

NOTICE OF MEETING

Dear Councillors

You are requested to attend the following meeting of Council.

ORDINARY MEETING OF
ISAAC REGIONAL COUNCIL

TO BE HELD ON
WEDNESDAY, 25 OCTOBER 2023
COMMENCING AT 10.00AM
COUNCIL CHAMBERS, MIDDLEMOUNT

KEN GOULDTHORP
Chief Executive Officer

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.

Section 254K Participating in meetings by audio link or audio visual link

- (1) A local government may allow a person to take part in a meeting of the local government by audio link or audio visual link.
- (2) A committee of a local government may allow a person to take part in a meeting of the committee by audio link or audio visual link.
- (3) A councillor or committee member who takes part in a local government meeting under subsection (1) or (2) is taken to be present at the meeting if the councillor or member was simultaneously in audio contact with each other person at the meeting.
- (4) In this section—
audio link see the [Evidence Act 1977, section 39C](#).
audio visual link see the [Evidence Act 1977, schedule 3](#).

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.

ORDINARY MEETING
OF ISAAC REGIONAL COUNCIL
TO BE HELD ON
WEDNESDAY 25 OCTOBER 2023
COMMENCING AT 10.00AM
COUNCIL CHAMBERS, MIDDLEMOUNT

AGENDA

1. OPENING OF THE MEETING
 - 1.1 WELCOME
 - 1.2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS
 - 1.3 VIDEO CONFERENCE PARTICIPATION
2. LEAVE OF ABSENCE AND APOLOGIES
3. CONDOLENCES
4. DECLARATION OF CONFLICTS OF INTEREST
5. DEPUTATIONS
6. CONSIDERATION OF NOTICE OF MOTIONS
7. CONFIRMATION OF MINUTES
8. BUSINESS ARISING FROM PREVIOUS MEETING
9. STANDING COMMITTEE REPORTS
10. OFFICER REPORTS
11. CONFIDENTIAL REPORTS
12. COUNCILLOR QUESTION TIME
13. CONCLUSION

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1. OPENING OF MEETING

2. LEAVE OF ABSENCE AND APOLOGIES

- Cr Gina Lacey

3. CONDOLENCES

- SCHMIDT, Cleveland Julian "Cleve" formerly of Moranbah
- CAPRA, Viola Evangelina "Vi" formerly of Moranbah
- COMRIE, David formerly of Middlemount
- CAMPBELL, Marion late of Clermont

4. DECLARATION OF CONFLICTS OF INTEREST

5. DEPUTATIONS

6. CONSIDERATION OF NOTICE OF MOTION

7. CONFIRMATION OF MINUTES

- Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council Chambers, Moranbah on Wednesday 27 September 2023 at 9.00am.

8. BUSINESS ARISING FROM PREVIOUS MEETING

9. STANDING COMMITTEE REPORTS

9.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL STATEMENTS

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 the month before the meeting is held.

9.2 SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

9.3 AUDIT AND RISK COMMITTEE MEETING MINUTES – TUESDAY 26 SEPTEMBER 2023

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Audit and Risk Committee Meeting held on Tuesday, 26 September 2023.

9.4 MINOR COMMUNITY GRANTS SUMMARY SEPTEMBER 2023

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 September to 30 September 2023.

9.5 MAJOR GRANT APPLICATIONS SUMMARY ROUND ONE FY2023-2024

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during round one (1) of the Community Grants Program for FY2023-2024. A total of thirteen applications were received for Round One.

**9.6 ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MINUTES
– 28 SEPTEMBER 2023**

EXECUTIVE SUMMARY

The Isaac Arts and Cultural Advisory Committee (IACAC) provides guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report requests that Council receives and notes the Minutes from the IACAC meeting held on 28 September 2023 and presents committee recommendations for consideration.

**9.7 ISAAC REGION MUSEUMS CLOSURE ARRANGEMENTS
DECEMBER 2023 - MARCH 2024**

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement from Council regarding the operating arrangements for the region's two staffed museums for the period December 2023 to March 2024.

**9.8 GREATER WHITSUNDAY COMMUNITIES – STRENGTHENING
COMMUNITIES ACROSS THE ISAAC REGION REPORT**

EXECUTIVE SUMMARY

This report presents the reporting of activities undertaken by Greater Whitsunday Communities during the 2022/2023 Financial Year.

**9.9 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
FY2023/2024 CAPITAL PROJECTS PROGRESS REPORT –
SEPTEMBER 2023**

EXECUTIVE SUMMARY

This report is to provide an update to the PECS Standing Committee and Council, of the progress in the delivery of the Planning, Environment and Community Services 2023/2024 Capital Works Program.

**9.10 ST LAWRENCE WETLANDS WEEKEND 2023 EVENT
EVALUATION AND 2024 SAVE THE DATE**

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview of the 2023 St Lawrence Wetlands Weekend event evaluation, seek endorsement of the proposed date for the 2024 St Lawrence Wetlands Weekend event and early adoption of some event fees and charges.

9.11

**2024 AND 2025 ST LAWRENCE WETLANDS WEEKEND EVENT
PROCUREMENT POLICY EXCEPTION – TENDER
CONSIDERATION PLAN**

EXECUTIVE SUMMARY

The purpose of this report is to seek a Council Resolution to prepare a Tender Consideration Plan for the procurement activities associated with the St Lawrence Wetlands Weekend, as an exception to the Default Contracting Procedures of the *Local Government Regulation 2012* Section 230(1)(a).

9.12

**ENGINEERING AND INFRASTRUCTURE 2023/2024 CAPITAL
PROJECTS PROGRESS REPORT**

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2023/2024 Capital Works Program.

9.13

**TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME
FOUR YEAR WORKS PROGRAM 2024-2028**

EXECUTIVE SUMMARY

This report seeks endorsement of the Transport Infrastructure Development Scheme (TIDS) four year works program (2024/25 – 2027/28) to be submitted to the Bowen Basin Regional Roads and Transport Group for consideration. Part of the responsibility of the group is the management of the Transport Infrastructure Development Scheme (TIDS) program and its investment on the regional transport network.

9.14

**EXCEPTION BASED CONTRACTUAL ARRANGEMENTS –
PHILLIS PIT**

EXECUTIVE SUMMARY

The purpose of this report is to seek retrospective endorsement for the use of gravel sourced from the Phillis Pit under the exception provisions for entering into medium or large sized contractual arrangements within s235 (a) of the *Local Government Regulations 2012*.

9.15

**ADDITIONAL FULL TIME EQUIVALENT ROADS MAINTENANCE
PERFORMANCE CONTRACT LABOURER POSITIONS**

EXECUTIVE SUMMARY

The purpose of this report is to seek approval for the appointment of two (2) additional Fixed Term, Full Time Equivalent (FTE) of two (2) Roads Maintenance Performance Contract Labourer positions within the Infrastructure, Parks and Recreation Department, which are fully recoverable against the existing Roads Maintenance Performance Contract (RMPC).

The request is to ensure continued maintenance at rest area facilities located on state-controlled roads after failing to attract suitable and sustainable contract services through recent tender processes.

9.16

PROPOSED PRIVATE AND AFFORDABLE HOUSING RENTAL INCREASE - COUNCIL OWNED PROPERTIES

EXECUTIVE SUMMARY

The purpose of this report is to provide council with information on the current rental rates and proposed rental rate increases for council owned affordable and private rental properties.

9.17

WATER AND WASTE 2023-24 CAPITAL PROJECTS PROGRESS REPORT – OCTOBER 2023

EXECUTIVE SUMMARY

This report is to provide an update to the Water and Waste Standing Committee and Council on the progress in the delivery of the Water and Waste 2023/2024 Capital Works Program.

9.18

WATER AND WASTEWATER PREVENTIVE MAINTENANCE PROGRAM UPDATE

EXECUTIVE SUMMARY

This report summarises the implementation pathway of the Water and Wastewater Preventive Maintenance Programme and the progress of the program to date.

10. OFFICER REPORTS

10.1

REVIEW OF 2023/2024 SCHEDULE OF FEES AND CHARGES FOR MATERIAL CHANGE OF USE – INDUSTRIAL ACTIVITIES – EXTRACTIVE INDUSTRY

EXECUTIVE SUMMARY

Council has received a recent request for the reduction of Council's development application fees for a Development Permit for a Material Change of Use for Extractive Industry (Sand Quarry). A review of Council's 2023/2024 Schedule of Fees and Charges for Material Change of Use – Industrial Activities – Extractive Industry has been undertaken to consider the request and make recommendation on the suitability of Council's current adopted fees for Extractive Industry uses.

EXECUTIVE SUMMARY

The Minor Infrastructure and Inclusive Facilities Fund Program (through *Activate! Queensland*) provides targeted investment for priority infrastructure projects that enhance the accessibility and inclusiveness of community level sports and active recreation. Round 2 of the Minor Infrastructure Program has been brought forward and will be delivered with the Inclusive Facilities Fund. Funding is available to support applications requesting new or upgraded infrastructure, within the following categories:

- Inclusive and Accessible
- Safe, Quality and Efficient

The St Lawrence sports grounds amenities facility requires attention. The facility has been identified as being eligible for funding under the above program, within the category of Inclusive and Accessible.

11. CONFIDENTIAL REPORTS**CONFIDENTIAL REPORT**

Closed under *Local Government Regulation 2012 s254J(3)(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.

EXECUTIVE SUMMARY

The purpose of this report is to receive and endorse the Business Case for the Digital Strategy Implementation Program (DSP) to support the Isaac Regional Council Digital Strategy endorsed at the June 2023 Ordinary meeting and engagement of GWI Digital in July 2023.

The report also provides for the receiving and endorsement of the Program Management Plan for the TechnologyOne Implementation Program, noting continuing review through ongoing planning and implementation.

Resourcing implications, being both budget and internal staffing implications will be dealt with through separate reports and/or quarterly budget reviews as the implementation progresses.

CONFIDENTIAL REPORT

Closed under 254J (3) (b) industrial matters affecting employees.

11.2

ISAAC REGION MUSEUMS UPDATE ON VOLUNTEERS WORKFORCE AND CLERMONT HISTORICAL CENTRE WORKING GROUP

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement from Council regarding the retirement of operational volunteers at Isaac Region Museums (Clermont Historical Centre and Historic Nebo Museum). Additionally, the report seeks to update Council about the Clermont Historical Centre advisory group members and seek advice on the charter of the group.

CONFIDENTIAL REPORT

Closed under *Local Government Regulation 2012 s254J(3)(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.

11.3

MORANBAH TOWN SQUARE PROJECT UPDATE

EXECUTIVE SUMMARY

The report provides an update to the current budget position of the Moranbah Town Square Development Project and seeks direction from council on options for finalisation of the project.

12. INFORMATION BULLETIN

12.1

OFFICE OF THE CHIEF EXECUTIVE OFFICER INFORMATION BULLETIN – OCTOBER 2023

EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for October 2023 is provided for Council review.

13. COUNCILLOR QUESTION TIME

14. CONCLUSION

UNCONFIRMED MINUTES

**ORDINARY MEETING OF
ISAAC REGIONAL COUNCIL**

HELD ON

TUESDAY, 26 SEPTEMBER 2023

COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL,

COUNCIL CHAMBERS, MORANBAH

UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD IN ISAAC REGIONAL COUNCIL

COUNCIL CHAMBERS, MORANBAH

WEDNESDAY 27 SEPTEMBER 2023

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UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD IN ISAAC REGIONAL COUNCIL

COUNCIL CHAMBERS, MORANBAH

WEDNESDAY 27 SEPTEMBER 2023 COMMENCING AT 9.00AM

ATTENDANCE

Mayor Anne Baker
Cr Greg Austen, Division One
Cr Sandy Moffatt, Division Two
Cr Kelly Vea Vea, Division Five
Cr Carolyn Franzmann, Division Six (*By Video Conference*)
Cr Jane Pickels, Division Seven
Cr Viv Coleman, Division Eight

OFFICERS PRESENT

Mr Darren Fettell, Chief Executive Officer
Mr Dan Wagner, Director Planning, Environment and Community Services
Mr Robert Perna, Director Engineering and Infrastructure
Mr Scott Casey, Director Water and Waste
Mrs Alexis Coutts, Director Corporate, Governance and Financial Services
Mrs Mary-Anne Uren, Head of Advocacy and External Affairs
Mrs Tricia Hughes, Coordinator Executive Support, Office of the Mayor and CEO

1. OPENING

The Mayor declared the meeting open at 9.00am and welcomed all in attendance.

The Mayor acknowledged the traditional custodians of the land, the Barada Barna people, on which we meet today and paid her respects to their Elders past, present and emerging.

2. APOLOGIES

Apologies have been received from Cr Simon West and Cr Gina Lacey.

Resolution No.: 8482

Moved: Cr Pickels

Seconded: Cr Moffat

That Council accepts the apologies received from Cr Simon West and Cr Gina Lacey.

Carried

3. CONDOLENCES

- HICKMOTT, Wendy Jane formerly of Dysart
- REDDEN, Kenneth William James (Ken) formerly of Dysart
- O'SING, George formerly of Dysart
- ROLPH, James late of Moranbah
- HENRY, Heather Mary formerly of Moranbah
- GOODWIN, Chris formerly of Middlemount
- HERRING, Trevor formerly of Dysart
- OSMOTHERLY, Robert late of Dysart (President of Hinterland Community Care Committee)
- MOSS, Thomas formerly of Dysart
- DUANE, Christopher formerly of Dysart
- CAMERON, Ian James late of Tarragindi
- HOLMES, Dorothy late of Clermont
- ETHELL, Jenny formerly of Moranbah
- BARRY, William (Bill) formerly of Middlemount

4. DECLARATION OF CONFLICTS OF INTEREST

No conflict of interests declared this meeting.

UNCONFIRMED MINUTES

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.

5. DEPUTATIONS

No deputations this meeting.

6. CONSIDERATION OF NOTICE OF MOTIONS

No notice of motions for this meeting.

7. CONFIRMATION OF MINUTES

Ordinary Meeting of Isaac Regional Council held in the Isaac Regional Council Board Room, Shannon Crescent, Dysart, Wednesday 23 August 2023

Resolution No.: 8483

Moved: Cr Ve a Ve a

Seconded: Cr Austen

The Minutes of the Ordinary Meeting held in the Isaac Regional Council Board Room, Shannon Crescent, Dysart, Wednesday 23 August 2023 are confirmed.

Carried

UNCONFIRMED MINUTES

8. BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

9. STANDING COMMITTEE REPORTS

9.1

Isaac Regional Council Monthly Financial Report as at 31 August 2023

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 the month before the meeting is held.

Resolution No.: CGFS0845

Moved: Cr Franzmann

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Receive the financial statements for the period ended 31 August 2023 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204)*.

Carried

Resolution No.: 8484

Moved: Cr Coleman

Seconded: Cr Moffat

That Council:

1. Receive the financial statements for the period ended 31 August 2023 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204)*.

Carried

UNCONFIRMED MINUTES

Resolution No.: 8489

Moved: Cr Vea Vea **Seconded:** Cr Coleman

That Council:

1. **Refuse the request by Urban Sync on behalf of C/- Sentinel Northern Australia Investment Pty for a reduction/refund to Council's development application fee for their development application (RAL23/0002) for a Development Permit - Reconfiguration of a Lot – Lease with a term exceeding 10 Years – 81 Mills Avenue, Moranbah – Lot 10 on M97378.**

Carried

9.7

Adoption of the Hoods Lagoon Flying Fox Management Plan

EXECUTIVE SUMMARY

This report seeks the committee's adoption of the draft Hoods Lagoon Flying Fox Management Plan prepared by Ecosure on behalf of Council.

Resolution No.: PECS1080

Moved: Cr Pickels *Seconded:* Cr Lacey

That the Committee recommends that Council:

1. *Adopt the draft Hoods Lagoon Flying Fox Management Plan, prepared by Ecosure and dated July 2023, noting implementation is subject to operational budget and attraction of grant/external funding.*
2. *Approve the Chief Executive Officer (or delegate) to submit the required acquittal documentation to the Department of State Development, Infrastructure, Local Government and Planning in accordance with the Funding Agreement for the 2021-24 Flying-Fox Roost Management in Queensland Program (FFRMQP) Round Two - Stream 2 between Council and the Department of State Development, Infrastructure, Local Government and Planning.*

Carried

Resolution No.: 8490

Moved: Cr Coleman

Seconded: Cr Vea Vea

That Council:

- 1. Adopt the draft Hoods Lagoon Flying Fox Management Plan, prepared by Ecosure and dated July 2023, noting implementation is subject to operational budget and attraction of grant/external funding.**
- 2. Approve the Chief Executive Officer (or delegate) to submit the required acquittal documentation to the Department of State Development, Infrastructure, Local Government and Planning in accordance with the Funding Agreement for the 2021/2024 Flying-Fox Roost Management in Queensland Program (FFRMQP) Round Two - Stream 2 between Council and the Department of State Development, Infrastructure, Local Government and Planning.**

Carried

9.8

Engineering and Infrastructure 2023/2024 Capital Projects Progress Report

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2023/2024 Capital Works Program.

Resolution No.: E&I0708

Moved: Cr Moffat

Seconded: Cr Lacey

That the Committee recommends that Council:

- 1. Receives and notes the monthly Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary Report.*

Carried

UNCONFIRMED MINUTES

Resolution No.: 8491

Moved: Cr Pickels

Seconded: Cr Moffat

That Council:

1. **Receives and notes the monthly Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary Report.**

Carried

9.9

Early Procurement of 2024-2025 Fleet and Plant Assets

EXECUTIVE SUMMARY

This report seeks the committee to approve early procurement of long lead time assets due for replacement in 2024-2025 financial year as per the requirements of the endorsed 10 Year Fleet and Plant Replacement Program and in line with Council Resolution No 8162. Early procurement of items identified in this report to commence once approval has been received.

Resolution No.: E&I0709

Moved: Cr West

Seconded: Cr Moffat

That the Committee:

1. *Approves under delegated authority from Council Resolution Number 8162, that the Chief Executive Officer commence early procurement of long lead time assets based on identified asset replacements in the 2024-2025 financial year of the 10 Year Fleet and Plant Replacement program.*

Carried

Resolution No.: 8492

Moved: Cr Coleman

Seconded: Cr Moffat

That Council:

1. Notes that the Engineering and Infrastructure Standing Committee approved under delegated authority from Council Resolution Number 8162, that the Chief Executive Officer commence early procurement of long lead time assets based on identified asset replacements in the 2024/2025 financial year of the 10 Year Fleet and Plant Replacement program.

Carried

9.10

Replacement of Prime Mover

EXECUTIVE SUMMARY

This report seeks approval to bring forward the planned replacement of a Prime Mover from the 2024-2025 Fleet and Plant Capital Works program by requesting additional budget of \$350,000 to be funded from Fleet and Plant reserves into the 2023-2024 Fleet and Plant Capital Replacement Program.

Resolution No.: E&I0710

Moved: Cr West

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Approves the request to bring forward the planned replacement of a Prime Mover in the 2024-2025 Fleet and Plant Capital Replacement Program into the 2023-2024 financial year with an additional \$350,000 drawn from the Fleet and Plant Reserve for the "CW243222 Truck Replacements" project.

Carried

Resolution No.: 8493

Moved: Cr Moffat

Seconded: Cr Pickels

That Council:

1. Approves the request to bring forward the planned replacement of a Prime Mover in the 2024-2025 Fleet and Plant Capital Replacement Program into the 2023-2024 financial year with an additional \$350,000 drawn from the Fleet and Plant Reserve for the "CW243222 Truck Replacements" project.

Carried

UNCONFIRMED MINUTES

9.11

St Lawrence Croydon Road Update

EXECUTIVE SUMMARY

This report provides an update on the proposed private works agreement between the Lotus Creek Wind Farm proponents and Department of Transport and Main Roads for upgrade works along the St Lawrence Croydon Road. including their process for communication to key stakeholders.

Resolution No.: E&I0711

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

1. *Notes for information only an update on the proposed private works agreement between the Lotus Creek Wind Farm and Department of Transport and Main Roads for upgrade works on St Lawrence Croydon Road.*

Carried

Resolution No.: 8494

Moved: Cr Coleman

Seconded: Cr Vea Vea

That Council:

1. **Notes for information only an update on the proposed private works agreement between the Lotus Creek Wind Farm and Department of Transport and Main Roads for upgrade works on St Lawrence Croydon Road.**

Carried

9.12

Proposed School Transport Infrastructure Program Funding – Moranbah State School

EXECUTIVE SUMMARY

This report seeks endorsement of the proposed projects and approval to submit a funding application under the School Transport Infrastructure Program (STIP).

9.13

Moranbah Fatigue Accommodation Benefits Analysis

EXECUTIVE SUMMARY

This report is to provide a brief “Benefits Analysis” of the Acacia Street Fatigue Accommodation, the data provided is reflective of the 2022-2023 Financial year only, noting conservative assumptions have been made on external accommodation cost as a comparison if this facility was not available.

Resolution No.: E&I0713

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Notes the report outlining the benefits of the Moranbah Fatigue Accommodation Project.

Carried

Resolution No.: 8496

Moved: Cr Pickels

Seconded: Cr Coleman

That Council:

1. Notes the report outlining the benefits of the Moranbah Fatigue Accommodation Project.

Carried

9.14

Water and Waste 2023-24 Capital Projects Progress Report – September 2023

EXECUTIVE SUMMARY

This report is to provide an update to the Water and Waste Standing Committee and Council on the progress in the delivery of the Water and Waste 2023/24 Capital Works Program.

Resolution No.: 8498

Moved: Cr Coleman

Seconded: Cr Pickels

That Council:

1. Resolves it is satisfied that there is only one (1) supplier who reasonably available with intimate knowledge of Isaac Regional Council's media and communications systems with the capacity to provide specialised region-specific communications and media support for the 2023/2024 financial year.
2. Resolves that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders, due to the extensive knowledge.
3. Endorse the following exception to enter into medium or large sized contractual arrangements as per s235 of the *Local Government Regulations 2012*.
 - Bowerman Ventures Pty Ltd

Carried

10.2

Exception to *Local Government Regulations 2012* – Brand, Media and Communications – Advertising with News Corp Australia

EXECUTIVE SUMMARY

The purpose of this report is to retrospectively ratify and obtain ongoing approval for advertising with News Corp Australia as an exception to the competitive bidding requirements under s235 (a) and (b) of the *Local Government Regulations 2012* for medium or large sized contractual arrangements.

Resolution No.: 8499

Moved: Cr Moffat

Seconded: Cr Vea Vea

That Council:

1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available that requires payment for advertisement placement due to their reach and market dominance; and

2. Resolves that because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders, due to the compatibility, reach, engagement and audience News Corp Australia offers for the 2023/2024 Financial Year.
3. Endorse the following exception to enter into medium or large sized contractual arrangements as per s235 of the *Local Government Regulations 2012*.

Carried

10.3

Audit and Risk Committee External Representative Appointment

EXECUTIVE SUMMARY

Following a recruitment process, this report seeks endorsement for the appointment of a replacement External Member in line with the existing Audit and Risk Charter and Audit and Risk Committee Policy.

Whilst undertaking the recruitment process, the quality of candidates led to consideration of reviewing the Audit Committee membership, specifically the balance between internal and external members in line with best practice for advisory committees. Therefore, this report also seeks Council endorsement to amend the Audit and Risk Committee Charter and Audit and Risk Committee Policy to increase membership numbers for the committee by one external position.

Should Council endorse the proposed changes to the charter and policy for the change in composition of the Committee by increasing External Representative members from 2 to 3, this report then seeks Council endorsement to appoint an additional second external representative to the Audit and Risk Committee as per the Audit and Risk Committee selection panel's suggestion.

Resolution No.: 8500

Moved: Cr Vea Vea

Seconded: Cr Moffat

That Council:

1. Endorses changes to the Audit and Risk Committee Policy and Audit and Risk Committee Charter to increase the Committee membership to five (5) which consists of three (3) external representative members.

2. **Endorses appointment of two (2) external members; one to replace the role vacated by the current chairperson and one additional position based on the selection panel's recommendation.**
3. **Authorises the Chief Executive Officer to negotiate and agree contractual terms with the successful candidates.**

Carried

ATTENDANCE

Mr Mark Davey, Capital and Project Program Manager and Ms Barbara Franklin, Executive Coordinator, Planning, Environment and Community Services entered the meeting room at 10.07am.

10.4

Status of Funds held in Trust - Moranbah Youth and Community Centre Programming

EXECUTIVE SUMMARY

This report provides an update Council on the review undertaken by officers on the \$1,912,727 of funding held by Isaac Regional Council on behalf of Broken Hill Proprietary Company Limited (BHP)/Billiton Mitsubishi Alliance (BMA) for programming at the Moranbah Youth and Community Centre as part of their social commitments attached to the Bowen Basin Coal Growth Project (Daunia and Caval Ridge mines). Following a number of stakeholder meetings to establish direction for the disbursement of funds to relevant service providers for program delivery, officers seek Council's resolution on a pathway forward.

Resolution No.: 8501

Moved: Cr Coleman

Seconded: Cr Moffat

That Council:

1. **Notes the history and origins of the funds held in trust from BHP/BMA for the construction and program delivery of the Moranbah Youth and Community Centre identified within BHP/BMA's Social Impact Management Plan for the Caval Ridge Mine Project.**
2. **Notes that Council agreed in April 2021 to hold the funds following the decision by the Department of Communities to relinquish its role in administering the funds and in the absence of any other suitable governance arrangement.**

3. Approves the return of funds currently held in trust by Isaac Regional Council to the value of \$1,912,727 (including interest) to BHP/BMA due to:
 - a. the effective expiry of the funding agreement and ongoing complexities in fulfilling BHP/BMA's requirements in establishment of governance frameworks to administer their funds,
 - b. Council's expectations of BHP/BMA to be responsible for their community commitment associated with the Caval Ridge Mine Project as outlined in their Social Impact Management Plan documentation prepared in 2012 for the 30-year life of the project.
4. Delegates authority to the Chief Executive Officer to execute any agreements or documentation required to process the financial transaction in returning the funds to BHP/BMA.
5. Requests the Chief Executive Officer or delegate to engage with relevant parties in the Office of the Coordinator-General and Department of Communities to advise on Council's position and forward expectations for fulfilment of the proponents' social commitments.

Carried

10.5

Isaac Resources Excellence Precinct – Exception to *Local Government Regulations 2012* for Award of further Contract and Project Status Update – September 2023

EXECUTIVE SUMMARY

This report provides a status update on the Isaac Resources Excellence Precinct (IREP) project and requests Council's approval to award business case development activities to the Resources Centre of Excellence (RCOE) as an exception to the competitive bidding requirements under s235 (a) and (b) of the *Local Government Regulations 2012* for medium or large sized contractual arrangements, due to the specialised and commercial-in-confidence nature of the assistance required at this stage of the project.

Resolution No.: 8502

Moved: Cr Vea Vea

Seconded: Cr Moffat

That Council:

- 1. Resolves it is satisfied that there is only one (1) supplier who is reasonably available with intimate knowledge of the Isaac Resources Excellence Precinct project with the capacity to provide specialised and confidential business case development expertise for the project.**
- 2. Resolves that because of the specialised and confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders for the work being undertaken.**
- 3. Approve the exception to enter into medium or large sized contractual arrangements as per s235 of the *Local Government Regulations 2012* with Resources Centre of Excellence.**
- 4. Notes the status of the Isaac Resources Excellence Precinct project, including status of business case development, grant funding applications and next steps.**

Carried

10.6

Increase to Budget for Nebo Footpath and Parking Projects CW233120 and CW233069

EXECUTIVE SUMMARY

This report seeks approval to increase capital funds for CW233120 Nebo School Footpath and Parking Upgrade project and CW233069 Nebo Accessibility Footpaths and Parking project to allow for the increase in construction costs based on the preferred tenders.

UNCONFIRMED MINUTES

Resolution No.: 8503

Moved: Cr Coleman

Seconded: Cr Moffat

That Council:

1. Endorses a budget increase for CW233120 Nebo School Footpaths and Parking by \$168,000 to be funded from unallocated depreciation for full tendered scope of these works to be completed.
2. Endorses a budget increase for CW233069 Nebo Accessibility Footpaths and Parking by \$64,000 to be funded from unallocated depreciation for full tendered scope of these works to be completed.
3. Notes this budget increase will be facilitated in conjunction with the Quarter 1 Budget Review.

Carried

10.7

Increase to Budget for Golden Mile Road Rehab Project CW233121

EXECUTIVE SUMMARY

This report seeks approval to increase capital funds for CW233121 Golden Mile Road Rehab Project to allow for the increase in construction cost based on the preferred tender.

Resolution No.: 8504

Moved: Cr Pickels

Seconded: Cr Moffat

That Council:

1. Endorses a budget increase for CW233121 Golden Mile Road Rehab project by \$996,000 to be drawn from unallocated depreciation.
2. Notes this budget increase will be facilitated in conjunction with the Quarter 1 Budget Review.

Carried

10.8

Isaac Affordable Housing Trust Request for Support

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement via Council resolution for the reversal of interest applied to the Isaac Regional Council loan to the Isaac Affordable Housing Trust (IAHT). The IAHT Board are requesting assistance to enable continued investment in the IAHT portfolio through accessing external grant /investment fund opportunities to progress toward financial sustainability whilst providing community benefit of additional affordable housing.

Resolution No.: 8505

Moved: Cr Pickels

Seconded: Cr Austen

That Council:

- 1. Resolve to reverse interest accrued to date, up to and including December 2023, on the Isaac Regional Council loan to the Isaac Affordable Housing Trust, prior to the Chief Executive Officer renegotiating the existing loan facility between Isaac Regional Council and Isaac Affordable Housing Trust.**
- 2. Requests the Chief Executive Officer confirm in writing with the Isaac Affordable Housing Trust Board, Council's decision to reverse interest applied to loan funds and Council's intention to increase the loan facility by up to \$3 Million for the purpose of enabling the Moranbah Affordable Housing Project, which aims to provide an additional 16 units of affordable housing.**

Carried

PROCEDURAL MOTION:

Resolution No.: 8506

Moved: Cr Pickels

Seconded: Cr Vea Vea

That Council closes the meeting to the public at 10.33am under *Local Government Regulations 2012* Section 254J (3)(g) to deliberate on Confidential Report 11.1 Delegation to Chief Executive Officer to Award IRCT-MBH5-1122-306 Moranbah Community Centre Redevelopment.

Carried

PROCEDURAL MOTION:

Resolution No.: 8507

Moved: Cr Vea Vea

Seconded: Cr Pickels

That Council open the meeting at 10.37am.

Carried

11. CONFIDENTIAL REPORTS

CONFIDENTIAL REPORT

Closed under 254J(3) (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

11.1

Delegation to Chief Executive Officer to Award IRCT-MBH5-1122-306 Moranbah Community Centre Redevelopment

EXECUTIVE SUMMARY

This report seeks Council endorsement for authorisation to the Chief Executive Officer to award a large sized contract in relation to IRCT-MBH5-1122-306 Moranbah Community Centre Redevelopment, co-funded through the State Governments Resource Community Infrastructure Fund.

Resolution No.: PECS1083

Moved: Cr Lacey

Seconded: Cr Pickels

That the Committee recommends that Council:

- 1. Authorise the Chief Executive Officer to award IRCT-MBH5-1122-306 Moranbah Community Centre Redevelopment to Woollam Constructions for the value of \$11,339,525.00.*
- 2. Authorise the Chief Executive Officer negotiate, execute, and vary the contract for the Moranbah Community Centre Redevelopment within approved capital budget allocations.*

UNCONFIRMED MINUTES

3. *Notes the current estimated total project budget of \$13,992,701.00, including contingencies, staffing, superintendency, project management, consultancy and furniture and fixture costs beyond those provided for in the award of the construction contract in item 1 above.*

Carried

Resolution No.: 8508

Moved: Cr Vea Vea

Seconded: Cr Austen

That Council:

- 1. Authorises the Chief Executive Officer to award IRCT-MBH5-1122-306 Moranbah Community Centre Redevelopment to Woollam Constructions for the value of \$11,339,525.00.**
- 2. Authorises the Chief Executive Officer negotiate, execute, and vary the contract for the Moranbah Community Centre Redevelopment within approved capital budget allocations.**
- 3. Notes the current estimated total project budget of \$13,992,701.00, including contingencies, staffing, superintendency, project management, consultancy and furniture and fixture costs beyond those provided for in the award of the construction contract in item 1 above.**

Carried

ATTENDANCE

Mr Mark Davey and Ms Barbara Franklin left the meeting room at 10.38am.

12. INFORMATION BULLETIN

12.1

Office of the Chief Executive Officer Information Bulletin – September 2023

EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for September 2023 is provided for Council review.

UNCONFIRMED MINUTES

Resolution No.: 8509

Moved: Cr Pickels

Seconded: Cr Vea Vea

That Council:

- Notes the Office of the Chief Executive Officer Information Bulletin for September 2023.**

Carried

PROCEDURAL MOTION:

Resolution No.: 8510

Moved: Cr Austen

Seconded: Cr Moffat

That Council adjourn the meeting at 10.38am.

Carried

PROCEDURAL MOTION:

Resolution No.: 8511

Moved: Cr Pickels

Seconded: Cr Moffat

That Council resume the meeting at 11.02am.

Carried

13. COUNCILLOR QUESTION TIME

13.1 Official Opening of the Middlemount Lighting Projects

Cr Jane Pickels requested consideration of an official opening to occur for the Middlemount Lighting Projects subject to funding agreement requirements.

ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE

13.2 Advocacy for Road Funding to Address the Conditions and Safety of Roads in the Isaac Region

Cr Jane Pickels requested that roads are considered in the overall advocacy strategy to assist in securing road funding to address the conditions and safety of roads in the Isaac Region.

ACTION: HEAD OF ADVOCACY AND EXTERNAL AFFAIRS

13.3 Fee Enquiry – Disposing of Power Poles

Cr Greg Austen has received an enquiry from a constituent regarding Council's waste fees associated with power poles being disposed at the Clermont Waste Facility. The constituent believes the fees are impacting his business due to the low fee.

ACTION: DIRECTOR WATER AND WASTE

UNCONFIRMED MINUTES

14. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 11.35am.

These minutes will be confirmed by Council at the Ordinary Meeting held in Middlemount on Wednesday 25 October 2023.

.....
MAYOR

..... / /
DATE

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Susan Martin
AUTHOR POSITION	Acting Manager Financial Services

9.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 30 SEPTEMBER 2023

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 the 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 September 2023 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).*

Resolution No.:	CGFS0850		
Moved:	Cr Coleman	Seconded:	Cr Moffat
That the Committee recommends that Council:			
1. Receive the financial statements for the period ended 30 September 2023 pursuant to, and in accordance with, the <i>Local Government Regulation 2012</i> (s204).			
Carried			

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 2023/2024	Budget adopted 28 June 2023
Financial Statements 2022/2023	

IMPLICATIONS

At the end of the first quarter of the current financial year, 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.

Further assessment will be undertaken through the first quarter budget review which is about to commence.

CONSULTATION

- Financial Services

BASIS FOR RECOMMENDATION

Requirement of legislation for a financial report to be presented to Council at least monthly.

ACTION ACCOUNTABILITY

Information Only Report as per legislative requirements.

KEY MESSAGES

Council is committed to meetings its legislative requirements, ensuring its financial sustainability and transparent decision making.

Report prepared by: SUSAN MARTIN Acting Manager Financial Services Date: 3 October 2023	Report authorised by: ALEXIS COUTTS Acting Director Corporate, Governance and Financial Services Date: 3 October 2023
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ATTACHMENTS

- Attachment 1 – Monthly Financial Statements as at 30 September 2023

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 30 September 2023

Presented by Corporate, Governance and Financial Services



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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 SEPTEMBER 2023

EXECUTIVE SUMMARY

At the end of September, the operating result is \$840,694 ahead of budgeted operating position. The positive result is due to the increased revenue from development charges, timing of the recoverable works revenue and employee expenses.

Capital Revenue for September was \$731,604 which combined with the Operating Position leads to a net surplus of \$23,711,868.

PRELIMINARY SEPTEMBER FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	56,390,157	55,915,736	474,422	133,297,719	42.3%
Total operating expenses	33,409,893	33,776,165	366,272	132,058,372	25.3%
Operating position	22,980,264	22,139,571	840,694	1,239,348	1854.2%
Capital revenue	731,604	96,000	635,604	19,833,836	3.7%
Net result	23,711,868	22,235,571	1,476,297	21,073,184	112.5%

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 September 2023. Actual amounts are compared against year to date adopted Revised Budget figures. (See appendix 1 for detailed financial statements).

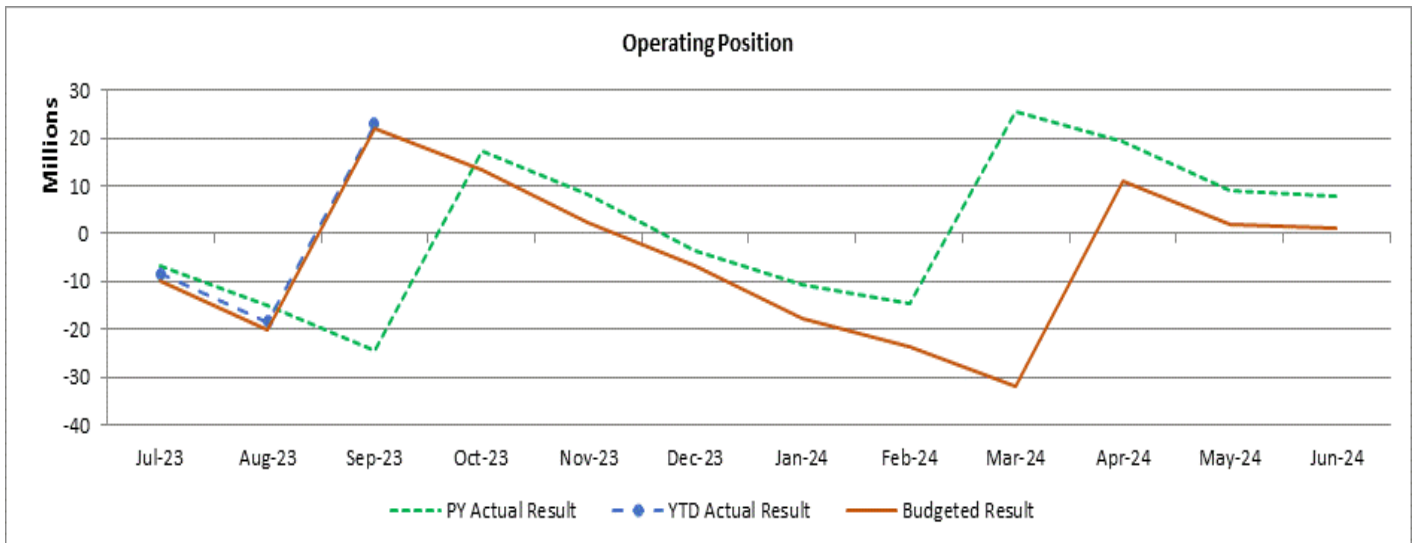
It is noted that to meet earlier reporting timelines for statutory meetings that this reporting period has been closed earlier than normal (27 September 2023) which impacts on YTD actual results throughout the report.

Being early in the financial year, any budget variances will most likely be corrected through the course of the financial year or be assessed and adjusted in a budget review.

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 monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

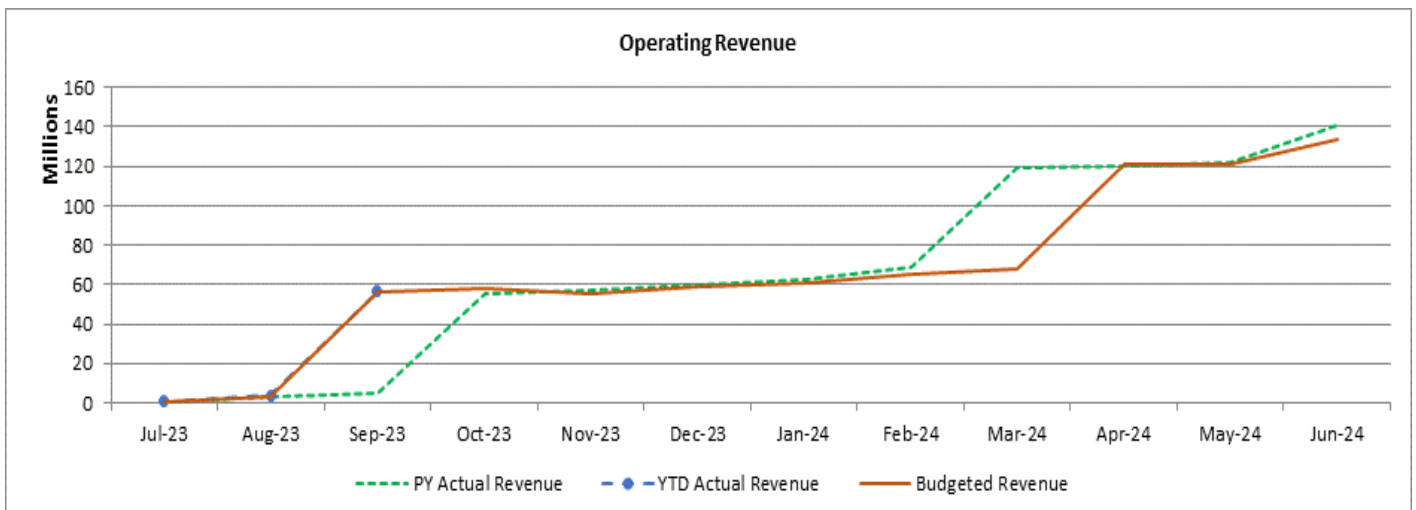
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for September has resulted in a surplus of \$22,980,264. This is favourable when compared to the YTD budget by \$840,694. Operating Revenue is \$474,422 favourable compared to YTD budget complemented by Operating Expenses which are \$366,272 favourable when compared to YTD budget.

OPERATING REVENUE

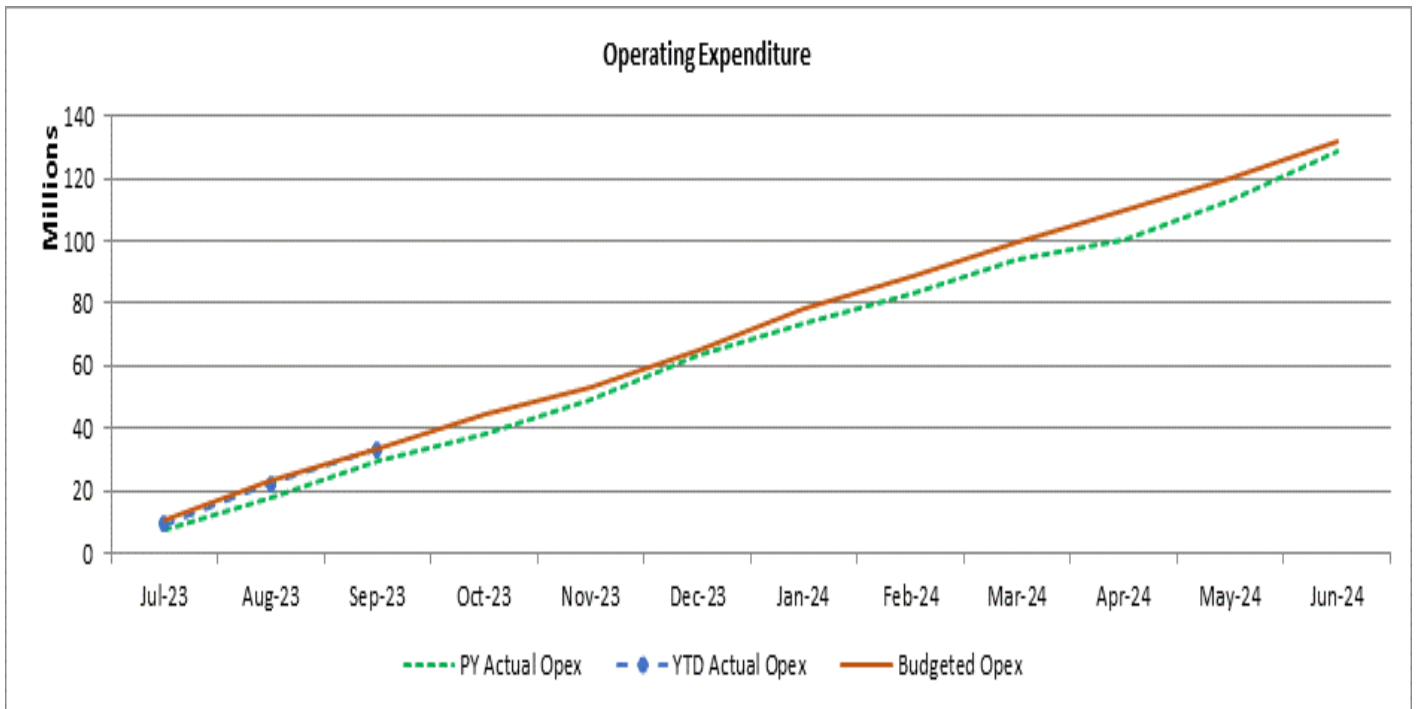


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for September was \$56,390,157 which is favourable when compared to the budget by \$474,422. This favourable position is primarily due to recoverable works revenue from TMR project, higher than anticipated revenue from development charges and interest revenue offset by lower tip fees revenue.

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

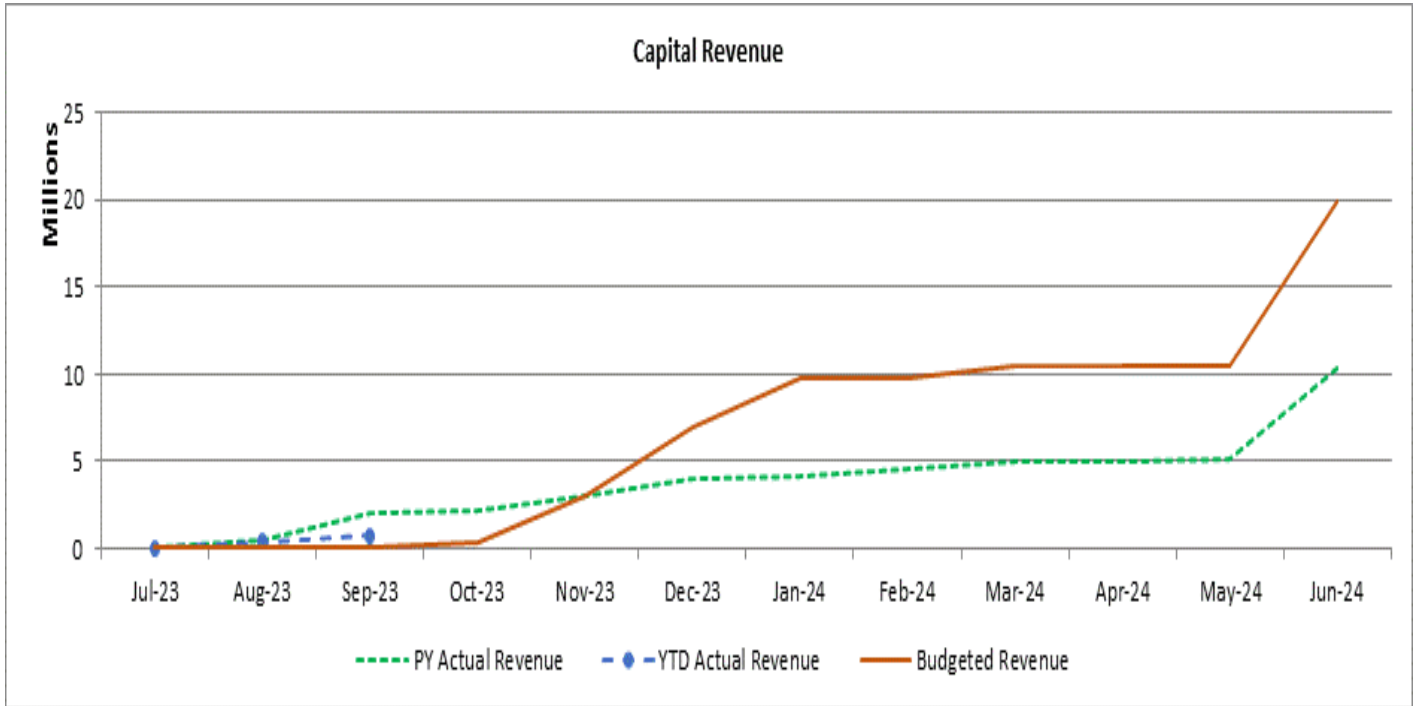


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for September was \$33,409,893 which is favourable to budget by \$366,272. This favourable result is due to employee expenses (employee vacancies, cashflowing of annual leave and superannuation). This favourable variance is partially offset by increased materials and services expenditure, notably, TMR project works, computer expenses and the costs associated with staff turnover.

