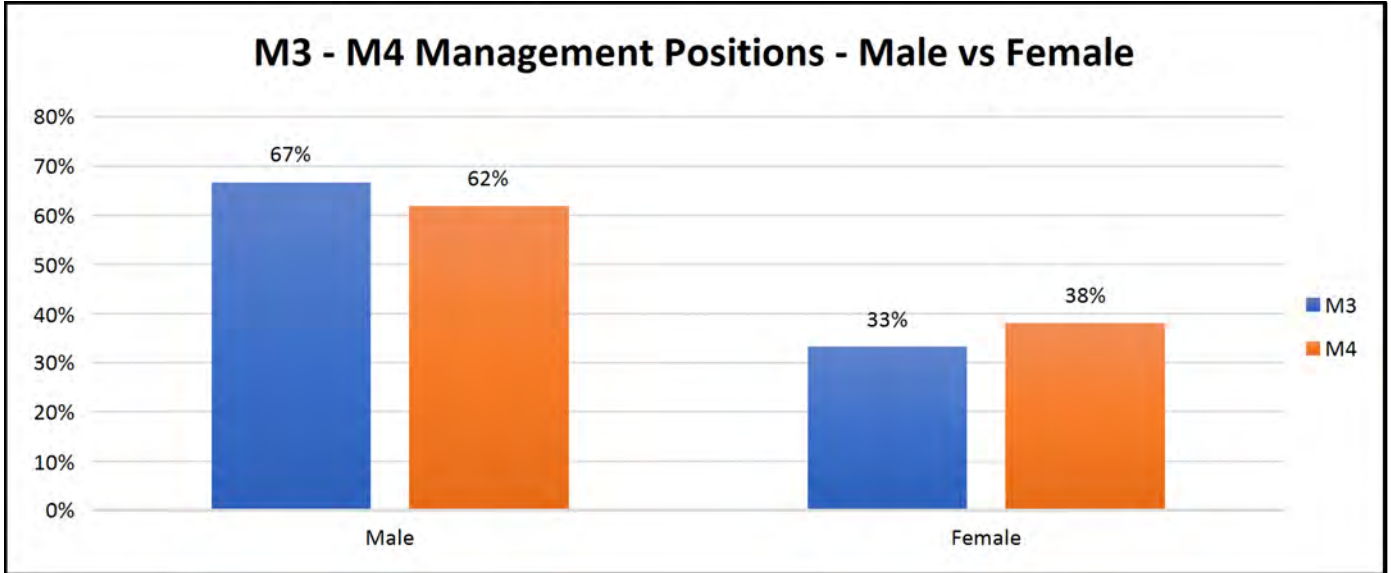
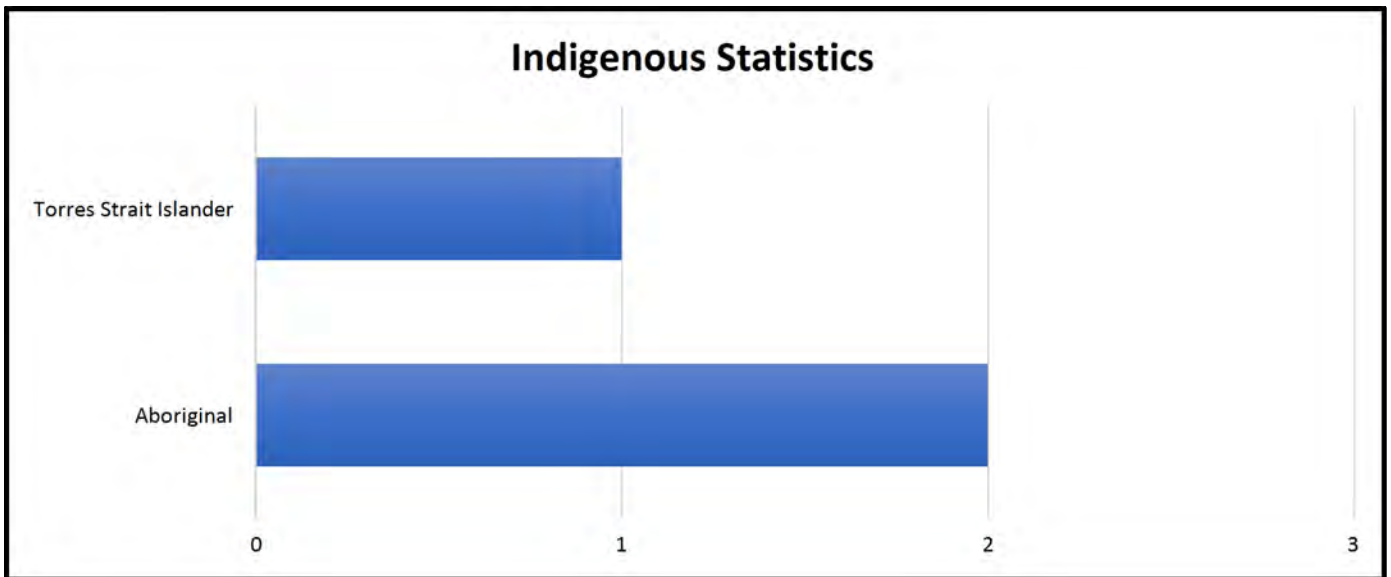