It is noted that cashflowing of 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

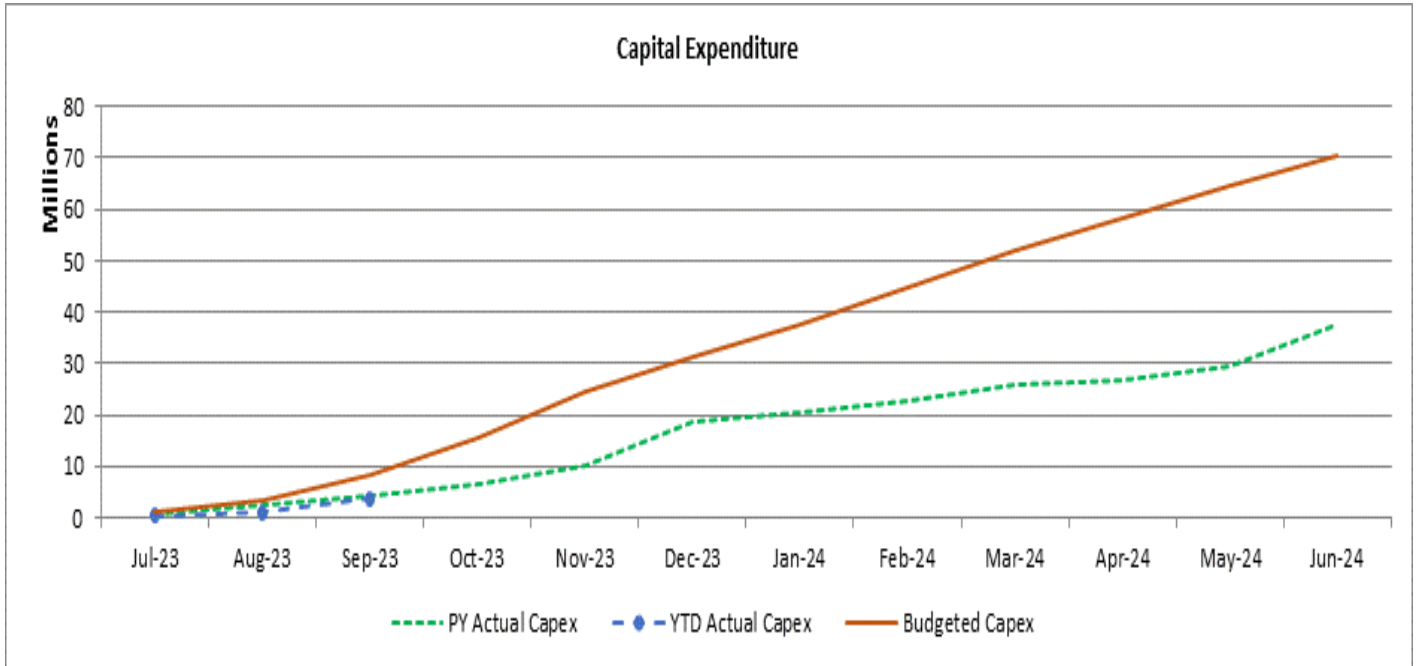


Capital Revenue for September YTD is \$731,604 which consists of grants and developer contributions. This favourable variance is predominately due to income from developer contributions, an advance payment for STIP and a progress payment for LRCI Phase 3.

Some of the budgeted major capital grants for 2023/2024 are:

- Building our Regions
- Local Government Grants and Subsidies Program
- Queensland Resilience and Risk Reduction Fund
- Resources Community Infrastructure Fund
- Roads to Recovery Program
- Transport Infrastructure Development Scheme
- Heavy Vehicle Safety & Productivity Program

CAPITAL EXPENDITURE



Capital expenditure (\$3.7M) is under YTD budget (\$8.2M) excluding commitments, noting that when the \$23.1M of commitments are included, the capital expenditure is higher than YTD budget (37.9% of annual budget spent / committed).

The major budgeted projects for 2023/2024 financial year are:

- MBH Community Centre - Refurbishment
- Moranbah Landfill Phase 2 Stage 2
- MBH Rectification of Landfill Cell
- Rural Network Resheeting
- Regional Reseals
- Peak Downs Mine Road / Saraji Rd Intersection Construction
- Golden Mile Road Rehab Pavement, Drainage
- St Lawrence Water Storage & Raw Water Main
- Corporate Sewer Relining
- Moranbah Asphalt Renewals
- Regional Floodways Construction Program
- Moranbah 400ML raw water dam - remediation
- Fleet / Plant replacement program

It is noted that the carry forward of unfinished projects from the 2022/2023 financial year has been approved by Council and therefore the capital budget has been increased accordingly from the original adopted budget.

CAPITAL FUNDING AND PROJECT COMMITTALS

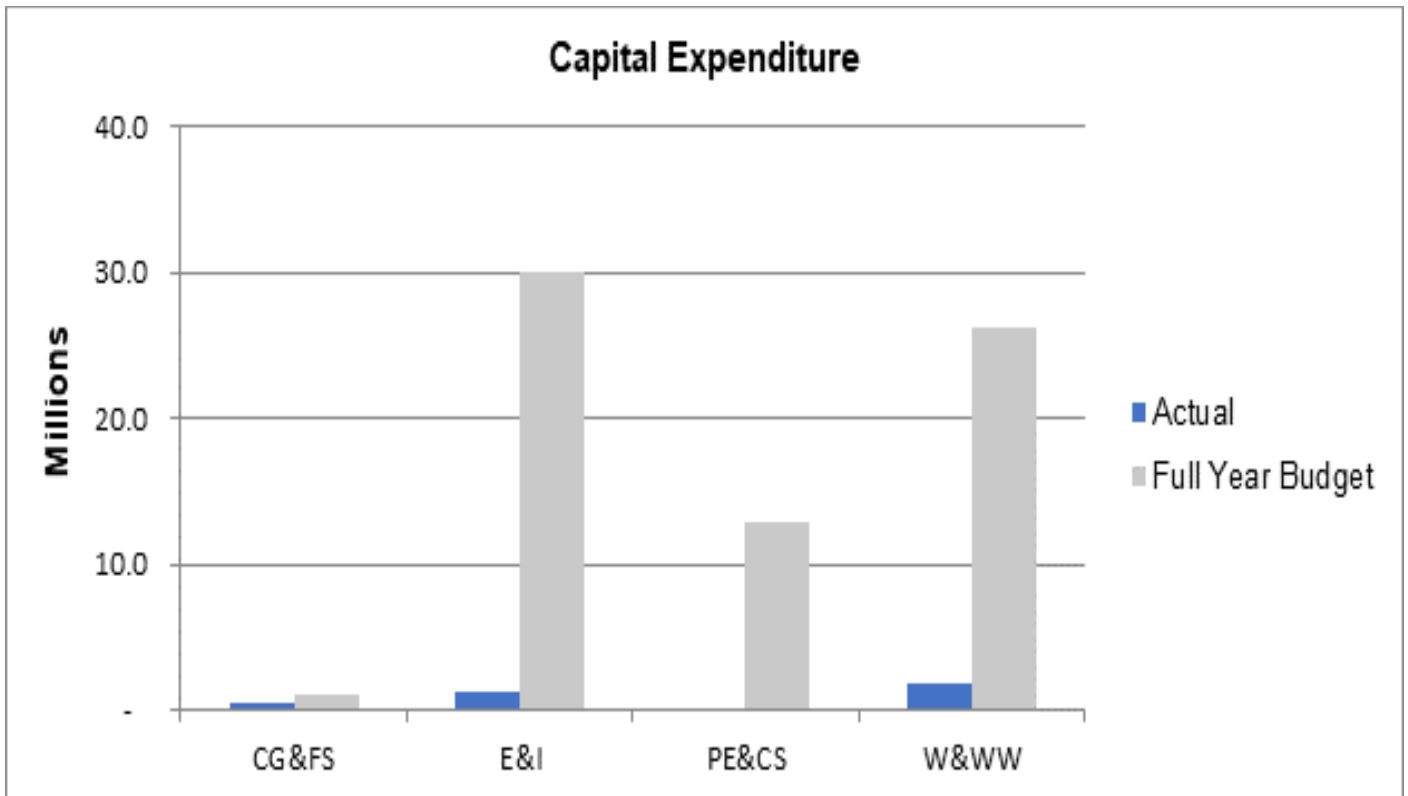
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 September 2023.

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	438,542	155,009	593,551	1,137,838	38.5%	52.2%
E&I	1,229,797	8,444,881	9,674,677	30,064,168	4.1%	32.2%
PE&CS	162,120	1,545,247	1,707,367	12,926,937	1.3%	13.2%
W&WW	1,821,358	12,914,376	14,735,734	26,261,000	6.9%	56.1%
TOTAL	3,651,817	23,059,512	26,711,329	70,389,943	5.2%	37.9%

The following graph illustrates the data above.



STATE DEVELOPMENT, INFRASTRUCTURE, LOCAL GOVERNMENT AND PLANNING (DLGP) FINANCIAL SUSTAINABILITY RATIOS

In accordance with s169(5) of the Local Government Regulation 2012, the following 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	41.01%	0 - 10%	No	0.94%
		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	-136.02%	<=60%	Yes	-5.54%
		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	19.84%	>90%	No	70.54%
		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	21.7	2	Yes	10.33
		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	6.51 Months	3 Months	Yes	7.19 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 \$22,980,264, the ratio is currently positive 41.01%, which is above Council's budget and benchmark range. The ratio has improved significantly from the previous month through the issuing of rates.
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 136.02%.
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%, however the budget for the financial year is 70.54% (due to a reduced capital program adopted at original budget). Being relatively early within the financial year, the ratio is low at 19.84%, which is below the 90% benchmark and the 70.54% budgeted for the financial year. This ratio is expected to improve throughout the financial year.
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 positive 21.7 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 6.51 months as at 30 September 2023. This is above the targeted benchmark of three (3) months.

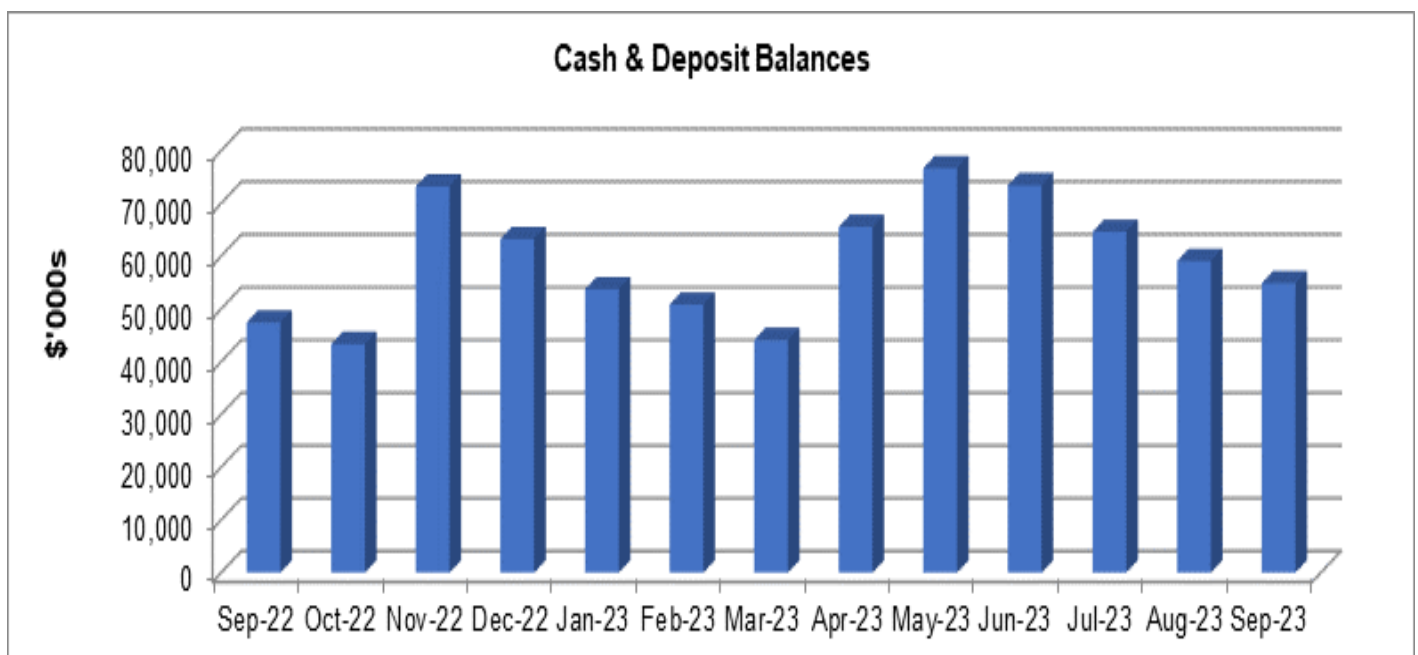
INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 30 September 2023.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 30 September 2023					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
9001-001-1124	AMP Term Deposit	AMP	7,500,000	11-Oct-23	5.30%
10-000-1116	QTC Operating Fund	QTC	44,089,529		5.02%
10-000-1117	ANZ Business Premium Saver	ANZ	2,801,414		4.05%
10-000-1111	Cash at bank-QCCU	QCCU	3,059		
10-000-1113	Cash at Bank - ANZ	ANZ	412,490		
10-000-1114	Cash at Bank NAB	NAB	28,944		
10-000-1131	Petty Cash		2,800		
10-000-1132	Floats		4,080		
Total Investments			54,842,316		

Bank	Credit Rating	% of Funds	Policy Total Profile
AMP Bank Limited	A2	13.68%	Maximum 30%
ANZ Banking Group	AA-	5.87%	Maximum 60%
National Australia Bank	AA-	0.05%	Maximum 60%
QCCU	BBB	0.01%	Maximum 20%
Queensland Treasury Corporation	QTC	80.39%	No Limit

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 30 September 2023.



LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 30 September 2023							
							Repayment Due 15 Dec 2023
Loan Name	Balance as at 30 September 2023	Rate as at 30 September 2023	Approved Term	Remaining Term	Principal	Interest	Total
Land Development Moranbah	\$7,701,355	4.37	20	9.72	\$159,441	\$84,137	\$243,578
Land Purchase - Moranbah	\$10,007,193	5.1	20	9.22	\$213,366	\$127,567	\$340,932
Waste Loan	\$2,270,664	2.22	20	17.72	\$26,193	\$12,574	\$38,766
Total	\$19,979,212				\$398,999	\$224,278	\$623,277

Debt service repayments are made quarterly. The first repayment for 2023/2024 financial year was made on 15 September 2023. The next repayment for the 2023/2024 financial year is due on 15 December 2023.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 30 September 2023.

Accounts Receivable Ageing Analysis at 30 September 2023			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	268	1,125,310.79	33.83%
30 Day	131	695,210.34	20.90%
60 Day	82	818,958.98	24.62%
90 Day	135	686,875.65	20.65%
Total	616	3,326,355.76	100.00%

The Accounts Receivable balance at 30 September is \$3,326,355.76 which has decreased from 31 August 2023 balance of \$5,387,011.28 due to a large grant invoice & other various invoices being paid.

- 30 day balances have decreased this month due to payment of a grant invoice and mining compensation invoices ageing to 60 Days. Additionally, Food Licence invoices aged to 60 Days which are not yet due.
- 60 day balances have increased due to mining compensation invoices ageing to 60 Days, in addition to Food Licence invoices that are not yet due.
- 90 days and over receivables have increased due to various Compliance & Housing invoices ageing to 90 Days. There are 135 invoices totalling \$686,875.65 in 90 Days which are made up of the following charges:
 - 1 Invoice totalling \$519,363.54 relates to a Capital Works Project that is currently subject to legal proceedings.
 - 1 Invoice totalling \$55,324.50 relates to historic planning/infrastructure charges which is currently being assessed by Liveability & Sustainability.
 - 34 Invoices totalling \$42,825.50 relate to Backflow Prevention Device & Trade Waste Annual Renewals which are being followed up by Accounts Receivable & Community Education & Compliance Departments.
 - 2 Invoices totalling \$33,356.76 relate to historical Water charges (note - company is in liquidation and awaiting further advice).
 - 35 Invoices totalling \$25,448.25 relate to Compliance invoices in various stages of recovery.
 - 57 Invoices totalling \$9,542.84 relate to Housing invoices. The management & recovery of Housing invoices is the responsibility of Corporate Properties.
 - The remaining 5 Invoices totalling \$1,014.26 relate to other charges in various stages of collection.

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 September 2023.

Accounts Payable Ageing Analysis at 30 September 2023			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	207	1,125,722.45	90.28%
30 Day	18	100,218.84	8.04%
60 Day	9	8,771.78	0.70%
90 Day	12	12,186.94	0.98%
TOTAL	246	1,246,900.01	100.00%

The outstanding Accounts Payable balance as at 30 September 2023 was \$1,246,900.01. The 30, 60 & 90 day aging accounts total \$121,177.56.

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

- 30 day balances – \$100,218.84 (18 invoices) remain unpaid with 11 invoices (\$28,254.99) received late from the supplier, 4 invoices (\$39,386.05) awaiting approval and 3 invoices (\$32,577.80) awaiting approved purchase order.
- 60 day balances – \$8,771.78 (9 invoices) 1 invoice (\$1,911.71) remains unpaid due to a change of creditor details, 4 invoices (\$3,461.18) received late from supplier and 4 invoices (\$3,398.89) awaiting approval.
- 90 day balances – \$12,186.94 (12 invoices) 1 invoice (\$3,254.39) is in dispute with creditor, 5 invoices (\$6,542.89) awaiting approval and 6 invoices (\$2,389.66) being 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 September 2023.

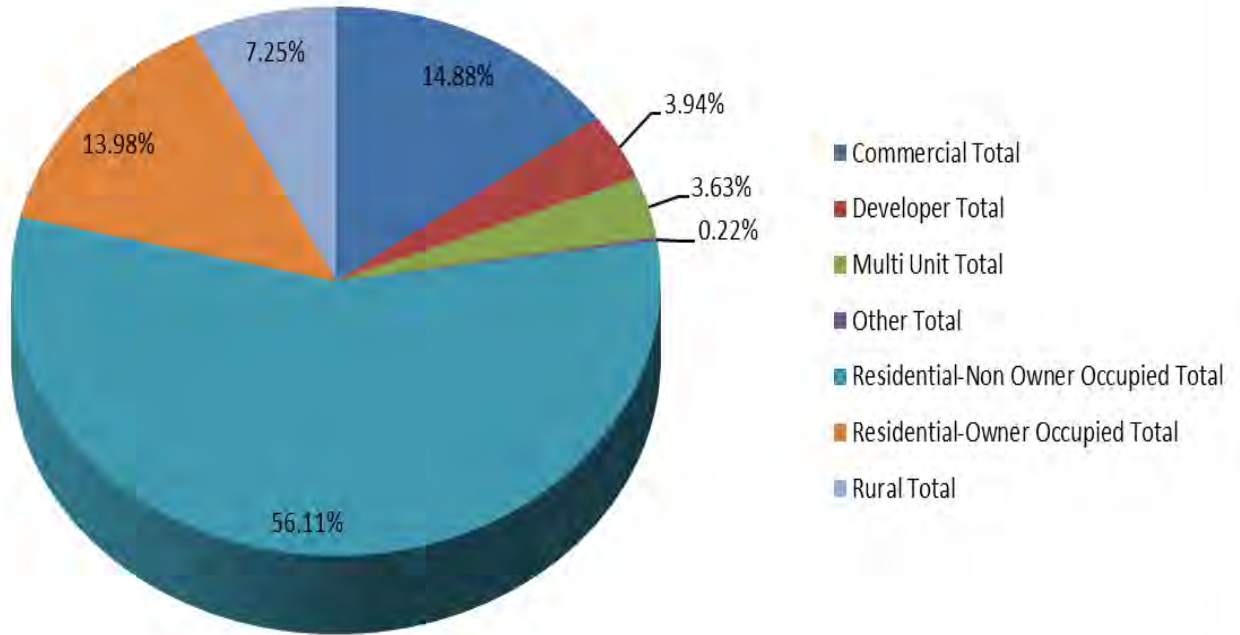
Rates Balancing Report As At 30 Sep 2023		
	30 Sep 2023	YTD 30 Sep 2022
Opening Balance	2,486,266	4,175,810
Rates Charges		
Rates Levied	54,045,557	2,449,997
Interest	76,831	64,906
Refunds	11,724	10,996
Total Rates	54,134,113	2,525,900
Discounts and Receipts		
Discounts	(31,878)	(37,910)
Receipts	(2,817,163)	(3,133,854)
Government Subsidy	(37,037)	-
Council Subsidy	(113,910)	(71)
Remissions	(775)	(7,727)
Write Offs	-	-
Total Discounts & Receipts	(3,000,763)	(3,179,563)
Legal	16,529	44,844
Closing Balance	53,636,143	3,566,990

Rates Breakdown	As At 30 Sep 2023
Rates in Credit	(1,075,293)
Rates Not Due Yet	51,607,474
Rates In Arrears	3,103,963
Total Rates Balance	53,636,143

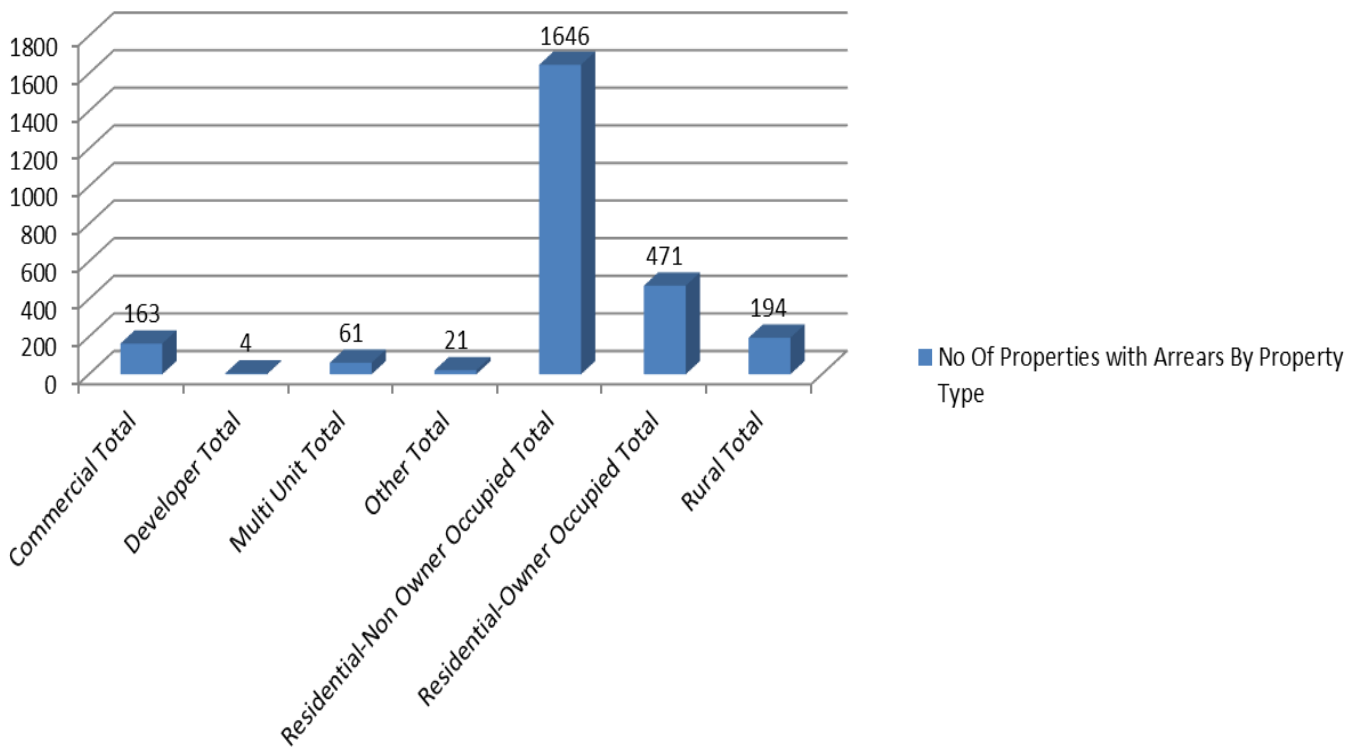
Variances in prior year comparisons can relate to the timing of rates processing and subsequent due dates.

Prior 2019	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
1,281,246	257,674	278,955	324,988	601,943	359,156	3,103,963
41.28%	8.30%	8.99%	10.47%	19.39%	11.57%	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 September 2023. 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 September 2023

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Net Rates & Utility Charges		51,222,888	-	51,222,888	51,136,126	86,762	98,531,423	52.0%
Fees & Charges	1	1,208,768	-	1,208,768	935,884	272,884	3,791,870	31.9%
Rental Income		474,811	-	474,811	408,861	65,950	1,665,198	28.5%
Interest Received	2	828,680	-	828,680	698,875	129,805	2,395,500	34.6%
Sales of Contract & Recoverable Works	3	401,480	-	401,480	81,833	319,647	5,744,000	7.0%
Operating Grants, Subsidies & Contributions		280,101	-	280,101	330,998	(50,897)	11,193,448	2.5%
Other Recurrent Revenue	4	1,973,429	-	1,973,429	2,323,158	(349,729)	9,976,280	19.8%
		56,390,157	-	56,390,157	55,915,736	474,422	133,297,719	42.3%
Expenses								
Operating Expenses								
Employee Expenses	5	11,128,682	-	11,128,682	12,253,596	(1,124,914)	48,839,222	22.8%
Materials & Services	6	14,158,781	17,799,409	31,958,190	13,378,219	18,579,972	50,472,917	63.3%
Finance Costs		223,047	-	223,047	232,239	(9,192)	1,097,789	20.3%
Depreciation and Amortisation		7,899,383	-	7,899,383	7,912,111	(12,728)	31,648,444	25.0%
		33,409,893	17,799,409	51,209,302	33,776,165	17,433,137	132,058,372	38.8%
Operating Position Before Capital Items		22,980,264	(17,799,409)	5,180,855	22,139,571	(16,958,716)	1,239,348	418.0%
Capital Revenue								
Capital Revenue	7	731,604	-	731,604	96,000	635,604	18,838,426	3.9%
Proceeds from Sale of Land & PPE		-	-	-	-	-	995,410	0.0%
		731,604	-	731,604	96,000	635,604	19,833,836	3.7%
Net Result Attributable to Council in Period		23,711,868	(17,799,409)	5,912,459	22,235,571	(16,323,112)	21,073,184	28.1%
Total Comprehensive Income		23,711,868	(17,799,409)	5,912,459	22,235,571	(16,323,112)	21,073,184	28.1%

Council's operating position at month end is a \$23M surplus

1. **Fees & Charges** \$1,208,768 which is favourable compared to budget by \$272,884. The predominant reason for this favourable variance is higher than anticipated revenue from development fees.
2. **Interest Received** is \$129,805 favourable when compared to annual budget. This favourable variance is predominately due to increased interest income from investments, which will be reviewed at Quarter 1 Budget Review.
3. **Sales of Contract & Recoverable Works** are favourable to the budget by \$319,647. This favourable variance is mainly due to the timing of revenue for recoverable works related to TMR project.
4. **Other Recurrent Revenue** for the year to date is \$1,973,429 being \$349,729 unfavourable to budget. This unfavourable variance is predominately due to landfill revenue which has only issued invoices up to the end of August.
5. **Employee Expenses** are favourable to the revised budget by \$1,124,914. This favourable variance is due to employee vacancies, the cash flowing of annual leave and superannuation costs partially offset by costs associated with staff turnover.
6. **Materials & Services** actual expenses for the year to date are \$14,158,781 with \$17,799,409 being recorded in commitments, resulting in an unfavourable variance to adopted budget by \$18,579,971. Excluding commitments YTD expenditure would be approximately \$781K above YTD budget. This unfavourable variance is predominately due to increased computer expenses and expenditure on recoverable works related to the TMR project that was expected to be completed in the previous financial year. Large commitments of note are \$3.2M Galilee and Bowen Basin recoverable works, \$2.8M RMPC works and waste levy \$2.6M.
7. **Capital Revenue** for the year to date is \$731,604 which is favourable to revised budget by \$635,604. This favourable variance is due to receipt of developer contributions, an advance payment for STIP and a progress payment for LRCI Phase 3.

ISAAC REGIONAL COUNCIL
Statement of Financial Position
For the Period Ended 30 September 2023

	Notes	Actual YTD	30 June 2023	Variance
		\$	\$	%
Current Assets				
Cash & Cash Equivalents		54,842,316	73,414,123	74.7%
Trade & Other Receivables		65,544,042	28,604,124	229.1%
Inventories		19,733,311	19,753,482	99.9%
Total Current Assets		140,119,669	121,771,729	115.1%
Non-Current Assets				
Property, Plant and Equipment		1,185,671,795	1,193,571,178	99.3%
Capital Work in Progress		22,634,380	18,906,864	119.7%
Total Non-Current Assets		1,208,306,176	1,212,478,042	99.7%
TOTAL ASSETS		1,348,425,844	1,334,249,771	101.1%
Current Liabilities				
Trade & Other Payables		6,862,448	15,552,793	44.1%
Borrowings – Interest Bearing		1,210,873	1,642,629	73.7%
Provisions		9,103,123	9,592,433	94.9%
Other Current Liabilities		640,747	768,896	83.3%
		17,817,191	27,556,750	64.7%
Non-Current Liabilities				
Borrowings – Interest Bearing		18,768,339	18,768,339	100.0%
Borrowings – Interest Bearing		1,792,265	1,792,265	100.0%
Non Current Provision		1,060,310	868,832	122.0%
Non Current Creditors		23,979,062	23,966,775	100.1%
Total Non-Current Liabilities		45,599,976	45,396,212	100.4%
TOTAL LIABILITIES		63,417,167	72,952,962	86.9%
NET COMMUNITY ASSETS		1,285,008,677	1,261,296,809	101.9%
Community Equity				
Retained surplus current year		915,209,537	892,229,267	102.6%
Asset revaluation reserve		306,888,354	306,888,354	100.0%
Other reserves		62,910,786	62,179,182	101.2%
TOTAL COMMUNITY EQUITY		1,285,008,677	1,261,296,809	101.9%

ISAAC REGIONAL COUNCIL

Statement of Cash Flows

For the Period Ended 30 September 2023

	Actual YTD	30 June 2023	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	19,450,239	130,163,790	14.9%
Payments to suppliers and employees	(34,594,378)	(95,723,091)	36.1%
Cash provided by / (used in) net result	(15,144,138)	34,440,700	(44.0%)
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	-	(7,756,733)	0.0%
Grants, subsidies, contributions and donations	731,604	10,112,259	7.2%
Payments for property, plant and equipment	(3,727,516)	(30,113,621)	12.4%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(2,995,913)	(27,758,095)	10.8%
Cash Flow from Financing Activities			
Proceeds from borrowings	-	(1,605,319)	0.0%
Repayment of borrowings	(431,756)	69,125	(624.6%)
Net cash provided by financing activities	(431,756)	(1,536,194)	28.1%
Net Increase / (Decrease) in Cash Held	(18,571,807)	5,146,411	(360.9%)
Cash at the beginning of the period	73,414,123	68,267,713	107.5%
Cash at the end of the Reporting Period	54,842,316	73,414,123	74.7%

Appendix 2 – Preliminary Executive Level Reports

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

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 September 2023

Office of the CEO

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Operating Grants, Subsidies & Contributions		7,000	-	7,000	10,000	(3,000)	185,000	3.8%
		7,000	-	7,000	10,000	(3,000)	185,000	3.8%
Expenses								
Operating Expenses								
Employee Expenses	1	1,343,462	-	1,343,462	1,136,696	206,766	4,546,784	29.5%
Materials & Services		392,364	202,871	595,234	523,024	72,210	1,966,598	30.3%
Corporate Overheads & Competitive Neutrality Costs		(1,056,010)	-	(1,056,010)	(1,056,010)	-	(4,224,039)	25.0%
		679,816	202,871	882,687	603,711	278,976	2,289,343	38.6%
Operating Position Before Capital Items		(672,816)	(202,871)	(875,687)	(593,711)	(281,976)	(2,104,343)	41.6%
Capital Revenue								
		-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period		(672,816)	(202,871)	(875,687)	(593,711)	(281,976)	(2,104,343)	41.6%
Total Comprehensive Income		(672,816)	(202,871)	(875,687)	(593,711)	(281,976)	(2,104,343)	41.6%

- Employee Expenses** for the financial year are unfavourable compared to budget by \$206,766. This unfavourable variance predominantly relates to costs associated with staff turnover which will be reviewed at the Quarter 1 Budget Review.


ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 30 September 2023

Corporate, Governance & Financial
Service

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges		37,204,379	-	37,204,379	37,235,511	(31,132)	67,405,744	55.2%
Fees & Charges		29,544	-	29,544	20,375	9,169	81,500	36.3%
Rental Income		1,350	-	1,350	1,350	-	1,350	100.0%
Interest Received	1	785,179	-	785,179	650,125	135,054	2,200,500	35.7%
Sales of Contract & Recoverable Works		34,863	-	34,863	20,000	14,863	80,000	43.6%
Operating Grants, Subsidies & Contributions		86,463	-	86,463	128,023	(41,560)	5,501,840	1.6%
Other Recurrent Revenue		16,529	-	16,529	25,000	(8,471)	140,000	11.8%
		38,158,306	-	38,158,306	38,080,384	77,923	75,410,934	50.6%
Expenses								
Operating Expenses								
Employee Expenses	2	1,689,056	-	1,689,056	2,357,731	(668,675)	9,255,762	18.2%
Materials & Services	3	6,858,025	1,074,068	7,932,093	5,189,997	2,742,096	11,240,966	70.6%
Finance Costs		103,387	-	103,387	115,632	(12,245)	543,028	19.0%
Depreciation and Amortisation		249,241	-	249,241	249,526	(285)	998,102	25.0%
Corporate Overheads & Competitive Neutrality Costs		(3,608,925)	-	(3,608,925)	(3,608,925)	-	(14,435,700)	25.0%
		5,290,783	1,074,068	6,364,851	4,303,960	2,060,891	7,602,157	83.7%
Operating Position Before Capital Items		32,867,523	(1,074,068)	31,793,455	33,776,423	(1,982,968)	67,808,777	46.9%
Capital Revenue								
Capital Revenue		-	-	-	-	-	105,413	0.0%
		-	-	-	-	-	105,413	0.0%
Net Result Attributable to Council in Period		32,867,523	(1,074,068)	31,793,455	33,776,423	(1,982,968)	67,914,190	46.8%
Total Comprehensive Income		32,867,523	(1,074,068)	31,793,455	33,776,423	(1,982,968)	67,914,190	46.8%

- 
- 1. Interest Received** is \$135,054 favourable when compared to revised budget. This favourable variance is predominately due to increased interest income from investments, which will be reviewed at Quarter 1 Budget Review.
 - 2. Employee Expenses** for the financial year are favourable compared to budget by \$668,675. Excluding the Corporate Employee expenses (which is consolidated for the whole of Council in this Directorate), the position would be \$32,403 favourable. This favourable variance is mainly due to the cash flowing of annual leave and superannuation costs which will be reviewed at Q1 budget review.
 - 3. Materials & Services** for the financial year to date are \$2,742,096 unfavourable with \$6,858,025 in actual expenditure and \$1,074,068 in commitments against the YTD budget of \$5,189,997. This unfavourable variance is predominately due to increased computer expenses and the consolidation of sundry creditors for the whole of Council in this Directorate.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2023

Engineering & Infrastructure Services

	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Fees & Charges		105,563	-	105,563	70,768	34,795	293,070	36.0%
Rental Income		390,308	-	390,308	351,886	38,421	1,407,545	27.7%
Sales of Contract & Recoverable Works	1	366,617	-	366,617	61,833	304,784	5,664,000	6.5%
Operating Grants, Subsidies & Contributions		97,801	-	97,801	93,768	4,033	4,203,041	2.3%
Other Recurrent Revenue		7,688	-	7,688	-	7,688	-	0.0%
		967,977	-	967,977	578,255	389,722	11,567,656	8.4%
Expenses								
Operating Expenses								
Employee Expenses	2	3,726,086	-	3,726,086	3,837,777	(111,691)	15,351,108	24.3%
Materials & Services	3	2,851,492	8,660,120	11,511,612	2,527,920	8,983,692	11,559,348	99.6%
Depreciation and Amortisation		4,324,499	-	4,324,499	4,336,942	(12,443)	17,347,768	24.9%
Corporate Overheads & Competitive Neutrality Costs		2,501,590	-	2,501,590	2,501,590	-	10,006,358	25.0%
		13,403,666	8,660,120	22,063,786	13,204,228	8,859,558	54,264,582	40.7%
Operating Position Before Capital Items		(12,435,689)	(8,660,120)	(21,095,810)	(12,625,973)	(8,469,836)	(42,696,926)	49.4%
Capital Revenue								
Capital Revenue	4	542,823	-	542,823	-	542,823	9,848,320	5.5%
Proceeds from Sale of Land & PPE		-	-	-	-	-	995,410	0.0%
		542,823	-	542,823	-	542,823	10,843,730	5.0%
Net Result Attributable to Council in Period		(11,892,866)	(8,660,120)	(20,552,987)	(12,625,973)	(7,927,013)	(31,853,196)	64.5%
Total Comprehensive Income		(11,892,866)	(8,660,120)	(20,552,987)	(12,625,973)	(7,927,013)	(31,853,196)	64.5%

1. **Sales of Contract & Recoverable Works** are favourable to the budget by \$304,784. This favourable variance is due to revenue for recoverable works related to the TMR project that was expected to be completed in the previous financial year.
2. **Employee Expenses** are favourable compared to the revised budget by \$111,691. This favourable variance is predominately due to vacancies in the Directorate.
3. **Materials & Services** for the financial year to date are \$8,983,692 unfavourable with \$2,851,492 of actual expenditure and \$8,660,120 in commitments against YTD budget of \$2,527,920. It should be noted that without commitments the variance is still unfavourable by \$323,572. This unfavourable variance is due to expenditure on recoverable works related to the TMR project that was expected to be completed in the previous financial year. Large commitments of note are \$3.2M Galilee and Bowen Basin recoverable works and \$2.8M for RMPC works.
4. **Capital Revenue** for the financial year is \$542,823 favourable when compared to revised budget. This favourable variance is due to receipt of developer contributions, an advance payment for STIP and a progress payment for LRCI Phase 3.


ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the Period Ended 30 September 2023

Planning, Environment & Community Service


	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Fees & Charges	1	814,970	-	814,970	584,575	230,395	2,170,300	37.6%
Rental Income		72,211	-	72,211	53,750	18,461	215,000	33.6%
Operating Grants, Subsidies & Contributions		88,837	-	88,837	99,207	(10,370)	750,483	11.8%
Other Recurrent Revenue		49	-	49	250	(201)	66,000	0.1%
		976,066	-	976,066	737,782	238,284	3,201,783	30.5%
Expenses								
Operating Expenses								
Employee Expenses	2	2,609,171	-	2,609,171	2,990,421	(381,250)	11,961,684	21.8%
Materials & Services	3	1,447,440	1,373,340	2,820,781	1,849,077	971,704	7,706,461	36.6%
Finance Costs		109,016	-	109,016	106,190	2,826	504,758	21.6%
Depreciation and Amortisation		546,306	-	546,306	546,306	-	2,185,224	25.0%
Corporate Overheads & Competitive Neutrality Costs		768,499	-	768,499	768,499	-	3,073,995	25.0%
		5,480,431	1,373,340	6,853,772	6,260,492	593,280	25,432,122	26.9%
Operating Position Before Capital Items		(4,504,365)	(1,373,340)	(5,877,705)	(5,522,710)	(354,996)	(22,230,339)	26.4%
Capital Revenue								
Capital Revenue		87,892	-	87,892	-	87,892	6,061,530	1.4%
		87,892	-	87,892	-	87,892	6,061,530	1.4%
Net Result Attributable to Council in Period		(4,416,473)	(1,373,340)	(5,789,813)	(5,522,710)	(267,104)	(16,168,809)	35.8%
Total Comprehensive Income		(4,416,473)	(1,373,340)	(5,789,813)	(5,522,710)	(267,104)	(16,168,809)	35.8%

- 
- 1. Fees & Charges** are \$814,970 compared to the revised budget of \$584,575 resulting in a favourable variance of \$230,395. The predominant reason for this favourable variance is higher than anticipated revenue from development fees.
 - 2. Employee Expenses** are favourable compared to the revised budget by \$381,250. This favourable variance is predominately due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff.
 - 3. Materials & Services** for the financial year to date are \$971,704 unfavourable with \$1,447,440 of actual expenditure and \$1,373,340 in commitments against YTD budget of \$1,849,077. This unfavourable variance is due to the inclusion of commitments which relate to future reporting periods.

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2023

Water & Waste

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	14,018,509	-	14,018,509	13,900,615	117,894	31,125,679	45.0%
Fees & Charges		258,691	-	258,691	260,167	(1,475)	1,247,000	20.7%
Rental Income		10,943	-	10,943	1,875	9,068	41,303	26.5%
Interest Received		43,501	-	43,501	48,750	(5,249)	195,000	22.3%
Operating Grants, Subsidies & Contributions		-	-	-	-	-	553,084	0.0%
Other Recurrent Revenue	2	1,949,163	-	1,949,163	2,297,908	(348,745)	9,770,280	19.9%
		16,280,808	-	16,280,808	16,509,315	(228,507)	42,932,346	37.9%
Expenses								
Operating Expenses								
Employee Expenses	3	1,760,907	-	1,760,907	1,930,971	(170,064)	7,723,884	22.8%
Materials & Services	4	2,609,460	6,489,010	9,098,471	3,288,201	5,810,269	17,999,545	50.5%
Finance Costs		10,644	-	10,644	10,417	227	50,004	21.3%
Depreciation and Amortisation		2,779,337	-	2,779,337	2,779,337	-	11,117,350	25.0%
Corporate Overheads & Competitive Neutrality Costs		1,394,847	-	1,394,847	1,394,847	-	5,579,386	25.0%
		8,555,196	6,489,010	15,044,206	9,403,774	5,640,433	42,470,168	35.4%
Operating Position Before Capital Items		7,725,612	(6,489,010)	1,236,602	7,105,541	(5,868,939)	462,178	267.6%
Capital Revenue								
Capital Revenue		100,889	-	100,889	96,000	4,889	2,823,163	3.6%
		100,889	-	100,889	96,000	4,889	2,823,163	3.6%
Net Result Attributable to Council in Period		7,826,501	(6,489,010)	1,337,490	7,201,541	(5,864,051)	3,285,341	40.7%
Total Comprehensive Income		7,826,501	(6,489,010)	1,337,490	7,201,541	(5,864,051)	3,285,341	40.7%

- 
- 1. Net Rates & Utility Charges** is \$117,894 favourable, with actuals of \$14,018,509 compared to a revised budget of \$13,900,615. The favourable variance is due to higher than anticipated water and sewerage charges.
 - 2. Other Recurrent Revenue** for the year to date is \$1,949,163 being \$348,745 unfavourable to budget. This unfavourable variance is predominately due to landfill revenue which has only issued invoices to the end of August.
 - 3. Employee Expenses** are favourable compared to the revised budget by \$170,064. This favourable variance is predominantly due to employee vacancies some of which are currently being backfilled through Agency Temp Staff (current actuals \$167K and commitments of \$124K).
 - 4. Materials & Services** for the financial year to date are \$5,810,269 unfavourable, with \$2,609,460 in actual expenditure and \$6,489,010 in commitments. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods. Large commitments to note include \$2.6M waste levy, \$1.9M contractors at IRC's landfills and \$297K chemicals.

MEETING DETAILS

Ordinary Meeting
Wednesday 25 October 2023

AUTHOR

Warren Clough

AUTHOR POSITION

Acting Manager Safety and Resilience

9.2

SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Notes the Safety and Resilience report provided on the current status of the Health, Safety and Wellbeing Management System.***

Resolution No.: CGFS0851

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

- Notes the Safety and Resilience Report provided on the current status of the Health, Safety and Wellbeing Management System.**

Carried

BACKGROUND

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

IMPLICATIONS

That the system is monitored to ensure compliance and continuous improvement of the Health, Safety and Wellbeing management system. To ensure that recommendations from the Local Government Workcare (LGW) audit are implemented to support continuous improvement of the HSWMS.

CONSULTATION

The following consultation as relevant to the attachment reports.

- Executive Leadership Team
- HSW Operational and Strategic Safety Committee (bi-monthly)
- Joint Consultative Committee (as required)
- Safety and Resilience Team

BASIS FOR RECOMMENDATION

The updated attachments include the normal monthly update.

ACTION ACCOUNTABILITY

Acting Manager Safety and Resilience

KEY MESSAGES

Positive progression of the Safety Improvement, strategic objectives and updated KPI's amendments

Report Prepared By: WARREN CLOUGH Acting Manager Safety and Resilience Date: 29 September 2023	Report Authorised By: ALEXIS COUTTS Acting Director Corporate, Governance and Financial Services Date: 6 October 2023
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ATTACHMENTS

- Attachment 1 – Safety and Resilience Update Report – September 2023

REFERENCE DOCUMENT

- Nil

SAFETY AND RESILIENCE MONTHLY REPORT

DATE	September 2023
TO	October 2023, Ordinary Council
FROM	Manager Safety and Resilience

SUMMARY

Activities continue around risk management and preparation for risk workshops in October around operational enterprise risks. These workshops will also consider the psychosocial risks associated with work at council and embed these into the risk registers for management and reporting through audit and risk.

Some areas of the report have improved, however it is worth noting that the LPI's only one directorate achieved target.

Explanatory Note:

The green section lists the objective and the target measure. OBJECTIVE – what we plan to achieve.

The blue aligns with the due diligence index elements (DDI-S) standard.

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

1. BEST PRACTICE SYSTEM

Know about safety matters, monitoring and continuously improving our systems, aiming for best practice documentation.

OBJECTIVE To review all Policies, Procedures, and work instructions biannually or on a risk basis.

TARGET 100% of documents reviewed within required time limits.

STATUS: Work is progressing on the number of documents overdue for review and this is reducing, target for achievement by December 2023

Nil to report for the month

1.2 LEGISLATIVE OR OTHER CHANGES

Nil updates.

2. OBJECTIVES AND TARGETS

This is how we ensure due diligence to compliance with obligations.

OBJECTIVE To establish annual LPIs to support the policy and maintain the HSW improvement plan.

TARGET Complete quarterly review of the HSW improvement plan. Set LPIs and monitor.

STATUS: LPI's are being actively monitored refer to section 8 of this report for current compliance with LPI's.

3. EFFECTIVE RISK MANAGEMENT

Monitor hazards, risks, and incidents and ensure they are managed promptly.

3.1 RISK ASSESSMENTS

A term of reference for risk workshops, looking at operational enterprise risks (this includes psychosocial risks) has been developed, these sessions are scheduled for October 2023, this will be delivered by S&R and governance. The town talks for October around risk management will be covered at the same time. A review of the existing single hazard risk assessment is being undertaken to ensure that they are updated, last review was 2017. Discussions occurring with governance to look at a way forward for managing risk registers within lucidity – ongoing work.

3.2 HAZARD HUNTER

OBJECTIVE to ensure risk management activities completed by identifying hazards.

TARGET: Number of hazards reported and rectified.

STATUS 6 hazards were identified for August, and 3 have been fully managed.

The target is to track and monitor hazard reporting, this data will then be used to determine any trends.

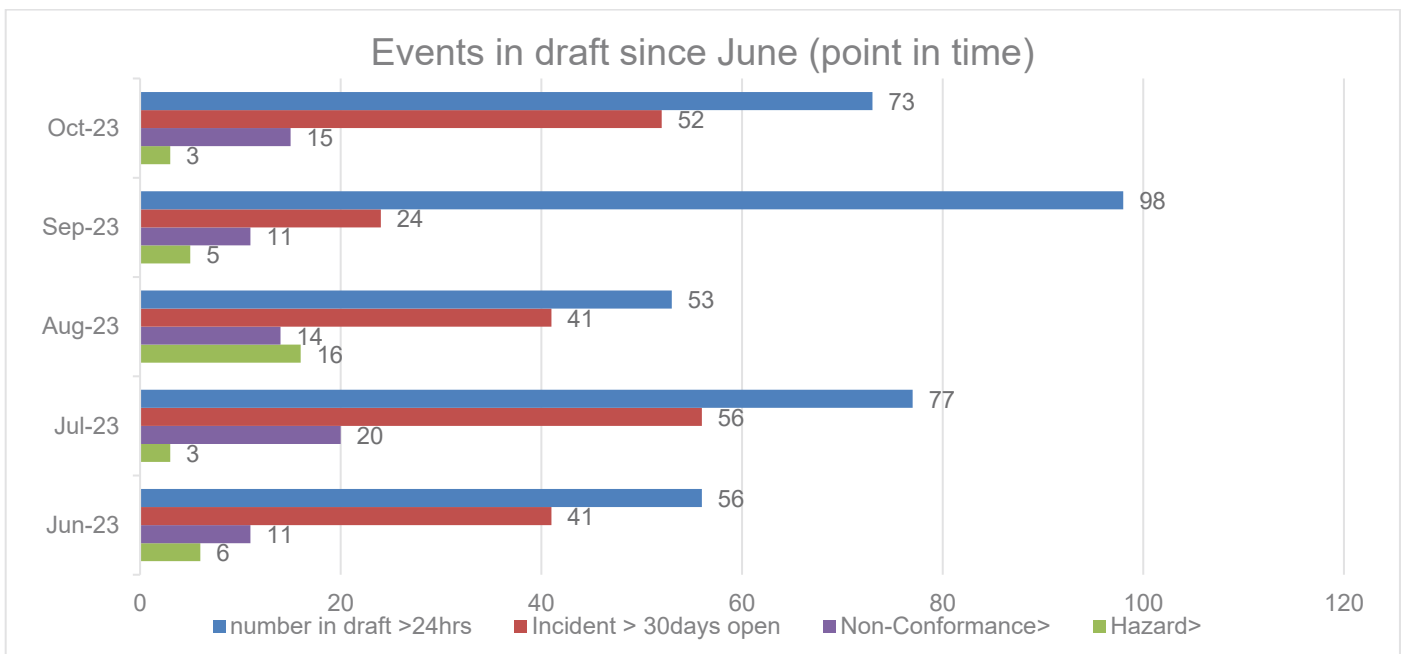
3.3 EVENT REVIEW

OBJECTIVE Risk management activities to support our systems and investigate accidents promptly.

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

STATUS 53 events in draft for all date range.

This graph shows the trending of events still in draft >24hours, has improved in the past month, as well as incidents >30days open.



3.4 EVENT FORMAL INVESTIGATIONS

Formal investigations completed and forwarded for approval to the manager and executive leadership team to endorse proposed corrective actions.

These are not all detailed investigations but highlight recent key ones.

- Moranbah Waste facility shoulder injury due to door caught in wind.
- A streetlight was struck and dislodged during slasher operations.

3.6 EMERGENCY MANAGEMENT COMMITTEE

The emergency management committee met in August and endorsed emergency response guides and revised emergency and business continuity plan. The committee endorsed the completion of an incident investigation on the cyber event, for key internal learnings.

3.7 CONTRACTOR MANAGEMENT

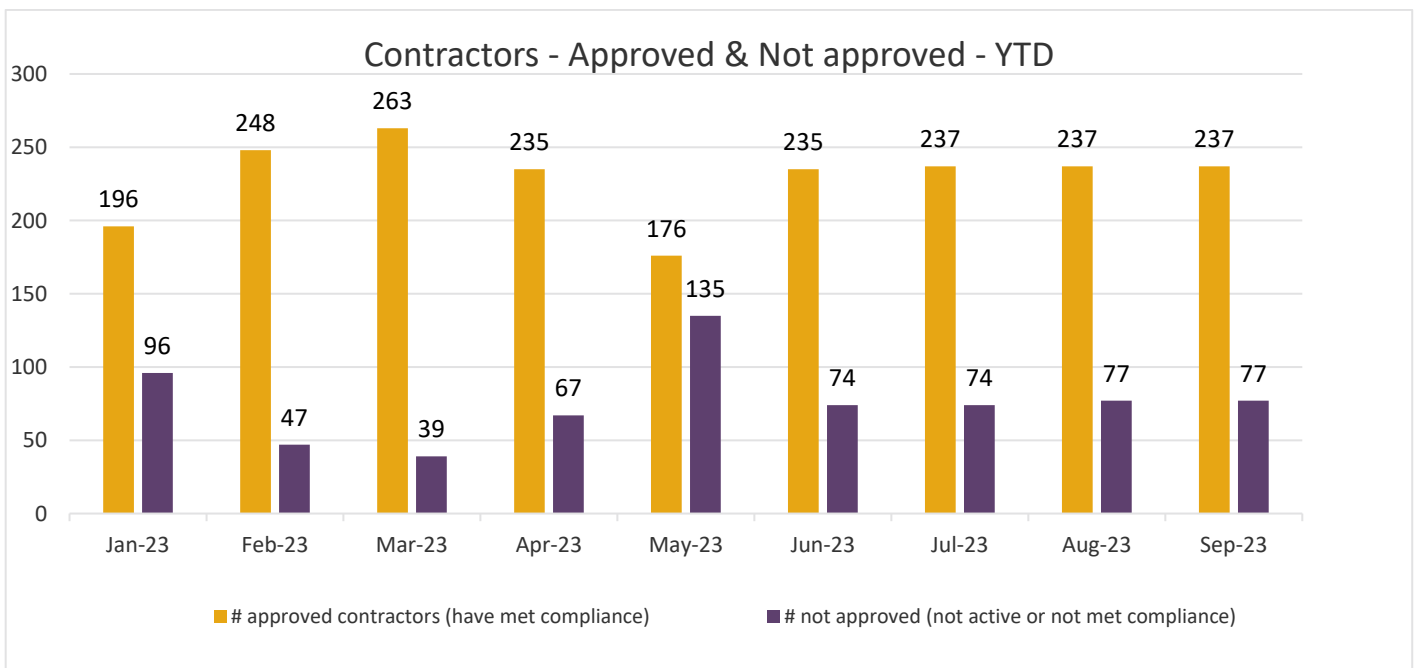
OBJECTIVE Evaluation of contractor and project management documentation and processes.

TARGET report on # approved contractors, # of not approved contractors.

STATUS: # APPROVED contractor companies – 237

NOT APPROVED contractor companies (not active or not met compliance requirements) – 77

S&R team are currently at reduced capacity to manage, this will continue to be monitored. The status has remained consistent as we are reviewing our processes in order to improve the outcomes and onboarding of contractors.



4. IMPROVING WORKER CONSULTATION

This is how we seek to understand the nature of operations by engaging with the workforce.

SAFETY AND RESILIENCE MONTHLY REPORT

4.1 HEALTH, SAFETY, AND WELLBEING COMMITTEES

The 2023 schedule located on IRIS and on the Lucidity Home Page News Items.

OBJECTIVE Completed schedules of meetings.

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

STATUS The meeting schedule specifically attendance at the HSW strategic committee is being monitored for Tier 1 compliance for ELT. **Nil meeting for september**

5. WELLBEING & CAPACITY TO WORK

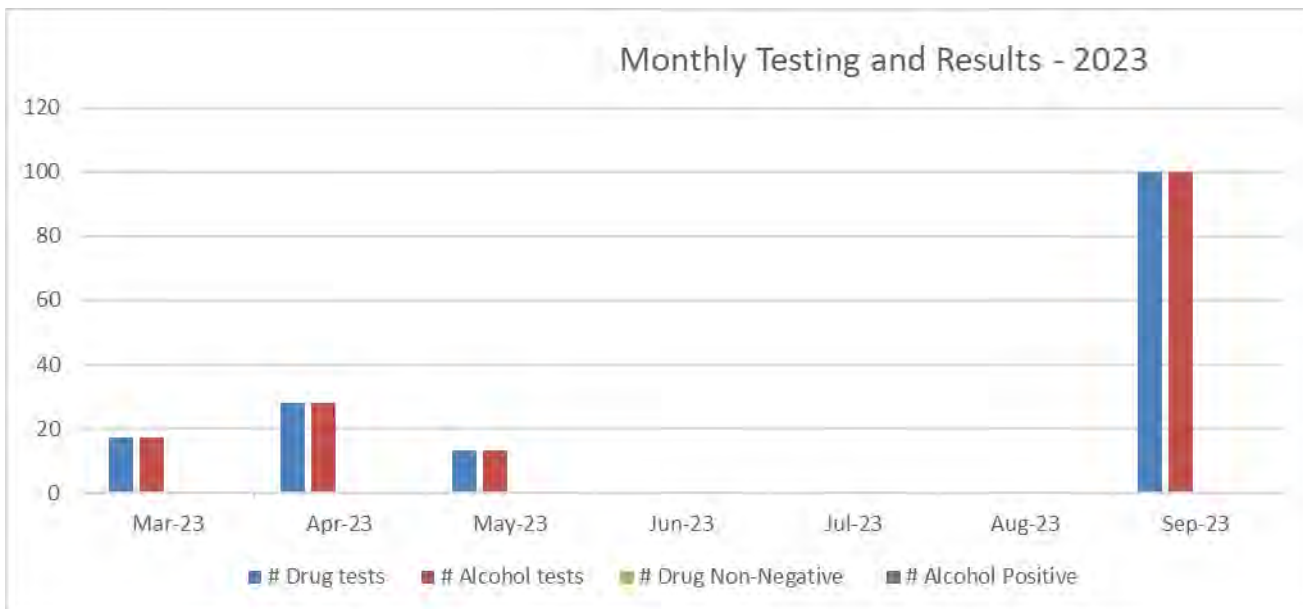
Ensuring we understand, resource, and monitor employee's health and wellbeing at work.

5.1 VACCINATIONS

We continue to monitor the vaccination register to ensure all workers who are required to have vaccination as part of their employment are reminded and scheduled to receive vaccination. This is monitored.

5.2 DRUG & ALCOHOL TESTING

All Safety & Resilience team members are qualified to facilitate Drug & Alcohol testing. **100** completed for **September**. This was random testing.



5.3 FIT TESTING - RESPIRATORY FACE MASK

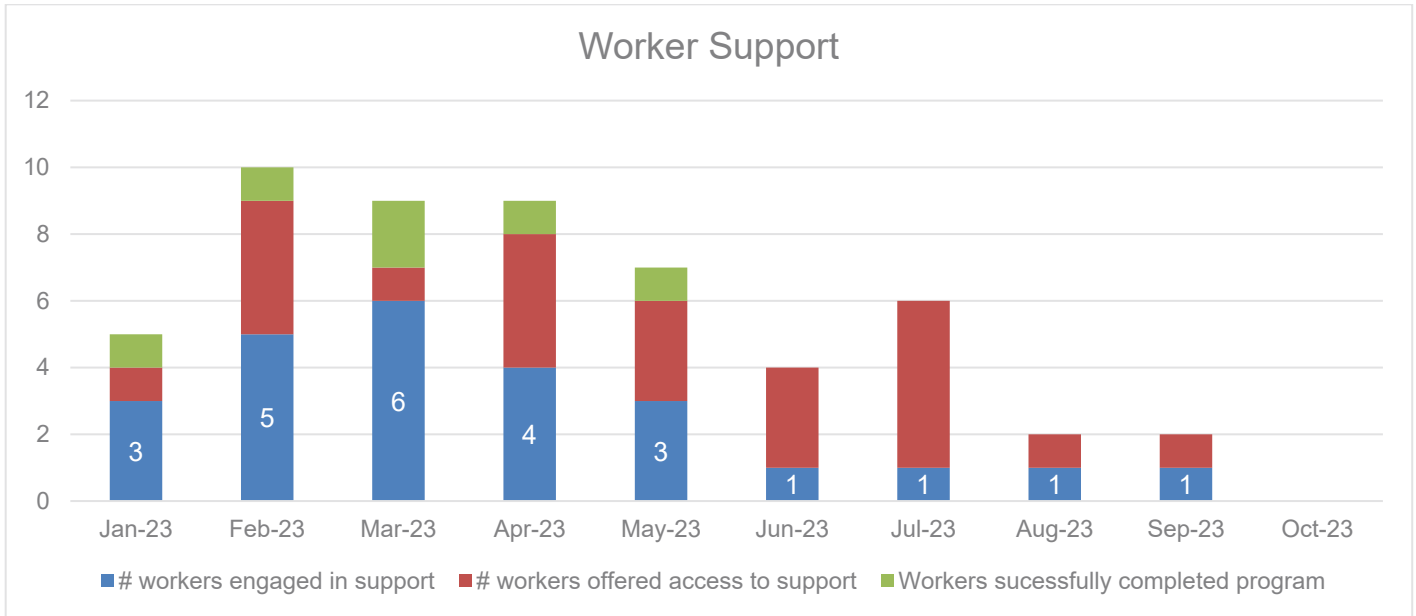
Nil completed for **September**.

5.4 WORKER'S COMPENSATION & REHABILITATION

The Rehabilitation and Wellness Partners actively monitor all work and non-work-related injuries and illnesses. This graph indicates people who are engaged in the program or have been offered the opportunity for support if they wish to. The program is not mandatory, and there are formal and informal teams designed to support staff.

SAFETY AND RESILIENCE MONTHLY REPORT

The numbers below, indicate what was occurring for the month, rather than a cumulative total, this will be captured in annual data.



5.5 MEDICALS/SKIN CHECKS/FOLLOWUPS & FLU SHOTS

The Wellness & Resilience Partners continue to advocate the initiative, nil conducted in **September**.

5.6 WELLNESS CHATS

The status of wellness chats – **70 for August**

Graphs not updated for September... will be included next month from July 2023 – to October 2023.

6. AUDIT/ INSPECTIONS

Conducting audits and inspections ensures we comply with our compliance requirements and verify the council’s activities.

Audit schedule has been developed and published on IRIS.

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

TARGET 100% of audits completed against the plan.

STATUS: **0** WHS &/OR Environmental Audits completed for **September** against the plan.

This needs to be reviewed within current resourcing and responsibility to improve tracking of achievement. Project underway with Governance to centralise the procedure. An expected update on areas for auditing and **achievement expected by December 2023**.

7. CONTINUOUS IMPROVEMENT

This is the ongoing verification of due diligence activities.

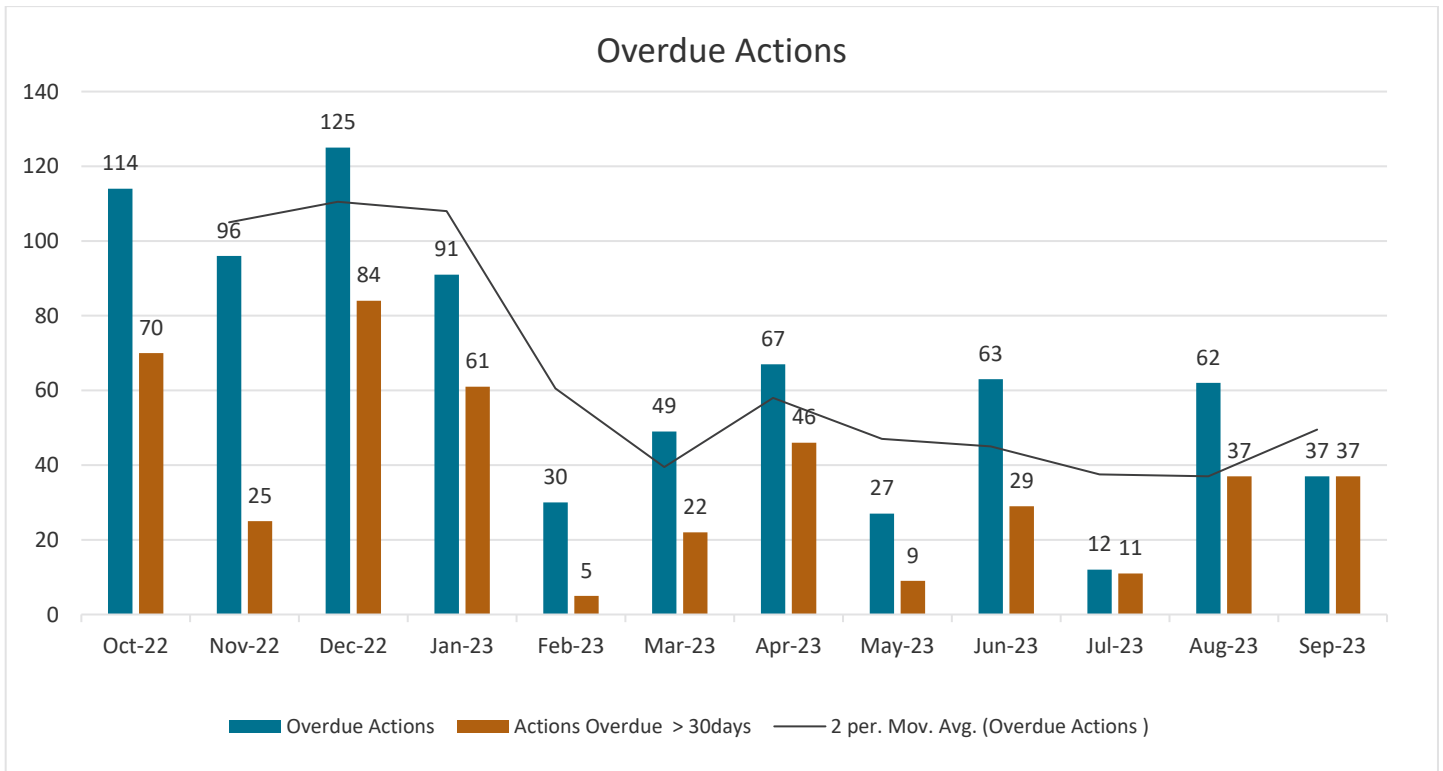
SAFETY AND RESILIENCE MONTHLY REPORT

Expired actions from Event Management and Forms modules, as well as the number of actions overdue >30 days. A focus on training and email reminders will continue.

OBJECTIVE Ensure identified corrective actions followed to completion.

TARGET 0 actions greater than >30 days overdue

STATUS Total 37 overdue actions, 37 overdue >30 days. This is a significant improvement for overdue actions from last month, but the number above >30days remains static and requires attention.



SAFETY AND RESILIENCE MONTHLY REPORT

8. EMPOWERING AND SUPPORTING LEADERSHIP

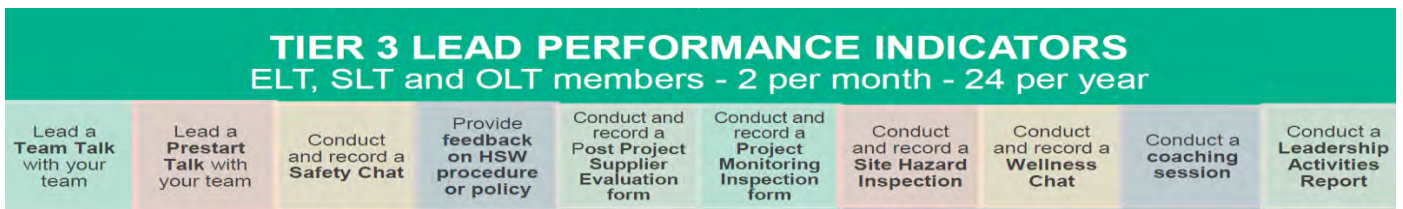
This is further verification to ensure that resourcing, monitoring, and compliance activities completed and recorded.

OBJECTIVE Establish LPIs for individual managers.

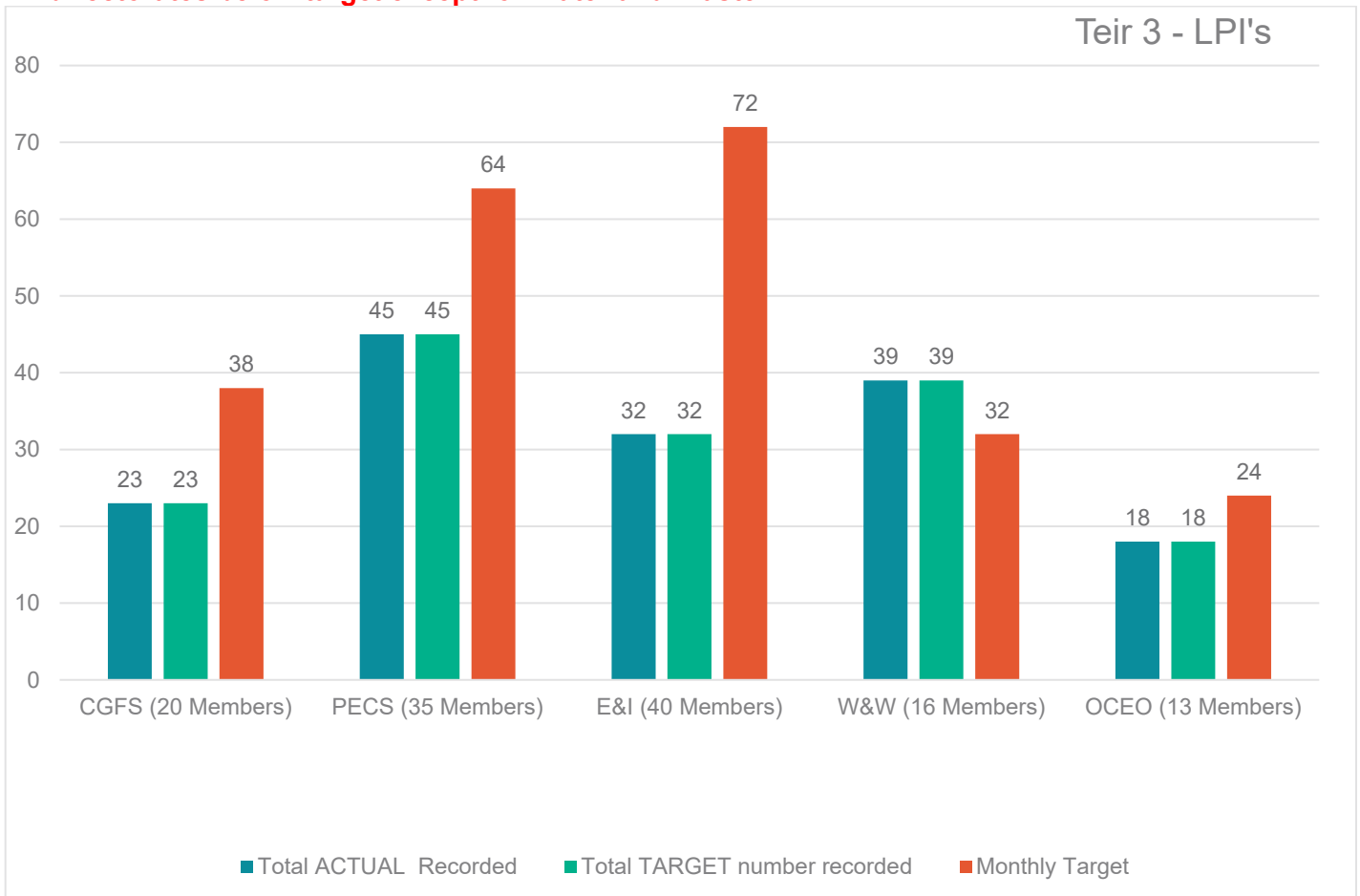
The monthly report will capture tier 3 LPI's, with the annual report capturing the Tier 1 and Tier 2 achievements against objective. Monitored monthly by ELT.

TIER 3 LPIs – ELT, SLT & OLT Members

Each month, every ELT, SLT, and OLT member must complete two of the below LPIs.



All directorates below target except for Water and Waste



SAFETY AND RESILIENCE MONTHLY REPORT

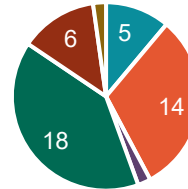
The below pie graphs, indicate what topics for LPI's are being completed for the month

CGFS (20 Members)



- Lead a Teamtalk
- Lead a Prestart
- Conduct a Safety Chat
- Provide feedback on a HSW procedure or policy
- Conduct a Post Project Supplier Evaluation
- Conduct a Project Monitoring Inspection
- Conduct a Site Hazard Inspection
- Conduct a Wellness Chat

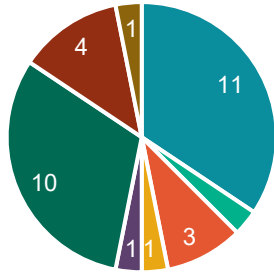
PECS (35 Members)



- Lead a Teamtalk
- Lead a Prestart
- Conduct a Safety Chat
- Provide feedback on a HSW procedure or policy
- Conduct a Post Project Supplier Evaluation
- Conduct a Project Monitoring Inspection
- Conduct a Site Hazard Inspection
- Conduct a Wellness Chat

SAFETY AND RESILIENCE MONTHLY REPORT

E&I (40 Members)



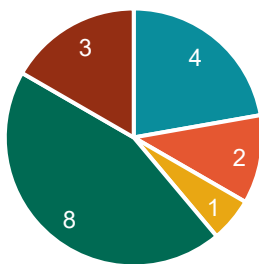
- Lead a Teamtalk
- Lead a Prestart
- Conduct a Safety Chat
- Provide feedback on a HSW procedure or policy
- Conduct a Post Project Supplier Evaluation
- Conduct a Project Monitoring Inspection
- Conduct a Site Hazard Inspection
- Conduct a Wellness Chat
- Conduct a Coaching Session
- Conduct a Leadership Activities report

W&W (16 Members)



- Lead a Teamtalk
- Lead a Prestart
- Conduct a Safety Chat
- Provide feedback on a HSW procedure or policy
- Conduct a Post Project Supplier Evaluation
- Conduct a Project Monitoring Inspection
- Conduct a Site Hazard Inspection
- Conduct a Wellness Chat
- Conduct a Coaching Session
- Conduct a Leadership Activities report

OCEO (13 Members)



- Lead a Teamtalk
- Lead a Prestart
- Conduct a Safety Chat
- Provide feedback on a HSW procedure or policy
- Conduct a Post Project Supplier Evaluation
- Conduct a Project Monitoring Inspection
- Conduct a Site Hazard Inspection
- Conduct a Wellness Chat
- Conduct a Coaching Session
- Conduct a Leadership Activities report

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	John Nyawo
AUTHOR POSITION	Manager Governance and Corporate Services

9.3 **AUDIT AND RISK COMMITTEE MEETING MINUTES – TUESDAY 26 SEPTEMBER 2023**

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Audit and Risk Committee Meeting held on Tuesday, 26 September 2023.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council that:

- 1. The Minutes of the Audit and Risk Committee Meeting held on 26 September 2023 be received and noted.**
- 2. The recommendations of the Audit and Risk Committee meeting held on 26 September 2023 be adopted:**
 - a. The Committee requested copies of relevant Emergency Management Committee (EMC) minutes that discussed protocols, dated during Cyber Security Incident, to be shared with Audit and Risk Committee.**
 - b. Committee questioned and discussed progression of Business Continuity Plans (BCP's) and contingency plans post cyber security incident.**
 - c. Chair requested Manager Governance to provide a review and report on future framework delivery rather than development.**
 - d. The Committee enquired on timeframes of when the workshop with Councillors be conducted and reported back to the Committee on Council's risk appetite, as need to progress.**
 - e. Mayor requested the Chair to have oversight of the tender of internal audit provider.**
 - f. The Committee discussed importance of progressing internal audit provider to enable continued services through caretaker period.**

Resolution No.:	CGFS0852		
Moved:	Cr Moffat	Seconded:	Cr Coleman
That the Committee recommends to Council that:			

1. The Minutes of the Audit and Risk Committee Meeting held on 26 September 2023 be received and noted.
2. The recommendations of the Audit and Risk Committee meeting held on 26 September 2023 be adopted:
 - a. The Committee requested copies of relevant Emergency Management Committee (EMC) minutes that discussed protocols, dated during Cyber Security Incident, to be shared with Audit and Risk Committee.
 - b. Committee questioned and discussed progression of Business Continuity Plans (BCP's) and contingency plans post cyber security incident.
 - c. Chair requested Manager Governance to provide a review and report on future framework delivery rather than development.
 - d. The Committee enquired on timeframes of when the workshop with Councillors be conducted and reported back to the Committee on Council's risk appetite, as need to progress.
 - e. Mayor requested the Chair to have oversight of the tender of internal audit provider.
3. The Committee discussed importance of progressing internal audit provider to enable continued services through caretaker period.

Carried

BACKGROUND

Pursuant to section 211 of the *Local Government Regulation 2012* an Audit Committee must as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

The Audit and Risk Committee (ARC) met on 26 September 2023 for their fourth scheduled meeting for the 2023 calendar year, in accordance with Council's audit workplan. The minutes of this meeting are attached for Council's information and consideration.

IMPLICATIONS

The proposed actions ensure compliance with the *Local Government Act 2009* and relevant Regulations related to audit committees and internal audit.

CONSULTATION

- Audit and Risk Committee Chairperson
- Audit and Risk Committee
- Acting Chief Executive Officer
- Acting Director Corporate, Governance and Financial Services
- Governance and Corporate Services Officers

BASIS FOR RECOMMENDATION

Consideration and adoption of Audit and Risk Committee Minutes is required by the *Local Government Regulation 2012*.

ACTION ACCOUNTABILITY

The Manager Governance and Corporate Services will ensure the approved Minutes are stored in corporate memory and the actions recorded and registered for follow-up.

KEY MESSAGES

Council is committed transparent decision making, identifying and managing its risks and continuous improvement.

<p>Report prepared by: JOHN NYAWO Manager Governance and Corporate Services Date: 29 September 2023</p>	<p>Report authorised by: ALEXIS COUTTS Acting Director Corporate, Governance and Financial Services Date: 3 October 2023</p>
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ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Unconfirmed Minutes - Audit and Risk Committee Meeting – 26 September 2023.

REFERENCE DOCUMENT

- Nil

PAGES 88 TO 105 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Nicole Duyst
AUTHOR POSITION	Acting Manager Engaged Communities

9.4 MINOR COMMUNITY GRANTS SUMMARY - SEPTEMBER 2023

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 September to 30 September 2023.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Notes the minor community grants approved under delegation for the period 1 September to 30 September 2023.**

Resolution No.:	PECS1088		
Moved:	Cr Coleman	Seconded:	Cr Moffat
That the Committee recommends that Council:			
1. Notes the minor community grants approved under delegation for the period 1 September to 30 September 2023.			
Carried			

BACKGROUND

As per Council's Community Grants Policy, as adopted on 25 August 2021, a monthly report is to be prepared for Council regarding the administrative approval of minor grants, up to the value of \$1,000 (excluding GST), under delegation to the Manager Engaged Communities and in consultation with the relevant divisional councillor/s. Eight minor grant applications (inclusive of individual and team development grants) were received and approved for the period 1 September to 30 September 2023, summarised in the following table.

IMPLICATIONS

The table below outlines minor grants approved and funded from Community Grants operational budget/s for the applicable division/s for the period 1 September to 30 September 2023.

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

DIVISION	APPLICANT	VALUE	PURPOSE	BREAKDOWN
3,4 and 5	Emergency and Long-Term Accommodation Moranbah Incorporated (ELAM)	\$1,000.00	To assist with the costs of holding their Spy School Training Activity on 27 September 2023.	Contributing to costs of facilitating the activity via remote management of scoring by Total Team Building, program and design, including insurance.
3,4 and 5	Hinterland Community Care Incorporated	\$1,000.00	They are hosting two Breast Cancer Awareness Events having Donna Falconer from the Groovy Booby Bus as a speaker at both events.	Contributing to costs of catering for the two events.
3,4 and 5	Rock Association Incorporated (4RFM) FM	\$1,000.00	The project is to repair their main access footpath ensuring safety and accessibility for everyone due to build up nature of the path, it causes risks especially for those with mobility limitations.	Contributing to costs of backfilling and leveling full length of front pathway to front entrance.
3,4 and 5	Moranbah State High School (MSHS)	\$1,000.00	MSHS are holding the School Academic Awards and requested a school bursary as follows: - The Mayor's award Year 11 - The Junior Dux Award Year 9 - Excellence in VET Award - All Rounder Award	Mayor's award Year 11 \$300 Junior Dux Award Year 9 \$200 Excellence in VET Award \$200 All Rounder Award \$300
3,4 and 5	Moranbah Rodeo Association	\$1,000.00	They are hosting "Sure Lift Crane Hire Moranbah Rodeo" on 7 October. This event will provide the opportunity for Central Queensland and Isaac Region to showcase their best Rodeo talent.	To cover costs of ambulance services and security.
6 and 1	Belyando Performance Horse Incorporated	\$1,000.00	The club will hold their annual event on 29 September to 1 October. It is expected to attract over 600 competitors and spectators. The kids Gymkhana and Campdraft are included in the event program.	To cover costs of Ambulance services.
6	Clermont Bulls Senior Cricket Club Incorporated	\$1,000.00	The club are hosting their "CHCI T20 Competition" on 7-8 October which will hold round games on Saturday and finals on Sunday.	To cover costs associated with purchasing the food/supplies to be sold at the event.
8	Central Rodeo Cowboys Association	\$1,000.00	CRCA are hosting its annual Rodeo at the Nebo undercover arena which will also include the Nebo Finals Rodeo.	To cover costs associated with venue

	Incorporated (CRCA)			hire, permits, tickets and signage.
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CONSULTATION

Divisional Councillors as applicable – via email and/or phone calls

Manager Budgets and Statutory Reporting

Acting Manager Engaged Communities

Engaged Communities Grants Officer

Engaged Communities Departmental Administration Officer

Community Relations Officers

BASIS FOR RECOMMENDATION

To update Council on the approval of minor community grants as per the Community Grants Policy.

ACTION ACCOUNTABILITY

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

KEY MESSAGES

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

<p>Report prepared by: NICOLE DUYST Acting Manager Engaged Communities</p> <p>Date: 29 September 2023</p>	<p>Report authorised by: DAN WAGNER Director Planning, Environment and Community Services</p> <p>Date: 29 September 2023</p>
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Nicole Duyst
AUTHOR POSITION	Acting Manager Engaged Communities

9.5 MAJOR GRANT APPLICATIONS SUMMARY ROUND ONE FY2023-2024

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during round one (1) of the Community Grants Program for FY2023-2024. A total of thirteen applications were received for Round One.

COMMITTEE'S RECOMMENDATION

That the Committee recommends that Council:

- Approves the following applications for the Community Grants Round One FY2023-2024 as follows:*

Application 1		Dysart Golf Club Incorporated
Project	The club is planning an event to reward and recognize sponsors and volunteers for their work. Members and their families are also invited to participate in this event which will be held on 25 November.	
<u>Officer Recommendation</u>		
Details	Approve \$2,020 (excluding GST)	
Proposed Budget Source	Division 2	

Application 2		Moranbah Miners Memorial Incorporated – 3 Year agreement
Project	Moranbah Miners Memorial is hosting its annual Memorial Ceremony on Friday 10 November 2023 at the Town Square.	
<u>Officer Recommendation</u>		
Details	Approve \$10,000 (excluding GST) per year	
Proposed Budget Source	Funded equally from Divisions 3, 4, 5 and 7	

Application 3		Hinterland Community Care Incorporated
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Project	Hinterland Community Care are holding their Annual Client Christmas Party on 8 December 2023 for its Moranbah and Nebo clients.
<u>Officer Recommendation</u>	
Details	Approve \$4,200 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4, 5

Application 4	Rock FM Association Incorporated (4RFM)
Project	4RFM are aiming to purchase a second Network Attached Storage (NAS) device as the current server has reached 98% capacity. The NAS server allows 4RFM to back up files and access them from a central storage device.
<u>Officer Recommendation</u>	
Details	Approve \$3,337.41 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5

Application 5	Moranbah Arts Council
Project	Moranbah Arts are planning on upgrading their sound and lighting equipment due to its use and age which will enhance local artist experience. The microphones will be used for performances, workshops and diverse activities in the region.
<u>Officer Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5

Application 6	Moranbah State High School P&C Association (MSHS) – 3 Year agreement
Project	MSHS are having their Education and Career Pathways Expo which allows students and community members of the Isaac Region to discuss career pathways with employers, universities and other education providers.
<u>Officer Recommendation</u>	
Details	Approve \$8,000 (excluding GST) per year
Proposed Budget Source	Funded equally from Divisions 1, 2, 3, 4, 5, 6 and 7

Application 7 Moranbah Bowls Club Incorporated	
Project	Moranbah Bowls Club is hosting its Annual Lawn Bowls Carnival Fundraiser on the 3 – 5 November and it is expected to have over 28 teams from across the region.
<u>Officer Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5

Application 8 Moranbah Community Scholarship (MCS) LTD – 3-year Agreement	
Project	For over 25 years the MCS program has assisted local students and families with the costs of relocating and studying at university. Their goal is to encourage year 12 students to undertake tertiary education with the expectation that they will return in the future to the Isaac Region with acquired skills.
<u>Officer Recommendation</u>	
Details	Approve \$8,500 (excluding GST) per year
Proposed Budget Source	Funded equally from Divisions 3, 4, 5 and 7

Application 9 Moranbah Highlanders Swimming Club Incorporated	
Project	The club is aiming to offer swimming activities and events to the Isaac community to a minimum cost seeking greater participation. The planned events include weekly club nights, swim camps and swimming Carnival.
<u>Officer Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5

Application 10 Clermont Junior Cricket Club	
Project	The club is hosting Queensland Bulls Masters Sportsman's Weekend on the 2-3 November 2023. The weekend plan includes the Queensland Bulls to visit Clermont and Surrounds to provide cricket clinics at the local schools as well as a fundraising dinner and a game of cricket which is the local Seniors against the Bulls Masters.
<u>Officer Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 6

Application 11 Middlemount Rodeo Association Incorporated	
Project	Middlemount Rodeo Association (MRA) is aiming to hold two major events in 2024 as follows: <ul style="list-style-type: none"> - A Campdraft which is a 3-day event and hosts around 200 competitors at the Rodeo Grounds from 3 to 6 May 2024 and, - A Rodeo night event which gathers a large number of spectators from across the region, it is expected to have around 800 to 1,000 attendees.
<u>Officer Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 7

Application 12 Capella Tieri Middlemount Community Support Network Incorporated (CTM Links) (auspicing for Christmas Carnival Committee)	
Project	The Middlemount Community Christmas Carnival is an annual event which brings the community of Middlemount together. They have applied for Councils support of \$6,500, however only \$5,000 supported by quotes provided.
<u>Officer Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 7

Application 13 Middlemount Boxing and Fitness	
Project	Middlemount Boxing and Fitness are hosting their annual Fight Night at Middlemount Community Hall on 4 November 2023.
<u>Officer Recommendation</u>	
Details	Approve \$10,000 (excluding GST)
Proposed Budget Source	Division 7

- 2. Advises the applicants the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.***

Resolution No.: PECS1089

Moved: Cr Moffat

Seconded: Cr Pickels

That the Committee recommends that Council:

- Approves Application 1 for the Community Grants Round One FY2023-2024 as follows:

Application 1		Dysart Golf Club Incorporated	
Project	The club is planning an event to reward and recognize sponsors and volunteers for their work. Members and their families are also invited to participate in this event which will be held on 25 November.		
Committee Recommendation			
Details	Approve \$2,020 (excluding GST)		
Proposed Budget Source	Division 2		
Carried			

Resolution No.: PECS1090

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- Approves Application 2 for the Community Grants Round One FY2023-2024 as follows:

Application 2		Moranbah Miners Memorial Incorporated – 3 Year Agreement	
Project	Moranbah Miners Memorial is hosting its annual Memorial Ceremony on Friday 10 November 2023 at the Town Square.		
Committee Recommendation			
Details	Approve \$10,000 (excluding GST) per year		
Proposed Budget Source	Funded equally from Divisions 3, 4, 5 and 7		
Carried			

Resolution No.: PECS1091

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

- Approves Application 3 for the Community Grants Round One FY2023-2024 as follows:

Application 3	Hinterland Community Care Incorporated
Project	Hinterland Community Care are holding their Annual Client Christmas Party on 8 December 2023 for its Moranbah and Nebo clients.
Officer Recommendation	
Details	Approve \$4,200 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4, 5
Carried	

Resolution No.: PECS1092

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- Approves Application 4 for the Community Grants Round One FY2023-2024 as follows:

Application 4	Rock FM Association Incorporated (4RFM)
Project	4RFM are aiming to purchase a second Network Attached Storage (NAS) device as the current server has reached 98% capacity. The NAS server allows 4RFM to back up files and access them from a central storage device.
Committee Recommendation	
Details	Approve \$3,337.41 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5
Carried	

Resolution No.: PECS1093

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- Approves Application 5 for the Community Grants Round One FY2023-2024 as follows:

Application 5	Moranbah Arts Council
Project	Moranbah Arts are planning on upgrading their sound and lighting equipment due to its use and age which will enhance local artist experience. The microphones will be used for performances, workshops and diverse activities in the region.
<u>Committee Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5
Carried	

Resolution No.: PECS1094

Moved: Cr Pickels

Seconded: Cr Coleman

That the Committee recommends that Council:

- Approves Application 6 for the Community Grants Round One FY2023-2024 as follows:

Application 6	Moranbah State High School P&C Association (MSHS) – 3 Year Agreement
Project	MSHS are having their Education and Career Pathways Expo which allows students and community members of the Isaac Region to discuss career pathways with employers, universities and other education providers.
<u>Committee Recommendation</u>	
Details	Approve \$8,000 (excluding GST) per year
Proposed Budget Source	Funded equally from Divisions 1, 2, 3, 4, 5, 6, 7 and 8
Carried	

Resolution No.: PECS1095

Moved: Cr Pickels

Seconded: Cr Moffat

That the Committee recommends that Council:

Approves Application 7 for the Community Grants Round One FY2023-2024 as follows:

Application 7	Moranbah Bowls Club Incorporated
Project	Moranbah Bowls Club is hosting its Annual Lawn Bowls Carnival Fundraiser on the 3 – 5 November and it is expected to have over 28 teams from across the region.
<u>Committee Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5
Carried	

Resolution No.: PECS1096

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- Approves Application 8 for the Community Grants Round One FY2023-2024 as follows:

Application 8	Moranbah Community Scholarship (MCS) LTD – 3-Year Agreement
Project	For over 25 years the MCS program has assisted local students and families with the costs of relocating and studying at university. Their goal is to encourage year 12 students to undertake tertiary education with the expectation that they will return in the future to the Isaac Region with acquired skills.
<u>Committee Recommendation</u>	
Details	Approve \$8,500 (excluding GST) per year
Proposed Budget Source	Funded equally from Divisions 3, 4, 5 and 7
Carried	

Resolution No.: PECS1097

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- Approves Application 9 for the Community Grants Round One FY2023-2024 as follows:

Application 9	Moranbah Highlanders Swimming Club Incorporated
Project	The club is aiming to offer swimming activities and events to the Isaac community to a minimum cost seeking greater participation. The planned events include weekly club nights, swim camps and swimming Carnival.
<u>Committee Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Divisions 3, 4 and 5
Carried	

Resolution No.: PECS1098

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

- Approves Application 10 for the Community Grants Round One FY2023-2024 as follows:

Application 10	Clermont Junior Cricket Club
Project	The club is hosting Queensland Bulls Masters Sportsman's Weekend on the 2 - 4 November 2023. The weekend plan includes the Queensland Bulls to visit Clermont and Surrounds to provide cricket clinics at the local schools as well as a fundraising dinner and a game of cricket which is the local Seniors against the Bulls Masters.
<u>Committee Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 6
Carried	
NOTE: The Committee requested an update on the Clermont Junior Cricket Club leasing status.	

Resolution No.: PECS1099

Moved: Cr Pickels

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Approves Application 11 for the Community Grants Round One FY2023-2024 as follows:

Application 11	Middlemount Rodeo Association Incorporated
Project	Middlemount Rodeo Association (MRA) is aiming to hold two major events in 2024 as follows: <ul style="list-style-type: none"> - A Campdraft which is a 3-day event and hosts around 200 competitors at the Rodeo Grounds from 3 to 6 May 2024 and, - A Rodeo night event which gathers a large number of spectators from across the region, it is expected to have around 800 to 1,000 attendees.
Committee Recommendation	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 7
Carried	

Resolution No.: PECS1100

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

1. Approves Application 11 for the Community Grants Round One FY2023-2024 as follows:

Application 12	Capella Tieri Middlemount Community Support Network Incorporated (CTM Links) (auspicing for Christmas Carnival Committee)
Project	The Middlemount Community Christmas Carnival is an annual event which brings the community of Middlemount together. They have applied for Councils support of \$6,500, however only \$5,000 supported by quotes provided.
Committee Recommendation	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Division 7
Carried	

Resolution No.: PECS1101

Moved: Cr Pickels

Seconded: Cr Moffat

That the Committee recommends that Council:

- Approves Application 13 for the Community Grants Round One FY2023-2024 as follows:**

Application 13	Middlemount Boxing and Fitness
Project	Middlemount Boxing and Fitness are hosting their annual Fight Night at Middlemount Community Hall on 4 November 2023.
<u>Committee Recommendation</u>	
Details	Approve \$10,000 (excluding GST)
Proposed Budget	Division 7 - \$5,000
Source	Divisions 2, 3, 4, 5 & 8 \$1,000 each
Carried	

Resolution No.: PECS1102

Moved: Cr Pickels

Seconded: Cr Coleman

That the Committee recommends that Council:

- Advises the Community Grants Round One FY2023-2024 successful applicants that the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.**

Carried

BACKGROUND

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive, and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

As of 21 September 2023, Council has received thirteen applications with requests to the value of \$59,056 for Round One of the Major Community Grants Program, which have been reviewed by the Community Grants Evaluation Panel as per the attached table (Attachment 1). The panel assessed each application on its merit, with particular focus on what the funds will be used for, the target group and reach, and how the project helps to develop resilient, adaptive and vibrant communities.

Applications have been assessed by a Panel chaired by the Manager Engaged Communities, against the Community Grants Guidelines and the assessment criteria of;

- Organisational Capacity and alignment with Council's priorities;
- Alignment with Council's 2035 Community Strategic Plan;
- Demonstrated need, benefit to the broader Isaac community and demonstrated community support;
- Alignment with relevant approvals and permits to conduct event/project; and
- Financial management/accountability.

The following table summarises the applications received in Round One FY2023-24, and further details are provided in Attachment 1.