Figure 4.0 Workforce Demographics – Indigenous Employees



## WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess Annual Leave by Directorate.

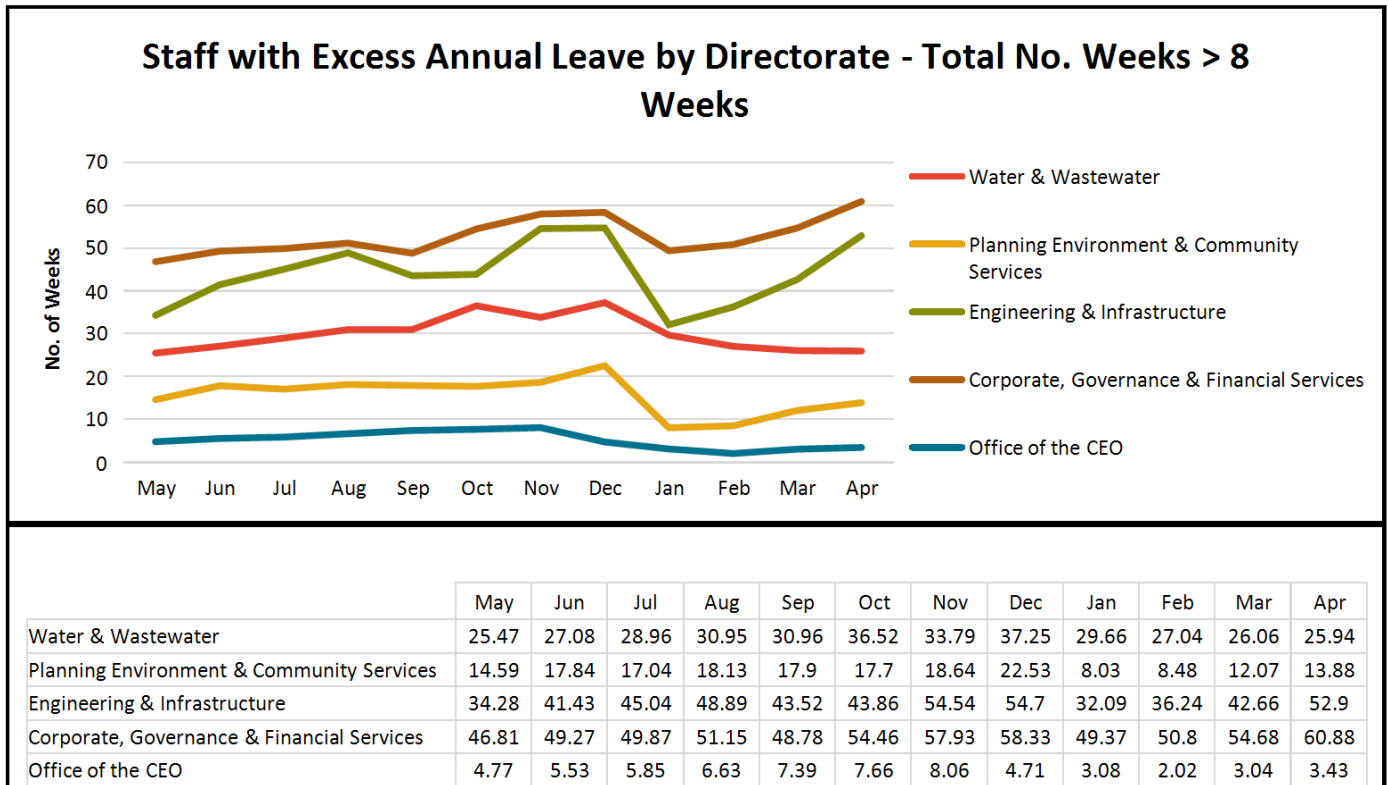


Figure 2.0 Workforce Demographics – Excess Long Service Leave by Directorate.