Community Group/Organisation	Amount Applied (excluding GST)	Amount Recommended (excluding GST)	Purpose	Breakdown
Dysart Golf Club Incorporated	\$5,000	\$2,020	The funds will be used to contribute to costs of live music, catering, and entertainment activities.	Quotes are as follows: Live Music- \$800 Jumping Castle-\$250 Face painting and balloons- \$720 Big Screen- \$250 Note: several of the items were ineligible.
Moranbah Miners Memorial Incorporated	\$10,000	\$10,000	The funds will be used to contribute to costs associated with audio and visuals, including live streaming. *Moranbah Miners Memorial applied for a 3-year agreement.	Quotes Provided: Kennedys- \$8,800 Tropical Exposure- \$5,335 Total cost of event is \$30,480
Hinterland Community Care Incorporated (HCC)	\$5,000	\$4,200	They are Seeking funds to purchase Coles vouchers for seniors as presents, however it has been suggested to purchase Shop Isaac gift cards instead.	Anne Ahern from HCC has advised they have approximately 60 seniors to receive a voucher of \$70. Overall cost of the event is \$11,750
Rock FM Association Incorporated (4RFM) Moranbah Arts Council	\$4,767.73	\$3,337.41	To contribute to the cost of a Network Attached Storage (NAS) server computer at the station	Quote provided for \$4,767.73
Moranbah Arts Council	\$5,000	\$5,000	Moranbah Arts are seeking \$5,000 to go towards the payment of	Overall quote is \$19,751.53

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

			the sound and lighting equipment upgrade.	
Moranbah State High School P&C Association (MSHS)	\$8,000	\$8,000	The funds will contribute to costs associated with bus coaches. Overall cost of event is \$13,935.40 MSHS have applied for a 3-year agreement	Quotes are as follows: Kinetic Bus- \$6,053.30 Catering- \$1,600 Material expenses- \$3,865.40
Moranbah Bowls Club Incorporated	\$5,000	\$5,000	The club is seeking funds to pay for the event catering.	Quote provided for \$5,280 and the overall cost of the event is \$18,780.
Moranbah Community Scholarship (MCS) LTD	\$8,500	\$8,500	The scholarship program are seeking a 3-year agreement of \$8,500 per year. The funds are split between the qualifying families.	The overall costs are around \$60,000.
Moranbah Highlanders Swimming Club Incorporated	\$5,000	\$5,000	The funds will go towards the payment for pool hire.	Quotes as follows: 26 and 27 August- \$1,028.18 6 September- \$2,100 4 November- \$527.27 17 Club Nights- \$1,870 Overall cost of event- \$22,358
Clermont Junior Cricket Club	\$5,000	\$5,000	The club is seeking funds to assist with the travel and accommodations costs and speakers.	Quotes are as follows: Accommodation- \$3,120 Flights- \$7,974 The overall cost of the event is \$28,000.
Middlemount Rodeo Association Incorporated	\$5,000	\$5,000	They are seeking funds (\$2,500 for each event) to contribute to events costs associated with security personnel, ambulance and medical services.	The quote provided and cost for security for each event is \$2,549.85
Capella Tieri Middlemount Community Support Network Incorporated (CTM Links) (auspicing for Christmas Carnival Committee)	\$6,500	\$5,000	They have applied for Councils support of \$6,500, however only \$5,000 worth of quotes could be provided.	Costs provided as follows: Face Painter- \$679 Photography- \$3,700 Venue hire- \$520 Total cost of event- \$42,950

Middlemount Boxing and Fitness	\$10,000	\$10,000	They are seeking Councils support of \$10,000 that will cover costs associated with holding the event and naming rights to the event.	Quotes are as follows: Trophies- \$2,573.50 Referee and Supervisor- \$2,300 Car hire- \$913.42 Glove hire- \$100 Permit fee-\$200 Naming rights to event- \$4,000 which includes naming rights to the Debut event, and this will showcase 3-minute rounds x 5 rounds and the main event 3- minute rounds x 8 rounds. 8 entry tickets to the event, beverage tickets and finger food style food. Logo will be displayed on the 2024 apparel, stubby coolers, banners. Overall costs of the event is \$16,080.84
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IMPLICATIONS

The table below outlines the total expenditure per division year to date for all grants including those recommended for Round One FY2023-24. Further details are provided in Attachment 1.

	Grant Commitments (Approved and Paid)	Proposed Round Spend (Recommended)	Remaining Funds
Division 1	\$36,398.85	\$1,142.86	\$4,458.29
Division 2	\$7,142.85	\$6,142.86	\$28,714.29
Division 3	\$16,142.80	\$14,023.77	\$11,500.10
Division 4	\$ 16,142.80	\$14,023.77	\$11,500.10

Division 5	\$16,142.95	\$14,023.77	\$11,499.94
Division 6	\$29,542.85	\$ 7,809.52	\$4,647.63
Division 7	\$20,392.90	\$27,434.52	\$ 5,827.42
Division 8	\$8,400.00	\$0	\$33,600.00
TOTAL	\$150,306.00	\$84,601.06	\$101,092.94

This table outlines the remaining funds if all grants are approved as recommended.

CONSULTATION

Internal

Divisional Councillors relevant to each application

Acting Manager Engaged Communities

Acting Manager Community Engagement, Programs and Events

Engaged Communities Grants Officer

Engaged Communities Departmental Administration Officer

Community Relations Officers

Manager Budgets and Statutory Reporting

BASIS FOR RECOMMENDATION

Applications aligns with the goals of Isaac Regional Council's Community Grants Program.

ACTION ACCOUNTABILITY

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

KEY MESSAGES

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

Report prepared by: NICOLE DUYST Acting Manager Engaged Communities Date: 29 September 2023	Report authorised by: DAN WAGNER Director Planning, Environment and Community Services Date: 29 September 2023
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ATTACHMENTS

- Attachment 1 - Major Grants Summary Assessment

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

IRC Major Grants Evaluation Summary

Application #	Community Group/Auspice	Project Description	Division/Town	Past funding	Acquittal-Previous	Eligible project	Score	Amount requested (ex GST)	Amount Recommended (Ex GST)	Officers Recommendation	Comments	Further action
1	Dysart Golf Club	Dysart Golf Club are wanting to host a Sponsors and Volunteers Day on 25/11/2023. The event will be Held at Dysart Golf Club and they have applied for \$5,000. Quotes as follows: Live Music- \$800 Prizes- \$1,700 Catering- \$1,581 Staff wages- \$840 Alcohol and drinks- \$4,500 Bar snacks- \$500 Big Screen hire- \$250 Total cost of event is \$11,141	Division 2	2018- Major Grant- \$5,000- 40th Pro Am 2019- Major Grant-\$5,000- Pro Am 2023- Minor Grant- \$1,000- Materials for Maintenance Jobs 2023- Major Grant- \$5,000- Dysart Open	Yes	Yes	50/100	\$5,000	\$2020 to cover the costs of Live Music- \$800 Jumping Castle- \$250 Face painting and balloons- \$720 Big Screen- \$250 several of the items were ineligible	To approve	Complete application	
2	Moranbah Miners Memorial	Moranbah Miners Memorial are hosting their annual Miners Memorial in Town Square on the 10 November 2023. They are seeking Councils support for the payment of the audio/visuals including live streaming for this event. Moranbah Miners Memorial also have an approved in-kind application for traffic management to the value of \$1,000. Quotes are: Kennedys- \$8,800 Tropical Exposure- \$5,335 Total cost of event is \$30,480 Moranbah Miners Memorial have applied for a 3 year agreement.	Division 3, 4, 5, 7	2020- Major Grant-\$10,000-Moranbah Miners Memorial 2021- Major Grant- \$10,000- Moranbah Miners Memorial 2022- Major Grant- \$10,000- Moranbah Miners Memorial	Yes	Yes	100/100	\$10,000	\$10,000	To approve a 3 year agreement	Complete application	
3	Hinterland Community Care Moranbah	Hinterland Community Care are hosting their annual Client Christmas Party on 8 December 2023. HCC are seeking Councils support of \$5,000 to purchase Coles Vouchers for seniors presents. It has been suggested that Shop Isaac Cards instead. Anne Ahern from HCC has advised they have approximately 60 seniors to receive the vouchers. Overall cost of the event is \$11,750	Division 3, 4, 5	2018- Minor Grant- \$1,000-Wellness Expo 2018- Minor Grant- \$1,000- Client Christmas Party 2019- Minor Grant- \$1,000- Work Place Culture Class 2019- Minor Grant- \$1,000- Disability Week 2019- Minor Grant- \$1,000- Wellness Expo 2019- Minor Grant- \$1,000- Client Christmas Party 2020- Minor Grant- \$1,000- Wellness Expo 2021- Minor Grant- \$1,000- Wellness Expo 2022- Minor Grant- \$1,000- Wellness Expo 2022- Minor Grant- \$1,000- Wellness Expo	Yes	Yes	100/100	\$5,000	\$4,200 60 seniors \$70 shop Isaac	To approve with shop Isaac cards instead of Coles vouchers	Complete application	
4	Rock FM (4RFM Moranbah)	4RFM Moranbah need to replace their NAS server computer at the station. The Network-attached storage device allows 4RFM to back up files and access them from a central storage device. Quote is- \$4,767.73	Division 3, 4, 5	2018- Minor Grant- \$900- May Day Entertainment 2018- Minor Grant- \$1,000- Youth Week 2018- Minor Grant- \$1,000- Purchase of supplies 2019- Minor Grant- \$1,000- First Aide Training 2019- Minor Grant- \$1,000- Membership Drive 2019- Minor Grant- \$1,000- May Day Entertainment 2019- Minor Grant- \$1,000- Road Safety Week 2019- Major Grant- \$7,000- Purchase audio equipment 2020- Major Grant- \$5,000- Special Emergency Grant 2020- Minor Grant- \$1,000- Purchase of Supplies 2021- Minor Grant- \$1,000- Moranbah 50th 2021- Minor Grant- \$1,000- Teddy Bears Picnic 2021- Minor Grant- \$1,000- Road Safety Week 2021- Minor Grant- \$1,000- CBAA Conference 2022- Minor Grant- \$1,000- You Choose Program 2022- Minor Grant- \$1,000- Purchase of Supplies 2023- Minor Grant- \$1,000- Purchase of Supplies 2023- Minor Grant- \$1,000- May Day Entertainment 2023- Minor Grant- \$1,000- Path Repair	Yes	Yes	100/100	\$4,767.73	\$3,337.41 \$4,767.73 minus the 30% co funding amount	To approve	Complete application	
5	Moranbah Arts	Moranbah Arts are hoping to upgrade their sound and lighting equipment due to its age and high use over the past 5 years. This equipment will enhance artists experience and support other arts and cultural organisations when they use the arts centre. The new mics will be used for all arts performances, workshops including any not for profits. Moranbah Arts are seeking \$5,000 to go towards the payment. Overall quote is \$19,751.53	Division 3, 4, 5	2018-Minor Grant- \$1,000- Circus Workshop 2018- RADF- \$969- Quilt Workshop 2018- Major Grant- \$2,275- Upgrades to Premises 2019- RADF- \$683- Creatives Day 2019- Minor Grant- \$1,000- Children's Show 2019- Major Grant- \$5,000 Upgrades to Premises 2020- Major Grant- \$5,000- Special Emergency Grant 2020- Major Grant- \$5,000- Upgrades to Premises 2021- Major Grant- \$5,000- 50th Birthday Celebrations 2021- Major Grant- \$3,019- New flooring 2021- Minor Grant- \$1,000- Owl and Pussy Cat 2021- Major Grant- \$5,000- Moranbah Haunted House 2022- Minor Grant- \$1,000- Purchase New Laptop 2022- Major Grant- \$5,000- Youth Activities 2022- Minor Grant- \$1,000- Roald Dahl 2022- Minor Grant- \$1,000- Teddy Bears Picnic 2023- Major Grant- \$10,000- Restoration Project 2023- Minor Grant- \$1,000- Travelling Production 2023- Minor Grant- \$1,000- Kids are Stinky 2023- Major Grant- \$5,000- Grease the Musical	Yes	Yes	100/100	\$5,000	\$5,000	To approve	Complete application	
6	Moranbah State High School P&C	Moranbah State High School are hosting their annual Education and Career Pathways Expo in May 2024. Moranbah State High School P&C are seeking Councils support of \$8,000 to pay for the buses and the overall coordination of this yearly event to bring regional students to the school for the day. Quotes are as follows: Kinetic Bus- \$6,053.30 Catering- \$1,600 Material expenses- \$3,865.40 Overall cost of event is \$13,935.40	Division 1, 2, 3, 4, 5, 6, 7	2018- Major Grant- \$8,000- Careers Expo 2018- Minor Grant- \$877.20- Year 12 Grad 2019- Major Grant- \$8,000- Careers Expo 2021- Major Grant- \$5,000- High School Musical 2021- Major Grant- \$8,000- Careers Expo 2022- Major Grant- \$8,000- Careers Expo 2022- Minor Grant- \$1,000- Year 12 Grad 2023- Major Grant- \$8,000- Careers Expo	Yes	Yes	100/100	\$8,000	\$8,000	To approve a 3 year agreement	Complete application	
7	Moranbah Bowls Club	Moranbah Bowls Club are hosting their annual Bowls fundraiser on 3-5 November 2023. This event attracts up to 28 teams and the invitation is extended to the further community. Moranbah Bowls club are seeking \$5,000 to pay for catering. Quote is \$5,280 and the overall cost of the event is \$18,780. Moranbah Bowls have also been approved for in-kind camping for the	Division 3, 4, 5	2018- Major Grant- \$2,500- Annual Fundraiser 2019- Major Grant- \$2,500- Annual Fundraiser 2020- Minor Grant- \$1,000- Bowls Carnival 2021- Major Grant- \$2,500- Moranbah 50th 2021- Minor Grant- \$1,000- Bowls Carnival	Yes	Yes	100/100	\$5,000.00	\$5,000.00	To approve	Complete application	

Application #	Community Group/Auspice	Project Description	Division/Town	Past funding	Acquittal-Previous	Eligible project	Score	Amount requested (ex GST)	Amount Recommended (Ex GST)	Officers Recommendation	Comments	Further action
9	Moranbah Highlanders Swimming Club	Moranbah Highlanders Swimming Club are seeking Councils support of \$5,000 for the payment of their pool hire for the season. Quotes are: 26 and 27 August- \$1,028.18 6 September- \$2,100 4 November- \$527.27 17 Club Nights- \$1,870 Overall cost of event- \$22,358	Division 3, 4, 5	2018- Major Grant- \$5,000- Swimming Comp 2021- Major Grant- \$5,000- Swimming Comp 2022- Minor Grant- \$1,000- Movie Night	Yes	Yes	100/100	\$5,000.00	\$5,000.00	To approve	Complete application	
10	Clermont Junior Cricket Club	Clermont Junior Cricket Club are hosting a QLD Bulls Masters Sportsman's Weekend on 2-3 November 2023. There are several parts to the weekend which includes the QLD Bulls to visit Clermont and Surrounds to provide cricket clinics at the local schools. There will also be a fundraising dinner and a game of cricket which is the local Seniors against the Bulls Masters. They are seeking \$5,000 from Council to pay for the accommodation, travel and speakers. Quotes are as follows: Accommodation- \$3,120 Flights- \$7,974 The overall cost of the event is \$28,000.	Division 6	No previous funding	Yes	Yes	100/100	\$5,000	\$5,000	To approve	Complete application	
11	Middlemount Rodeo and Campdraft Committee	Middlemount Rodeo and Campdraft will again hold two of their major events for the year in May 2024. The committee are seeking Councils support of \$2,500 for each of the events to pay for Security. The quote and cost for security for each event is \$2,549.85 x 2.	Division 7	2018- Major Grant- \$5,000- Rodeo and Campdraft 2019- Major Grant- \$5,000- Rodeo and Campdraft 2020- Special Emergency Grant- \$5,000 2022- Major Grant- \$5,000- Rodeo and Campdraft 2023- Major Grant- \$5,000- Rodeo and Campdraft	Yes	Yes	100/100	\$5,000	\$5,000	To approve	Complete application	
12	CTM Links (auspicing for Middlemount Christmas Carnival Committee)	The Middlemount Community Christmas Carnival is an annual event which brings the community of Middlemount together. They have applied for Councils support of \$6,500, however only \$5,000 worth of quotes could be provided. Quotes are as follows: Face Painter- \$679 Photography- \$3,700 Venue hire- \$520 Total cost of event- \$42,950	Division 7	2020- Major Grant- \$4,775.85- NAIDOC 2021- Minor Grant- \$1,000- NAIDOC 2022- Major Grant- \$5,000- Men's Health Week 2023- Major Grant- \$5,000- Men's Health Week 2023- Minor Grant- \$1,000- NAIDOC	Yes	Yes	80/100	\$6,500.00	\$5,000 Only \$5,000 worth of quotes could be provided	To approve	Complete application	
13	Middlemount Boxing and Fitness	Middlemount Boxing and Fitness are hosting their annual Fight Night at Middlemount Community Hall on 4 November 2023. They are seeking Councils support of \$10,000 that will cover aspects of the night and naming rights to the event. Quotes are as follows: Trophies- \$2,573.50 Referee and Supervisor- \$2,300 Car hire- \$913.42 Glove hire- \$100 Permit fee-\$200 Naming rights to event- \$4,000 which includes naming rights to the Debut event, and this will showcase 3-minute rounds x 5 rounds and the main event 3-minute rounds x 8 rounds.8 entry tickets to our event, beverage tickets and finger food style food. Logo will be displayed on the 2024 apparel, stubby coolers, banners, and any signage you have we can display at event, happy to keep signage on display at the premises all year round. Overall costs of the event is \$16,080.84	Division 7	2018- Major Grant- \$5,000- Fight Night 2019- Major Grant- \$5,000- Fight Night 2020- Special Emergency Grant- \$3,159 2021- Major Grant- \$5,000- Fight Night 2022- Major Grant- \$3,114.54- Fight Night	Yes	Yes	100/100	\$10,000 for naming rights on bout	\$10,000	To approve	Complete application	

MEETING DETAILS

Ordinary Meeting

Wednesday 25 October 2023

AUTHOR

Nicole Duyst

AUTHOR POSITION

Acting Manager Engaged Communities

9.6 ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MINUTES – 28 SEPTEMBER 2023

EXECUTIVE SUMMARY

The Isaac Arts and Cultural Advisory Committee (IACAC) provides guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report requests that Council receives and notes the Minutes from the IACAC meeting held on 28 September 2023 and presents committee recommendations for consideration.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 28 September 2023.**
- 2. Accepts the recommendations of the Isaac Arts and Cultural Advisory Committee meeting held on Thursday, 28 September 2023**
 - I. Endorses the 2023-2024 Regional Arts Development Fund (RADF) grant funding priorities as:**
 - **Community resilience: Using arts and cultural initiatives as a tool for positive social impact.**
 - **Local content/local product: Valuing our local artists, performers, creators and arts administrators.**
 - **Place-making: Facilitating creative activation of places and spaces.**
 - **Lifelong learning: Supporting opportunities for growth.**
 - II. Endorses the 2023-2024 Regional Arts Development Fund program being delivered through:**
 - **RADF grants program with two funding rounds; and**
 - **Council-led initiatives being:**
 - **Implementation of Isaac's Arts and Cultural Action Plan**
 - **Arts and cultural activities that recognise, celebrate and promote First Nations' culture**
 - **2024 St Lawrence Wetlands Weekend arts and cultural activities**
 - III. Approves in principle the funding of the Regional Arts Development Fund 2022-2023 application from Moranbah Arts Council Incorporated for the "Upgrade Audio and Lighting**

Equipment” project to the amount of \$2,000.00 (excluding GST), pending the below further information is provided for consideration at Planning, Environment and Community Services Standing Committee on 10 October 2023.

- ***Details of funding of the project,***
- ***Specifics about the audio and visual equipment being purchase and***
- ***Any information relevant to how this project would benefit the wider Isaac Community and other users or groups.***

IV. Notes the Isaac Arts and Cultural Advisory Committee received a report relating to the online platform, SmartyGrants, which is an option for administering Council’s Regional Arts Development Funds grants program, with further internal consultation to gauge appetite to incorporate all Isaac grants.

Resolution No.: PECS1103

Moved: Cr Moffat

Seconded: Cr Pickels

That the Committee recommends that Council:

- 1. Receives and notes the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 28 September 2023.**
- 2. Accepts the recommendations of the Isaac Arts and Cultural Advisory Committee meeting held on Thursday, 28 September 2023**
 - I. Endorses the 2023-2024 Regional Arts Development Fund (RADF) grant funding priorities as:**
 - **Community resilience: Using arts and cultural initiatives as a tool for positive social impact.**
 - **Local content/local product: Valuing our local artists, performers, creators and arts administrators.**
 - **Place-making: Facilitating creative activation of places and spaces.**
 - **Lifelong learning: Supporting opportunities for growth.**
 - II. Endorses the 2023-2024 Regional Arts Development Fund program being delivered through:**
 - **RADF grants program with two funding rounds; and**
 - **Council-led initiatives being:**
 - **Implementation of Isaac’s Arts and Cultural Action Plan**
 - **Arts and cultural activities that recognise, celebrate and promote First Nations’ culture**
 - **2024 St Lawrence Wetlands Weekend arts and cultural activities**

III. Approves in principle the funding of the Regional Arts Development Fund 2022-2023 application from Moranbah Arts Council Incorporated for the “Upgrade Audio and Lighting Equipment” project to the amount of \$2,000.00 (excluding GST), pending the below further information is provided for consideration at Planning, Environment and Community Services Standing Committee on 10 October 2023.

- **Details of funding of the project,**
- **Specifics about the audio and visual equipment being purchase and**
- **Any information relevant to how this project would benefit the wider Isaac Community and other users or groups.**

3. Notes the Isaac Arts and Cultural Advisory Committee received a report relating to the online platform, SmartyGrants, which is an option for administering Council’s Regional Arts Development Funds grants program, with further internal consultation to gauge appetite to incorporate all Isaac grants.

Carried

BACKGROUND

The Isaac Arts and Cultural Advisory Committee (IACAC) provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and ensure community involvement in relation to the Arts and Cultural Policy and Action Plan, and the Public Art Policy and Action Plan. The IACAC also provides strategic direction and advice to Council on the development and delivery of the Regional Arts Development Fund (RADF).

The IACAC is an advisory body only and has no line of authority. However, the Committee has full right of access to all levels of management through the Chief Executive Officer. Committee Members will act as a customer liaison point for residents in Isaac.

As per the Committee’s current Terms of Reference, meeting minutes must go to Council for endorsement and where appropriate approve recommendations of the Committee. Minutes presented with this report are the IACAC Unconfirmed Minutes for 28 September 2023 for Council’s consideration and endorsement.

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Isaac Regional Council to support local arts and culture in regional Queensland. In the 2022-2023 RADF funding year (15 September 2022 – 14 September 2023), Council is delivering RADF via a mixture of Council-led strategic initiatives and a community grants program presented via three application rounds which have already been completed.

Arts Queensland has advised that after consultation with Councils and part of a larger review of the RADF program, Arts Queensland will be moving to a multi-year partnership agreement with Councils aligned with financial year from July 2024. Ahead of that happening, Arts Queensland has approved the rollover of all 2021-2022 RADF Funding Agreements through to 13 September 2024. Arts Queensland has offered Council funding of \$47,250.00 for its 2023-2024 program, removing the need to apply for funding in 2023.

The funding offered by Arts Queensland for the 2023-2024 RADF funding year is \$2,750.00 more than the amount of \$45,000.00 (excluding GST) granted for the 2022-2023 funding year. Council’s financial contribution from the FY2023-2024 Budget is \$27,600.00 (excluding GST).

There may be the potential to carry forward into the RADF budget, for the 2023-2024 funding year, any funds unallocated from the 2022-2023 RADF program following a review to be carried out during the first quarter of FY2023-2024. Pending that review, the proposed RADF budget for the 2023-2024 funding year (running from 14 September 2023-13 September 2024) is \$74,850.00 (excluding GST).

It is proposed that the funds are expended as follows:

- \$45,000.00 – RADF grants program
- \$7,850.00 – Implementation of Isaac's Arts and Cultural Action Plan
- \$10,000.00 – Grants for arts and cultural activities that recognise, celebrate and promote First Nations' Culture
- \$10,000.00 – 2024 St Lawrence Wetlands Weekend arts and cultural activities
- \$2,000.00 – RADF promotion and administrative costs

RADF grants program with two funding rounds

It is proposed that the 2023-2024 Regional Arts Development Fund be delivered through a RADF grants program with two funding rounds and Council-led strategic initiatives.

Round Three of the RADF grants program closed on Friday 10 March 2023. The community grants program is now closed. The 2023-2024 RADF grants program has not yet opened as the contracting process for the 2023-2024 funding year is in the process of being finalised with Arts Queensland.

The funding period of the 2022-2023 RADF program ends on 14 September 2023. A review of the 2022-2023 RADF program is currently being conducted. It is expected to identify that there are funds unallocated from the 2022-2023 RADF program that will need to be carried forward into the RADF budget for the 2023-2024 funding year, some of which could support funding this application in full.

Moranbah Arts Council Incorporated has submitted an application requesting \$2,000.00 (excluding GST) to assist with purchasing equipment to upgrade the audio and lighting equipment for use in the Moranbah Arts Centre. Their current sound and lighting equipment is not fit for purpose due to its age and the amount of usage that it has undergone. Moranbah Arts Council Inc wishes to purchase new audio and lighting equipment from Brisbane Sound Group.

The further information requested at the IACAC meeting is being added below:

The costs of the sound and lighting will be covered entirely by Moranbah Arts if other grants or sponsorship are not successful - due to the condition of sound gear and lighting at Moranbah School High Stat (MSHS), the musical must have this gear to perform appropriately. Moranbah Arts are aiming to recoup some funds with hiring the equipment but usually the hire is to non-for-profit organisations who do not get charged, an option is to hire it to Clermont Performing Arts at a very reduced fee of \$1,500 for 10 head microphones. The regular hire fee is around \$3,000.

The quote obtained is to replace head and lapel microphones and the lights are used at the stages to help provide additional lighting. Due to Moranbah Arts not owing a building, none of the sound and lighting are permanently fixed. Currently everything is being utilised at the Moranbah High School as their sound and lighting have been damaged or disappeared.

Josh Sondergeld who is the Arts treasurer and has a Diploma in Sound and Lighting. To hire him, for any event including sound checks would be upward of \$3,000 however, he volunteers all this time, sourcing equipment and maintaining it. Everything that Moranbah Arts owns is used constantly by groups, organisations and small business. for instance, Nebo Polo use their speakers and microphones yearly, Clermont Performing Arts required head microphones. Moranbah Arts used the equipment at the school for various performances, especially East School that needed 8 head mics earlier this year and had to use their sound board as well. Any group who hires the hall uses all the equipment including Gymnastics, Netball, BMA, Dyno etc.

The internal consultation undertaken by members of the Isaac Arts and Cultural Advisory Committee between 19 July 2023 and 24 July 2023 prioritised a series of initiatives for simplifying the process for applicants seeking to make applications to the Regional Arts Development Fund (RADF).

One initiative was to investigate about using the online platform SmartyGrants for the administration of Council's RADF grants program. SmartyGrants is a hosted grants management software application that allows Grantmakers to receive and manage applications.

With SmartyGrants, Council would be purchasing a subscription to use the SmartyGrants system for 12 months. The annual access fee payable by Council would depend on where Council's total annual grants budget fits within the various pricing bands that SmartyGrants offers. Council's current RADF grants budget would fit within SmartyGrants pricing band for grants disbursement between \$30,001.00 up to \$1,000,000. On that basis, the annual access fee would be \$8,000.00 inclusive of GST which is payable annually in advance within 30 days of the issue of the tax invoice.

IMPLICATIONS

The Isaac Arts and Cultural Advisory Committee is compliant with Division 2 – Committees and Requirements for committee meetings as per *Local Government Regulation 2012*.

Requires ongoing liaison and consultation with all stakeholders.

Financial

The funding offered by Arts Queensland for the 2023-2024 RADF funding year is \$2,750.00 more than the amount of \$45,000.00 (excluding GST) granted for the 2022-2023 funding year. Council's financial contribution from the FY2023-2024 Budget is \$27,600.00 (excluding GST). There may be the potential to carry forward into the RADF budget for the 2023-2024 funding year, any funds unallocated from the 2022-2023 RADF program following a review to be carried out during the first quarter of FY2023-2024. It is expected to identify that there are funds that will need to be carried forward into the RADF budget for the 2023-2024 funding year, some of which could support funding the application from Moranbah Arts Council in full. Pending that review, the financial implications of accepting the offered funding of \$47,250.00 from Arts Queensland for the 2023-2024 Regional Arts Development Fund (RADF) are as follows:

	Income	Expenditure
Council FY22-23 financial contribution	\$27,600.00	
Arts Queensland RADF funding offered	\$47,250.00	

RADF grants program		\$45,000.00 (\$30,000.00 in Round One; \$15,000.00 in Round Two)
Implementation of the Arts and Cultural Action Plan		\$7,850.00
Grants for arts and cultural activities that recognise, celebrate and promote First Nations' culture		\$10,000.00
Arts and Cultural activities to support the 2023 St Lawrence Wetlands Weekend		\$10,000.00
RADF promotion and administrative costs		\$2,000.00
TOTAL	\$74,850.00	(\$74,850.00)
Balance	\$0	

CONSULTATION

Isaac Arts and Cultural Advisory Committee Members

BASIS FOR RECOMMENDATION

Consideration and adoption of Isaac Arts and Cultural Advisory Committee Minutes as per Terms of Reference and legislative requirements.

Isaac Regional Council is committed to arts and cultural development in the Isaac region.

ACTION ACCOUNTABILITY

Office of Director Planning, Environment and Community Services to ensure approved Minutes and/or Committee information are stored in corporate memory and actions recorded and registered for follow-up.

KEY MESSAGES

Council is committed to transparent decision making, identifying and managing its risks and continuous improvement. Creativity through arts and culture connects and energises our people, powers our communities by improving our health and sense of wellbeing and provides opportunities for cultural tourism that feed creative industry development.

Report prepared by:

NICOLE DUYST
Acting Manager Engaged Communities

Date: 3 October 2023

Report authorised by:

DAN WAGNER
Director Planning, Environment and
Community Services

Date: 3 October 2023

ATTACHMENTS

- Attachment 1 – Isaac Arts and Cultural Advisory Committee Unconfirmed Minutes – 28 September 2023

REFERENCE DOCUMENT

- Isaac Arts and Cultural Advisory Committee Terms of Reference 2018
- Isaac Arts and Cultural Advisory Committee Agenda – 29 June 2023



UNCONFIRMED MINUTES

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING
OF
ISAAC REGIONAL COUNCIL

HELD ON
THURSDAY, 28 SEPTEMBER 2023

COMMENCING AT 9.00AM

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

**HELD IN MORANBAH COUNCIL CHAMBERS, MORANBAH AND VIA VIDEO AND TELEPHONE
CONFERENCE CALL**

ON THURSDAY, 28 SEPTEMBER 2023 COMMENCING AT 09.00AM

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ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE

ISAAC ARTS AND CULTURAL ADVISORY COMMITTEE MEETING

**HELD IN MORANBAH COUNCIL CHAMBERS, MORANBAH, AND VIA VIDEO AND TELEPHONE
CONFERENCE CALL**

ON THURSDAY, 28 SEPTEMBER 2023 COMMENCING AT 09.00AM

1. OPENING

The Chair declared the meeting open at 9.28 am and welcomed all in attendance and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

2. ATTENDANCE

ATTENDEES

Councillor Sandy Moffat (Chair)
Councillor Jane Pickels
Councillor Viv Coleman
Tania Gillies
Jasmine Pearce
Amanda Raymond
Emily Kennedy
Anne-Marie Loeskow

MINUTE TAKER

Andrea Prieto

OBSERVER

Nicole Duyst

3. APOLOGIES

No apologies received.

4. DECLARATION OF CONFLICTS OF INTEREST

DECLARABLE CONFLICT OF INTEREST

Amanda Raymond declared a declarable conflict of interest for Report 7. 2022-2023 Regional Arts Development Fund Out of Rounds Grant Application – Moranbah Arts Council – Upgrade Audio and Lighting Equipment– As she the applicant.

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.

5. CONFIRMATION OF MINUTES

That the Committee notes the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held on 29 June 2023 have been resolved by Council at its Ordinary Meeting on 23 August 2023.

Resolution No.: IACAC0075

Moved: Amanda Raymond

Seconded: Viv Coleman

- i. **That the Committee notes the Minutes of the Isaac Arts and Cultural Advisory Committee Meeting held on 29 June 2023 have been resolved by Council at its Ordinary Meeting on 23 August 2023 (Resolution # 8462).**

Carried

6. BUSINESS ARISING

Nil

7. OFFICERS REPORTS

7.1 REGIONAL ARTS DEVELOPMENT FUND – 2023-2024 FUNDING PROGRAM

EXECUTIVE SUMMARY

This report seeks endorsement of the Regional Arts Development Fund funding priorities and program for the 2023-2024 funding year.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. **Endorses the 2023-2024 Regional Arts Development Fund (RADF) grant funding priorities as:**
 - I. **Community resilience: Using arts and cultural initiatives as a tool for positive social impact.**
 - II. **Local content/local product: Valuing our local artists, performers, creators and arts administrators.**
 - III. **Place-making: Facilitating creative activation of places and spaces.**
 - IV. **Lifelong learning: Supporting opportunities for growth.**
2. **Endorses the 2023-2024 Regional Arts Development Fund program being delivered through:**
 - I. **RADF grants program with two funding rounds; and**
 - II. **Council-led initiatives being:**
 - **Implementation of Isaac's Arts and Cultural Action Plan**
 - **Arts and cultural activities that recognise, celebrate and promote First Nations' culture**
 - **2024 St Lawrence Wetlands Weekend arts and cultural activities**

Resolution No.: IACAC0076

Moved: Amanda Raymond

Seconded: Viv Coleman

That the Committee recommends that Council:

1. **Endorses the 2023-2024 Regional Arts Development Fund (RADF) grant funding priorities as:**
 - I. **Community resilience: Using arts and cultural initiatives as a tool for positive social impact.**
 - II. **Local content/local product: Valuing our local artists, performers, creators and arts administrators.**

III. Place-making: Facilitating creative activation of places and spaces.

IV. Lifelong learning: Supporting opportunities for growth.

2. Endorses the 2023-2024 Regional Arts Development Fund program being delivered through:

I. RADF grants program with two funding rounds; and

II. Council-led initiatives being:

- **Implementation of Isaac's Arts and Cultural Action Plan**
- **Arts and cultural activities that recognise, celebrate and promote First Nations' culture**
- **2024 St Lawrence Wetlands Weekend arts and cultural activities**

Carried

DECLARABLE CONFLICT OF INTEREST

Amanda declared a declarable conflict of interest 2022-2023 Regional Arts Development Fund Out of Rounds Grant Application – Moranbah Arts Council – Upgrade Audio and Lighting Equipment– As she the applicant.

Amanda Raymond left the meeting room at 9.33am and did not participate in the discussion or vote for Report 7.2.

7.2 2022-2023 REGIONAL ARTS DEVELOPMENT FUND OUT OF ROUNDS GRANT APPLICATION – MORANBAH ARTS COUNCIL – UPGRADE AUDIO AND LIGHTING EQUIPMENT

EXECUTIVE SUMMARY

This report seeks approval to fund the “out of rounds” 2022-2023 Regional Arts Development Fund grant application from Moranbah Arts Council Incorporated to the amount of \$2,000.00 (excluding GST) for “Upgrade Audio and Lighting Equipment” project.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Approves the funding of the Regional Arts Development Fund 2022-2023 application from Moranbah Arts Council Incorporated for the “Upgrade Audio and Lighting Equipment” project to the amount of \$2,000.00 (excluding GST).***

Resolution No.: IACAC0077

Moved: Viv Coleman

Seconded: Tanya Gillies

That the Committee recommends that Council:

1. *Approves in principle the funding of the Regional Arts Development Fund 2022-2023 application from Moranbah Arts Council Incorporated for the “Upgrade Audio and Lighting Equipment” project to the amount of \$2,000.00 (excluding GST), pending the below further information is provided for consideration at Planning, Environment and Community Services Standing Committee on 10 October 2023.*

- Details of funding of the project;***
- Specifics about the audio and visual equipment being purchase and;***
- Any information relevant to how this project would benefit the wider Isaac Community and other users or groups.***

Carried

ATTENDANCE

Nicole Duyst entered the room at 9.42am

Amanda Raymond entered the room at am 9.51am

7.3 SMARTYGRANTS CONSIDERATIONS FOR ADMINISTERING REGIONAL ARTS DEVELOPMENT FUNDS PROGRAM

EXECUTIVE SUMMARY

This report seeks to inform Council about the online platform, SmartyGrants, as an option for administering Council's Regional Arts Development Funds grants program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Receives the report about the online platform, SmartyGrants, which is an option for administering Council's Regional Arts Development Funds grants program.*

Resolution No.: IACAC0078

Moved: Viv Coleman

Seconded: Jane Pickels

That the Committee recommends that Council:

- 1. Receives the report about the online platform, SmartyGrants, which is an option for administering Council's Regional Arts Development Funds grants program.***

Carried

8. GENERAL BUSINESS

8.1 NEW MEMBER EXPRESSION OF INTEREST

There was discussion about how to fill the vacancy on the committee created by the resignation of Rev. Luke Colling including whether to target specific individuals (such as artists) with an invitation to join or to roll out an expression of interest calling for new members.

There was consensus around using the roll out of an expression of interest as part of a wider campaign to raise the profile of arts and culture in the Isaac region. Factoring in capacity issues, the proposed timeframe for this to happen is in February 2024.

Action: Arts and Cultural Programs Officer to include preparation of the Expression Of Interest campaign in her planning for next year's program of work.

8.1 NEXT RADF ROUND DATES

Discussion was held regarding the proposed closing dates for the two rounds of the 2023-24 RADF local grants program. The dates have not yet been set due to the delay with Arts Queensland submitting the contractual documents. An early January 2024 closing date is proposed for Round One (with funding of \$30,000.00 available) which would support activities, projects and events happening after 1 March 2023; Round Two would have funding of \$15,000.00 available for allocation to support activities, projects and events happening after 1 July 2024.

9. CONCLUSION

There being no further business, the Chair declared the meeting closed at 10.17 am.

.....
CHAIR

..... / /
DATE

MEETING DETAILS

Ordinary Meeting
Wednesday 25 October 2023

AUTHOR

Nicole Duyst

AUTHOR POSITION

Acting Manager Engaged Communities

**9.7 ISAAC REGION MUSEUMS CLOSURE ARRANGEMENTS
DECEMBER 2023 - MARCH 2024**

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement from Council regarding the operating arrangements for the region's two staffed museums for the period December 2023 to March 2024.

OFFICER'S RECOMMENDATIONS

That the Committee recommends that Council:

- 1. Approves the seasonal closure of the Clermont Historical Centre from close of business Saturday, 16 December 2023, reopening Wednesday 27 March 2024.*
- 2. Notes the closure of the Historic Nebo Museum will be in accordance with Council's adopted Christmas closure arrangements with the facility opening on-demand if resourcing precludes a staffed presence during normal opening hours.*

Resolution No.: PECS1104

Moved: Cr Moffat

Seconded: Cr Coleman

That the Committee recommends that Council:

- 1. Approves the seasonal closure of the Clermont Historical Centre from close of business Saturday, 16 December 2023, reopening Wednesday 27 March 2024.**
- 2. Notes the closure of the Historic Nebo Museum will be in accordance with Council's adopted Christmas closure arrangements with the facility opening on-demand if resourcing precludes a staffed presence during normal opening hours.**

Carried

BACKGROUND

Clermont Historical Centre undertakes an annual seasonal closure, primarily to allow for the resetting of exhibition materials and cataloguing activities in the main building. The seasonal closure for FY2023-2024 is proposed to be from close of business Saturday, 16 December 2023, reopening Wednesday 27 March 2024.

During this closure period, building maintenance concerns will be addressed; the exhibitions *Faces of the Peak Downs* and *Back on Track* will be demounted; and new exhibitions will be installed in their place.

Historic Nebo Museum does not undertake a seasonal closure and its closure period aligns with the wider Christmas closedown arrangements adopted by Council. In the event the museum is unable to be staffed during normal opening hours due to staff leave, continuing practice is for the museum to be opened on-demand for visitors by frontline service staff working in the Nebo office with notification signage erected advising of same.

IMPLICATIONS

Financial

There are no financial implications, closures are programmed as per existing practice.

CONSULTATION

Acting Manager Engaged Communities

Manager Community Hubs

Frontline Coordinator Museums

BASIS FOR RECOMMENDATION

To provide certainty regarding the seasonal operating arrangements for the region's two staffed museums in Clermont and Nebo.

ACTION ACCOUNTABILITY

Acting Manager Engaged Communities will be responsible for implementation. Public Notices, signage and social media will be updated in consultation with the Brand, Media and Communications Department.

KEY MESSAGES

A region that builds communities of our living history through our museum network.

Report prepared by:

NICOLE DUYST

Acting Manager Engaged Communities

Date: 29 September 2023

Report authorised by:

DAN WAGNER

**Director Planning, Environment and
Community Services**

Date: 29 September 2023

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

As part of this funding agreement, GWC have provided council with a report entitled 'Greater Whitsunday Communities – Strengthening Communities Across the Isaac Region July 2022-June 2023' to outline their achievements and performance in delivery of projects in the Isaac region.

The report provides a summary of their activities in relation to the following initiatives:

- Collaborative partnerships with Clermont Connect and Glenden Alliance Group
- Greater Whitsunday Council of Mayors' Suicide Prevention Taskforce
- Community leadership skills development
- Support for non-profits in governance and management capability
- Community engagement and connectedness activities on matters including youth engagement, social housing and homelessness, and inclusive growth.
- Peak body representation and socio-economic practice activities

IMPLICATIONS

GWC provides an efficient and effective model of service delivery to Isaac communities which would not be able to be achieved through a sole model of Council-led activities. The continued combination of efforts from the Planning, Environment and Community Services directorate, in tandem with the work of GWC and other partners provides a network of community development that plays to local and regional strengths and maximises resource efficiencies.

Council will contribute \$123,627 (plus GST) to GWC through its ongoing agreement in the 2023/2024 Financial Year. The funding agreement is due to be renewed prior to June 2024.

CONSULTATION

Acting Chief Executive Officer

Manager Engaged Communities

BASIS FOR RECOMMENDATION

To update Council on the activities undertaken by GWC in response to Council's financial contribution to the organisation.

ACTION ACCOUNTABILITY

Manager Engaged Communities to continue engagement with GWC as lead operational contact in management of performance and delivery under the ongoing agreement.

Councillor Lacey to continue engagement as Council's appointed board representative to GWC.

KEY MESSAGES

Isaac Regional Council's support of GWC is essential in maintaining an independent voice for social and community development issues affecting our communities.

Report prepared by: DAN WAGNER Director Planning, Environment and Community Services Date: 5 October 2023	Report authorised by: DARREN FETTELL Acting Chief Executive Officer Date: 5 October 2023
--	---

ATTACHMENTS

- Attachment 1 – ‘Greater Whitsunday Communities – Strengthening Communities Across the Isaac Region July 2022-June 2023’ Report

REFERENCE DOCUMENT

- Funding Agreement between Isaac Regional Council and Greater Whitsunday Communities – February 2022 (ECM: 4880491)



Greater Whitsunday Communities

Strengthening Communities across the Isaac Region

July 2022-June 2023

Stronger Together

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Alignment to the Isaac Regional Council's Community Program Strategy 2023-2028

Greater Whitsunday Communities' Community Development Work 2022-2023 supports the following elements of the Isaac Regional Council's 2023 – 2028 Community Corporate Plan

[Isaac Regional Council Corporate Community Plan 2023 - 2028](#)

Leading and Enabling a Changing World		
Priority Number	Priority	
4	We will actively monitor, plan and advocate for the progressive futures of our communities.	✓
5	We will focus on presenting compelling propositions to all tiers of government and the services sector, to prioritise investment in our region that fulfills the needs of our communities.	✓
Catalyst Project – A Stable Future for Glenden		
	Support for Glenden through the GAG	✓
Engaged Communities		
1	We will advocate for providing essential services including housing, childcare, mental health, allied health, disability, aged care, and healthcare within the region.	✓
2	We will support our communities to improve their resilience and social adaptive capacity, so that our people and places are responsive, connected, cared for and safe in times of adversity	✓
4	We will encourage a diversity of community events and arts programs to innovatively use our places and spaces.	✓
6	We will embed effective and genuine community consultation processes across the organisation to enable participation, engagement, and collaboration.	✓
7	We will encourage young people to have a say about the issues that affect them and they are empowered to make a meaningful contribution to decision-making and future planning in their community.	✓
Inclusive Growth for a Progressive Economy		
3	We will continue to advocate, promote, and harness opportunities for existing, new, and emerging industries to drive jobs, innovation and participation in the circular economy	✓
4	We will actively plan for inclusive growth which collectively prioritises and benefits the needs of the community, business, and industry	✓
5	We will provide local and regional policy and program settings to facilitate inclusive growth and long-term community resilience.	✓
6	We will work with business leaders and industry experts to build the capability, reach and performance of our small to medium-sized enterprises (SMEs) and to retain and grow local talent	✓

Our Operational Pillars

	<p>Collaborative Partnerships</p>	<p>Intentional relationships between entities with shared goals. Focussed on cooperation, joint decision-making, and coordinated efforts to address challenges, achieve goals, and create sustainable solutions, collaborative partnerships success is driven by open communication and trust-building.</p>
	<p>Community Leadership Skills</p>	<p>Empowering individuals to lead and inspire others through active roles and skill development. Encouraging collaboration and a sense of ownership fosters effective teamwork, driving positive change and enhancing community well-being.</p>
	<p>Governance and Management Capability</p>	<p>Enhancing the strategic leadership, planning, and financial skills of Community organisations for effective organisations and sustainable development. Transparent practices empower community development organisations and the communities they serve for the greater good.</p>
	<p>Regional Voice and Connectedness</p>	<p>Actively engage and connect individuals and communities within the Greater Whitsunday region through platforms and networks that promote open communication, collaboration, and resource exchange. Facilitate community influence decision-making and advocate for their interests. This connectedness fosters a sense of belonging and shared identity, leading to enhanced regional cooperation, resilience, and collective action for sustainable development</p>
	<p>Peak Body Representation</p>	<p>Advocating for the community on social issues, influence policymakers, and voice member concerns. Create a culture of collaboration, capacity-building, and sustainable development, ensuring the needs of the Greater Whitsunday regions 'communities are considered.</p>
	<p>Regional Socio-Economic Practice</p>	<p>Addressing social and economic well-being in the Greater Whitsunday region through education and awareness program and tailored programs aimed at enhancing communities' quality of life and opportunities, fostering inclusive and sustainable development.</p>



Collaborative Partnerships

Annual KPI

1. Support Clermont CONNECT
2. Support Glenden Community Reference Group (now Glenden Alliance Group GAG)
3. Support Middlemount Community group (This has not been an active project in the reporting period. CTM Links have secured a funded worker in Middlemount)
4. Identifying and supporting new collaborations

Project Summary



KPI 1: Clermont Connect

Clermont CONNECT, a not-for-profit collaborative, community-owned, and driven organization, stands as a beacon for the resilience and sustainability of the Clermont district. Their purpose is clear: securing the future of community services, opportunities, and initiatives by uniting voices across generations. This commitment finds its strength in fostering relationships with a spectrum of stakeholders – from Clermont's community, sports, and business groups to government bodies, industry partners, and individual residents.

Impact

1. Resilient Community: Unites stakeholders, fostering resilience. Collaboration addresses challenges, adapts to change, and collectively finds solutions.
2. Empowered Community Groups: Supports groups with governance, compliance, planning, and management tools. Empower meaningful contribution to community development.
3. Unified Voice: Amplifies community concerns to government, and industry. Advocacy gains attention, addressing issues with a cohesive voice.
4. Effective Resource Allocation: Collaborative planning optimizes resources. Minimizes duplication, maximizes impact, and directs resources strategically for greater efficiency.
5. Informed and Engaged Community: Engages residents through transparency, and information sharing. Fosters ownership, unity, and active participation in local matters.
6. Sustainable Initiatives: Secures future services, and opportunities. Thriving projects benefit current and future generations, ensuring district sustainability.
7. Positive Economic Impact: The collaborative model fuels economic growth. Partnerships and support for local businesses create opportunities within the district.
8. Enhanced Governance: Supports governance and compliance in community groups. Elevates decision-making, and transparent management of initiatives.
9. Model for Collaboration: Inspires other communities. A successful model for collaboration in facing challenges, sparking broader positive impacts.
10. Long-Term Vision: Ensures lasting impact. A resilient and sustainable future driven by ongoing efforts, community involvement in Clermont CONNECT's vision.

Activity Description	No. of Participants	Key outcomes/ Impacts of the activity	Targeted Operational Pillars
<p>1. Facilitate Strategic and Business plan review and update August – October 2022</p> <p>2. Secured seed funding from July to December 2022</p> <ul style="list-style-type: none"> Greater Whitsunday Communities (GWC) aided partnership and program development, budgeting, and submission writing Assisted the Board in compiling a report for Glencore, outlining current funding outcomes and preparing a new funding proposal 	<p>9 Board Members and Project Workers</p> <ul style="list-style-type: none"> 9 Board members & project worker Clermont for Doctors BENI Clermont High School Hinterland Community Care 	<ul style="list-style-type: none"> Updated business targets in the Business Plan Reviewed and established new goals and actions in the Strategic Plans for 2022-2024 Created a direction and plan to operationalize the organisation <p>Qld Govt Stay Connected Fund:</p> <ul style="list-style-type: none"> Created a well-being program for generational community impact. Identified program partnerships for collaboration. Submitted application, unfortunately not successful. <p>Aged Care Community Visitor Scheme:</p> <ul style="list-style-type: none"> Partnered with Hinterland Community Care Funded program to support 10 volunteer visitors in Clermont. Joint application submitted with HCC, but not successful 	 <p>Community Governance & Management Capability</p>  <p>Community Governance & Management Capability</p>

Activity Description	No. of Participants	Key outcomes/ Impacts of the activity	Targeted Operational Pillars
3. Advised and supported new organizational structure July to December 2022 <ul style="list-style-type: none"> • Attended monthly Board meetings. • Provided governance assistance. • Facilitated discussions with Cooper Grace Ward for constitution review to enhance charity status 	9 Board members & project worker	<ul style="list-style-type: none"> • Enhanced organizational insight through monthly Board meeting attendance. • Strengthened governance practices for effective management. • Facilitated legal discussions, refining the constitution for Charity status. • Achieved a robust, sustainable foundation to enable continuous services and activities for Clermont 	 Community Governance & Management Capability
4. Extended project support provided during September - October 2022	9 Board members & project worker	<ul style="list-style-type: none"> • Streamlined operational and administrative tasks • Successful achievement of Business plan targets 	 Community Governance & Management Capability

Project Summary

KPI 2 Glenden Alliance Group

Amid Glenden Community's uncertainties, Greater Whitsunday Communities proactively built trust through initiatives like surveys, DIG meetings, and forums over 2.5 years. Recent engagements highlighted deep community involvement in shaping Glenden's trajectory. Emerging perspectives and readiness signal active community participation. The Community Reference Group, distinct from the Glenden Community Association, aims to amplify voices for empowered conversations. Focusing on industry, mining, and local/state governance, the group empowers community direction, fostering comprehensive engagement for Glenden's future.

Impact

1. Took proactive actions to address the uncertain future of Glenden.
2. Built relationships and trust within Glenden.
3. A community survey, DIG meetings, and community gatherings have reinforced recent decisions made during DIG forums.
4. Recent forums and surveys highlighted community engagement in shaping Glenden's future.
5. The community demonstrated notable preparedness, which facilitated active participation in discussions.
6. The proposed group aims to represent various perspectives and amplify voices in future dialogues.
7. The goal is to enhance Glenden's impact on the future by emphasising industry, mining, and government.
8. This is a platform where the community can provide input to shape the future of Glenden.
 - *Please note that the reporting period ends before June 2023 and excludes recent events related to Glenden.*



Project Summary

KPI 4 GWCOM Mayor's Taskforce Suicide Prevention Project

This community-led project addresses mental health distress, suicide risk, and service accessibility challenges. The project's vision is to establish an innovative community co-designed support model, enabling individuals facing mental distress to access in-community peer support, navigate services, bridge gaps, and promote collaboration across the Greater Whitsunday region.

Impact

1. Improved Mental Health Support: **A community-co-designed support model will provide safe and understanding in-community peer support.**
2. Reduced Suicide Risk: **The project will address mental health distress and provide accessible support to reduce suicide risk.**
3. Enhanced Service Accessibility: **The project will make mental health services more accessible and easier to navigate.**
4. Strengthened Collaboration: **The project will enhance collaboration among stakeholders.**
5. Positive Community Impact: **The project will create a sense of ownership and empowerment among community members**

Activity Description	No. of Participants	Key outcomes/ Impact of the activity	Targeted Operational Pillars
<p>1. Provided continuous facilitation and assistance for Suicide Prevention Co-design Working Group meetings from July to December 2022.</p>	10	<p>1. Unified Decision-Making: The working group attained agreement on data presentation, co-design model, and findings, fostering a shared foundation for action.</p>	 Collaborative Partnerships
<p>2. Analysed co-design process data and incorporated community principles to formulate the Pathways Connect model.</p>	8	<p>2. Active Engagement: GWCOM actively contributed to decision-making, underscoring a collaborative and participatory approach.</p>	 Regional Voice & Connectedness
<p>3. Drafted and publicly unveiled a comprehensive report outlining the co-design process and introducing the community-designed Pathways Connect model.</p>		<p>3. Informed Strategies: Findings from the effort will shape future strategies in suicide prevention, early intervention, and support, leading to enhanced community well-being.</p> <p>4. Community-Driven Model: The report's insights drove the development of a community participatory response and support model, aligning with the community's needs.</p> <p>5. Sustained Collaboration: Key service providers demonstrated commitment to ongoing collaboration, fostering an enduring network for impactful initiatives.</p> <p>6. Guiding Reference: A comprehensive research report was published, serving as a guiding reference for service providers, communities, and government entities in mental health care strategic planning and decision-making.</p>	

Project Summary

KPI 5: Identified new collaborations.

Project Summaries

Housing Older Women's Services

Housing Older Women's Support Services (HOWSS) is a specialised housing and support hub for older women, offering a statewide online navigation and support service.

Impact:

HOWSS provides essential support, information, and linkages to housing and other support agencies for older women facing housing distress or homelessness. The service values lived experiences, ensuring a safe and respectful environment for everyone involved.

Inclusive Growth Community of Practice

The project's two main objectives are to strengthen regional relationships for inclusive growth and social enterprises, and establish an inclusive Community of Practice involving stakeholders from government, GW 3, GW RDA, universities, and CSIA. The approach includes workshops, project identification, consensus-building, and a culminating socio-economic forum to showcase progress and potential pilot projects. This initiative seeks to drive a harmonious transition to a low-carbon circular economy while enhancing social cohesion.

Impact:

Strengthening Regional Relationships: Collaborative focus enhances growth, innovation, and shared resources. Inclusive engagement aids comprehensive development, addressing the social needs of marginalised communities.



Establishing Inclusive Community of Practice: Cross-sector engagement accelerates innovation, and holistic solutions. United stakeholders influence policies, funding, enhancing project effectiveness, and aligning with sustainability, resilience, and cohesion.




QUT The Bridging Study Partnership

Greater Whitsunday Communities is a partner in the NHMRC Partnership Grant application led by Queensland University of Technology. The project aims to enhance mental health support accessibility in regional areas through the implementation, evaluation, and nationwide scaling of a layered care navigation model. Initially designed for Central Queensland communities, the model will be extended nationally during the project.

Impact

A mental health navigation support model will be implemented in Central Queensland to improve accessibility and effectiveness of services in the Greater Whitsunday region.

Partnership Description	No. of Participants	Key outcomes/ Impact of the activity	Targeted Operational Pillars
<p>HOWSS</p> <p>1. Housing Older Women’s Support Services (HOWSS) is a Department of Housing-funded initiative. It operates as a specialised hub and online service, aiding older women facing housing distress or homelessness. HOWSS offers housing assistance, engagement sessions, peer support, and more, emphasising lived experiences. Footprints Community's three-decade track record in community service ensures empowering and independent support for individuals facing challenges.</p>	<p>2 Footprints and HOWSS</p>	<p>Dedicated efforts helped HOWSS establish a foothold in the region through agency introductions, community events, and interagency meetings, fostering collaboration and enhancing its operation and impact.</p>	
<p>2. Establishment of the Inclusive Growth Community of Practice – April – June 2023. This collaboration hub united diverse stakeholders, exchanging insights and strategies for inclusive growth.</p>	<p>15 Business and Community Members from across the Greater Whitsunday region 5 from Isaac</p>	<p>Successfully established a Community of Practice (CoP) in the Greater Whitsunday region. The CoP is dedicated to creating an assessment tool tailored to businesses and community organizations. The goal of this initiative is to promote collaborative efforts and facilitate the growth and development of the region while simultaneously improving organizational assessment processes.</p>	

Partnership Description	No. of Participants	Key outcomes/ Impact of the activity	Targeted Operational Pillars
<p>3. QUT's Bridging Study Partnership evaluates Navicare Mental Health support, uniting QUT and partners to assess program impact, methods, and well-being outcomes.</p>	<p>6 Key partners</p>	<p>1. The project, spanning three years and centered in Isaac, is focused on investigating the advantages of introducing another NaviCare HUB and potential spoke models to support the mental health of the community in the Isaac region.</p>	 <p>Regional Voice & Connectedness</p>  <p>Collaborative Partnerships</p>  <p>Peak Body Representation</p>



Community Leadership Skills

Annual KPI KPI 1 Identify & support three community champions per year:

Impact

- **Enhanced Leadership Skills:** Developing leaders cultivates essential skills and qualities.
- **Empowered Community:** Equipped leaders empower local participation.
- **Stronger Networks:** Leaders foster collaboration and connections.
- **Sustainable Initiatives:** Supported leaders drive long-lasting impact.
- **Problem Solving:** Trained leaders tackle challenges with innovative solutions.

Activity Description	How many participated	Key outcomes of the activity	Community Champion Identified	Operational Pillars*	Follow up actions
Supporting Community Champions	5	Empowering emerging leaders to address local community needs in health, mental health, Glenden Futures, and Clermont Community connection.	<ol style="list-style-type: none"> 1. Renee Wall: Clermont CONNECT Chairperson 2. Nell Otto: C4Drs Project Worker 3. Catherine Wilke: Clermont CONNECT Project Worker 4. Leanne Fraser: GAG Spokesperson 5. Joy Cooper: Convenor Nebo TRACC group. 	 	Ongoing mentoring and support provided to empower emerging leaders addressing local community needs
Currently seeking funding opportunities for Community Leadership from October 2022 to June 2023	25	<ol style="list-style-type: none"> 1. Collaborated with QSEC to identify viable funding prospects, fostering the establishment of a GWSE Network and facilitating an ongoing educational initiative. 2. Partnered with BCCM to enhance community Cooperative model awareness, contributing to the cultivation of sustainable community leadership practices. 	Clermont Champions Group	 	<ul style="list-style-type: none"> • Sustain QSEC & BCCM contact for grants, aid application process. • Investigate Clermont funding via BCCM Care Together program.



Governance and Management Capability


Annual KPI

1. Provide tailored support to Not For Profit Groups (NFP) on request,
2. Conduct 4 workshops per 12-month period



Impact

1. **Improved capacity of NFP groups:** NFP groups benefit from tailored support, such as improved capacity to deliver services, increased efficiency, and enhanced knowledge and skills.
2. **Increased collaboration and coordination:** NFP groups can also benefit from the opportunity to collaborate and coordinate with each other through workshops and other events. This can lead to more effective service delivery and a stronger voice for the NFP sector.
3. **Greater community engagement:** NFP groups can play a vital role in engaging with communities and promoting social change. Tailored support and workshops can help NFP groups to develop the skills and knowledge they need to be more effective in this role.
4. **Enhanced sustainability:** NFP groups can benefit from tailored support and workshops in several ways that can help them to become more sustainable, such as improved financial management, increased fundraising capacity, and enhanced volunteer management.



KPI 1 and 2 NFP support and workshops

Activity Description:	Locality	Group supported	Key outcomes & Impact of the activity	Operational Pillars*
<p>Assist with planning sessions and aid in developing strategic and business plans.</p> <p>October – November 2022</p>	Clermont	Clermont CONNECT Ltd	<p>2022-2024 Strategic Plan Established:</p> <p>A comprehensive strategic plan for the period 2022-2024 has been developed, providing a clear roadmap for the organization's direction and initiatives.</p> <p>Board Cohesion and Alignment:</p> <p>The board members collaborated in open discussions, addressing their respective goals and challenges. Through consensus-building, they formulated a unified action plan that reflects their shared vision and commitment to the organization's success.</p>	 <p>Community Governance & Management Capability</p>
<p>In November 2022, an induction for the board was conducted, which served as an introduction to their respective roles and responsibilities.</p>	Clermont	Clermont CONNECT Ltd	<p>Enhanced Governance Understanding:</p> <p>Through collaborative efforts and focused discussions, the organisation has achieved a heightened understanding of governance principles, leading to more effective decision-making and streamlined operations.</p>	 <p>Community Governance & Management Capability</p>

* Our efforts often span multiple Operational Pillars to reflect the interconnected nature of our work and its wide-ranging impacts.

Activity Description:	Locality	Group supported	Key outcomes & impact of the activity Impact	Operational Pillars*
<p>Policy Development for Clermont Connect November 2022 - June 2023</p>	Clermont	Clermont CONNECT LTD	<p>Outcome: Key policies collaboratively developed with the Board Committee.</p> <p>Impact: The adoption of these policies guides and enhances the day-to-day operations of</p>	
<p>Policy review and development October 2022 – May 2023</p>	Moranbah	Moranbah District Support Services	<p>Outcome: Enhanced policy framework achieved through collaborative efforts to update existing policies, identify gaps, and develop new policies with the Committee and staff.</p> <p>Impact: Improved governance, compliance, and operational effectiveness resulting from updated comprehensive policies, promoting a more streamlined and accountable organizational structure.</p>	

* Our efforts often span multiple Operational Pillars to reflect the interconnected nature of our work and its wide-ranging impacts.

Activity Description:	Locality	Group supported	Key outcomes & impact of the activity Impact	Operational Pillars*
<p>Grant Auspice & Community Steering Committee support</p> <p>June 2022 – June 2023</p>	<p>Nebo/Glenden</p>	<p>TRACC Community Mental Health Education Activities program</p>	<p>Outcome: Establishment of a Community Steering Group for effective program planning, coordination, and delivery.</p> <p>Impact: Strengthened community capabilities in project management and the successful execution of initiatives such as the Nebo Community Cricket Carnival, Family Fun Day, Resilience Program for Schools, and Safe Talk Mental Health Education Program in Glenden, Clarke Creek, and Nebo.</p>	 



Regional Voice and Connectedness

Annual KPI

1. 6 community network meetings
2. 12 visits to outlying IRC localities.
3. 1 Regional Community Forum
4. 1 Greater Whitsunday Regional Forum every 2 years

Impact

Representation and Participation: Empowering communities for effective decision-making and ownership of development initiatives.

Cultural Identity and Diversity: Preserving cultural identity, promoting cohesion, and celebrating diversity.

Social Capital: Building strong social connections, trust, and cooperation for better community development.




Socio-Economic Growth and Entrepreneurship: Fostering economic development, local businesses, and job creation through effective communication and collaboration.

Resilience and Disaster Preparedness: Connected communities mobilizing resources during crises for inclusive disaster response.

Social Infrastructure: Influencing services and infrastructure development for improved quality of life.

Environmental Sustainability: Sharing knowledge and resources for collective environmental challenges

KPI 1: Network meetings


Meeting name	Location	Issues, needs or collaborations Identified	Operational Pillars*	Follow up actions
Moranbah Interagency August and November 2022, May 2023	1. MDSS Moranbah 2. Face-to-Face	Identifying service gaps, establishing clear referral pathways, disseminating information about new programs, and facilitating community planning initiatives were necessary steps.		<ul style="list-style-type: none"> Identify critical regional challenges to guide prospective projects and align with available funding opportunities. Attend Biannual Meetings As above
Isaac Coalition for Youth Action IC-YA July, December 2022	1. TEAMS, 2. Face to Face 3. Moranbah	Conduct research on the role of IC-YA, explore potential plans for a youth summit, and provide an update on unmet youth needs.		As above
Social Housing and Homelessness Technical Group:	1. TEAMS, 2. Face to Face	To elevate the service needs of people experiencing homelessness, the shortage of affordable housing must be addressed and partnerships developed for place-based solutions.		Investigate short-term and sustainable solutions, including research on SEQ safe sleeping options, homeless storage solutions, and resource repurposing.

Meeting name	Location	Issues, needs or collaborations identified	Operational Pillars*	Follow up actions
<p>Regional Communities Forum dates: 11th July 2022 26th September 2022 14th November 2022 20th March 2023</p> <p>Accommodation & Infrastructure working groups July 2022 – June 2023</p>	<p>Proserpine x 1 Mackay x 2, Collinsville x 1</p>	<ul style="list-style-type: none"> • Assessment of Regional Infrastructure Requirements and Projects • Strategies for Attracting, Retaining, and Addressing Workforce Shortages • Addressing Accommodation and Housing Challenges • Initiatives and Responses by the Queensland Government • Collaborative Efforts Involving Community, Businesses, Government, and Industry 		<p>Ensure that the outcomes of the Regional Communities Forum are disseminated to all communities within the Greater Whitsunday area. Ensure that the</p>

KPI 2: Locality Visits: 24 visits conducted.

Locality	Activity desc Participation In Clermont CONNECT Board	Number of connections: New /Old	Issues, needs or collaborations Identified	Operational Pillars*	Follow up actions
Clermont x 6 2022: 1 August 2022, 30 August 2022 6 August 2022, 28 November 2022 2023: 23 February 2023, 7 March 2023, 15 June 2023	<ol style="list-style-type: none"> Participation in Clermont CONNECT Board Meetings and provide project support. Conducting General Support Visits for Clermont 4 Doctors, Clermont Community Housing and Other Services. Involvement in JCU Integrated Health Project Sessions. 	27 Face to Face Meetings	Issues discussed include the lack of healthcare, housing, Stay Connected program, elderly care, and youth needs.		<ol style="list-style-type: none"> Attend JCU Health project sessions in 2023. Encourage participation in the Greater Whitsunday Housing Summit 2023, Identify funding opportunities aligned with recommendations arising from YUN
Glenden x 2 2022: 25 August 2022, 7 November 2022	Conducting Community Workshops on behalf of Isaac Regional Council and organise meetings for RIG and the Glenden Alliance Group.	2 group meetings, 20 individual Community members	<ol style="list-style-type: none"> Facilitated initiatives for the Glenden's Futures Community Reference Group Agreement reached during the RIG AGM to merge GAG and RIG into a single group. 		<ol style="list-style-type: none"> Continue visits to Glenden for RIG/GAG meetings Collaborate with the Glenden IRC CRO (Community Relations Officer) and local officers.

* Our efforts often span multiple Operational Pillars to reflect the interconnected nature of our work and its wide-ranging impacts.

Locality	Activity desc Participation in Clermont CONNECT Board	Number of connections: New /Old	Issues, needs or collaborations identified	Operational Pillars*	Follow up actions
<p>Nebo x 3 8 September 2022, 4 February 2023, 24 May 2023</p>	<p>Meet with & provide support to Community committees</p>	<p>2 Face to Face with meetings 10 community members 2 Community Check-ins with 25 community members attending</p>	<ol style="list-style-type: none"> Plan and manage events to build community connections in the Nebo/Glenden district, including a Community Cricket Carnival. Conduct regular check-ins with the community to validate YUN research themes and local priorities. 		<ol style="list-style-type: none"> Provide ongoing assistance to the Committee until all program activities are finalised. Keep in constant contact with youth to ensure their involvement in the Youth Summit.
<p>Moranbah x 9 2022: 26 October 2022, 29 November 2022, 5 December 2022 2023: 22 & 23 February 2023, 13 February 2023 17 May 2023, 19 May 2023, 23 May 2023</p>	<ul style="list-style-type: none"> Arrange a meeting with MDSS to discuss policy review, IC-YA initiatives, and community concerns. Conduct a face-to-face meeting for IC-YA discussions. Coordinate a meeting with IRC and Terry Farrelly to address the IRC YUN report. 	<p>,</p>			

KPI 3 & 4: 1 Community and 1 Greater Whitsunday Regional Forum

Activity description	Number of participants	Outcomes	Impacts	Operational pillars*	Follow up actions
<p>Inclusive Growth Stage 1 Forum held on 3 and 4 November 2022</p> <ul style="list-style-type: none"> Aimed to raise awareness and explore inclusive growth in Greater Whitsunday Conducted workshops for equitable opportunities, especially for marginalised communities during economic growth. 	<p>50</p>	<ul style="list-style-type: none"> The Inclusive Growth Stage 1 Forums resulted in the 2023 whole-of-region Forum, advocating for inclusive growth and equitable opportunities, particularly for marginalised groups. Conduct a comprehensive review of planning efforts by key organizations, LGAs, RCF, RDA, GW Communities, and GW3 to identify common themes. Initiate consultation and develop a regional plan supported by a backbone governance structure. 	<ul style="list-style-type: none"> The region will experience a more inclusive economy and community, fostering broader participation. Key decision-makers have acquired a deeper understanding of Inclusive Growth principles. 		<ul style="list-style-type: none"> Coordinate Stage 2 Final Forum for 2023

* Our efforts often span multiple Operational Pillars to reflect the interconnected nature of our work and its wide-ranging impacts.

Activity description	Number of participants	Outcomes	Impacts	Operational pillars*	Follow up actions
<p>Inclusive Growth Stage 2 Final Forum: 20th April 2023</p> <p>Purpose: Develop a Regional Inclusive Growth framework.</p>	29	 <p>Inclusive Growth Framework - Draft 4.c</p> <ul style="list-style-type: none"> • Framework & Forum report • Community of Practice established 	<ul style="list-style-type: none"> • Commitment to the framework • Community of practice to drive the work across the region. • Progress of Inclusive Growth actions Strong commitment to the Inclusive Growth framework, empowered. • Community of Practice, and tangible progress in inclusive actions. 		<ul style="list-style-type: none"> • Finalise the framework. • Facilitate Community of practice

Activity description	Number of participants	Outcomes	Impacts	Operational pillars*	Follow up actions
<p>Housing Round Table 6 December 2022</p>	<p>60</p>	 GREATER WHITSUNDAY HOUSING Round Table Agenda <ul style="list-style-type: none"> • Agreement to conduct regional research for gathering current data. • Commitment to hold a Regional Housing Summit in 2023. • Establishment of a Social Housing & Homelessness working group. 	<ul style="list-style-type: none"> • Diverse groups coming together gained fresh perspectives on housing issues, identifying common areas of concern and a process to identify solutions. • The collective effort of the Social Housing & Homelessness working group has commenced generating innovative ideas to tackle the increasing homelessness issue in the region. 	 	<ul style="list-style-type: none"> • Plan & coordinate Summit • Engage consultants to undertake research & develop a playbook/ report to inform the summit • Facilitate working group meetings

* Our efforts often span multiple Operational Pillars to reflect the interconnected nature of our work and its wide-ranging impacts.











Peak Body Representation

Impact

The impact of peak body representation in community development can be substantial and multifaceted.

1. **Advocacy and Policy Influence:** Peak bodies advocate for community needs, influencing policies and decision-making at all government levels.
2. **Coordination and Collaboration:** They facilitate cooperation among diverse stakeholders, fostering effective community development efforts.
3. **Resource Mobilisation:** Representing the community, peak bodies attract external funding and resources for projects.
4. **Knowledge Sharing and Capacity Building:** They empower communities through training and information dissemination.
5. **Information Dissemination:** Peak bodies inform communities about relevant developments and opportunities.
6. **Empowerment and Participation:** They enable community engagement in decision-making, valuing local expertise.
7. **Networking and Best Practices:** Peak bodies facilitate knowledge exchange for innovative development strategies.
8. **Credibility and Representation:** They boost credibility in engaging external stakeholders.
9. **Social Cohesion and Identity:** Peak bodies promote unity and shared purpose in the community.
10. **Long-Term Vision and Sustainability:** They work for sustainable solutions addressing community well-being in the future.

Peak Body	Activity Description	No. of participants	Outcomes	Operational Pillars
QCOSS	Participate in the Annual Town Hall engagement on 18th August 2022.	30	<ul style="list-style-type: none"> Discussed regional issues and unmet needs with QCOSS CEO. Negotiated three webinars by GW Communities on NFP Governance & Management Capability. <p>Based on the presented data, opted to collaborate with stakeholders to tackle the housing crisis and advance the Greater Whitsunday Housing Project.</p>	 
CSIA	Engaged in a collaborative effort to develop the Resilience Maturity Scorecard of Not For Profit organisations	10	<ul style="list-style-type: none"> Developed a regional resilience scorecard in partnership with CSIA. <p>Collaborating with CSIA to implement the regional resilience scorecard in the Greater Whitsunday region.</p>	 
CSIA	Bi-monthly meetings of the statewide task force.	30 organisations	<ul style="list-style-type: none"> Sharing information, Addressing regional issues, and <p>Enabling holistic and place based collective solutions.</p>	 

Peak Body	Activity Description	No. of participants	Outcomes	Operational Pillars
QShelter	TEAMS consultation for Pre-Statewide Premier's Housing Summit on 29th November 2022	50	<ul style="list-style-type: none"> A collaborative paper created by Qshelter representative member organizations for presentation at the Premier's Housing Summit on 20th October 2022. <p>The Q ShelterHousing Summit report was tabled in Parliament in December 2022, and new government initiatives were announced.</p>	 



Regional Socio-Economic Practice





Mackay Regional Council, Isaac Regional Council, Whitsunday Regional Council





Annual KPI's:





OSEC Engagement,
1 Regional Group formed,
Seek funding for ongoing projects

Impact

1. **Economic Growth:** Effective practices lead to increased growth, utilizing resources, fostering entrepreneurship, and attracting investments.
2. **Employment Opportunities:** Creation of new jobs in underdeveloped sectors, reducing unemployment and improving livelihoods.
3. **Inclusive Development:** Prioritising inclusivity to reduce inequalities and share economic benefits equitably.
4. **Strengthened Communities:** Involving locals in decision-making builds social capital and pride, strengthening communities.

Date	Activity Description	<i>No of Participants</i>	Key outcomes of the activity	Impact	Operational Pillars	Follow up actions
6 July 2022	Belinda Drew (CEO CSIA) and Prof Allan Dale (JCU) presented to the Inclusive Growth Steering group.	17	<ul style="list-style-type: none"> Increased understanding of the concepts, their relevance to the Greater Whitsunday region Discussion on how this links to regional Liveability Steering group agreement on priority topics for forums 	The steering group identified areas where Inclusive Growth was relevant, both in the present and future and explored ways to advance collaborative projects. The group committed to organizing a series of regional forums.	 Community Leadership Skills  Collaborative Partnerships  Regional Socio-Economic Practice  Regional Voice & Connectedness	<ul style="list-style-type: none"> Support Steering Group in planning and contributing to Regional Forums. Facilitate two regional forums in November 2022. Organise a whole-of-region forum in Mackay in 2023

Date	Activity Description	No of Participants	Key outcomes of the activity	Impact	Operational Pillars	Follow up actions
8 September 2022	Qld Social Enterprise Council workshop in Mackay	30	Introducing establishing a Social Enterprise Network connecting social enterprises across the Greater Whitsunday region.	QSEC support strengthens Social Enterprises (SEs), enhancing participation in Inclusive Growth projects. Result: More robust, diversified regional economies, and improved livability.	 Community Leadership Skills  Collaborative Partnerships  Regional Socio-Economic Practice  Regional Voice & Connectedness	<ul style="list-style-type: none"> Schedule Central Queensland Social Enterprise Network gatherings. Offer QSEC information and serve as a point of contact.

Date	Activity Description	<i>No of Participants</i>	Key outcomes of the activity	Impact	Operational Pillars	Follow up actions
3 November 2022 4 November 2022	Two Greater Whitsunday Regional Forums titled "Building a Social Legacy for Greater Whitsunday through Inclusive Growth" were held in Moranbah on 3rd November and Proserpine on 4th November 2022.	32 Moranbah 20 Proserpine	<ul style="list-style-type: none"> A forum was held in 2023, bringing together organisations focused on positive socio-economic outcomes in the region.. Review planning efforts of LGAs, RCF, RDA, GW Communities, and GW3 to identify common threads. Commence development of a regional plan with backbone governance support. 	<ol style="list-style-type: none"> A more inclusive regional economy and community. Key decision-makers demonstrate a greater understanding of Inclusive Growth. 	 Community Leadership Skills  Collaborative Partnerships  Regional Socio-Economic Practice  Regional Voice & Connectedness	<ul style="list-style-type: none"> Compile report and agreed priorities from the 2 forum groups. Schedule a whole-of-region Forum by April 2023.

Date	Activity Description	<i>No of Participants</i>	Key outcomes of the activity	Impact	Operational Pillars	Follow up actions
20 April 2023	Inclusive Growth Stage 2 Final Forum: Purpose: Develop a Regional Inclusive Growth framework.	29	<ol style="list-style-type: none"> 1. Commitment to the framework. 2. Community of practice to drive the work across the region. 3. Progress of Inclusive Growth actions. 	<ul style="list-style-type: none"> • Industry, Business & community will have a tool to measure their level of Inclusive Growth. • It will aid in measuring and meeting social obligations effectively. 		<ul style="list-style-type: none"> • Finalise the framework and benchmark tool. • Facilitate the establishment of a Community of Practice.

MEETING DETAILS

Ordinary Meeting
Wednesday 25 October 2023

AUTHOR

Mark Davey

AUTHOR POSITION

Capital and Project Program Manager

**9.9 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
FY2023/2024 CAPITAL PROJECTS PROGRESS REPORT –
SEPTEMBER 2023**

EXECUTIVE SUMMARY

This report is to provide an update to the PECS Standing Committee and Council, of the progress in the delivery of the Planning, Environment and Community Services 2023/2024 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the monthly Planning, Environment and Community Services 2023/2024 Capital Progress Summary Report.***

Resolution No.: PECS1106

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Receives and notes the monthly Planning, Environment and Community Services 2023/2024 Capital Progress Summary Report.**

Carried

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2023/2024 Planning, Environment and Community Services (PECS) Capital Works program have been identified as a requirement to ensure that Council is aware of the progress of and risk to the delivery of the program.

IMPLICATIONS

The attached PECS 2023/2024 Capital Projects Progress Summary (Attachment 1) identifies the financial and physical position of all projects. Commentary is provided to briefly explain the position of projects. Where the risk is considered low or of insignificant impact to council or the community no additional commentary is provided. Where risks are significant separate commentary is provided in the Identified Issues section of this report.

IDENTIFIED ISSUES

The previous year (FY2022/23) PECS capital program achieved 89.3% completion, based on the revised budget of \$7.8M, as at 30 June 2023. This resulted in a requirement to carry forward 10.7% of the revised budget, adding a total of \$842,000 to the FY2023/24 budget. Program performance and overall management is expected to improve for FY2023/24 due to project management resourcing being shared between the Capital and Project Program Manager, PECS departmental managers and external consultants, supported by the recent appointment of a Contracts and Projects Support Officer.

CONSULTATION

Director Planning, Environment and Community Services

Planning, Environment and Community Services Leadership Team

Monthly engagement with the Capital Peer Review members on program delivery progress

BASIS FOR RECOMMENDATION

To improve business within the Planning, Environment and Community Services Directorate by providing more appropriate and relevant reporting, transparency, and a clear monitoring tool for Council. This report will help identify and communicate any project delays or possible project failures.

ACTION ACCOUNTABILITY

The Capital and Project Program Manager in conjunction with the PECS leadership team and under the guidance of Director PECS hold responsibility for the scoping, procurement and the completion of the projects identified within the 2023/2024 Capital Program.

KEY MESSAGES

Council's continued investment, oversight and engagement in the delivery of the Planning, Environment and Community Services Capital Works Program will ensure Isaac region communities continue to enjoy access to high quality facilities and services that improve community liveability, wellbeing and visitor satisfaction.

Report prepared by:

MARK DAVEY
Capital and Project Program Manager

Date: 29 September 2023

Report authorised by:

DAN WAGNER
Director Planning, Environment and
Community Services

Date: 29 September 2023

ATTACHMENTS

- Attachment 1 - PECS FY2023_2024 Capital Projects Progress Summary

REFERENCE DOCUMENT

- Nil

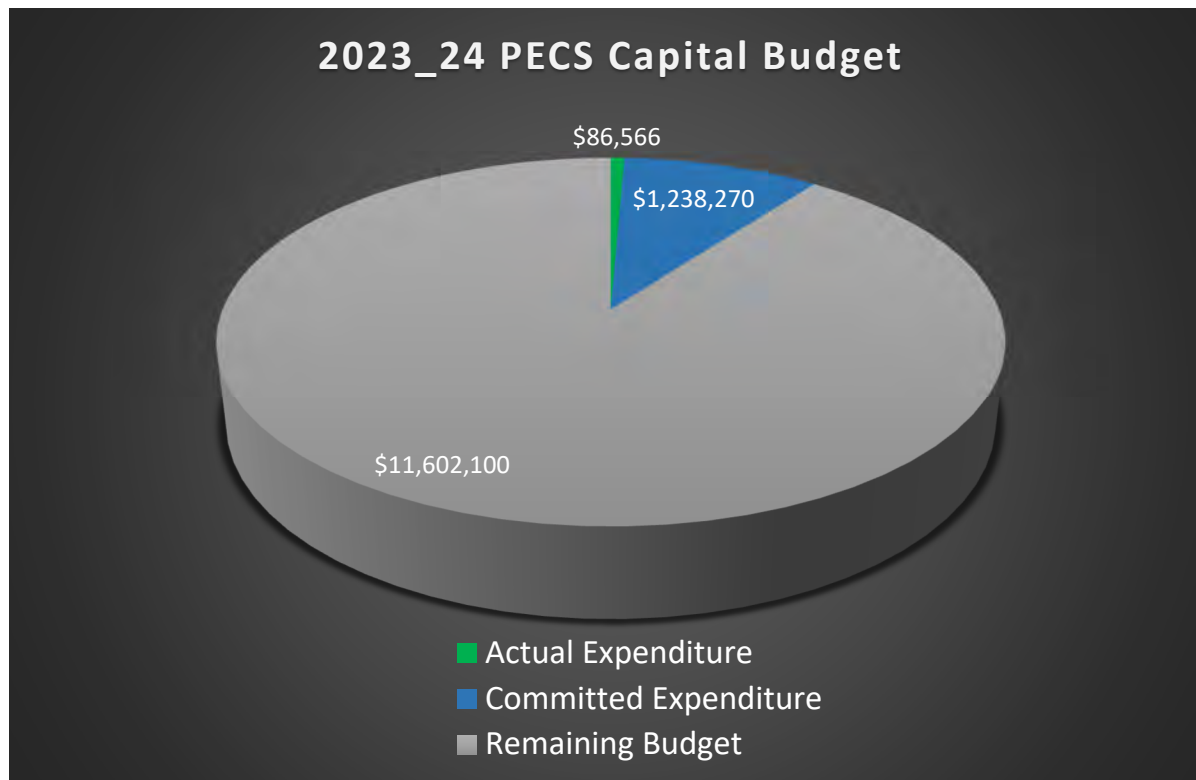
PECS 2023_2024 Capital Projects Progress Summary as at 27 September 2023

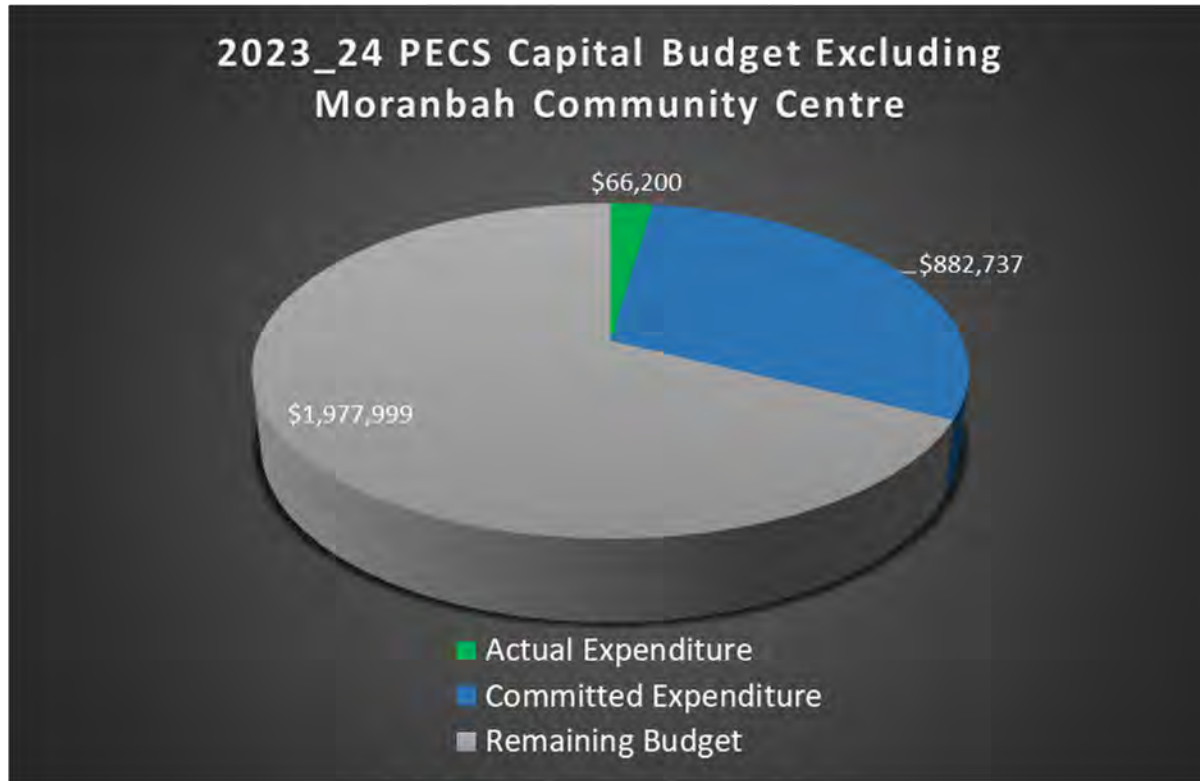
Project	Budget	Actual	Commit	Remaining budget	Project Complete Percent	Project Stage	Predict End Date	Latest Project Comment
MBH Community Centre - Design	2850	0	2850	0	75%	Procurement	30/10/2024	Seeking continued engagement throughout construction phase of project
IRC Pools - Equipotential bonding	166882	0	166881	1	35%	Construction	5/12/2023	Alternate measures under investigation to ensure minimal disruption to pool operations
CLM Sale & Show Revitalisation Stage 2	9804	287	1813	7704	60%	Construction	30/09/2023	Final stages of project underway
DYS Community Hub Design and Construct	120000	0	43962	76038	3%	Construction	30/06/2024	Alternate emergent project - Clermont Hub
STLAW Community Hub Design	125000	0	0	125000	10%	Procurement	30/06/2024	Pending award for options analysis paper and design solution
CORP Abandoned Vehicle Facility	19526	0	8670	10856	50%	Construction	31/12/2023	To be delivered by Corporate Properties
CORP Facilities Proactive Capital Program	15278	0	13962	1316	75%	Construction	30/11/2023	Shoring equipment ordered
Corp Pools Proactive Capital Program	12511	159	14780	-2428	100%	Construction	31/10/2023	Compliance signage project underway
MBH Community Centre - Refurbishment	10000000	20366	355532	9624102	20%	Procurement	30/10/2024	Tender pending award
CLM Aerodrome Refueling Tank Upgrade	58790	0	58790	0	21%	Construction	31/12/2023	Delivery pending contractor availability
CLM Caravan Park Emergent Electrical Works	238380	0	0	238380	51%	Procurement	31/12/2023	First stage complete, second stage pending award
NBO Truck Wash Renewal	99488	0	82252	17237	18%	Construction	31/03/2024	Parts in transit from Europe, expected delivery 1/12/2023
CORP Tourism Signage Stage 2	98149	0	85951	12198	15%	Construction	31/03/2024	Project underway
NBO Hall, Admin, Lib, Museum External Re	59734	127	32883	26724	73%	Construction	30/10/2023	Final stage of construction pending procurement of asbestos safe viewing cabinet for projectors
Pioneer Slab Hut Restoration	74043	61956	6373	5714	80%	Complete	31/07/2023	Complete

MMT Pool Amenities Refurbishment	21043	3174	20212	-2343	34%	Construction	31/10/2023	Construction nearing completion
MMT Wading Pool Shade Replacement	460	497	0	-37	100%	Complete	31/07/2023	Complete
MBH Animal Management Centre Renewal	200000	0	0	200000	15%	Procurement	31/03/2024	Scope of works under review to ensure suitability
NBO Museum	25000	0	0	25000	15%	Procurement	31/12/2023	Pending quotes for asbestos safe viewing cabinet for projectors
Flaggy Rock Septic - Partial replacement	220000	0	73100	146900	0%	Procurement	30/06/2024	Procurement documents received and being completed. Scope complete
DYS Civic & Rec Centre Furniture Replace	25000	0	15134	9867	25%	Construction	18/10/2023	Initial order complete, quotes for remainder in progress
MBH GCAC 25m pool Dosing Regime	65000	0	0	65000	35%	Procurement	20/02/2024	Awaiting procurement review and forward to Director for approval to release
MMT & DYS Swim Pool Dive block renewals	70000	0	32627	37373	35%	Construction	31/12/2023	Purchase of blocks awarded, lead times now outside project delivery schedule, works item delayed due to timeline overrun. Project to be returned to market.
CORP Pools Emergent and/or Prog Renewals	100000	0	62372	37628	25%	Construction	30/06/2024	Partial award for initial works
CLM Swim Pool design and emergent works	100000	0	2240	97760	15%	Procurement	31/12/2023	Rec report with procurement and Director for final approval.
CLM Civic Centre Roof replacement	500000	0	145684	354316	10%	Planning	30/06/2024	Tender in drafting stage
GLN Rec Centre - Cold Room replacement	20000	0	0	20000	10%	Procurement	31/12/2023	Scope under review
GLN Swimming Pool Storage Upgrade	85000	0	0	85000	10%	Planning	31/12/2023	procurement documents received, final planning to be completed
CORP Halls/Centers Emergent and/or Prog	200000	0	0	200000	10%	Procurement	30/06/2024	First stage - finalizing scope - Multiple projects
CLM Caravan Park Utilities Renewal	40000	0	0	40000	20%	Planning	31/12/2023	Planning complete, procurement in initial stages

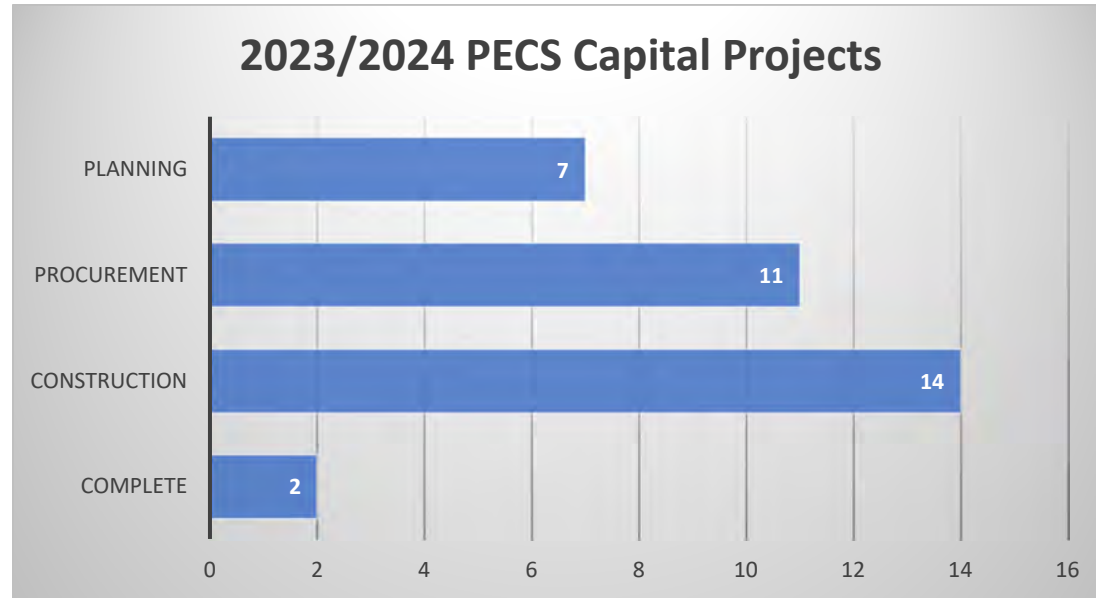
NBO Showgrounds Disability Access	45000	0	0	45000	10%	Planning	31/12/2023	Planning complete, procurement in initial stages
NBO Showgrounds Arena Irrigation	60000	0	0	60000	0%	Planning	31/12/2023	Planning complete, procurement in initial stages
DYS Miners Memorial	50000	0	12200	37800	0%	Planning	30/06/2025	Design stage only - Contractor awarded 18/09/2023
	\$ 12,926,938.00	\$ 86,566.72	\$ 1,238,270.37	\$ 11,602,100.91				

2023/24 PECS Capital Budget as at 27 September 2023

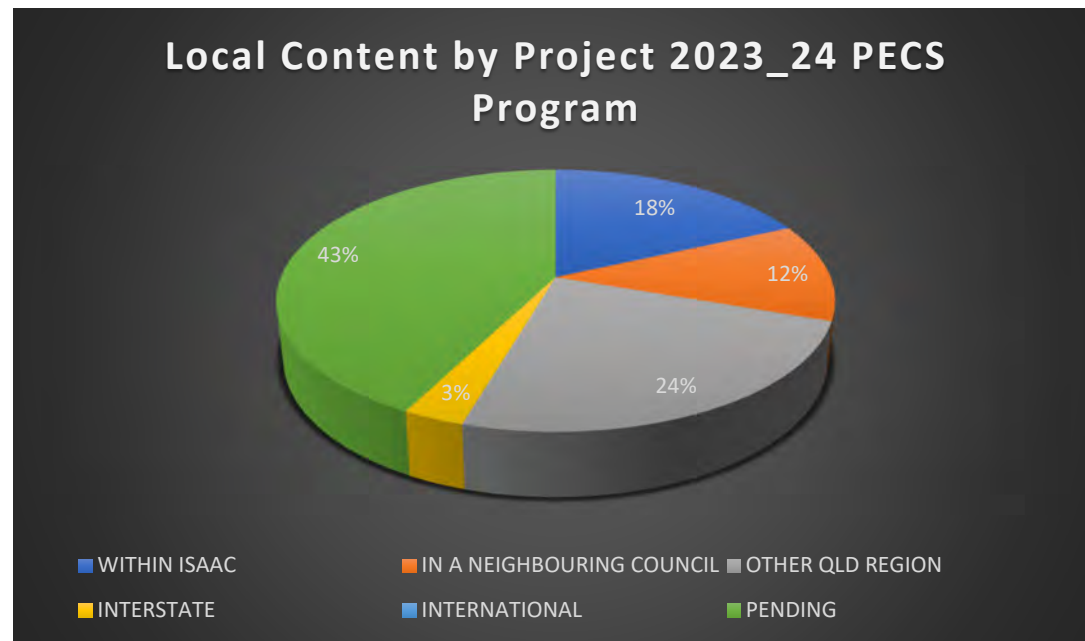




Project Progress as at 27 September 2023



Local Content by Project



MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Shane Brandenburg
AUTHOR POSITION	Manager Economy and Prosperity

9.10 ST LAWRENCE WETLANDS WEEKEND 2023 EVENT EVALUATION AND 2024 SAVE THE DATE

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview of the 2023 St Lawrence Wetlands Weekend event evaluation, seek endorsement of the proposed date for the 2024 St Lawrence Wetlands Weekend event and early adoption of some event fees and charges.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the 2023 St Lawrence Wetlands Weekend event evaluation.**
- 2. Endorses the date for the 2024 St Lawrence Wetlands Weekend event be held 21 - 23 June 2024.**
- 3. Receives and notes the draft 2024 St Lawrence Wetlands Weekend event partnership prospectus.**
- 4. Adopts the following early fees and charges listed below for the 2024 St Lawrence Wetlands Weekend ticket sales, inclusive of GST:**

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section Number:	GST Inclusive	2023/2024 Fee
Purchase of tickets via ticket agencies will incur transaction and merchant fee, which are charged at the discretion of the ticketing platform provider.						
General Admission	General Weekend Admission – Adult	NCR			Yes	\$25.00
	General Weekend Admission – Child (5-16 years)	NCR			Yes	\$5.00
	General Weekend Admission – Child (under 5 years)	NCR			N/A	\$0

	General Weekend Admission – Volunteer	NCR			N/A	\$0
	General Weekend Admission – Local residing postcode 4707	NCR			Yes	\$12.50
Stalls	Stallholder Fee	NCR			Yes	\$30.00
	Food Vendor Site (weekend rate)	NCR			Yes	\$100.00
Camping	Camping/Caravanning one night	NCR			Yes	\$25.00
	Camping/Caravanning two nights	NCR			Yes	\$40.00
	Camping/Caravanning three nights	NCR			Yes	\$55.00
	Camping/Caravanning four nights Note; includes a fifth night FOC	NCR			Yes	\$65.00

Resolution No.: PECS1107

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Receives and notes the 2023 St Lawrence Wetlands Weekend event evaluation.**
- 2. Endorses the date for the 2024 St Lawrence Wetlands Weekend event be held 21 - 23 June 2024.**
- 3. Receives and notes the draft 2024 St Lawrence Wetlands Weekend event partnership prospectus.**
- 4. Adopts the following early fees and charges listed below for the 2024 St Lawrence Wetlands Weekend ticket sales, inclusive of GST:**

Classification	Description	Cost Recovery or Non-Cost Recovery	Head of Power (Relevant Act)	Section Number:	GST Inclusive	2023/2024 Fee
Purchase of tickets via ticket agencies will incur transaction and merchant fee, which are charged at the discretion of the ticketing platform provider.						
General Admission	General Weekend Admission – Adult	NCR			Yes	\$25.00
	General Weekend Admission – Child (5-16 years)	NCR			Yes	\$5.00
	General Weekend Admission – Child (under 5 years)	NCR			N/A	\$0
	General Weekend Admission – Volunteer	NCR			N/A	\$0
	General Weekend Admission – Local residing postcode 4707	NCR			Yes	\$12.50
Stalls	Stallholder Fee	NCR			Yes	\$30.00
	Food Vendor Site (weekend rate)	NCR			Yes	\$100.00
Camping	Camping/Caravanning one night	NCR			Yes	\$25.00
	Camping/Caravanning two nights	NCR			Yes	\$40.00
	Camping/Caravanning three nights	NCR			Yes	\$55.00
	Camping/Caravanning four nights Note: includes a fifth night Free of Charge	NCR			Yes	\$65.00
						Carried

BACKGROUND

St Lawrence Wetlands Weekend (SLWW) is a multi-award-winning tourism event delivering an immersive three-day nature, culinary, and cultural experience set against the backdrop of St Lawrence's world-class wetlands. Held by Council since 2008 to raise awareness and showcase the importance and natural beauty of the wetland environment, the event provides one of Queensland's most unique experiences with visitors from around Australia travelling to the Isaac Coast.