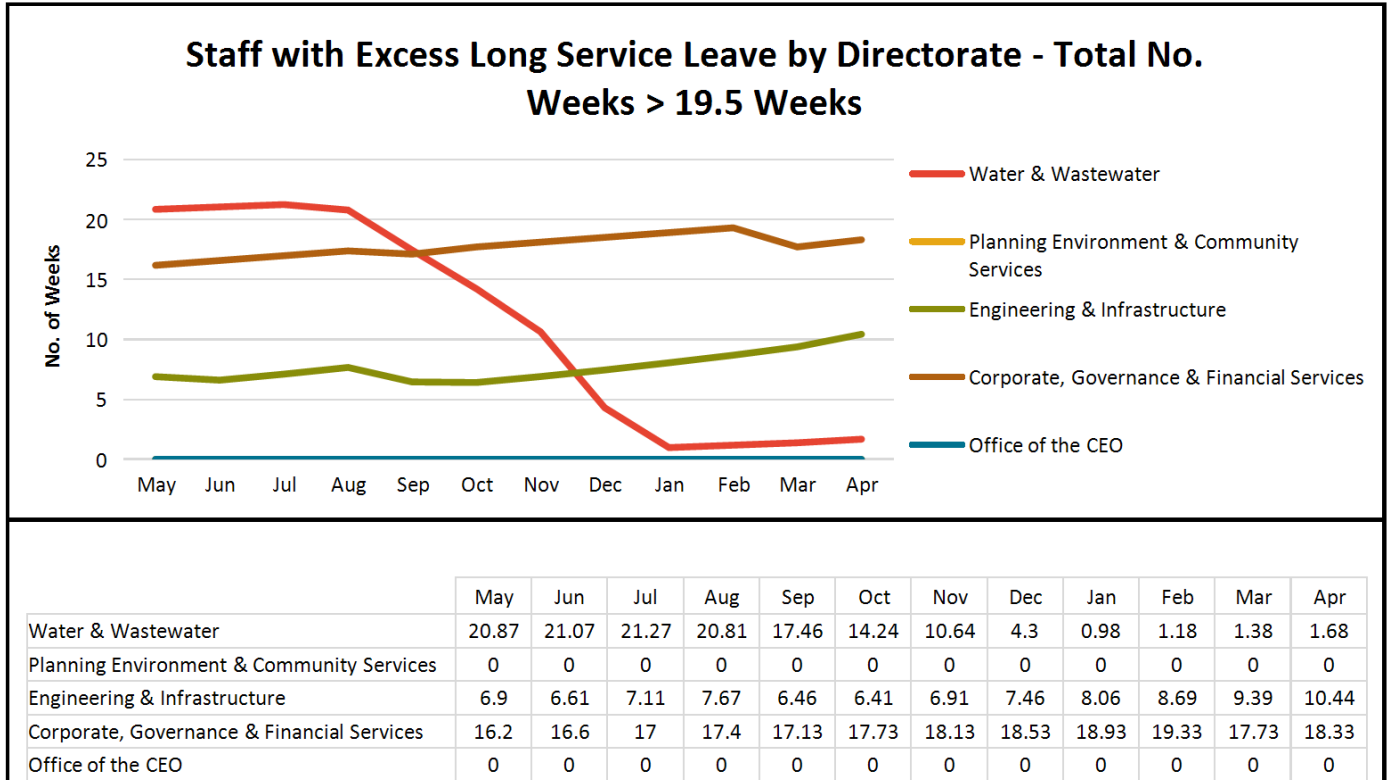
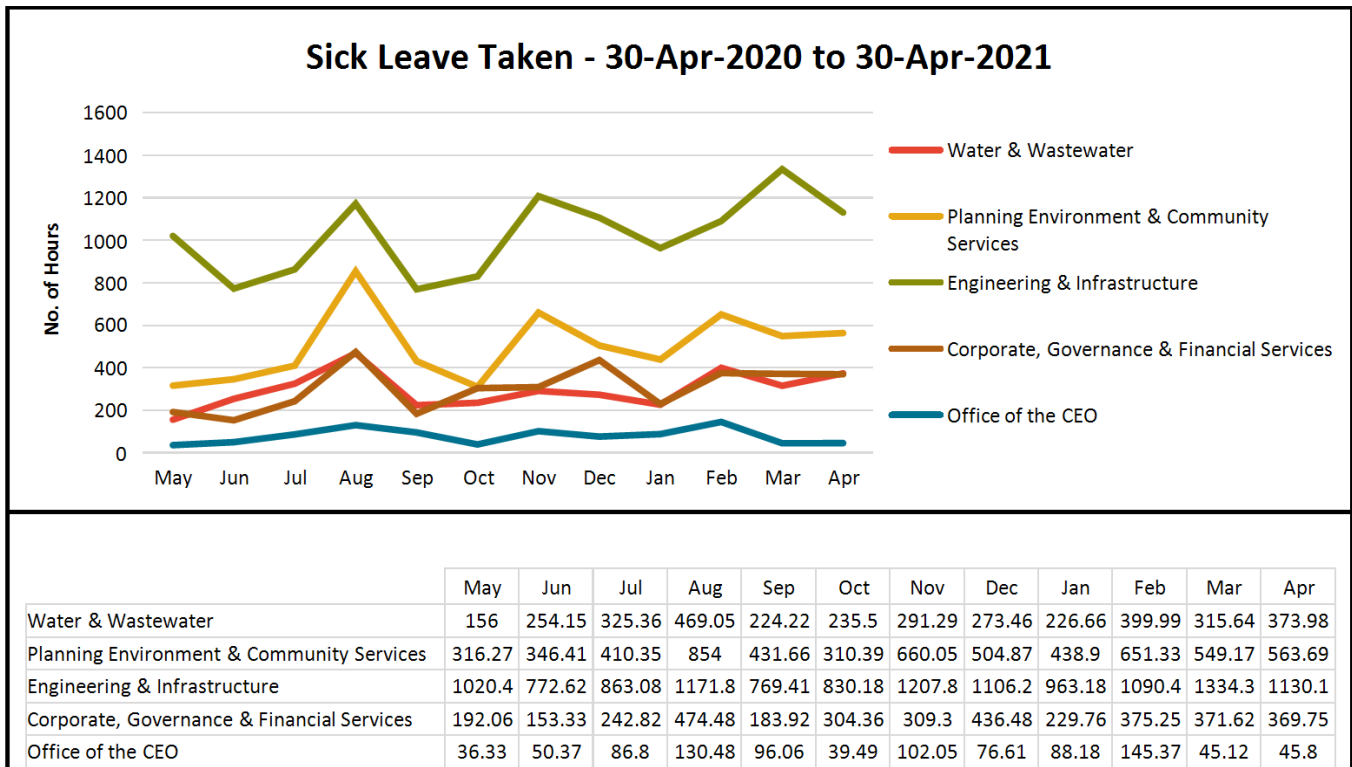