A strategic planning process commenced in 2018 to guide future efforts to grow the event to its full potential over the short term (5 year) and ensure ongoing benefits to the St Lawrence and Coastal area of the Isaac region. The event has continued to achieve its goals of developing a profile as a renowned tourism event that attracts visitation from Isaac and the broader regions and celebrates the key event themes of tourism, cultural heritage, environment, arts and cuisine with a local produce focus.

The SLWW is delivered by Isaac Regional Council in collaboration with key theme stakeholders and the local St Lawrence community thanks to support from our event partners.

2023 Event Evaluation

A full overview of the 2023 SLWW Event evaluation is provided in *Attachment 1 – 2023 SLWW Event Evaluation*, which details the 2023 outcomes and challenges and enables comparative data on previous years events.

It should be considered that Council's financial and resourcing investment delivers a number of beneficial outcomes including enhancement of the region's profile as a tourism destination, a direct economic impact of approximately \$500,000 annually, investment in and showcase of Isaac's arts, culture, environment, local produce and community development potential for the St Lawrence and broader coastal communities,

Whilst the event has achieved growth since its commencement, maintaining the event's resourcing, funding and operational sustainability, community and partnership investment, and tourism destination profile remains one of the biggest risk factors to manage. Particularly in noting that the event costs approximately \$170,000 - \$200,000 annually, and funding for it needs to be achieved each year through tickets sales, grants and partnership revenue streams and other event cost recovery opportunities such as bar and food primarily managed by community. This community involvement is an essential component of the events community benefits and outcomes.

It is noted the visitor numbers were lower than those of the 2022 event when Jayco Mackay attended that event on mass, with approximately 250 guests. In comparison to previous years, the event's visitation growth trajectory is still being achieved, even without accounting for securing the Jayco attendance.

It is to be noted, the cost of the event was significantly greater than previous years, with a number of factors influencing this element. This includes a rise in logistics expenditure by approximately \$25,000 - \$30,000 due to the event outgrowing the original location in 2021, funding opportunities reduced for entertainment, increasing infrastructure needs, unsuccessful grant applications, various expenditure impacts including inflationary growth, and impacts on attendee cost of living, competing travel and experience opportunities locally, nationally, and abroad. Additionally, the cyber incident had an impact on marketing when ticket sales went live.

Strategies to address many of the ongoing event's issues are being implemented. These strategies include the early adoption of the Save the date, base fees and charges and associated early marketing targeting long haul caravan/camping markets as well as saving on infrastructure and entertainment where possible. Further continued growth in financial and in-kind partnerships as well as growth in grant funding are key components of these strategies. Currently there are approximately \$60,000 worth of grant applications in progress at this point.

It is important to ensure the balance between the bottom-line targets and visitor experience and the events profile are not compromised as this could impact the event's successful outcomes to date.

It should be noted that the 2019-2024 Tourism Strategy Item 2.4.0 – Create a regional tourism events strategy is listed in the 2024/25 Economy and Prosperity Business plan for consideration as a project for funding through the operational Project Accountability Gateway. This initiative will provide further strategic direction to the St. Lawrence Wetlands Weekend and other Signature events across the region.

The investment in delivery and attraction of events are a significantly challenging space at all Council's and SLWW is this Council's main foray into delivery of its own and the learnings from the recent years will inform future Council's direction in the Events space.

Save the Date

SLWW was held on the second weekend in June, but in 2022, it was moved to the first weekend of the June school holidays due to conflicts with multiple regional events. Despite some overlap with other events, it is proposed to continue with the same timing in 2024, which will be from 21 June to 23 June.

The proposed 2024 date has been selected to facilitate higher visitation from families with children, aligning with the Queensland School holiday period from 22 June to 7 July. This choice also aims to minimize the impact of other events and shows in the Central QLD region. It's worth noting that the Mackay Show still occurs in the week leading up to the event, but in 2024, we plan to address this through consistent marketing to key audiences.

Furthermore, existing promotional and marketing material will not have to be altered, while event partners Tourism and Events Queensland (TEQ) can continue to promote the event. This will allow for early advertisement and engagement opportunities.

Partnership Prospectus

To further support the events delivery financial and in-kind partnerships are a key outcome for sustainability and the 2024 draft prospectus is provided in *Attachment 2 2024 SLWW Draft Prospectus*. The draft may receive minor grammatical amendments prior to release. There has been positive growth in this avenue over the preceding years from \$8,000 in 2019 to approximately \$26,000 in 2022 and \$35,000 in 2023 between either financial and or in-kind goods and services. With 2023 seeing Fitzroy Basin Association, Reef Catchments, Koinmerburra Aboriginal Corporation, Flexihire, Lotus Ck windfarm, Jayco Mackay, Squadron Energy, Kinetic Resources, King River Beef and Australian Prawn Farm all partnering with the event.

Fees and Charges

To further support early marketing adopting the basic fees and charges are proposed as below, noting that general entry pricing has increased from \$10 in 2019 to \$25 in 2023 and is not proposed for additional increase for next year's event.

Classification	Description	2022/23 Fee	2023/2024 Fee
Purchase of tickets via ticket agencies will incur transaction and merchant fee, which are charged at the discretion of the ticketing platform provider.			
General Admission	General Weekend Admission – Adult	\$25.00	\$25.00
	General Weekend Admission – Child (5-16 years)	\$5.00	\$5.00
	General Admission – Child (under 5 years)	\$0	\$0
	General Weekend Admission - Volunteer	\$0	\$0
	General Weekend Admission – Local residing postcode 4707	\$12.50	\$12.50
Stalls	Stallholder Fee *Note no fee in 2023 event. 2022 event fee \$30.00	\$0	\$30.00
	Food Vendor site (weekend rate)	\$100.00	\$100.00
Camping	Camping/Caravanning one night	\$20.00	\$25.00
	Camping/Caravanning two nights	\$35.00	\$40.00
	Camping/Caravanning three nights	\$45.00	\$55.00
	Camping/Caravanning four nights	\$60.00	\$65.00
	Camping/Caravanning five nights. Note; 2024 proposed to include a fifth night FOC	\$62.50	\$65.00

IMPLICATIONS

Reputational

The event has shown to deliver reputational benefit to the organisation and region through the events unique offerings, growth and its Regional, State and National recognition and profile and as part of Isaac's signature events calendar, being its singular premier Arts, Cultural, Environment and Culinary festival. It is also acknowledged similarly the risk and challenges presented through the delivery of the event annually and need to continue to build on the regional benefits that it can deliver for Isaac residents.

Financial and Resourcing

Whilst no direct financial risk or other implications are associated with this report, the event itself comes with a significant reputational, financial, and resourcing risk and impact to Council, key external stakeholders and the St Lawrence community.

The event resourcing and budget impact to Council is a key focus that continued business planning and improvement to the governance and delivery structure will aid to reduce the impact as per the actions detailed in the report.

CONSULTATION

Director Planning Environment and Community Services

St Lawrence Wetlands Weekend Strategic Planning working group

Economy and Prosperity Department

Manager Brand, Media and Communications

BASIS FOR RECOMMENDATION

The basis for recommendation is to ensure Council visibility regarding the SLWW event delivery, planning, development and governance and release of the Save the date will allow for increased target audience and reduced impact to Council.

ACTION ACCOUNTABILITY

The Economy and Prosperity team to work with the Brand Media and Communications team deliver “Save the Date” communications to broader stakeholders, community and event target audience and continue to provide updates to Council on the 2024 SLWW event as required.

KEY MESSAGES

Continuous improvement with ongoing strategic planning and review will improve delivery outcomes in maximizing benefit and minimizing impacts.

Report prepared by:

SHANE BRANDENBURG
Manager Economy and Prosperity

Date: 29 September 2023

Report authorised by:

DAN WAGNER
Director Planning, Environment and
Community Services

Date: 29 September 2023

ATTACHMENTS

- Attachment 1- 2023 SLWW Event Evaluation
- Attachment 2- 2024 SLWW Draft Partnership Prospectus

REFERENCE DOCUMENT

- 2024 St Lawrence Wetlands Event Management Framework



Below is a snapshot of key areas in review of the SLWW event from 2023 and across recent years.

Event Background

Key activities timeline;

- **2008 – Started with approx. 50 persons** at a Wetlands bird watching event & information session
- **2018 - Council undertook a strategic planning** process to grow the event from a small community one day event (approx. 150 persons) to a regional tourism destination product over 3 days
- **2021 – Achieved national award-winning success** (Gold at Qld & Bronze at Aust tourism awards), and the event was at maximum capacity at the Recreation grounds to accommodate visitation and associated event infrastructure
- **2022 – Amended event delivery locations & date** - To maintain & accommodate the event growth and profile - accommodate numbers and activate the town, further requiring associated growth in the entertainment and infrastructure at multiple locations (note; Council also delivered signature luncheon due to GWFN disbanding & Jayco Mackay commit to attending enmass)
- **2022 – A business planning process conducted** started late in 2022 delivery and finalized through the debrief of that year's event
- **2022 – Event outcomes – Growth at a cost, Community & key stakeholder relationships fractured** with Council and the event, **event resourcing capacity maximized** and **continued bottom-line budget growth**
- **2023 – Targets** were to utilise the business plan as a decision-making filter, **improve relationships, consolidate and retain the event's profile and repeat the 2022 event with the changed elements** and improve the visitor experience, achieve consistent visitor numbers (knowing no Jayco attendance). Also, to **increase Isaac region artisan/enviro and other key stakeholder attendance** and **make the event a development pathway for Isaac and broader region artisans.**

Tourism Event Profile

The event has increased Isaac regions profile as a tourism destination in achieving State & National recognition at tourism awards in recent years and this elevates Isaac's branding.

Awards	Festivals and Events	Year
Queensland Tourism Awards	Bronze	2022
Mackay Isaac Tourism Awards	Gold	2022
Australian Tourism Awards	Bronze	2021
Queensland Tourism Awards	Gold	2021
Mackay Isaac Tourism Awards	Gold	2021
Mackay Isaac Tourism Awards	Gold	2019

The event is one of the regions signature events and is the only prominent Arts, Cultural & Environmental festival besides the Wombat festival in Clermont with most events aligned to sporting events particularly horse sports.

The event has a unique mix of pillar themes being Arts, Cultural, Environment & cuisine (local produce) and mixed with the unique location of St Lawrence has potential to continue to grow but this comes with considered risk.

Isaac Signature Events Calendar	Approx. single day numbers	Multi day event numbers
Nebo Rodeo (including street party)	5000 -6000	8000-9000
Clermont Agricultural Show	4000 -5000	6000-9000
Twin Hills Rodeo, Campdraft and Races	1000 -1200	3500 - 4500
St Lawrence Wetlands Weekend	800 -1100	2500-3500
Nebo Bushman's Carnival Campcraft	800 -1000	1500 - 2000
4U2 Concert – (currently discontinued)	2500	-
Clermont, CRCA, MMT, MBH & other Rodeos	1200 - 2000	-
Middlemount, Mbh Miners memorial & Clermont Race days	800-1200	-
Clermont Battle of the Mines Rugby League Carnival	1000-1200	-
Clermont Gold and Coal Festival & Wombat festival	700 - 900	-
Regional Campdrafts – (varying locations)	500 - 800	-

Council's investment outcomes:

- Tourism destination profile:** for the event, the township, the Isaac coast and the greater region – ng; national and state award recognition & and prominence.
- Direct economic outcomes:** approx. \$500k regionally, St Lawrence community & businesses directly approx. \$80-100k.
- St Lawrence community development:** Signature event for the township, capacity building for community and a uniting activity.

4. **Investment in our region's Cultural heritage:** Koinjmal people & broader groups relationship and capacity building, as well as a signature Isaac regional cultural celebration.
5. **Investment in our region's Arts community development:** Development pathway for our regional artisans, reflective of many actions from Council's Public Arts & Cultural action plan.
6. **Investment & showcase of our Environment & sustainability practices:** Showcase of the unique ecosystem that is in St Lawrence and Broadsound, partnership & project development with our NRM's and other stakeholders, waste education and other circular initiatives.
7. **Investment in Livability through events for Isaac residents:** the event is part of Isaac's regional Signature Events calendar: Social outcomes are achieved through events in region, SLWW in the 5 largest in region (ranging from 25-40% visitation from Isaac residents), it also provides capacity building and learnings for Council participation in delivery itself in the events space.

Event risks – Sustainability.

Whilst the event has achieved successful growth, maintaining the event's sustainable growth, community and partnership investment, profile and annual delivery (in terms of both resourcing and funding) remains one of the biggest risk factors to manage.

Funding;

The event currently requires an estimated delivery expenditure of approximately \$150,000 to \$170,000, which needs to be funded through event ticket revenue, grants, partnerships (sponsors), and any remaining balance required from the Council's investment. The risk is that every year the event begins with limited or no ability to forecast income from all revenue streams (grants, partnerships), and any impact or shortfall in any or all of these revenue streams leaves a corresponding shortfall impact on the Council.

Further noting that in sourcing grants and partnerships at the same time as planning and delivering the event does not allow time to plan delivery of activities to revenue (i.e., entertainment and infrastructure needs to be booked before known outcomes of grants and revenue are achieved). Another key point is Council revenue from the event is somewhat limited with local community and other providers receiving areas of the potential cost recovery in a normal event delivery scenario (i.e. food, bar) and Council changing the format to alternatively take this type of revenue from community groups to fund the event is not an ideal scenario at this point, with other opportunities preferred in the short term.

Similarly, event expenditure has grown with the event in recent years and this risk factor was elevated in 2022 when the growth determined the need for the event to be delivered in multiple locations and the cost of managing additional sites and resourcing has increased significantly that impact bottom line (approx. \$25-35k). Having delivered the event for two years in the same location format has allowed the project team to assess a base expenditure and opportunities to minimise.

The risk can be seen below is the indicative potential variance of revenue/expenditure to be achieved each year;

Budget Annual Variance risks	
Revenue	
Council ticket revenue	\$15-35,000
Grants	\$20-50,000
Partnerships (financial and in kind)	\$15-40,000
Council budget bottom line	\$40-90,000

Total	\$90-200,000
Expenditure	
Logistics	\$55-75,000
Entertainment	\$45-70,000
Luncheon	\$10-20,000
Accommodation	\$5-10500
Event delivery staff wages	\$8-15,000
Marketing	\$5-12,000
Total	\$135-200,000

Note; the above does not fully incorporate other third parties delivery activities at the event.

Resourcing

Resourcing to deliver on the event is a further constraint for Council with Economy & Prosperity (E&P) leading the delivery with support in applicable areas from associated departments, Engaged Communities, Liveability & Sustainability, Waste, Brand Media & Communication and Parks & Recreation.

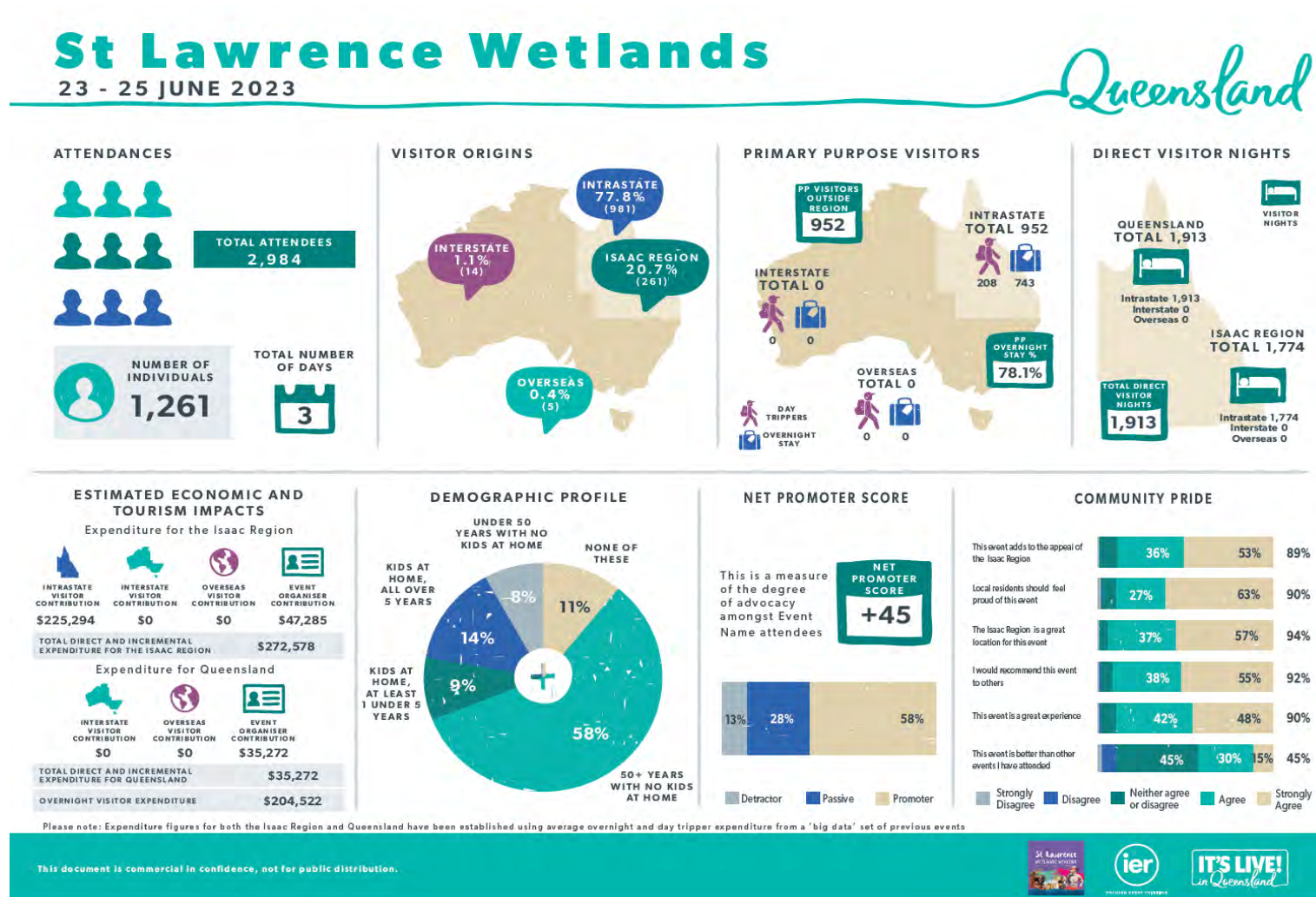
Staff resourcing costs (which for most departments is BAU core business engagement for each department) would be estimated at approx. \$80-120k in addition to the above table. Avenues to share the resourcing workload from E&P and external of Council itself continue to be sought. Collaboration and partnership with the St Lawrence community and other external stakeholders in the environmental & arts fields growing input and ownership for parts of the event was an area of improvement in 2023.

2023 Event key challenges:

- **Resourcing** – two extended vacancies occurred in the E&P team (>5months each) and increased requirement to grow stakeholder's relationships & funding streams
- **Consolidating event locations and activities**– (2022 ticketed events groups resistance to repeat and associated infrastructure/ resourcing to manage multiple locations/activities) (note; Changes to Ticketed event format from 2022 impact bottom line)
- **Budget** – Base budget due to funding being unknown each year and delivery to meet the growth and profile i.e., Grants, partnerships & tickets sales unknown each year and associated related expenditure for entertainment to maintain profile, the infrastructure costs from the location growth & change, resourcing required to appropriately deliver event & inflation
- **Cyber incident** – Ticket release was achieved earlier (Mar 1st) but associated marketing was impacted at the time and impacted ticketing outcomes
- **Cost of living and inflationary pressures**– Australia Council for the Arts - Audience Outlook monitor report - April 2023 financial reasons are the top barrier to attending events, and many are looking for free/cheap things to do (54%), staying close to home (45%).
- **Competing events calendar** – across the regions (SLWW 23-25 June, Mackay Show 21-23 June, Be Social festival - 24 June)
- **Return of international travel and cruise ships**
- **Location of St Lawrence** – limited supporting infrastructure & location impacts attracting visitors and vendors

2023 Event outcomes and comparison

Note; TEQ modelling numbers accounts for visitors who partake in differing activities at the event in addition to direct individual ticket numbers;



Note; 2023 allowed the first real comparative data opportunity across the previous years with TEQ modelling and Local ticket booking platform;

Data 2019 – 2023 Comparison	2023	2022	2021	2019
Total Attendees (3-day modelling)	2,505	3,138	2,259	1,500
Ticket data;				
General entry (incl children)	835	1046	753	500 (approx.)
Camping sites	167	243	116	95
Glamping	27	27	20	10
Stallholders (incl food vendors)	43	48	49	
Luncheon	110	156	128	100
TEQ Visitation Economic impact (Isaac region) Plus, actual event regional expenditure (\$150-170k)	\$272,578	\$369,436	\$308,523	
Visitor profile – Isaac region	20.7%	26.6%	38.3%	
Visitor profile – Inter/intrastate	77.8%	73.4%	61.7%	
Visitor profile – 50+ years	58%	42%	62%	
Visitor profile – families	23%	34%	24%	
Visitor profile - others	19%	23%	14%	

Budget Outcomes;

At a high level an overview of 2023 budget outcomes in comparison to 2022 and targeted impact/opportunities to improve in 2024;

- **Comparison on total ticketing revenue year on year is challenging** due to differing ticketing format i.e., 2023 some providers delivered event externally and or received funds directly and differing format of ticketed events which have a large element of income received but paid directly to third parties for their activities.
- **Visitor numbers and therein ticket sales were down** in 2022 primarily due to Jayco not attending as a group (approx. 250 persons, 60 camp sites – approx.\$10k) – noting conversations for 2024 and other caravan groups are occurring. In comparison to 2021 numbers showed a continued increase particularly in camping.
- **General entry ticket prices** have gone from \$10 in 2019 to \$25 in 2023 and are recommended not to increase for 2024.
- **Grant income was down** approx \$20k on 2022 with two unsuccessful grant applications for \$21k, noting in utilisation of additional RADF funds in 2022 . To note for 2024 two identified grants are being submitted for \$65k in total at this point. Importantly grants are primarily available towards entertainment provision and limited can be limited for infrastructure
- **Partnerships (sponsors financial and in kind) was up** approx \$9k and with Lotus Ck and Clarke ck windfarm projects in the localised area potential to sustain or increase is good for 2024.
- **Entertainment costs were on parr to 2022** with some potential to reduce in 2024 but visitor experience needs to be considered in balancing this if growth in visitor numbers is achieved, noting grants received are more often for entertainment

- **Logistics costs were on par to 2022** but notably approx. \$25-30k is greater than 2021 due to changed locations. Further noting some savings were made in 2023 but additional infrastructure was provided in for the revised delivery model of the Sunset cultural festival and Nick Flack fine dining experience. Council purchase of an event marquee will be a key advantage for 2024
- **Signature luncheon costs were up \$5-7k** due to the engagement model of Dan & Steph and targeted area for reduction in 2024 in infrastructure (as above) and celebrity engagement.
- **Accommodation increase \$5k** – noting \$10k grant funding was received for Rent a tent delivery but the ensuing ROI was not achieved with the tents primarily used by performers/staff instead of delivering sales.
- **Additional staff resourcing \$3-5k** to deliver improved management of event & internal transport.
- **Inflation – approx. \$5-10k** – it was noted inflation on goods and services increased for most areas in line with CPI.
- **Marketing** – slight increase but comparative to previous years in total.
- **Noting elements of cost recovery activities are provided to community not Council** – i.e., Bar, Food etc. that are important parts of cost recovery are afforded to community.

Recommended targets for 2024

Overall, a significant reduction to Council's overall bottom line with \$60k or less being the identified target. This is proposed through earlier engagement in many of the planning activities being increase earlier ticket release and marketing from both BMC & E&P to target the southern long-haul travellers and associated camping groups. Increase in grant income with early identification of grants and \$60k is being applied for in two grants currently and further sought if unsuccessful. Retention of existing and increase in financial and in-kind partners, and some reduction in entertainment and logistics costs already identified and being pursued.

It is important to ensure the balance between the bottom-line targets and visitor experience and the events profile are not compromised and recommendation to build visitor numbers, increase partnerships and reduce entertainment & infrastructure costs the short-term goals to reduce the bottom line.

Budget Outcomes;

The 2023 event was the first time that a reasonable comparison of the event to other years can be provided, and this will significantly aid and improve event decision making. Below is comparative budget from 2019 to 2023 but it is to be understand due to multiple factors ability to accurately provide comparative and accurate data for each year is extremely difficult and the below table is provided as accurately as possible to the individual years event. This is due to changing format of the event, , third parties differing delivery of activities at the event, fand the fact the event is at end of financial year. Therein the below table is as accurate to the individual year's event as possilbe.

	2023	2022	2021	2019
Revenue				
Grants total	39,154.80	57,651.65	54,132.85	8,713.00
Flying Arts (2023 unsuccessful for \$21k)	5,000.00	10,000.00	-	-
Flying arts – (Koinjmal grant)	-	7,318.18	-	-
TEQ (Note added TEQ 2020 - \$10k to 2021)	20,000.00	10,000.00	20,000.00	-
YOIT	-	-	15,000.00	-
RADF	14,154.80	30,333.47	19,132.85	8,713.00
Partnerships total	35,322.73	26,250.00	8,000.00	3,000.00

Financial	21,322.73	16,500.00	-	-
In kind	14,000.00	9,750.00	8,000.00	3,000.00
Sub total	74,477.53	83,901.65	62,132.85	11,713.00
Ticket Sales Note; not reflective of IRC's direct income due to ticketing events format & third party payments	35,868.19	57,162.40	32,151.36	23,018.43
Revenue Total	110,345.72	141,064.05	94,284.21	34,731.43

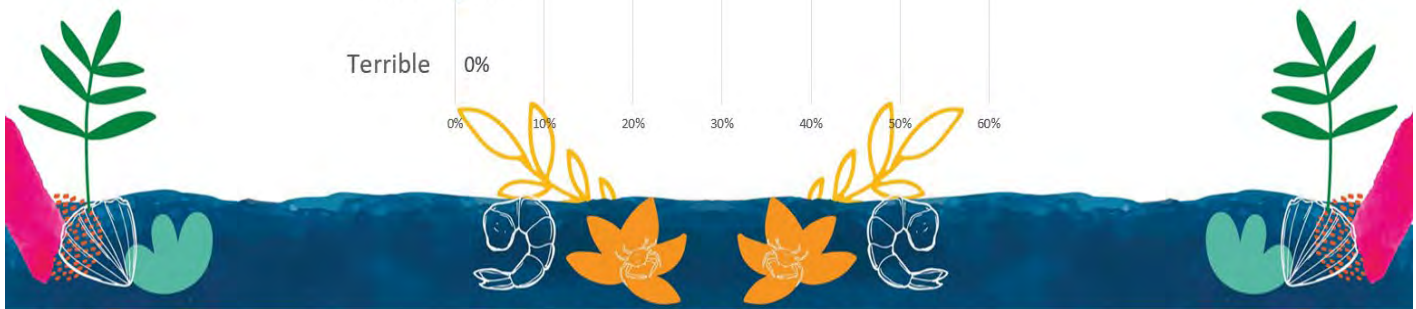
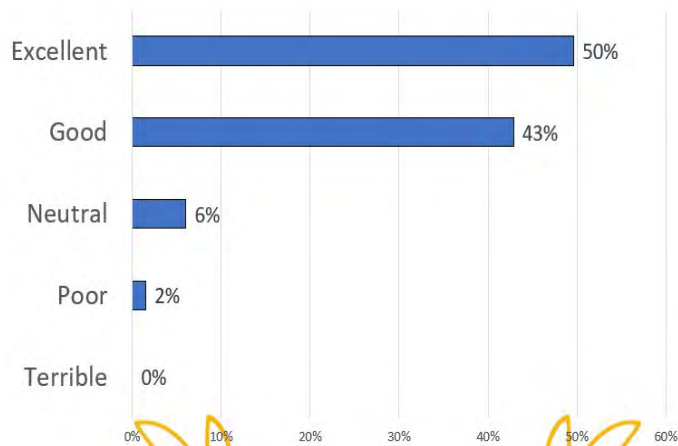
Expenditure				
Logistics total	75,379.65	72,850.40	56,814.15	33,889.24
Logistics (incl plann etc)	61,379.65	63,100.40	48,814.15	30,889.24
In kind Logistics	14,000.00	9,750.00	8,000.00	3,000.00
Entertainment total	82,925.77	85,852.26	57,680.50	46,884.01
Entertainment	49,924.71	41,819.11	32,320.23	28,703.01
Radf funded activities	14,155.00	30,333.47	19,133.00	8,713.00
Luncheon (not incl. infrastruct.)	18,846.06	13,699.68	6,227.27	9,468.00
Workshops & other third party payments	10,695.82	23,656.36	21,370.91	-
Accommodation	9,495.45	5,031.06	2,310.00	2,361.76
Staff wages	15,856.21	7,328.72	232.91	3,251.76
Marketing	6,816.36	7,018.00	10,707.18	8,675.46
Other	3,923.41	6,346.48	3,906.35	823.02
Expenditure Total	205,092.67	208,083.28	153,022.00	95,885.25
Council bottom line budget impact	- 94,746.95	- 67,019.23	- 58,737.79	- 61,153.82



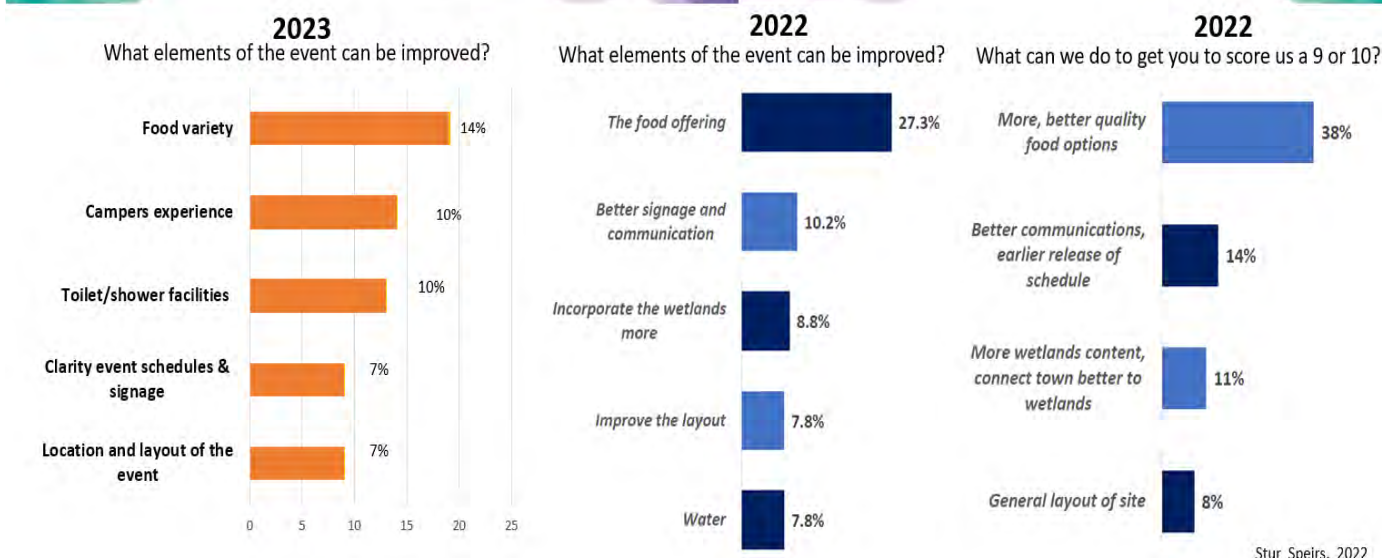
Customer feedback

Question SQ6: How would you rate your experience overall?

Rate response (Percentage)



Question Q5c: What elements of the event could be improved? Comparison



Stur Speirs, 2022

1. Food offering remains the first area for improvement in both years but reduced in 2023
2. High correlation between Camper's experience and 'connect town better and wetlands, location and layout of the event, clarity event schedules & signage.

Visitor & key stakeholder experience summary

In review the consumer primarily enjoyed the event with survey feedback from 150 attendees and key stakeholders/partners in the event (over 20%). In summary, some of the issues from 2022 related to community and key stakeholder relationships showed significant improvement, laying a strong foundation for ongoing community and stakeholder engagement rather than passive attendance.

Event experience issues from 2022, such as food options and other noted concerns, saw significant improvement. References to food issues decreased from 27-38% in 2022 to 14% in 2023. The Sunset cultural experience, in its amended format, was particularly praised as the best experience. However, most of the remaining visitor issues were primarily related to understanding the event's multiple locations and timing of experiences, including information, camping, and movement. This is an identified area for improvement.

Event evaluation Summary

SLWW is Council's major foray into being the deliverer of signature tourism or liveability events and the event has diverse and unique offerings (Arts, Culture, Environment & Cuisine) as well as the pristine locality that Isaac or the broader region does not offer up in other events.

The event has successfully established itself as a prominent tourism attraction, elevating the profile of the Isaac region as a tourism destination. However, the challenges of managing the event as its delivery owner, along with addressing budgetary considerations, resource allocation, and handling the growth in visitation to a remote location, result in a bottom-line cost impact. It's worth noting that several elements of the typical cost

recovery activities at an event are extended to a small remote community with limited opportunities throughout the year to generate such income.

The events growth has come at a cost but continued learnings and improvement in the delivery model and bottom line can be attained. Therein recommendation to continue to deliver on the event in its current format and not forego the achieved outcomes for bottom line in the near 1-2 years would be recommended with review thereafter.

2024 & 2025 Event overall recommended targets.

- **Reduce bottom line Council budget impact** - Target \$60,000 or less – through increased visitation numbers (early marketing for long haul, target groups, 3-4 hr. drive market & grow Isaac visitation as a base platform), increase ticket sales, grants & partnerships, increase affordable Isaac regional entertainment representation and reduce nice to haves' entertainment unless funded, core infrastructure review and savings considered, luncheon & ticketed events review.
- **Consolidate the Events core experiences & maintain the visitor experience**, noting it is important to ensure the balance between the bottom-line targets and visitor experience and the events profile are not compromised.
- **Build on the broader Isaac regional benefits:** through Isaac residents' participation as an artisan/vendor at the event, targeting the event as a development pathway for participation by our region's artisans etc. in their relatable field of interest at the event. Further build on Isaac residents visitation numbers at the event being a low hanging fruit in ability to market to and improve Livability outcomes for the investment (20-40% Isaac resident visitation currently)
- **Grow visitation numbers** - Target of 1,200-1,500 persons per day within 1-2 years through aforementioned targeted and early marketing and group targeting.
- **Increased targeted and early marketing** – E&P to target groups across Qld, NSW & Victoria, engage with BMC on early marketing strategy on long haul, and review target areas from 2023.
- **Continue stakeholder relationship building & input** – continue capacity building through stakeholder partnerships (community/key stakeholders) and increased input (financial & resourcing) into event planning and delivery.
- **Grow strategic & operational input from relevant internal departments into their relevant core pillar activities** i.e., Arts, Culture & regional heritage storytelling, Environment, Waste education, community development, as well as the focus on tourism outcomes.
- **Consider the narrative, SLWW is not just a tourism event but overlaps many areas of Council's core business** (i.e., social livability, Community development, Arts, Culture, Environment as well as the Economic and Tourism outcomes)
- **Consolidate and build on the unique offerings the event has and strong platform gained** through its profile and visitation.
- **Deliver Councils 2019-2024 Tourism Strategy Item 2.4.0 - Create a regional tourism events strategy** – which will provide oversight into Council's improved model for support and or delivery of signature regional events, including St Lawrence Wetlands weekend.





Stalls providing shopping and information



Thank you!!
Isaac Regional Council
Economy and Prosperity

St Lawrence
WETLANDS WEEKEND
FOOD • ART • CULTURE • ENVIRONMENT

-2024- Partnership Prospectus ST LAWRENCE WETLANDS WEEKEND



WHAT IS ST LAWRENCE WETLANDS WEEKEND ABOUT?

St Lawrence Wetlands Weekend is a multi-award winning premier tourism event delivering an immersive three-day nature, culinary and cultural experience set against the breath-taking backdrop of St Lawrence's world-class wetlands.

The 3-day event provides one of Queensland's most unique experiences with visitors from around Australia travelling to the Isaac Coast to enjoy our unique intimate setting and partake in the arts and cultural heritage experiences, delight in our localised culinary sessions, while exploring the wetlands and learning about the regions broader environmental eco-system.

St Lawrence Wetlands Weekend is delivered by Isaac Regional Council in collaboration with our key theme stakeholders and the local St Lawrence community thanks to support from our event partners Tourism and Events Queensland and The Koinmeburra people of Koinjimal Country.



Demographics



58%
50+ years
no kids at
home



14%
families with
kids over 5
years at home



11%
another
family
dynamic



9%
families with
kids at home
with one under
5 years



8%
under 50
years with no
kids at home

Visitor Origins



1.1%
interstate
visitors



77.8%
intrastate
visitors



20.7%
Isaac region
visitors



PHOTO



Event Marketing



250,000+

marketing reach



105%

year on year growth



+45%

excellent net promoter score (NPS)

Event Attractions



5

dedicated workshops



12

cultural experiences



4

unique local culinary events



43

market stalls of local artisans



\$275,000

injected in to the Isaac economy



WHY PARTNER WITH US?

The multi-award winning St Lawrence Wetlands Weekend is set to delight and surprise our visitors over three days as they taste, explore, create and discover the historic township of St Lawrence and surrounding coastal communities. But why should you partner with us?

Does your organisation align to our events pillar key themes and would you like to showcase your produce, product or organisation and support sustainable outcomes in the region?

Opportunity to showcase your product or organisation at the event

- Positive publicity across:
 - Social media – Facebook, Instagram and YouTube
 - Spotify, Podcast and radio
 - Out of Home (billboard)
 - Electronic direct mail (eDM)
 - Print – Caravanning and lifestyle magazines
 - Newspapers, community newsletters, council publications and flyers
 - Television
- Exposure to over 100,000+ people
- Align your brand with a truly unique culinary, environmental and First Nations event
- Deliver positive social outcomes for Isaac communities
- Support tourism, First Nations culture and arts in Queensland
- Your brand will be featured alongside Tourism and Events Queensland, Australia’s most loved gardener Costa Georgiadis and My Kitchen Rules stars Dan & Steph

PLATINUM PARTNERSHIP BENEFITS

- Personalised opportunity to showcase your business, produce or product at the event
- Exclusive company logo positioning with key partners on event program and event signage
- Acknowledged in media releases
- Business called out in radio advertising
- Logo on digital billboard advertisements
- Acknowledgement on social media as event sponsor
- **SIX** Complimentary tickets to the event plus choice of any one of the above culinary food experiences
- Premium exposure on print and promotional material
- Company profile in event program
- Logo and profile link on website – St Lawrence Wetlands Weekend
- Acknowledgment as an event partner in line with partnership package



GOLD PARTNERSHIP BENEFITS

- Personalised opportunity to showcase your business, produce or product at the event
- Logo on digital billboard advertisements
- Acknowledgement on social media as event sponsor
- **FOUR** Complimentary tickets to the event plus choice of any one of the above culinary food experiences
- Premium exposure on print and promotional material
- Company profile in event program
- Logo and profile link on website – St Lawrence Wetlands Weekend
- Acknowledgment as an event partner in line with partnership package



SILVER PARTNERSHIP BENEFITS

- Personalised opportunity to showcase your business, produce or product at the event
- **TWO** Complimentary tickets to the event plus choice of any one of the above culinary food experiences
- Premium exposure on print and promotional material
- Company profile in event program
- Logo and profile link on website – St Lawrence Wetlands Weekend
- Acknowledgment as an event partner in line with partnership package

DRAFT



BRONZE PARTNERSHIP BENEFITS

- Opportunity to showcase business in a stall at the event
- Exposure on print and promotional material
- Logo and profile link on website – St Lawrence Wetlands Weekend
- Acknowledgment as an event partner in line with partnership package
- 5 weekend entry passes

IN-KIND PARTNERSHIP

The following is an outline of some of the in-kind sponsorship opportunities that will assist the event:

- Printing of signage, brochures, collateral
- Hire equipment including marquees, tables, chairs, etc
- AV and audio equipment
- Marketing and promotion
- Kitchen and cooking equipment
- Flights and accommodation for celebrities
- Labour to assist with the set up and pack down of the festival

CUSTOM PARTNERSHIP

Tailored partnerships are available. Please contact our team via email records@isaac.qld.gov.au or phone **1300 ISAACS** (1300 472 227) to discuss ways you can be involved in our award winning event.





ISAAC
REGION



MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Shane Brandenburg
AUTHOR POSITION	Manager Economy and Prosperity

9.11

**2024 AND 2025 ST LAWRENCE WETLANDS WEEKEND EVENT
PROCUREMENT POLICY EXCEPTION – TENDER
CONSIDERATION PLAN**

EXECUTIVE SUMMARY

The purpose of this report is to seek a Council Resolution to prepare a Tender Consideration Plan for the procurement activities associated with the St Lawrence Wetlands Weekend, as an exception to the Default Contracting Procedures of the *Local Government Regulation 2012* Section 230(1)(a).

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Approves by resolution to prepare a quote or tender consideration plan as an exception under the *Local Government Regulation 2012* Section 230(1)(a) for the purpose of allowing Council to establish contractual arrangements for artistic elements, goods and services required for the 2024 and 2025 St Lawrence Wetlands Weekend events.**

Resolution No.: PECS1108

Moved: Cr Pickels

Seconded: Cr Moffat

That the Committee recommends that Council:

- Approves by resolution to prepare a quote or tender consideration plan as an exception under the *Local Government Regulation 2012* Section 230(1)(a) for the purpose of allowing Council to establish contractual arrangements for artistic elements, goods and services required for the 2024 and 2025 St Lawrence Wetlands Weekend events.**

Carried

BACKGROUND

The Economy and Prosperity department is responsible for operating and facilitating the St Lawrence Wetland Weekend (SLWW) event, which requires the direct purchasing of goods and services. Council currently uses the existing adopted Purchasing Policy, which requires two (2) written quotes for purchases between \$1,500 and \$15,000, and three (3) written quotes over \$15,000 to \$200,000.

The *Local Government Regulation 2012* (Regulation) acknowledges that there are instances when it is not always possible to meet these procurement guidelines in the market and therefore it provides a number of exceptions, including an exception if a Tender Consideration Plan is prepared pursuant to Section 230(1);

230 Exception if quote or tender consideration plan prepared.

(1) A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government—

(a) decides, by resolution, to prepare a quote or tender consideration plan; and

(b) prepares and adopts the plan.

Under Council's current Procurement Policy CORP-POL-122, written quotes are required for supplier engagement, and this presents multiple challenges in relation to the delivery of the annual SLWW event.

The event attracts nearly 60 suppliers offering various goods and services. Ensuring the delivery of entertainment for the event and aligning engaged artists and performers with the SLWW Business Plan's values and the event's pillar themes (Arts, Environment, Cultural Heritage, and Cuisine) can be challenging due to geographical constraints. It can be an identified requirement to engage specific artisan suppliers due to the uniqueness of their businesses and their relevance to the event and quotations for like for like services cannot be achieved.

Similarly, achieving compliance with the existing Council Procurement policy presents its challenges. In this context, logistics supplies are constrained given the limited number of suppliers for relevant equipment in a feasible locality i.e. broader central QLD region and the actual availability of the equipment that meets the event's requirements (i.e. size, type, number, etc.). When considering the geographical location, there's a notable advantage in engaging multiple services from a single supplier, which can lead to cost efficiencies in transport and logistics.

Obtaining like-for-like comparative quotations can be challenging for the same reasons. Requesting quotes from suppliers year after year who were unsuccessful from previous years can put them at a disadvantage or become unachievable, as they may become unwilling to provide quotes. Additionally, event sponsorship may come in various forms, including discounts on services, additional support, in-kind contributions, or partnership arrangements with the Council. These options can enhance overall efficiency and ensure the sustainability of the event.

At the Ordinary Meeting of Council held Wednesday 14 December 2022 (Resolution No.: 8155), Council approved by resolution to prepare a quote or tender consideration plan for the 2023 SLWW event to much success in terms of event planning functions. It is intended that in adopting this exception for two years, the Tender Consideration Plan (the Plan) for the 2024 and 2025 SLWW events, will provide greater procedural detail, guidance and detailing what activities and objectives would occur, along with terms and conditions of the goods and services. The development of the Plan would achieve effective and efficient outcomes from a process, resourcing, time and deliverables point of view.

It should be noted that this does not exclude seeking quotations where possible and investigation into alternative supply of goods and services, but the exception will provide a number of benefits to Council and suppliers.

To give Council an initial understanding, an early draft of the Plan is provided in *Attachment 1 – 2024 and 2025 SLWW Event Draft Tender Consideration Plan*. The Plan will be further developed to inform and align any engagement.

The Plan would include suppliers for:

- Artists and performers
- Advertising and marketing agencies
- Traffic control
- Specialist equipment hire
- Entertainment
- Community groups
- Commercial entities
- Catering
- Media outlets
- Workshop facilitators

The Plan would align with section 230(2) of the Regulation, which allows a local government to enter into medium and large contractual agreements, through the preparation and adoption of a Plan.

230 Exception if quote or tender consideration plan prepared

*(2) A **quote or tender consideration plan** is a document stating—*

- (a) the objectives of the plan; and*
- (b) how the objectives are to be achieved; and*
- (c) how the achievement of the objectives will be measured; and*
- (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and*
- (e) the proposed terms of the contract for the goods or services; and*
- (f) a risk analysis of the market*

IMPLICATIONS

Council's fundamental objective when procuring goods and services is to always obtain the most advantageous outcome. This may not necessarily mean accepting the lowest-priced offer, as the purchasing decision shall also consider non-price attributes.

Council officers will still seek to engage with suppliers in alignment with the existing Procurement Policy CORP-POL-122 being:

- Value for money.
- Open and effective competition.

- Development of competitive local business and industry.
- Environmental protection.
- Ethical behaviour and fair dealing.

The reputational benefit of the event deliverables and outcomes as well as greater efficiency in Council resourcing would be a significant benefit to Council.

CONSULTATION

Director Planning, Environment and Community Services

Manager Contracts and Procurement

Manager Governance and Corporate Services

St Lawrence Wetlands Weekend Strategic Planning working group

Economy and Prosperity Department

BASIS FOR RECOMMENDATION

It is proposed, in accordance with the Regulation, Section 230(1), that Council adopts the Plan with contractual arrangements for the 2024 and 2025 SLWW events without additional written quotes.

Under these arrangements the Director Planning, Environment and Community Services will approve all contractual arrangements for amounts over \$15,000 up to \$200,000. All contractual arrangements exceeding these amounts will require adherence to the IRC Procurement Policy.

ACTION ACCOUNTABILITY

The Economy and Prosperity Department will work with the Procurement team to ensure the Plan aligns with Council's Procurement Policy and the Regulation.

In accordance with s230(1)(b) of the Regulation, the plan does not require an approval by resolution from Council, however the intention is to present an update of the plan's development for the benefit of Council once performers and service providers are confirmed.

KEY MESSAGES

The adoption of the Tender Consideration Plan will permit the direct engagement of sole invitees for the provision of Goods and Services in relation to the St Lawrence Wetlands Weekend, ensuring the success of this event.

Report prepared by:

SHANE BRANDENBURG
Manager Economy and Prosperity

Date: 29 September 2023

Report authorised by:

DAN WAGNER
**Director Planning, Environment and
Community Services**

Date: 29 September 2023

ATTACHMENT

- Attachment 1 – 2024 and 2025 SLWW Event Draft Tender Consideration Plan

REFERENCE DOCUMENT

- Procurement Policy CORP-POL-122
- *Local Government Regulation 2012*
- SLWW Business plan

2024 AND 2025 ST LAWRENCE WETLANDS WEEKEND

TENDER CONSIDERATION PLAN

Current as at 11.09.2023

Presented by **Economy and Prosperity**



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6	ATTACHMENTS	ERROR! BOOKMARK NOT DEFINED.

2 Definitions and interpretation

2.1 DEFINITIONS

In this Tender Consideration Plan, unless inconsistent with the context or subject matter:

Term	Definition
ACL	means Approved Contractor List. A list of Contractors who the local government considers to be appropriately qualified to provide the services, as established through an Expression of Interest. Successful appointment to this list is no guarantee of receiving an order for supply of goods or services.
Contractual Arrangement	means a Contract for a defined parcel of works as per the Contract reference documentation; or The supply of goods and services of a similar type over a financial year as per Purchase Order/s.
Council	means Isaac Regional Council
Goods and/or Services	Means, without limitation, the: Artists and performers; Advertising and marketing agencies ; Traffic control; Specialist equipment hire; Entertainment; Community groups; Commercial entities; Catering; Dry hire; Media outlets; Security; Workshop facilitators; etc that are required to facilitate the success of the St Lawrence Wetlands Weekend.
GST	has the meaning given to that term in the GST Act.
GST Act	means <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cth).
Isaac Regional Council Local Government Area	means the area identified as such in the Regulation as at the date this Tender Consideration Plan is adopted by Council
Large-Sized Contractual Arrangement	means a contractual arrangement with a supplier that is expected to be worth \$200,000 or more (excl GST) over the proposed term of the contract.
Loss	means any damages, costs, losses, expenses, however arising, including those that are prospective or

Term	Definition
	contingent and those the amount of which is not ascertained or ascertainable, and includes diminution in value.
MC&P	means Manager Contracts and Procurement. Council's policy advisor on procurement and contracts, and custodian of Council's approved standard conditions of contract.
Medium-Sized Contractual Arrangement	means a contractual arrangement with a supplier that is expected to be worth between \$15,000 but less than \$200,000 (excl GST) over the proposed term of the contract.
Objective	means the objective set out in Clause 2 of this Tender Consideration Plan
Procurement	means the acquisition of goods or services from an external third party, usually procured at the best possible cost to meet the needs of Council in terms of quality, quantity, time, and location.
Quote or Tender Consideration Plan	means this Plan, which Council has prepared and will adopt pursuant to section 230 of the Regulation;
Recipient	has the meaning given to that term in the GST Act.
Regulation	means the <i>Local Government Regulation 2012</i>
Service Providers	means provider of goods, services and equipment
Sound Contracting Principles	means the five sound contracting principles as detailed within Chapter 4, s104 of the <i>Local Government Act 2009</i>
Supplier	means the entity making the Supply.
Supply	has the meaning given to that term in the GST Act.
Tax Invoice	has the meaning given to that term in the GST Act.
Taxable Supply	has the meaning given to that term in the GST Act.

2.2 INTERPRETATION

In this Tender Consideration Plan, unless inconsistent with the context or subject matter:

- a) a reference to a person includes any other legal entity;
- b) a reference to a legal entity includes a person;
- c) words importing the singular number include the plural number;
- d) words importing the plural number include the singular number;
- e) headings are for reference purposes only and must not be used in interpretation;
- f) where any word or phrase is given a defined meaning any other part of speech or other grammatical form concerning the word or phrase has a corresponding meaning;
- g) a reference to a statute includes all regulations and subordinate legislation and amendments; and
- h) references to writing include any mode of representing or reproducing words in tangible and permanently visible form and includes e-mail and fax.

3 Introduction / Background

The St Lawrence Wetlands Weekend (SLWW) event is Isaac Regional Council's (IRC) sole dedicated tourism event.

The St Lawrence wetlands, as part of the larger Broadsound wetlands, is noted as wetlands of national significance particularly in relation to migratory birds and presence of the endangered Capricorn Yellow Chat species. Isaac Regional Council held the inaugural St Lawrence Wetlands Day in 2008 to raise awareness of the importance of the wetlands to the broader eco-system.

Now the St Lawrence Wetlands Weekend (SLWW) event is a multi-award winning premier tourism event delivering an immersive three-day nature, culinary and cultural experience set against the backdrop of St Lawrence's world-class wetlands. The event provides one of Queensland's most unique experiences with visitors from around Australia travelling to the Isaac Coast.

A strategic planning process commenced in 2018 to guide future efforts to grow the event to its full potential over the short term (5 year) and ensure ongoing benefits to the St Lawrence and Coastal area of the Isaac Local Government Area (LGA). The event has continued to achieve its goals of developing a profile as a renowned tourism event that attracts visitation from Isaac and the broader regions and celebrates the key event themes of Tourism, Cultural Heritage, Environment, Arts and Cuisine with a local produce focus.

The SLWW is delivered by Isaac Regional Council in collaboration with key theme stakeholders and the local St Lawrence community thanks to support from our event partners.

The event comes with a significant reputational risk to Council, key external stakeholders, and the community. Therefore, Council is committed to a transparent risk management approach to ensure statutory obligations are met while protecting all parties. The plan provided a process for ensuring that a strategic risk management plan and guidelines were included for the operations of the event.

4 Procurement Approach

For the SLWW, there are numerous contractual arrangements involving individuals, businesses, community groups and other commercial entities that need to be coordinated in order to execute an event of this size. While every attempt is made to comply with the competitive bidding requirements of the Default Contracting Procedures, as stated within Chapter 6, Part 3 of the *Local Government Regulation 2012*, there will be many situations where this will not be feasible or appropriate, and exceptions will therefore be required.

It is in recognition of the specific requirements of the SLWW that the recommended procurement approach is for Council to adopt and implement a Tender Consideration Plan (the Plan) for a period of no more than two years (refer to s230) to assist in facilitating the procurement of the various and unique items.

s230 - Exception if quote or tender consideration plan prepared

(1) A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the local government—

- (a) decides, by resolution, to prepare a quote or tender consideration plan; and
- (b) prepares and adopts the plan.

(2) A quote or tender consideration plan is a document stating—

- (a) the objectives of the plan; and
- (b) how the objectives are to be achieved; and
- (c) how the achievement of the objectives will be measured; and

- (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
- (e) the proposed terms of the contract for the goods or services; and
- (f) a risk analysis of the market from which the goods or services are to be obtained

5 Tender Consideration Plan

This plan is in relation to the SLWW event, planned to occur in June 2024 and 2025 which aims to build the tourism profile of the Isaac Region, and is of particular benefit to the Isaac Coastal Communities around St Lawrence..

5.1 OBJECTIVES OF THE PLAN

The objectives of this Plan are to facilitate the procurement of, and establish the contractual arrangements for, goods and services required for the success of the SLWW event. Goals have been generated to ensure the SLWW event aligns with IRC's Community-Corporate Plan 2023-2028 strategic themes.

GOAL 1: Improve the effectiveness of event procedures and performance.

GOAL 2: Support local suppliers and sponsors with on-going contractual arrangements.

GOAL 3: Encourage community confidence in Council's delivery of events.

5.2 HOW THE OBJECTIVES ARE TO BE ACHIEVED

There are many goods and services required for the success of this event. Some of the supplier categories to be included are:

- a) Artists and performers;
- b) Advertising and marketing agencies;
- c) Traffic control;
- d) Specialist equipment hire;
- e) Entertainment;
- f) Community groups;
- g) Commercial entities;
- h) Catering;
- i) Media outlets, and
- j) Workshop facilitators.

For transparency, it is proposed that the plan will include a high-level overview of all items required for the event - not just those services in which only one provider is feasible or appropriate.

The objectives will be achieved by stating the preferred supplier to provide the service and outlining the reasoning behind the decision to approach as the sole invitee. Otherwise, if it is apparent that there are numerous options available to Council, then these items will be flagged for obtaining quotes where available.

5.3 HOW THE ACHIEVEMENT OF THE OBJECTIVES WILL BE MEASURED

The values that are central to the SLWW event are:

- a) Community focused;
- b) Low-key;

- c) Immersive, different and unique;
- d) Grounded in our natural environment, and
- e) Intimate, personal, and welcoming.

Service providers will need to be aligned with these themes and ethos.
Other factors to be considered are:

- a) Alignment of Council policies and procedures;
- b) Securing event partnerships and grant funding from organisations that share our ethical responsibilities (Partnership Prospectus);
- c) Supply arrangements that present sustainability and longevity of the event for future years;
- d) Delivery of the event within agreed budget constraints and grant funding timelines;
- e) Ethical delivery of services, and
- f) Local artists and suppliers will be engaged to support and facilitate the events were possible.

In addition, supplier responses will be assessed according to;

- a) Value for money, cost effectiveness or comparable pricing;
- b) Quality of service, and
- c) Timeliness of delivery.

5.4 ALTERNATIVE WAYS OF ACHIEVING THE OBJECTIVE

Previous experience with suppliers of goods and services demonstrated that they do not always have the capacity/capability to deliver similar services as proposed by specific suppliers which align with the events values.

The unique experiences that have been proposed by specific suppliers, celebrities and indigenous groups complement the values of the event. These specific suppliers have also demonstrated a willingness to work and collaborate with local artists and entertainers, showcasing their enduring cultural connection to country and community. It is believed by the council officers within the Economy and Prosperity team that there is little to gain from an attempt to extract further suitable responses through an EOI process or similar, due to the thorough understanding these officers possess of the local market. Further to this point, such an exercise would only serve to delay securing the services of the identified suppliers, which adds a risk to the success of the SLWW.

To successfully deliver the SLWW event, the preparation and planning requires continued support for responsive, agile, and flexible work practices that meet our productivity requirements. An earlier engagement and commencement process of the main event will allow the program proposal to be developed for its final design specifically unique to the Isaac region in time for the SLWW.

Alternative ways of achieving the objective	Why the alternative way was not adopted
Public Tender	The value of the individual engagements will not be above the tender threshold. The only reason to use a tender process would be to explore the supply market and allow any interested parties in the marketplace to put forward a proposal for supply of services. However, this was not deemed to be a suitable option due to Council already understanding the existing suppliers in the local marketplace and their

	<p>capacity. In some cases, there are limitations applied through funding arrangements as to which suppliers may be used, and in other cases the uniqueness of the service offering cannot be readily compared resulting in sole source activities.</p> <p>Further, the timeframes to plan and deliver the event are limited in all aspects and a public tender would not enable further success to the delivery of the project.</p> <p>It is therefore considered to be at a limited value of time, costs, and resources to procure through a public tender process.</p>
Establishing an Approved Contractor List	<p>In theory, there is some merit in the idea of establishing an Approved Contractor List (ACL), for services performers, however to do so will require an Expression of Interest (EOI) process. The risk associated with this process is that the types of entertainers and performing artists are usually managed through agencies and their customers seek them out, rather than the other way around which is what would be required under an EOI process.</p> <p>This alternative was not considered further due to the timing, resourcing and likely outcomes and the potential for a very low yield of responses.</p>

5.5 PROPOSED TERMS OF THE CONTRACT

1. The default terms and conditions to be applied to the Contractual arrangements will be those issued through an Isaac Regional Council purchase order for goods and services. There will however be a requirement to consider bespoke arrangements where appropriate and these will be considered and negotiated on a case-by-case basis.

5.6 RISK ANALYSIS OF THE MARKET

The risks associated for each individual item to be procured will vary, and therefore will be evaluated on a case-by-case basis (refer to table below).

Overall, the risks associated with the SLWW have been identified as follows:

Risk	Consequence	Strategy
Payment of funds in advance to secure service providers.	Event being cancelled by Council due to unavoidable circumstances.	To include a condition as part of the engagement agreement enabling Council to recoup a percentage of the deposit.
Service provider cancelling.	Limited time to source alternative service provider.	To include a condition as part of the engagement agreement enabling Council to recoup the deposit.
2. Not achieving value for money, cost effectiveness or comparable pricing.	Additional cost to Council.	<ol style="list-style-type: none"> 1. Investigation and invitation for secondary or greater quotes and alternatives for the supply of goods and services will still be conducted where possible 2. Investigation & engagement process is to be thorough and unbiased. 3. Avenues wherein supply is partly or fully in-kind for goods and services will be a cost saving benefit to Council and considered in this process 4. Avenues wherein multiple goods and services can be provided by

		suppliers reducing transport costs will be a saving 5. Artisan or entertainment supply will be conducted through the lens of the business plan values with strategic oversight from the events Strategic planning group
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Identified Risk	Likelihood	Consequence	Rating	Mitigation Strategy
Insufficient drawcards resulting in low attendance	Possible	Moderate	Medium	Seek a broad range of alternative drawcards in the appropriate fields. (Cultural, arts, cuisine, environment)
Cost / budget overrun	Possible	Moderate	Medium	Opportunities to securer sponsorship and/or funding. Monitoring of the budget and relevant action/strategy.
Reputational Damage to Council	Possible	Moderate	Medium	Review of issues encountered in previous event delivery years for action to be taken prior to 2024 and 2025 events. Implementation of Strategy Planning Committee for event overview.
Limited supplier availability	Possible	Moderate	Medium	Early planning strategy. Tender consideration plan.

Likelihood

Rare	probably will never occur
Unlikely	May occur in exceptional circumstances
Possible	Might occur at some time
Likely	Probably occur in near future
Almost Certain	Will occur in most circumstances

Consequence

	No significant impact on work/ project
Marginal	The consequences are dealt with by routine processes and internal operations Minor and/ or short-term impact on the work/ project
Minor	May threaten some aspects of work/ project activity but can be dealt with mitigation strategies Measurable impact on one or more (project) objectives
Moderate	Wouldn't affect overall work/ project but would have some impact on processes or objectives

Major	Significant impact on one or more (project) objectives Consequences will threaten effectiveness of the overall project or achievement of objectives
Severe	Extensive impact on the entire project. Consequences will decimate the effectiveness of the overall project or achievement of objectives

		Consequence				
		Marginal	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	High	Critical	Critical
	Likely	Medium	Medium	High	High	Critical
	Possible	Low	Medium	Medium	High	Critical
	Unlikely	Low	Medium	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	High

Critical	Intolerable level of risk. Unacceptable risk of failure, fatality or financial ruin.
High	Mitigation action and ongoing oversight required. Risk owner should be identified, risk should be pro-actively managed.
Medium	Controls are well documented and implemented providing reasonable assurance of risk mitigation. Risk owner is specified.
Low	Manage by existing controls and procedures, no active management required

Appendix 1 2024 and 2025 SLWW Provisional Supplier engagements below

2024 SLWW Event Provisional Supplier engagements

Unconfirmed items indicative of service providers, entertainer costs from 2022/2023 events

Recurring engagements, costs estimated based on expected cost increases and anticipated availability

Expenses		Pricing based on estimates to deliver the event at two locations
Community Group		
Management Fees		
Community Group - Gate Management	\$3,000.00	Funds paid in support of community for assisting with operational tasks
P&C Groups - Assistance with prep and delivery of signature dining experience	\$3,000.00	Funds paid in support of community for assisting with operational tasks
tpt students - reimbursement of bus hire costs	\$500.00	Unconfirmed - based on 2022 event
SLWW School bus - availability & fuel costs	\$300	
Community Groups Total Costs		
Artists and Performers		
Roving theatre	\$8,000.00	Indicative of entertainment troupe costs for professionals, airfares, hire cars.
Circus acts	\$4,000.00	Indicative of entertainment cost for professionals

Indigenous contemporary dance stage performances	\$4,069.00	Indicative of cost pending availability
Traditional indigenous dance group	\$4,200.00	Indicative of availability & suitable costs
Maori dancers	\$1,000.00	Indicative of availability & suitable costs
Artists and Performers Total Costs		
Entertainment		
Mcee	\$1,500.00	Quotes to be sourced pending availability
Sunset cultural experience & Event opening	\$4,900.00	A provider suitable for the opening night, relevant menu for the ethos of the event with capacity to cater for up to for up to 200.
Celebrity - Costa appearance fee	\$8,500.00	Costa has become synonymous with the SLWW and has a huge following of visitors. Costa is available.
Outdoor stage, lighting and sound equipment plus sound for luncheon	\$5,000.00	Sourced via quotes and availability
Saturday Night Band	\$4,500.00	To be sourced pending suitable genre, availability
Support Musician	\$1,500.00	Well received last year and happy to travel to St Lawrence
Petting Zoo	\$2,000.00	Indicative of entertainment cost for professionals
Ecology - Adult workshops and guided tours/children's activities	\$2,860.00	Indicative of entertainment cost for professionals
Coach Rides	\$4,500.00	Wetlands regular. Extremely popular with the visitors - adults and children alike
Traditional skills workshops, demonstrations, lessons, programs and resources	\$3,500.00	Wetlands regular. Extremely popular with the visitors - children in particular
Children Entertainment Face Painting - x 2	\$3,000.00	Moranbah and Mackay engaged - similar pricing and both set up in our system. One local and one inter regional
Jazz Band	\$1,500.00	Indicative of availability & suitable costs
Entertainment Total Costs		
Workshop Facilitators		
Workshops/Demonstrations		Would be booked and paid for through the booking platform - funds reimbursed
Bush Medicine stall and creative space	\$1,607.52	Indicative of availability & suitable costs
Creative space demonstrating screenprinting (colourful coast overarching theme)	\$1,935.40	Indicative of availability & suitable costs
Creative Space Reef Sculptures in the Isaacs, Ilbiblie Flaggy Rock Life Sizescultures pod of dolphins and dugongs.		Bookings for workshop to be managed and refunded by IRC
First Peoples workshops		Bookings for workshop to be managed and refunded by IRC
Wetlands Charcoal Workshop		Bookings for workshop to be managed and refunded by IRC
Bush medicine		Bookings for workshop to be managed and refunded by IRC

Basic leathercraft workshops		Bookings for workshop to be managed and refunded by IRC
Weaving		Bookings for workshop to be managed and refunded by IRC
Traditional skills workshops, demonstrations, lessons, programs, and resources	\$3,500.00	Wetlands regular. Extremely popular with the visitors - children in particular
Outdoor landscapes painting 3 x 1-hour workshops (Plain art sketching)		Bookings for workshop to be managed and refunded by IRC
Commercial entites		
Stall Operators		Sourced via quotes for cost and availability
Commercial Entities Costs Total		
		\$-
Catering		
Assistant chef for signature dining plus Australian Native Food (20-30)	\$1,500.00	Appearance cost only - tickets booked via booking platform
High tea Garden Party		Would be booked and paid for through the booking platform - funds reimbursed
Celebrity Cook-off (mud crabs)	\$500.00	Isaac Coast Local supplier
Chef/s to deliver signature food event/s	\$5,000	SLWW is recognised as a foodie event. There is limited availability and willingness to deliver a signature food event where facilities are limited. The right fit for the signature dining event will require celebrity status, availability and capacity to deliver for up to 200 diners.
Signature food event for 200 and other food events (marquee luncheon, bar and kitchen)	\$12,000.00	Sourced via quotes for cost and availability
Catering Cost Total		
Specialist Equipment Hire		
40 GLAMPING TENTS		Bookings via online booking system - managed directly by service provider
Tent city		Bookings via online booking system - managed directly by service provider
Bus - tpt Mky to SL and across the weekend	\$5,000.00	Sourced via quotes for cost and availability
Additional perimeter fencing (rope/bunting and star pickets or other)	\$1,500.00	Quotes to be sourced
4 x Lighting towers	\$2,000	Sourced via quotes for cost and availability
Event waste removal (check forklift capacity)	\$3,000.00	By current contracted service provider
Marquee Hire 4 x 6M x 6M plus Marquee 1 x 10M x 9M (creative space) 2 x 6M x 3M (roving theatre)	\$5,000.00	Sourced via quotes for cost and availability
Shade marquee for food vendor area, bar, round tables/chairs	\$5,000.00	Sourced via quotes for cost and availability
Tables, chairs for Workshops. Crockery, cutlery	\$600.00	Sourced via quotes for cost and availability
Mobile toilets - toilet / shower combo block	\$4,000.00	Sourced via quotes for cost and availability
Mobile toilets - toilet block	\$4,000.00	Sourced via quotes for cost and availability
Toilets singular x 5 (glamping tent area) - Kennards	\$2,000.00	Sourced via quotes for cost and availability

Gas bottles and refills - St Lawrence Post Office	\$500.00	SLWW business
Pump out of toilet block cleanaway	\$4,000.00	
ATM2Go	\$1,200.00	Annual engagement - prices checked
Generators - 2 x 30kva & 1 x 20kva	\$3,000.00	Sourced via quotes for cost and availability
Freight, Scanner Guns x 8, and battery charges)	\$1,500.00	Estimated freight costs - quotes to be sourced at time
Ticketing fees, ticket banner, home page feature event	\$1,500.00	Isaac Tickets service provider for online booking platform
1 x Bus - P&C (fuel to refill bus)	\$300	Unconfirmed - based on 2022 event

IBC's for potable water x 2 (May require additional as preventative measure for drinking water?)		Quotes to be sourced
Site preparation miscell - plumbing fixtures etc	\$1,000.00	Allowance for costs not confirmed
Freight	\$1,500.00	Estimated costs only
Specialist Equipment Costs Total		

Traffic Control		
Traffic Management Plan	\$500.00	Quotes to be sourced pending capacity
Traffic Guidance Scheme	\$500.00	Quotes to be sourced pending capacity
Traffic Control	\$2,000	Quotes to be sourced pending capacity
Traffic Control Costs Total		

Advertising and Marketing Agencies		Based on previous years marketing with the addition of Caravanning Australia
Event Programs (electronic) plus a couple of printed corflutes	\$893.00	Quotes to be sourced pending capacity
Marketing Video - Video and Drone	\$1,000.00	Quotes to be sourced pending capacity
Posters, flyers, printed programs	\$3,500	Sourced via quotes for cost and capacity
Corflutes of Program (displayed at event)	\$400.00	Sourced via quotes and capacity
Photographer for 3 day event - Photography, Video and Drone	\$4,000.00	Quotes to be sourced pending capacity
Advertising and Marketing Agencies Cost Total		Based on previous years marketing with the addition of Caravanning Australia

Media Outlets		
Southern Cross Austereo Pty Ltd - Radio advertising in and out of region	\$2,112.00	
Caravanning Australia Magazine Ex GST	\$1,800.00	
Newspaper advertising		
The Highlands Leader - Emerald, Blackwater and Gemfields	\$300.00	
Mackay Local News	\$401.00	
Social Media		
Facebook advertising (2022)	\$500.00	
Community Newsletters		
Broadsound Bulletin (1 page advertisement May, June)	\$50.00	
Clermont Rag	\$409.00	
Emerald (no charge)	\$0.00	
Proserpine (no charge)	\$0.00	

Moranbah Community News	\$260.00	
Dysart Diary	\$75.00	
Media Outlets Costs Total		\$-

DRAFT

MEETING DETAILS

Ordinary Meeting
Wednesday 25 October 2023

AUTHOR

Robert Perna

AUTHOR POSITION

Director Engineering and Infrastructure

9.12

**ENGINEERING AND INFRASTRUCTURE 2023/2024 CAPITAL
PROJECTS PROGRESS REPORT**

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2023/2024 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Receives and notes the monthly Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary Report.**

Resolution No.: E&I0719

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Receives and notes the monthly Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary Report.**

Carried

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2023/2024 Engineering and Infrastructure Capital Works program are required to ensure that Council is aware of the progress of and risk to the delivery of the program.

IMPLICATIONS

The attached Engineering and Infrastructure 2023/2024 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects. A red flag indicates either a time or budget issues, yellow indicates the project is of concern and green indicates no issues. Commentary is provided to briefly explain the position of projects. Where the risk is considered low or of insignificant impact to council or community no additional commentary is provided. Where risks are significant separate commentary is provided in the Engineering and Infrastructure Issues Report.

Compliance

To ensure that the Engineering and Infrastructure 2023/2024 Capital Works Program is achieved within the identified timeframes of the 2023/2024 financial year.

Project Highlights

Rural Network Resheeting

The risk of not being able to use material from our quarries has significantly reduced with the issuing of the Sales Permit from the department. This has been a major effort across departments to address new legislative requirements associated with Native Title provisions. The work undertaken, specifically in the Advocacy and External Affairs department, is groundbreaking and will have an influence on how the new legislation is implemented across the state. Failure to obtain the permit would have meant either increased cost to use purchased quarry material or a reduction in scope.

Phillips Creek Bridge

The month also saw approval from the Federal Minister for the Phillips Creek Bridge replacement funding. Whilst the funding agreement has not yet been forwarded it is a strong indication that it will proceed.

Benefits

Council can see a monthly progress report detailing progress of projects in the Engineering and Infrastructure 2023/2024 Capital Program. This report communicates risks/failures/delays that have been identified within the Engineering and Infrastructure 2023/2024 Capital Works program.

CONSULTATION

- Director Engineering and Infrastructure
- Manager Infrastructure Planning and Technical Services
- Manager Corporate Properties and Fleet
- Manager Galilee and Bowen Basin Operations
- Manager Infrastructure Manager Parks and Recreation
- Department Coordinators

BASIS FOR RECOMMENDATION

To improve business within Engineering and Infrastructure Directorate by providing more appropriate and relevant reporting, transparency and a clear monitoring tool for Council. This report will help identify and communicate any project delays or possible project failures.

ACTION ACCOUNTABILITY

That the Mangers and the Director of Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2023/2024 Capital Projects Progress Summary spreadsheet. Furthermore, that the appropriate Managers and the Director Engineering and Infrastructure are held accountable for the delivery of the project stages are completed within the identified timeframes.

KEY MESSAGES

That Council has open communication, oversight and transparency of the Engineering and Infrastructure 2023/2024 Capital Works Program, to ensure Isaac will have effective and sustainable infrastructure that supports the needs of the region's communities and economic sectors.

Report prepared by: ROBERT PERNA Director Engineering and Infrastructure Date: 29 September 2023	Report authorised by: DARREN FETTELL Acting Chief Executive Officer Date: X October 2023
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ATTACHMENTS

- CONFIDENTIAL Attachment 1 – E&I Capital Project Progress Summary Spreadsheet Oct-23

REFERENCE DOCUMENT

- Nil

PAGES 249 TO 250 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting

Wednesday 25 October 2023

AUTHOR

Frank Nastasi

AUTHOR POSITION

Manager Infrastructure Planning and Technical Services

9.13

TRANSPORT INFRASTRUCTURE DEVELOPMENT SCHEME FOUR YEAR WORKS PROGRAM 2024-2028

EXECUTIVE SUMMARY

This report seeks endorsement of the Transport Infrastructure Development Scheme (TIDS) four year works program (2024/25 – 2027/28) to be submitted to the Bowen Basin Regional Roads and Transport Group for consideration. Part of the responsibility of the group is the management of the Transport Infrastructure Development Scheme (TIDS) program and its investment on the regional transport network.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Endorses the new 4-year TIDS program (2024/25 to 2027/28) for submission to the Bowen Basin Regional Roads and Transport Group:**

Project	Description	Allocation Year (TIDS Contribution)			
		2024/25	2025/26	2026/27	2027/28
Golden Mile Road (Various Sections)	Pavement Rehabilitation			\$50,000	\$550,000
New Floodways (various roads)	Construct new floodways on unsealed rural roads	\$670,000	\$650,000	\$500,000	\$500,000
Peak Downs Mine Road	Pavement Rehabilitation	\$734,000	\$444,000		
Saraji Road	Pavement Rehabilitation	\$40,000	\$350,000		\$500,000
Moranbah Access Road	Pavement Rehabilitation			\$1,000,000	
Total		\$1,444,000	\$1,444,000	\$1,550,000	\$1,550,000

Resolution No.: E&I0720

Moved: Cr Coleman

Seconded: Cr Moffat

That the Committee recommends that Council:

- Endorses the new 4-year TIDS program (2024/25 to 2027/28) for submission to the Bowen Basin Regional Roads and Transport Group:**

Project	Description	Allocation Year (TIDS Contribution)			
		2024/25	2025/26	2026/27	2027/28
Golden Mile Road (Various Sections)	Pavement Rehabilitation			\$50,000	\$550,000
New Floodways (various roads)	Construct new floodways on unsealed rural roads	\$670,000	\$650,000	\$500,000	\$500,000
Peak Downs Mine Road	Pavement Rehabilitation	\$734,000	\$444,000		
Saraji Road	Pavement Rehabilitation	\$40,000	\$350,000		\$500,000
Moranbah Access Road	Pavement Rehabilitation			\$1,000,000	
Total		\$1,444,000	\$1,444,000	\$1,550,000	\$1,550,000

Carried

BACKGROUND

Isaac Regional Council forms part of the Bowen Basin Regional Roads and Transport Group (BBRRTG). The Regional Roads Group (RRG) are responsible under the Roads Alliance Guidelines for the Management of the TIDS program and its investment on the regional transport network. As part of the responsibilities outlined within the Roads Alliance Operational Guidelines, preparation of a four year works program are required by the RRG.

On 26 October 2022, Council endorsed the TIDS Work Program (resolution 8093) from 2023/24 to 2026/2027 to be submitted to the Bowen Basin Regional Roads and Transport Group based on emerging needs see Table 1.

Table 1 - 2023-2027 TIDS program

Project	Description	Allocation Year (TIDS Contribution)			
		2023/24	2024/25	2025/26	2026/27
Pioneer Road	Pave and Seal	\$94,515			
Golden Mile Road (Various Sections)	Pavement Rehabilitation	\$820,000			
New Floodways (various roads)	Construct new floodways on unsealed rural roads	\$550,000	\$670,000	\$650,000	\$550,000
Peak Downs Mine Road	Pavement Rehabilitation	\$70,000	\$734,000	\$444,000	
Saraji Road	Pavement Rehabilitation		\$40,000	\$350,000	
Moranbah Access Road	Pavement Rehabilitation				\$1,000,000
Total		\$1,534,515	\$1,444,000	\$1,444,000	\$1,550,000

Nomination of new projects for the 2027/28 Financial year are now required. The following is recommended

Project	Description	Allocation Year (TIDS Contribution)			
		2024/25	2025/26	2026/27	2027/28
Golden Mile Road (Various Sections)	Pavement Rehabilitation			\$50,000	\$550,000
New Floodways (various roads)	Construct new floodways on unsealed rural roads	\$670,000	\$650,000	\$500,000	\$500,000

Peak Downs Mine Road	Pavement Rehabilitation	\$734,000	\$444,000		
Saraji Road	Pavement Rehabilitation	\$40,000	\$350,000		\$500,000
Moranbah Access Road	Pavement Rehabilitation			\$1,000,000	
Total		\$1,444,000	\$1,444,000	\$1,550,000	\$1,550,000

Saraji Road and Golden Mile Road inclusions are based on existing condition of the roads and potential further deterioration. Strategy documents are currently being prepared for Golden Mile and the Moranbah Access Road to identify sections. Similar works will be undertaken for Saraji Road. As these planning documents are completed opportunity will exist to amend the TIDS program should priorities change.

The included program shall be provided to the RRG for consideration across all member Councils in the meeting scheduled for early-December 2023 for endorsement.

IMPLICATIONS

The TIDS program has a funding constraint that Council must provide equal contribution for its nominated projects. The inclusion of these funds shall be included within the long-term budget forecast. It will also be subjected to the PAG budget bid process.

Design standards adopted for these projects will be based on consideration of fitness for purpose design.

The allocation of the TIDS program is subject to State Government Approval and may vary throughout the nominated delivery years, future reports shall be presented to endorse any changes.

CONSULTATION

- Director Engineering and Infrastructure
- Manager Infrastructure, Parks and Recreation
- Manager Galilee and Bowen Basin Operations

BASIS FOR RECOMMENDATION

The projects included within the works program are based on anticipated needs for the assets and would see benefit of investment within the region. On-site investigations, maintenance records, and costs as well as reference to the Roads Asset Register were carried out to achieve current priority list for pave and seal construction works.

ACTION ACCOUNTABILITY

Manager Infrastructure Planning and Technical Services to present the endorsed works program to the BBRRTG Technical Committee for approval.

KEY MESSAGES

Continued investment on or road network provides improved safety for road users.

Report prepared by:	Report authorised by:
FRANK NASTASI	ROBERT PERNA
Manager Infrastructure Planning and Technical Services	Director Engineering and Infrastructure
Date: 29 September 2023	Date: 29 September 2023

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Roads Alliance Operational Guidelines

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Jason Frost
AUTHOR POSITION	Manager Infrastructure Parks and Recreation

9.14

EXCEPTION BASED CONTRACTUAL ARRANGEMENTS – PHILLIS PIT

EXECUTIVE SUMMARY

The purpose of this report is to seek retrospective endorsement for the use of gravel sourced from the Phillis Pit under the exception provisions for entering into medium or large sized contractual arrangements within s235 (a) of the *Local Government Regulations 2012*.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Retrospectively, resolves it is satisfied that there is only 1 supplier who is reasonably available to source a supply of gravel in the local area, given the proximity of supply and associated costs and haulage impacts.**

Resolution No.: E&I0721

Moved: Cr Moffat

Seconded: Cr West

That the Committee recommends that Council:

- 1. Retrospectively, resolves it is satisfied that there is only 1 supplier who is reasonably available to source a supply of gravel in the local area, given the proximity of supply and associated costs and haulage impacts.**

Carried

BACKGROUND

As part of the Engineering and Infrastructure 2022/2023 Capital Works Program, 12.95km of road upgrade was identified for Resheeting on Mackenzie River Capella Road. Initial intent was to utilise commercial supply and deliver of material, however tendered rates were significantly higher than expected and utilisation would mean additional budget would be required or scope reduced.

Alternative options were investigated to achieve both scope and cost. An existing pit, Phillis Pit is in close proximity to the project and its use provided a more cost-effective natural material source when compared to the manufactured gravel. The material was tested and deemed suitable for road construction.

Contact was made with the property owner regarding sourcing gravel from Phillis Pit and agreement was reached on a royalty rate lower than the rate provided for manufactured gravels.

The gravel was used as per the agreement however, there was an oversight in not seeking Council endorsement as per the exception provisions for entering into a medium or large sized contractual arrangements within s235 (a) of the *Local Government Regulations 2012*.

Accordingly, we are seeking retrospective endorsement for application of the exception provisions of section 235 of the *Local Government Regulations 2012*, where a local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if;

(a) *the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.*

IMPLICATIONS

Financial

The sourcing of material from Phillis Pit is estimated at \$50 297 (inc GST). The commercial supply came in between \$641,748 (inc GST) and \$910,052 (inc GST).

Road Network Impact

The use of the local pit minimised the impact of road haulage along local road and state-controlled roads within Isaac Region. This change reduced the haulage route from approximately 227.3km to 25.50km.

CONSULTATION

- Senior Contracts and Procurement Officer
- Manager Infrastructure Parks and Recreation
- Director Corporate Governance and Financial Services
- Manager Infrastructure Planning and Technical Services
- Director Engineering and Infrastructure

BASIS FOR RECOMMENDATION

Compliance with s235 of the *Local Government Regulations (2012)*.

ACTION ACCOUNTABILITY

Manager – Contracts and Procurement; is accountable for compliance with s235 of *the Local Government Regulations (2012)*, and the Procurement Policy.

KEY MESSAGES

The exceptions to the *Local Government Regulations 2012* under s235 (a) require Council resolution to ensure compliance.

<p>Report prepared by: JASON FROST Manager Infrastructure Parks and Recreation Date: 29 September 2023</p>	<p>Report authorised by: ROBERT PERNA Director Engineering and Infrastructure Date: 29 September 2023</p>
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Jason Frost
AUTHOR POSITION	Manager Infrastructure Parks and Recreation

9.15

ADDITIONAL FULL TIME EQUIVALENT ROADS MAINTENANCE PERFORMANCE CONTRACT LABOURER POSITIONS

EXECUTIVE SUMMARY

The purpose of this report is to seek approval for the appointment of two (2) additional Fixed Term, Full Time Equivalent (FTE) of two (2) Roads Maintenance Performance Contract Labourer positions within the Infrastructure, Parks and Recreation Department, which are fully recoverable against the existing Roads Maintenance Performance Contract (RMPC).

The request is to ensure continued maintenance at rest area facilities located on state-controlled roads after failing to attract suitable and sustainable contract services through recent tender processes.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves, for a period of 3 years, two (2) additional fixed term, Full Time Equivalent Roads Maintenance Performance Contract Labourer positions within the Infrastructure, Parks and Recreation Department.***

Resolution No.: E&I0722

Moved: Cr West

Seconded: Cr Coleman

That the Committee recommends that Council:

- 1. Approves, for a period of 3 years, two (2) additional fixed term, Full Time Equivalent Roads Maintenance Performance Contract Labourer positions within the Infrastructure, Parks and Recreation Department.**

Carried

BACKGROUND

IRC is currently experiencing difficulty in obtaining contractors to maintain the rest area facilities located on state-controlled roads to the required standard as part of our RMPC contract with the Department of Transport and Main Roads (TMR).

Previously, sites were fully maintained by contractors however the last tender request provided no options for some sites and very high increased rates for other sites. Currently maintenance is undertaken utilising a mix of contractors and internal staff. This is placing significant constraints on the capacity of the internal staff to undertake their normal roles. The ability to have dedicated staff in conjunction with some contractors will ensure a reliable service can be provided.

The rest area maintenance is funded by TMR and this funding would be utilised to fund the additional FTE fixed term positions.

Details of the proposed schedule, costs and benefits follows:

Refer to Attachment 1 - Rest Area Locations and Maintenance Schedule;

- Creating these fixed term positions will allow Council to maintain the rest areas to a high standard for the public and motorists to use throughout the Isaac region. The roles will increase the ability to deliver operational maintenance requirements - **Refer to Attachment 2 - Position Description.**
- These positions will report to position 56,601.00 Overseer Road Network, which currently manages the external contractors engaged for this maintenance.
- Council is currently contracted to provide these services on behalf of TMR until 30 June 2026, therefore, this is the proposed end date for the requested fixed-term positions.
- It is proposed the positions are based in Moranbah to allow a central location for easier management, however open to a Clermont, Nebo or Dysart location if that is a preference for the most suitable candidates.

IMPLICATIONS

The proposed amendment will have no cost impact to the Infrastructure, Parks and Recreation nett annual operating budget, noting that:

- Council receives annual funding of \$650,000 through TMR to maintain these rest area facilities with up to \$350,000 allocated towards staffing, which will fully offset the cost of these fixed-term positions including council supplied vehicles and equipment.
- Emptying of waste tanks would still be carried out by a Collection Well Technology Waste Contractor, which remains in budget.
- Employee costs have been reviewed and confirmed by Acting Manager Finance Services - **Refer to CONFIDENTIAL Attachment 3 - Budget information.**
- Managing these duties with internal resources adds to the effectiveness and efficiencies of the Infrastructure, Parks and Recreation Department and therefore the delivery reputation with TMR.

CONSULTATION

- Senior Business Partner People and Capability
- Manager People and Capability
- Director Engineering and Infrastructure
- Director Corporate Governance and Financial Services

BASIS FOR RECOMMENDATION

Internally resourcing and managing these fixed term positions will provide enhanced service delivery to external customers and remove difficulties in engaging contractors to maintain the facilities to the high standard required.

These fixed term positions will be externally funded by the current TMR contract and therefore have no cost impact on the Infrastructure, Parks and Recreation operational budget.

ACTION ACCOUNTABILITY

People and Capability will manage recruitment process and onboarding as required.

Overseer Road Network will manage and support staff to maintain the rest areas to high standard.

KEY MESSAGES

The above request will improve service delivery to TMR and maintain the rest areas to a high standard for public and motorist use across the Region with no impact on current operational budgets.

Report prepared by:	Report authorised by:
JASON FROST	ROBERT PERNA
Manager Infrastructure Parks and Recreation	Director Engineering and Infrastructure
Date: 29 September 2023	Date: 29 September 2023

ATTACHMENTS

- Attachment 1 – Rest Area Locations and Maintenance Schedule
- Attachment 2 – Position Description RMPC Labourer
- CONFIDENTIAL Attachment 3 – Budget Information RMPC Labourers

REFERENCE DOCUMENT

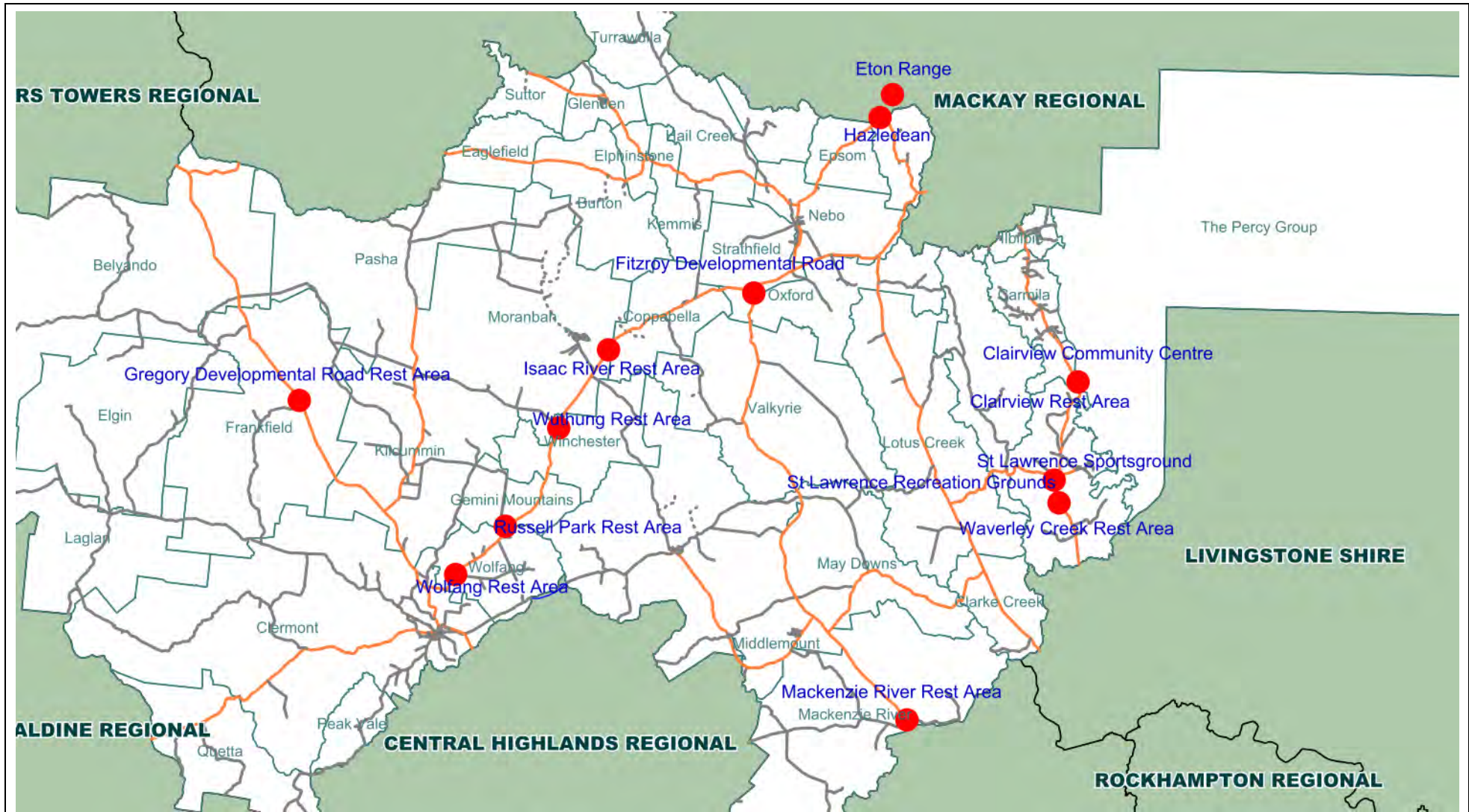
- Nil

Rest Area Locations

SEPARABLE PORTION	REST AREA / AMENITY	PRIMARY LOCATION	LOCATION DESCRIPTION
1	Eton Range Rest Area	Peak Highway Downs	Rest Area is located at <ul style="list-style-type: none"> Chainage 51.35km East of Nebo & Chainage 41.15km West of Mackay
	Hazledean Rest Area	Peak Highway Downs	Rest Area is located at <ul style="list-style-type: none"> Chainage 45.48km East of Nebo & Chainage 46.9km West of Mackay
	Rest Area at the Retreat	Peak Highway Downs	Rest Area is located at <ul style="list-style-type: none"> Chainage 27.98km East of Nebo
2	Isaac River Rest Area	Peak Highway Downs	Rest Area is located at <ul style="list-style-type: none"> Chainage 97.32km East of Intersection with Gregory Highway & Chainage 7.00km East of Moranbah Access road turn-off
3	Wuthung Rest Area	Peak Highway Downs	Rest Area is located at <ul style="list-style-type: none"> Chainage 69.77km North of Intersection with Gregory Highway & Chainage 9.78km South of Moranbah Access road turn-off
	Russell Park -Rest Area	Peak Highway Downs	Rest Area is located at <ul style="list-style-type: none"> Chainage 33.8km from Intersection with Gregory Developmental Road
	Wolfgang Access Road - Rest Area	Peak Highway Downs	Rest Area is located at <ul style="list-style-type: none"> Chainage 11.57km from Intersection with Gregory Developmental Road
4	Gregory Developmental Road – Rest Area	Gregory Developmental Road	Rest Area is located at <ul style="list-style-type: none"> Chainage 72.23 to 72.79km from Intersection with Gregory & Peak Downs Highway Chainage 0.6km North of Frankfield Road intersection

Cleaning and Services Maintenance Schedule

DESCRIPTION OF WORKS	FREQUENCY
<ul style="list-style-type: none"> • Hosing or sweeping of floor internally and externally • Removal of insect and or cobweb accumulation internally and externally of facility • Top-up toilet paper, including supply of Jumbo 2 Ply toilet paper rolls • Mix a 1:20 ratio of Triple 7 Odour Control with water (or similar product - to be specified in Tender response) • Spray and wipe sink, taps and surrounds • Spray and clean pedestal and surrounds, in particular all stainless-steel sections • Spray and clean door frames and door hinges • Clean black pedestal cone with Triple 7 mix (or similar product - to be specified in Tender response) 	WEEKLY
<ul style="list-style-type: none"> • Check water tank and plumbing connections • Check hand washing taps are in working order and not faulty • Check doors, hinges and door closers are in working order and no defects • Check condition of pedestals • Spray and clean any walls or areas not maintained under <u>weekly cleaning</u> • Lubricate all door hinges with Selleys Ezyglide (or similar product - to be specified in Tender response) • Mowing of grounds surrounding this facility • Whipper-snipping of grounds surrounding this facility, water stand and around any tree(s) within the perimeters of area for mowing as identified above • Herbicide spraying of weeds and grasses around table and shade structure • Site inspection for vandalism, damage or general wear and tear. It is the Respondent's responsibility to report any defect(s) to the Principal 	MONTHLY
<ul style="list-style-type: none"> • Removal of liquid waste from the collection well, (this must be performed by a CWT Waste Contractor) • Re-seeding of the collection well with 800L of non-potable water, this must be done straight after the removal of the liquid waste 	NINETY (90) DAY



Isaac Regional Council does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that IRC shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Rest Area Sites

2/09/2022
1:1723530





ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION DESCRIPTION

POSITION DESCRIPTION



POSITION TITLE	RMPC Labourer	CLASSIFICATION	Level Two (2) – Level Three (3)
DIRECTORATE	Engineering and Infrastructure	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream B
DEPARTMENT	Parks and Recreation	REPORTS TO	Overseer Road Network
POSITION NO.	56,620.00 / 56,621.00	LAST REVIEW DATE	September 2023

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DIRECTORATE SUMMARY:

The Engineering and Infrastructure Directorate ensures an integrated approach and responsibility for Roads and Drainage Infrastructure, Parks and Recreation, Technical Services, Plant and Fleet and operations of Council.