Figure 3.0 Workforce Demographics – Sick Leave Taken by Directorate.

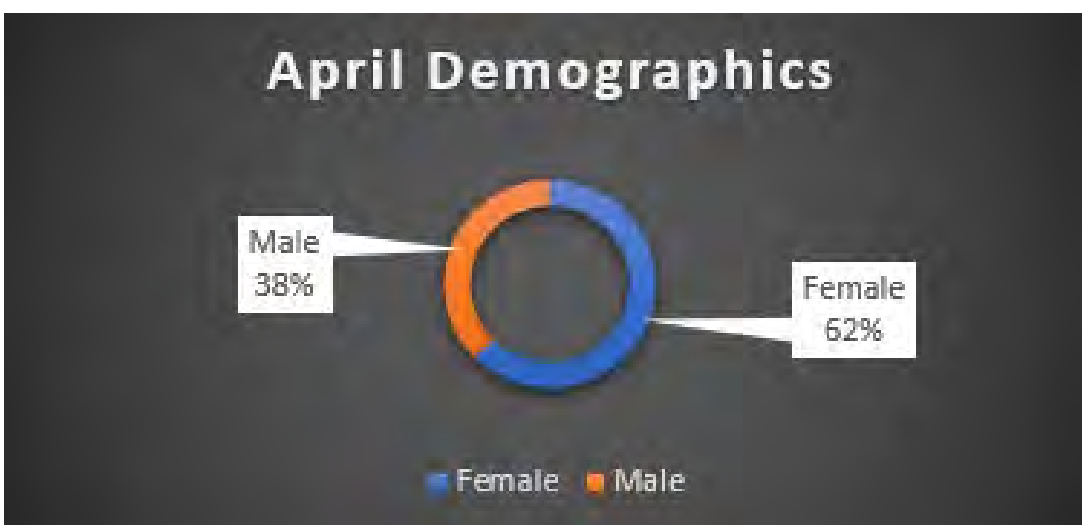


## TRAINING INFORMATION

How many employees received training for the month

(includes block training x 1 apprentices)

Directorate	CEO	CGFS	E&I	PECS	W&W
Number of Employees	2	16	8	4	2



Training budget spend (FY spend to date v Budget for all IRC)

## Operating Ledger & Budgets YTD

Actual Income YTD	(475,589.07)	Budget Income	(672,168.26)	Rev Budget Income	(663,807.21)
Actual Expenditure YTD	234,927.87	Budget Expenditure	406,629.46	Rev Budget Expenditure	375,817.21

### PLANT TRAINING:

- HR
- Forklift
- Backhoe
- Loader
- 2 x Plant sign-off for IRC employees

### VOC MONTHLY INFORMATION

- Forklift
- Mower
- Backhoe

#### Report authorised by:

JEFF STEWART-HARRIS

Chief Executive Officer

Date: May 2021

### ATTACHMENTS:

- Nil