C. POSITION SUMMARY:

The RMPC Labourer position is responsible for carrying out maintenance of Council's community rest areas across the Isaac Regional Council road network.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Undertake general maintenance and grounds maintenance for Council's community rest areas including cleaning, maintenance, mowing, whipper snipping, blowing, spraying, and graffiti removal.
2. Operate and maintain plant and equipment for maintenance and gardening requirements.
3. Report damage and work requirements.
4. Use of tradesman hand and electrical tools, construction tools, chainsaw and pole saws.
5. Undertake any other duties as reasonably directed within the limits of the employees skills, competence and training.

POSITION DESCRIPTION



E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Relevant certification for the operation of plant and equipment, horticulture and poison operations and minimum twelve (12) months' experience is essential.

Experience

1. Knowledge and experience in basic mechanics, general maintenance and gardening is required.

Qualifications

2. 'LR' class licence is desirable.
3. Blue/White Construction Card.
4. Ability to pass pre-employment functional assessment and/or behavioural testing.
5. The role requires the possession of a current C Class Open Australian Drivers Licence.

F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
 Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
 Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
 Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- Depth Perception Colour Discrimination Peripheral Vision Hearing (Avg)

Specific Actions Required:

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|--|---|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input checked="" type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs | <input type="checkbox"/> 4 - 6 Hrs |
| <input checked="" type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | Attribute: | Yes | No |
|---------------|-------------------------------------|--------------------------|
| Chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dampness | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fumes/Gases | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heights | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noise | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Repetitive Motions:

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require:

- | Manoeuvre | Frequent | Occasional | None |
|-----------|-------------------------------------|-------------------------------------|--------------------------|
| Bending | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

POSITION DESCRIPTION



Twisting
Reaching

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Corporate Responsibilities Code of Conduct

POSITION DESCRIPTION



1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

POSITION DESCRIPTION



	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

Isaac Regional Council

We're delivering in a changing world

 **OUR VISION**

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.

 **OUR GOAL**

To pursue long-term sustainable futures for Isaac's communities.

 **OUR VALUES**

COMMUNITY FOCUS 

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK 

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

CARING 

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

POSITIVE WORK ETHIC 

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.

THIS PAGE HAS INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Gordon Robertson
AUTHOR POSITION	Manager Corporate Properties and Fleet

9.16

PROPOSED PRIVATE AND AFFORDABLE HOUSING RENTAL INCREASE - COUNCIL OWNED PROPERTIES

EXECUTIVE SUMMARY

The purpose of this report is to provide council with information on the current rental rates and proposed rental rate increases for council owned affordable and private rental properties.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Endorses the proposed increase in Housing - External Private Rental Rates.*
- 2. Endorses the proposed increase in Housing - Affordable Rental Rates.*
- 3. Endorses the implementation of the prescribed rate increases over a two-year period.*
- 4. Endorses proposed rental rates for all new tenancies subject to Recommendations 1 and 2 above.*

Resolution No.: E&I0723

Moved: Cr West

Seconded: Cr Moffat

That the Committee recommends that Council:

- 1. Endorses the proposed increase in Housing - External Private Rental Rates.**
- 2. Endorses the proposed increase in Housing - Affordable Rental Rates.**
- 3. Endorses the implementation of the prescribed rate increases over a two-year period.**
- 4. Endorses proposed rental rates for all new tenancies subject to Recommendations 1 and 2 above.**

Carried

BACKGROUND

In around 2018/2019 council was made aware that rental rates for council owned properties (Affordable and Private Rentals) needed to be added to annual fees and charges to enable us to be able to charge a fee.

- Fees were increased in 2019/2020 as part of the fees and charges review.
- Fees remained the same in the 2020/2021 fees and charges review.
- Fees remained the same in the 2021/2022 fees and charges review.
- Fees increased in 2022/2023 fees and charges review in line with CPI.
- 2023-2024 fees and charges review – after consultation it is understood that the intent historically was to maintain council owned property rental rates in line with IAHT rental rates so as not to create competition for affordable housing in the region.

It was discussed that IAHT have their own process around rental increases which did not align with Councils annual fees and charges review, it was then determined to amend the 2023/2024 fees and charges to be POA to provide some flexibility to align council owned affordable rental rates with IAHT rental rates as required to maintain comparable rates going forward.

Whilst working through this process and engaging with the Corporate Properties Tenancy Officer it was advised that they were not aware that the above rates had been added to fees and charges and no annual increases had occurred.

For consistency the following definitions apply:

Private rental – Council owned properties which may be available to Community or Business Entities (for staff), that provide essential services to the region.

Affordable housing – Council owned properties available to Community or individuals which requires an eligibility criteria to be met and is subject to income assessment.

NOTE: AS PER RTA ACT 01/07/2023 - Rent increase frequency changes On 1 July 2023, new legislation came into effect limiting rent increases to no more than once every 12 months.									
Classification	Description	GST Inclusive	2018/2019 fee as per fees and Charges	2019/2020 fee as per fees and Charges	2020/2021 fee as per fees and Charges	2021/2022 fee as per fees and Charges	2022/2023 fee as per fees and Charges	Actual Current Rate as at 30/6/2023	PROPOSED 2023/2024 Rate
ACCOMMODATION									
Housing - Affordable Rental - 1 Bedroom	Periodic General Tenancy Agreement - Unfurnished - Weekly Fee - Subject to IRAS Affordable Housing and Council Conditions per week	Yes	110	130	130	130	\$135.00	110	\$143.00
Housing - Affordable Rental - 2 Bedroom	Periodic General Tenancy Agreement - Unfurnished - Weekly Fee - Subject to IRAS Affordable Housing and Council Conditions per week	Yes	170	190	190	190	\$196.50	170	\$208.00
Housing - Affordable Rental - 3 Bedroom	Periodic General Tenancy Agreement - Unfurnished - Weekly Fee - Subject to IRAS Affordable Housing and Council Conditions per week	Yes	200	220	220	220	\$228.00	200	\$242.00
Housing - External Private Rental - 1 Bedroom	Periodic General Tenancy Agreement - Unfurnished per week	Yes	160	180	180	180	\$186.00	160	\$197.00
Housing - External Private Rental - 2 Bedroom	Periodic General Tenancy Agreement - Unfurnished per week	Yes	200	220	220	220	\$228.00	170	\$242.00
Housing - External Private Rental - 3 Bedroom	Periodic General Tenancy Agreement - Unfurnished per week	Yes	250	270	270	270	\$279.00	200	\$296.00

IMPLICATIONS

- Number of tenants affected by proposed rental increases to Affordable Housing – 12.
- Number of tenants affected by proposed rental increases to Private Rental – 15.
- As per RTA ACT 1 July 2023 - Rent increase frequency changes, new legislation came into effect on 1 July 2023 limiting rent increases to no more than once every twelve months.
- Two months' notice in writing must be given to tenants prior to a rental amount increase.
- Increase over a two-year period to minimise financial impact to tenants.

Classification	Increase delivery schedule					
	Letter of notification of increase date	New Rate Effective as of 30/11/2024	1st increase per week	Letter of notification of increase date	New Rate Effective as of 30/11/2025	2nd increase per week
NOTE: AS PER RTA ACT 01/07/2023 - Rent increase frequency changes On 1 July 2023, new legislation came into effect limiting rent increases to no more than once every 12 months.						
ACCOMMODATION						
Housing - Affordable Rental - 1 Bedroom	30-11-23	\$127.00	\$17.00	30-11-24	\$143.00	\$16.00
Housing - Affordable Rental - 2 Bedroom	30-11-23	\$189.00	\$19.00	30-11-24	\$208.00	\$19.00
Housing - Affordable Rental - 3 Bedroom	30-11-23	\$221.00	\$21.00	30-11-24	\$242.00	\$21.00
					\$0.00	
Housing - External Private Rental - 1 Bedroom	30-11-23	\$168.00	\$28.00	30-11-24	\$197.00	\$29.00
Housing - External Private Rental - 2 Bedroom	30-11-23	\$206.00	\$36.00	30-11-24	\$242.00	\$36.00
Housing - External Private Rental - 3 Bedroom	30-11-23	\$248.00	\$48.00	30-11-24	\$296.00	\$48.00

CONSULTATION

- Executive leadership team
- Manager People and Capability
- Acting Manager Corporate Properties

BASIS FOR RECOMMENDATION

To ensure council owned residential property revenue reflects current market conditions and still provides a positive benefit to the community.

Deliver proposed increases over a two-year period and review annually once prescribed rate have been fully implemented.

Proposed increases are still well below current market rates indicated in table 1 below.

Table 1. Market data as of 18 September 2023

Moranbah Unit Data Snapshot		
The median unit rent in Moranbah is \$550 per week based on 73 rental listings in the past 12 months – that’s an increase of 10%. Rental demand has increased by 42% in the same period.		
Bedrooms	Median Price	Leased
1 bedroom	-	-
2 bedrooms	\$500 pw	21
3 bedrooms	\$550 pw	42

ACTION ACCOUNTABILITY

Corporate Properties to facilitate appropriate process to implement the rental increases and manage the communications with existing tenants.

Manager of Corporate Properties to review rental rates annually and provide council report for any proposed changes in line with Fees and Charges annual review.

KEY MESSAGES

Implementation of proposed rental increases which will still provide affordable housing for the community at rates that are well below current market.

Report prepared by:

GORDON ROBERTSON
Manager Corporate Properties and Fleet

Date: 29 September 2023

Report authorised by:

ROBERT PERNA
Director Engineering and Infrastructure

Date: 29 September 2023

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS**Ordinary Meeting**

Wednesday 25 October 2023

AUTHOR

Amal Meegahawattage

AUTHOR POSITION

Manager Planning and Projects

9.17**WATER AND WASTE 2023/2024 CAPITAL PROJECTS PROGRESS REPORTS****EXECUTIVE SUMMARY**

This report is to provide an update to the Water and Waste Standing Committee and Council of the progress in the delivery of the Water and Waste 2023/2024 Capital Works Program.

OFFICER'S RECOMMENDATION

The Committee recommends that Council:

- 1. Receives and notes the monthly Water and Waste 2023/2024 Capital Projects Progress Summary Report.**

Resolution No.: W&W0467**Moved: Cr Ve a Ve a****Seconded: Cr Franzmann****That the Committee recommends that Council:**

- 1. Receives and notes the monthly Water and Waste Directorate 2023/2024 Capital Projects Progress Report.**

Carried**BACKGROUND**

Progressive updates of the financial and physical position of projects in the 2023/2024 Water and Waste Capital Works program are required to ensure that Council is aware of the progress of and risk to the delivery of the program.

IMPLICATIONS

The attached Water and Waste 2023/2024 Capital Projects Progress Summary spreadsheet provides an overview of the financial and physical status of all projects, with red indicating a projected cost overrun of over 10% or completion after May 2023, yellow indicating a cost overrun of 0-10%, and green indicating no issues.

Brief commentary is provided to explain the status of each project, with additional commentary provided in the Water and Waste Issues Report for significant risks.

Delivery of the Water and Waste 2023/2024 Capital Works Program is essential to meet the identified timeframes of the 2023/2024 financial year.

During September 2023, one project was issued:

1. **CW222974 CORP Sewer Network Relining:** In May 2023, the Evaluation Panel recommended granting the contract for CW222974 - CORP Sewer Relining to the preferred tenderer.

OTHER KEY CAPITAL PROJECTS

1. **CW222983 - CLM TCD FLOATING OFF-TAKE STRUCTURE:** Initially scheduled for completion by September 15, 2023, this project faced an unexpected challenge when it was discovered that intakes 1 & 2 were positioned below the silt level. As a result, work was halted for safety reasons, and a quote for silt dredging was requested. Multiple cost-effective solutions are currently being explored, requiring additional funding.
2. **CW223000 – MBH WASTE MANAGEMENT FACILITY CONSTRUCTION OF LINED LANDFILL CELL #2:** Construction of this project, supported by external consultant as the construction superintendent and quality control engineer, is progressing smoothly and remains on track for completion by mid-December 2023. The project encompasses excavation, shaping, and quality testing. Collaborative efforts among the contractor, consultant, and IRC are ensuring project success.
3. **CW223019 - MORANBAH 400ML RAW WATER DAM - REMEDIATION WORKS:** Commencing construction in August 2023, this project faced a hold due to a scope increase in late August. The discovery that Type 2 material remediation areas required Type 1 material due to site conditions necessitated a revised Scope of Works (SOW) and additional funding. The contractor's schedule is pending.
4. **CW233156 - CLERMONT WASTE MANAGEMENT FACILITY RECONFIGURATION AND WEIGHBRIDGE INSTALLATION:** Tender documentation preparation is complete, with an anticipated market release date of September 26, 2023, following review by the Procurement Team.

BENEFITS

Council can see a monthly progress report detailing the progress of projects in the Water and Waste 2023/2024 Capital Program. This report communicates risks/failures/delays that have been identified within the Water and Waste 2023/2024 Capital Works program.

CONSULTATION

- Director Water and Waste
- Manager Operations and Maintenance
- Manager Waste Services
- Planning and Project Department Project Managers

BASIS FOR RECOMMENDATION

To improve business within the Water and Waste Directorate by providing more appropriate and relevant reporting, transparency, and a clear monitoring tool for Council. This report will help identify and communicate any project delays or possible project failures.

ACTION ACCOUNTABILITY

The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2023/2024 Capital Projects Progress Summary spreadsheet. Furthermore, the appropriate Managers and the Director Water and Waste are held accountable for the delivery of the project stages which are completed within the identified timeframes.

KEY MESSAGES

That Council has open communication, oversight, and transparency of the Water and Waste 2023/2024 Capital Works Program, to ensure Isaac will have effective and sustainable water and waste infrastructure that supports the needs of the region's communities and economic sectors.

Report prepared by:	Report authorised by:
AMAL MEEGAHAWATTAGE	SCOTT CASEY
Manager Planning and Projects	Director Water and Waste
Date: 27 September 2023	Date: 1 October 2023

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Water and Waste Capital Projects Progress Summary Spreadsheet – October 2023

REFERENCE DOCUMENT

- Nil

THIS PAGE HAS INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Seungchan Bang
AUTHOR POSITION	Water and Waste Maintenance Planner

9.18

WATER AND WASTEWATER PREVENTIVE MAINTENANCE PROGRAM UPDATE

EXECUTIVE SUMMARY

This report summarises the implementation pathway of the Water and Wastewater Preventive Maintenance Programme and the progress of the program to date.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Notes the contents of the Water and Wastewater Preventive Maintenance Program Update.**

Resolution No.: W&W0468

Moved: Cr Ve a Ve a

Seconded: Cr Franzmann

That the Committee recommends that Council:

- 1. Notes the contents of the Water and Wastewater Preventive Maintenance Program Update.**

Carried

BACKGROUND

Preventative maintenance to the Water and Wastewater infrastructure has been attempted in various ways over the years with varying degrees of success. Although these initiatives were successful in part, it was recognised that further detailed program development was required to assist with the long-term protection and maintenance of the Water and Wastewater (W&W) infrastructure.

Prior to the commencement of the current iteration of the preventative maintenance program, the water and wastewater operations and maintenance team had allocated resources predominantly into reactive maintenance and repairs due to the number of breakdowns experienced. This report has been developed to reveal the outcomes of the last six (6) months' progress, the impact of the program and its future direction.

The preventive maintenance program is aiming to improve the reliability of W&W assets and equipment over the longer term and consequentially reduce reactive maintenance costs and increase service reliability.

The key progress milestones in the preventative maintenance program (Program) include:

a) Preventive Maintenance Program Identification (Attachment 1)

Equipment used for water treatment and wastewater treatment process was listed and categorised by definitions and functions. An initial total of 28 preventive maintenance programs were identified and nominated as separate discrete maintenance programs.

b) Priority Setting and Job Planning (Attachment 2)

The identified and categorised programs were prioritised by key criteria: Risk and Value.

Risk infers the quality of impacts on the treatment process in case of breakdowns resulting in the community and end-users receiving reduced service levels.

Value means how significant the equipment is to the operation of a treatment plant, the monitor of the treatment process and whether a treatment plant has redundancy in its equipment to provide continued water and wastewater services.

The preparation period for a single contract was assumed to be three (3) months including a minimum of 21 days for public release. The contract period was designated for two (2) years with two (2) additional one-year extensions optional, at the sole discretion of IRC. This length of contract will secure strong ownership of the contract by the successful contractors.

The schedule of works detailing the timing of the programs recommended within the Water and Wastewater Preventive Maintenance Program were grouped into three timeframes:

Short Term (FY22/23)

1. Carry out the planned preventive maintenance programs and develop new programs based on the priority.
2. Record service reports, certificates, and recommendations to identify the issues.
3. Identify the discovered issues and likelihood of breakdowns to reduce the risk of emergency repairs.
4. Implement the recommendations and carry out repairs.
5. Assess the equipment condition to identify the reliability of the asset equipment.
6. Evaluate equipment lifespan to decide on where to allocate the resources.
7. Share the relevant information with other directorates/departments to help the decision-making process.
8. Discover any new preventive maintenance programs.

Medium Term (FY23/24 - FY24/25)

9. Track the equipment conditions based on the service reports to monitor variations.
10. Evaluate the awarded tenderers to sustain the ability of the service and optimise the service cost.
11. Re-tender the expired preventive maintenance programs.
12. Manage the allocated and future budgets for the preventive maintenance programs.

13. Register the asset equipment information into the asset management platform (Tech1)
14. Assist detailed design of capital projects to correlate with current equipment types and makers.
15. Update of new installed equipment into the existing contract.

Long Term (FY25/26 onwards)

16. Monitor variations of the equipment conditions and develop the equipment condition improvement plans to sustain functions and capabilities.
17. Register and update asset information based on the asset management plan.

This action plan remains under review and will evolve along with the program in response to changing priorities and available budget allocations.

Progress of the Preventative Maintenance Program

The program to assess the current equipment conditions and maintain the treatment plant equipment proactively has been in progress for the last year. Since the commencement of the program, nineteen (19) preventive maintenance programs have been implemented from the thirty-one items originally identified. The seven (7) scheduled programs completed in FY23/24 quarter 1 include:

- i. 25 Weigh Scale and Benchtop Lab Scale Annual Service
- ii. 23 Pressure Vessel Annual Service and Certification
- iii. 98 Water and Wastewater Treatment Plant Online Analyser Annual Service
- iv. 110 WTP and WWTP Flow Meter Annual Service
- v. 14 WTP and WWTP Pest Control Bi-Annual Service
- vi. Moranbah WWTP Belt Filter Press Annual Service
- vii. 19 WTP and WWTP Electric Gate and Door Annual Service

An additional ten (10) preventative maintenance (PM) activities already have contracts or purchase orders in place from the preceding 12 months and will continue through the FY23/24 financial year.

- i. 15 Air Compressor and 15 Blower Bi-Annual Service
- ii. 34 Generator Annual Service (Whole of Council Contract)
- iii. 30 Overhead Crane and Lifting Beam Annual Service
- iv. 50 Sewage Pump Station and Treatment Plant Well Cleaning Annual Service
- v. 100 Sewage Pump Station and Raw Water Pump Station Pump Annual Service
- vi. 205 Safety Equipment Bi-Annual Service
- vii. 61 Benchtop Lab Analyser Annual Service
- viii. 6 Wastewater Treatment Plant Inlet Screen Annual Service

- ix. 14 WTP and WWTP Pest Control Bi-Annual Service
- x. 9 Chlorination System Bi-Annual Service

A further two PM activities are currently in the procurement stage but will commence in this financial year:

- i. 6 UV Disinfection System Annual Service
- ii. 229 WTP and WWTP Pump Annual Service

The implementation of these 19 PM contracts will be achievable within the approved FY23/24 budget (\$750k) with an estimated spend of (\$701k).

The FY23/24 Water and Wastewater maintenance budget has allocated in total of \$1.295M, consisting of \$545,000 in reactive maintenance and \$750,000 in preventive maintenance for a total of 14 treatment plants.

Table 1 – FY 23/24 maintenance budget

Township	Location	Reactive Maintenance Budget	Preventive Maintenance Budget	Total Maintenance Budget
Moranbah	WTP	\$ 80,000	\$ 79,955	\$ 159,955
Clermont	WTP	\$ 45,000	\$ 64,463	\$ 109,463
Dysart	WTP	\$ 35,000	\$ 64,926	\$ 99,926
Middlemount	WTP	\$ 20,000	\$ 46,099	\$ 66,099
Nebo	WTP	\$ -	\$ 58,635	\$ 58,635
Glenden	WTP	\$ 20,000	\$ 30,488	\$ 50,488
Carmila	WTP	\$ -	\$ 20,789	\$ 20,789
St Lawrence	WTP	\$ 50,000	\$ 20,046	\$ 70,046
Moranbah	WWTP	\$ 120,000	\$ 103,131	\$ 223,131
Clermont	WWTP	\$ 55,000	\$ 41,245	\$ 96,245
Dysart	WWTP	\$ 40,000	\$ 72,028	\$ 112,028
Middlemount	WWTP	\$ 15,000	\$ 60,339	\$ 75,339
Nebo	WWTP	\$ 30,000	\$ 45,685	\$ 75,685
Glenden	WWTP	\$ 35,000	\$ 42,171	\$ 77,171
Total		\$ 545,000	\$ 750,000	\$ 1,295,000

The \$750,000 preventative maintenance budget has been allocated across the 14 water and wastewater treatment plants proportionally based on the actual assets at each plant the maintenance demand that they present. Preventative maintenance is required at all plants, and this has been acknowledged and addressed in the PM program.

Within the scope of the PM contracts is a requirement for the contractor to conduct asset condition assessments and report to council, also identifying assets requiring repair or replacement. These repairs identified as a consequence of the PM work are assessed by the Operations and Maintenance staff to determine whether they present a risk to the ongoing water and wastewater service delivery. Items which are not deemed to immediate necessity or priority are recorded for inclusion in the annual budget preparation cycle.

OBSERVATIONS

- i. The preventative maintenance program is rolling out in line with the defined schedule.
- ii. Active PM contracts have already discovered assets which were on the point of failure or were contributing to elevated risk.
- iii. PM contractors are identifying maintenance needs which can be addressed as part of the overall maintenance or capital programs.

IMPLICATIONS

Asset condition assessments gathered through the preventative maintenance program will inform future investment decision making and will form a key information source for both the asset class asset management plans and the future preventative maintenance programs.

Greater visibility of asset conditions allows for improved risk and asset management but will also increase the quantum of maintenance work required until such time as the asset condition reaches a stable base.

The use of preventative maintenance will in time prevent assets being run to the point of failure.

Discovery of assets in poor condition will generate additional items for consideration for either operational maintenance or capital investment.

Original budget forecasts prepared at the commencement of this preventative maintenance program predicted that the reactive maintenance (RM) expenditure would start to decrease in the second year of the preventative maintenance program but also recognised that there would be a transitional period where both PM and RM would be required. This will be monitored and reported as part of the quarterly budget reviews.

The preventive maintenance program is seen as a transformative approach from reactive responses to equipment failure and breakdowns, to proactive condition assessment and preventive repairs prior to the occurrence of operational discontinuity. The Water and Wastewater department acknowledges the value of the preventive maintenance program already and expects positive outcomes from Council's investment in the program. Preventive maintenance is expected to ensure the continuous operations in the provision of drinking water, treatment of sewerage, production of recycled water, and reduction of the risk of breaches of regulatory compliance.

CONSULTATION

- Water and Wastewater Team
- Maintenance Planner – Water and Waste
- Treatment Plant Supervisor - South
- Treatment Plant Supervisor - North
- Project Managers Planning and Project
- Coordinator Water and Wastewater
- Manager Planning and Projects
- Manager Operations and Maintenance
- Director Water and Waste

BASIS FOR RECOMMENDATION

The recommendation is to note the progress of the Water and Wastewater preventive maintenance program.

ACTION ACCOUNTABILITY

The Manager Operations and Maintenance will be responsible for ensuring the works are included in yearly operational budgets and support the preventative maintenance programs to ensure they are successfully delivered.

KEY MESSAGES

Implementation of the Water and Wastewater Preventive Maintenance Program will increase the reliability of the water and wastewater treatment processes and support community service delivery.

Preventative maintenance will in time minimise the instances of assets running to failure and unplanned outages.

Implementation of the preventative maintenance program provides greater visibility of asset condition and allows for more informed investment decision making through the corporate budget planning cycle.

Report prepared by:	Report authorised by:
SEUNGCHAN BANG	SCOTT CASEY
Water and Waste Maintenance Planner	Director Water and Waste
Date: 29 September 2023	Date: 5 October 2023

ATTACHMENTS

- Attachment 1 - Preventive Maintenance Program Identification
- Attachment 2 - Priority Setting and Job Planning

REFERENCE DOCUMENT

- Nil

WATER AND WASTE

MEETING DETAILS	Water and Waste Standing Committee Meeting Wednesday 15 March 2023
AUTHOR	Seungchan Bang
AUTHOR POSITION	Water and Waste Maintenance Planner

ATTACHMENT 1 – PREVENTIVE MAINTENANCE PROGRAM IDENTIFICATION

Category	Item	Preventive Maintenance Program
Made	1	Air Compressor and Blower Maintenance
	2	Generator Servicing
In Program	3	Frist Aid Kit Service
	4	Sewage Pump Station Electrical Maintenance
	5	Weighscales (Chlorine, Lab Scale)
	6	Test Tag Portable Tools
	7	Chlorine Dosing system
	8	Overhead cranes and lifting beams
	9	Lifting Gear Inspection (Confined space items)
	10	Emergency Lighting
	11	Actuator Calibration
	12	Sewage Pump Station and Treatment Plant Well Cleaning
	13	Sewage Pump Station and Raw Water Pump Station Maintenance Program
	14	Sewage Treatment Plant Inlet Screen Maintenance
	15	Treatment Plant Pumps (Diesel + Chem)
	16	Safety Equipment (BA, Mask, Gas Detector)
	17	UV Disinfection System Maintenance
	18	Pressure Vessell Inspections
	19	Fire hoses and Extinguisher's
	20	Treatment Plant Inline Analyser/Lab Equipment Calibration
	21	Aeration unit (Including mixer) + Gear Box Inspection
	22	Gas Detectors
	23	Grease, Oil(Gear Box) and Lubricant Analysis
	24	Electrical Switchboard Maintenance
	25	Anchor Points on Reservoir Roofs
	26	RCD Testing
	27	Air Conditioners
	28	Pest Control

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Michael St Clair
AUTHOR POSITION	Manager Liveability and Sustainability

10.1

REVIEW OF 2023/2024 SCHEDULE OF FEES AND CHARGES FOR MATERIAL CHANGE OF USE – INDUSTRIAL ACTIVITIES – EXTRACTIVE INDUSTRY

EXECUTIVE SUMMARY

Council has received a recent request for the reduction of Council's development application fees for a Development Permit for a Material Change of Use for Extractive Industry (Sand Quarry). A review of Councils 2023/2024 Schedule of Fees and Charges for Material Change of Use – Industrial Activities – Extractive Industry has been undertaken to consider the request and make recommendation on the suitability of Council's current adopted fees for Extractive Industry uses.

OFFICER'S RECOMMENDATION

That Council:

1. **Approve an amendment to the 2023/2024 Schedule of Fees and Charges for Material Change of Use – Industrial Activities to:**
 - i. **Insert an additional line for Material Change of Use – Code Assessable – Extractive Industry – up to 10,000 tonnes p.a. \$15,000.**
 - ii. **Amend Material Change of Use – Code Assessable – Extractive Industry – up to 999,999 tonnes p.a. to 10,001 to 999,999 tonnes p.a.**
 - iii. **Insert an additional line for Material Change of Use – Impact Assessable – Extractive Industry – up to 10,000 tonnes p.a. \$17,000.**
 - iv. **Amend Material Change of Use – Impact Assessable – Extractive Industry – up to 999,999 tonnes p.a. to 10,001 to 999,999 tonnes p.a.**

BACKGROUND

Following receipt of request from Jewell Planning Consultants on 4 September 2023 on behalf of Nebo Sand and Gravel for a development application reduction for a Development Permit for a Material Change of Use for Extractive Industry (Sand Quarry) at Strathfield Road, Nebo (Lot 69 on WHS385) an assessment of the Fees and Charges for Material Change of Use – Industrial Activities was conducted.

Jewell Planning Consultants is preparing to lodge a development application to seek retrospective approval for existing sand quarrying operations within Nebo Creek. The quarry has been operating since 2002 however the Department of Regional Development, Manufacturing and Water recently wrote to the applicant as part of the renewal process for their Quarry Material Allocation Notice and advised that the Department has no record of a current development approval for the site.

Through subsequent engagement with the applicant and State Government, Council has determined that a development permit was never obtained to authorise the quarry. The current operations also have compliance related issues with regards to the storage of quarry materials within the Strathfield Road road reserve and within an adjacent stock route reserve for which Council is trustee.

Council and State Government officers met with the applicant on the 7 July 2023 to discuss the development application requirements should the applicant seek to formalise the land use. The applicant has since engaged Town Planning consultancy, Jewell Planning Consultants, to support the lodgement of the development application.

In order to make a properly made application to Council, the applicant is required to pay a development application fee which in accordance with Council's Fees and Charges Schedule 2023/2024 has an applicable application fee of \$44,096.

Applicant's Request

On 4 September 2023, Jewell Planning Consultants requested a reduced application fee of \$5,000 be applied on the following grounds:

- *the quarry has been in operation for over 21 years and as such, is an established use on the site. The need for the business and its product (sand from Nebo Creek) is not in doubt and the scale of the operation is relatively small (up to 6,000m³ extraction per annum).*
- *the assessment of the application by Council should be relatively minor in terms of assessment time and other resources.*
- *the ongoing operation of the business is deemed essential to Nebo and surrounds as a local employer with both upstream and downstream economic multiplier effects for the town and region.*
- *the lodgement fees for this application are based on Council's Fees and Charges Schedule 2022-2023. Extractive industry - up to 999,999 tonnes per annum attracts a lodgement fee of \$26,500. As a relatively small operation, this fee would be a significant financial impost to the applicant. As an example, a similar Extractive Industry MCU application recently lodged by Jewell Planning Consultants with neighbouring Mackay Regional Council (DA-2022-193, <100,000 tonnes annual extraction) attracted a \$5,000.00 application fee.*

It is noted that in the applicant's correspondence they incorrectly quoted the application fee for code assessment applications being \$26,500, instead of the impact assessment applicable fee of \$44,096.

Officer's Assessment

The *Local Government Act 2009* and *Planning Act 2016* allow Council to set fees and charges for development assessment activities which are set on a cost-recovery basis. Council's Fees and Charges Schedule 2023 – 2024 lists the development application fees for impact assessable Extractive industry uses as follows:

- Extractive industry – up to 999,999 tonnes per annum = \$44,096
- Extractive industry – 1,000,000 tonnes per annum or greater = \$88,192

The proposed development has an annual extraction rate of 6,000 tonnes per annum which means that an application fee of \$44,096 is applicable. In considering the applicant's request a reduction of \$39,096 would apply if supported by Council.

In the interests of fairness and impartiality, in considering the fee reduction request, officers have considered both the individual circumstances of the proposed development; but also, more broadly the appropriateness of Council's current fee structure for Extractive industry uses.

In considering the facts and circumstances, it is this officer's opinion there are insufficient grounds to support the applicant's request of a fee reduction to \$5,000 as the fee would not allow Council to achieve cost-recovery for the development assessment services it provides.

It is proposed however, that there are reasonable grounds for Council to amend the 2023/2024 Schedule of Fees and Charges for Material Change of Use – Industrial activities for Extractive industry uses, to include an additional application fee for small-scale (up to 10,000 tonnes per annum) quarry operations. This amendment would support a reduced application fee for small scale operators, including that requested by Jewell Planning Consultants and any other future applications.

The grounds for this recommendation are as follows:

- A comprehensive review of the methodology and value of fees and charges applied for Extractive industry has been undertaken across 21 local governments throughout Queensland. This review has provided the following insights:
 - Local Government's adopt several different charging mechanisms to determine Extractive industry application fees including individual base fees, base fees plus technical consultant costs, base fees determined by extraction rates, base fees determined by site area, base fees determined by extraction footprint.
 - The lowest application fee that the development would attract within any of the local government areas reviewed is \$2,729 and the maximum is \$45,470.
 - The proposed development would attract an average application fee of \$16,128 across the 21 local government areas reviewed.
 - The broad range of application fees applied are considered to vary for a number of reasons including internal resourcing, internal technical support, external consultant costs, complexity of applications and the frequency at which the fees and charges are reviewed to ensure they are relevant to achieve cost recovery.
- The review has demonstrated that Council's method of applying extractive industry fees and charges based off extraction rates is a sound and reasonable practice. There is an opportunity however for a reduced fee to be applied for operations with lower extraction rates (up to 10,000 tonnes per annum) which would reduce the financial burden of application fees for small scale operators while maintaining Council's ability to achieve cost recovery. It is anticipated that this proposed threshold (up to 10,000 tonnes per annum) would most likely apply for small-scale sand quarrying operators in which the current fees and charges schedule may be prohibitive to their viable operation.
- Small scale quarry operations can still create impacts that need to be assessed and managed through the development application process. Regardless of extraction rates, a quarry can still have impacts such as dust, noise, traffic and environmental. To this regard, it is important that any fee adopted by Council accounts for these assessment requirements and does not restrict Council's ability to achieve cost recovery. An application fee must account for internal officer and administration costs and

consultant costs that may be incurred for an application in which Council does not have internal technical support.

- In accordance with the above considerations and to ensure impartiality and consistency for any future development applications, it is a recommendation of this report that Council approve an amendment to the 2023/2024 Schedule of Fees and Charges for Material Change of Use – Industrial activities for Extractive industry in accordance with the below. This fee structure is considered reasonable to achieve cost recovery and improve the viability of small-scale quarry operations.

Classification	Description	Cost Recovery Or Non Cost Recovery	Head of Power (Relevant Act)	Section No:	GST Inclusive	2023/2024 Fee
Material Change of Use - Industrial Activities	Code assessable					
	Extractive industry - up to 10,000 tonnes p.a	CR	PA 2016 LGA 2009	S51 (1) (b) (ii)		\$15,000
	Extractive industry - up to 10,001 to 999,999 tonnes p.a			S97 (2) (a)		\$27,560
	Extractive industry - 1,000,000 tonnes p.a or greater					\$44,096
	Impact assessable					
	Extractive industry - up to 10,000 tonnes p.a	CR	PA 2016 LGA 2009	S51 (1) (b) (ii)		\$17,000
Extractive industry - up to 10,001 to 999,999 tonnes p.a			S97 (2) (a)		\$44,096	
Extractive industry - 1,000,000 tonnes p.a or greater					\$88,192	

IMPLICATIONS

- The application fee has potential to support economic activity in the Isaac region by increasing the viability of small-scale quarry operations.
- The proposed amendments to the fees and charges will avoid any financial implications to Council as cost-recovery will still be achievable.
- It is unlikely that the refusal will result in any concern and/or complaint from other quarry proponents as all recent operators who have incurred development application fees have been of much larger size and scale with regards to extraction rates. It is not proposed to amend the application fees for large scale operations. The below table presents the application fees paid and the relevant extractive rates for development applications received by Council over the last 10 years:

Approval Reference	Extraction Rate (tonnes per annum)	Application Fee Charged
MCU21/0012	500,000	\$40,000
PA16008	200,000	\$36,245
PA15001	100,000 – 1,000,000	\$36,245
PA14019	1,100,000	\$36,245
PA13079	100,000 – 1,000,000	\$37,476
PA13070	100,000 – 1,000,000	\$62,713
PA13064	400,000	\$36,245
PA13067	54,000	\$24,162
PA13048	100,000 – 1,000,000	\$35,580
PA13037	100,000 – 1,000,000	\$35,580
PA13025	100,000 – 1,000,000	\$35,580

CONSULTATION

Manager Budgets and Statutory Reporting who reviewed the report and provided assistance with the wording of the recommendations regarding amendments to the Fees and Charges Schedule.

Manager Governance and Corporate Services who has reviewed and provided in-principle support.

Program Leader Development Assessment who has reviewed and provided support.

BASIS FOR RECOMMENDATION

The *Local Government Act 2009* and *Planning Act 2016* allow Council to set fees and charges for development assessment activities. Fees are set on a cost-recovery basis.

ACTION ACCOUNTABILITY

Manager Budgets and Statutory Reporting to update and publish Fees and Charges Schedule 2023/24 if the resolution is supported.

Manager Liveability and Sustainability to advise the applicant of Council's resolution.

KEY MESSAGES

Council is supportive of ensuring that our fees and charges align with the cost of undertaking a range of technical assessment tasks in a regional location with limited resources in order to achieve cost recovery.

Report prepared by: MICHAEL ST CLAIR Program Leader – Development Assessment Date: 17 October 2023	Report authorised by: SHANE BRANDENBURG Acting Director Planning, Environment and Community Services Date: 17 October 2023
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ATTACHMENTS

- Attachment 1 – Fee Reduction Request
- Attachment 2 – Review of Other Local Government Fees and Charges for Extractive Industry

REFERENCE DOCUMENT

- *Isaac Fees and Charges Register 23/24*

Our ref: 23-2623

4 September 2023

The Chief Executive Officer
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744

Email: records@isaac.qld.gov.au
Michael.StClair@isaac.qld.gov.au

Dear Sir / Madam,

REQUEST FOR REDUCED APPLICATION FEE – MATERIAL CHANGE OF USE – EXTRACTIVE INDUSTRY (QUARRY OPERATIONS) – LOT 69 STRATHFIELD ROAD, NEBO – DESCRIBED AS PART OF LOT 69 ON WHS385

Jewell Planning Consultants have been engaged by Nebo Sand and Gravel to prepare and lodge a Material Change of Use (MCU) for Extractive Industry at Lot 69 Strathfield Road, Nebo, described as Lot 69 on WHS385.

The operation currently extracts sand and gravel from Nebo creek for distribution throughout the Isaac Region. The premises have been operating since 2002 and is an established icon business in the Nebo area. Due to conditions that have recently been placed on the applicants Quarry Material Allocation Notice (QMAN) the applicant is now required to lodge a DA for an extractive Industry on adjoining land with Isaac Regional Council.

As mentioned above, the quarry has been in operation for over 21 years and as such, is an established use on the site. The need for the business and its product (sand from Nebo Creek) is not in doubt and the scale of the operation is relatively small (up to 6,000m³ extraction per annum). As such, the assessment of the application by Council should be relatively minor in terms of assessment time and other resources.

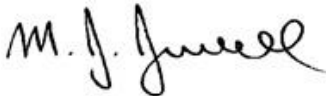
The ongoing operation of the business is deemed essential to Nebo and surrounds as a local employer with both upstream and downstream economic multiplier effects for the town and region.

The lodgement fees for this application are based on Council's Fees and Charges Schedule 2022-2023. Extractive industry - up to 999,999 tonnes per annum attracts a lodgement fee of \$26,500. As a relatively small operation, this fee would be a significant financial impost to the applicant. As an example, a similar Extractive Industry MCU application recently lodged by Jewell Planning Consultants with neighbouring Mackay Regional Council (DA-2022-193, <100,000 tonnes annual extraction) attracted a \$5,000.00 application fee.

As such Council is requested to consider imposing a reduced DA fee, in this instance. A fee of no more than \$5,000 is deemed appropriate.

If you have any queries on the above, do not hesitate to call me.

Yours sincerely,



MICHAEL JEWELL
Director

0408 758 943
michael@jewellplanning.com.au

Attachment 2 – Review of Other Local Government Fees and Charges for Extractive Industry

A. CODE ASSESSABLE APPLICAITONS

CODE ASSESSMENT		
Local Government	Fee	Additional Fees for Technical Costs
Isaac Regional Council	\$27,560 - up to 999,999 tonnes p.a \$44,096 - 1,000,000 tonnes p.a or greater	No
Balonne	\$2,726	No
Banana	\$4,4440 + \$125 per 1,000 tonne over 5,000 tonnes (max. \$25,000)	No
Burdekin	\$1,356	Yes
Central Highlands	\$3,653 + \$416.50 per additional 5,000 tonnes	Yes
Charters Towers	\$1,200	No
Cloncurry	\$ 4,541.65	Yes
Cook	\$2,140	Yes
Gladstone	\$21,261	No
Goondiwindi	\$1,645	Yes
Hinchinbrook	\$1,424	No
Livingstone	\$3,842 (base) + \$993 per hectare of site area (min \$22,000 – max \$38,500)	No
Lockyer Valley	\$5,155 – up to 5,000 tonnes \$22,590 – 5,001 to 100,000 tonnes \$38,725 – over 100,000 tonnes	No
Mackay	\$5,000	No
Mt Isa	\$3,448	Yes
Rockhampton	\$4,377 + \$3,128 per hectare of site area Maximum of \$20,000	No
Somerset	\$24,624 base + \$5,209 per hectare of use area	No
Tablelands	\$5,475 – up to 5,000 tonnes \$10,940 – 5,001 to 100,000 tonnes \$16,410 – over 100,000 tonnes	No
Toowoomba	\$2,562 + 1.20 per tonne of material (capped at \$54,639)	No
Western Downs	\$3,111 – 1–1,000 sqm use area \$4,354 -1,001 – 2,500 sqm use area \$5,608 – 2,501 – 5,000 sqm use area \$7,470 – 5,001+ sqm use area	No
Whitsunday	\$13,704 if <1 ha total use area \$29,536 if >1 ha total use area	Yes

APPLICATION FEE ESTIMATE – CODE			
<ul style="list-style-type: none"> • Quarry • 6,000m³ extraction material • 2ha area (storage + extraction footprint) • Local Governments who include additional fees for peer review of technical reports have incurred an additional application fee of \$10,000 (estimate only). 			
Local Government	Fee	Additional Fees for Technical Costs	Estimated Total Cost
Whitsunday	\$29,536	\$10,000	\$39,536
Somerset	\$35,042	No	\$35,042
Isaac	\$27,560	No	\$27,560
Lockyer Valley	\$22,590	No	\$22,590
Gladstone	\$21,261	No	\$21,261
Cloncurry	\$4,541.65	\$10,000	\$14,541.65
Central Highlands	\$4,069.50	\$10,000	\$14,069.50
Mt Isa	\$3,448	\$10,000	\$13,448
Cook	\$2,140	\$10,000	\$12,140
Goondiwindi	\$1,645	\$10,000	\$11,645
Burdekin	\$1,356	\$10,000	\$11,356
Tablelands	\$10,940	No	\$10,940
Rockhampton	\$10,633	No	\$10,633
Toowoomba	\$9,762	No	\$9,762
Western Downs	\$7,470	No	\$7,470
Livingstone	\$5,828	No	\$5,828
Mackay	\$5,000	No	\$5,000
Banana	\$4,565	No	\$4,565
Balonne	\$2,726	No	\$2,726
Hinchinbrook	\$1,424	No	\$1,424
Charters Towers	\$1,200	No	\$1,200
AVERAGE			\$13,464

B. IMPACT ASSESSABLE APPLICATIONS

IMPACT ASSESSMENT		
Local Government	Fee	Additional Fees for Consultant Costs
Isaac Regional Council	\$44,096 - up to 999,999 tonnes p.a \$88,192 - 1,000,000 tonnes p.a or greater	No
Balonne	\$2,726	No
Banana	\$5,265 + \$125 per 1,000 tonne over 5,000 tonnes (max. \$25,000)	No
Burdekin	\$2,631	Yes
Central Highlands	\$4,584 + \$416.50 per additional 5,000 tonnes	Yes
Charters Towers	\$3,150	No
Cloncurry	\$3,434.35	Yes
Cook	\$4,510 + technical fees	Yes
Gladstone	\$23,487	No
Goondiwindi	\$2,095	Yes
Hinchinbrook	\$2,850	No
Livingstone	\$3,842 (base) + \$993 per hectare of site area (min \$22,000 – max \$38,500)	No
Lockyer Valley	\$5,155 – up to 5,000 tonnes \$22,590 – 5,001 to 100,000 tonnes \$38,725 – over 100,000 tonnes	No
Mackay	Price on application	No
Mt Isa	\$3,957	No
Rockhampton	\$4,377 + \$3,128 per hectare of site area (maximum of \$20,000)	No
Somerset	\$35,052 base + \$5,209 per hectare of use area	No
Tablelands	\$5,475 – up to 5,000 tonnes \$10,940 – 5,001 to 100,000 tonnes \$16,410 – over 100,000 tonnes	No
Toowoomba	\$3,670 + \$2.04 per tonne of material (capped at \$66,022)	No
Western Downs	\$6,232 – 1–1,000 sqm use area \$9,348 – 1,001 – 2,500 sqm use area \$12,454 - 2,501 – 5,000 sqm use area \$18,686 - 5,001+ sqm use area	No
Whitsunday	\$13,704 if <1 ha total use area \$29,536 if >1 ha total use area	Yes

IMPACT ASSESSMENT			
APPLICATION FEE ESTIMATE – IMPACT			
<ul style="list-style-type: none"> • Quarry • 6,000m³ extraction material • 2ha area (storage + extraction footprint) • Local Governments who include additional fees for peer review of technical reports have incurred an additional application fee of \$10,000 (estimate only). 			
Local Government	Fee	Additional Fees for Consultant Costs	Estimated Total Cost
Somerset	\$45,470	No	\$45,470
Isaac Regional Council	\$44,096	No	\$44,096
Whitsunday	\$29,536	\$10,000	\$39,536
Gladstone	\$23,487	No	\$23,487
Lockyer Valley	\$22,590	No	\$22,590
Western Downs	\$18,686	No	\$18,686
Toowoomba	\$15,910	No	\$15,910
Central Highlands	\$5,000.50	\$10,000	\$15,000.50
Cook	\$4,510	\$10,000	\$14,150
Cloncurry	\$3,434.35	\$10,000	\$13,434.35
Burdekin	\$2,631	\$10,000	\$12,631
Goondiwindi	\$2,095	\$10,000	\$12,095
Tablelands	\$10,940	No	\$10,940
Rockhampton	\$10,633	No	\$10,633
Livingstone	\$5,828	No	\$5,828
Banana	\$5,390	No	\$5,390
Mt Isa	\$3,957	No	\$3,957
Charters Towers	\$3,150	No	\$3,150
Hinchinbrook	\$2,850	No	\$2,850
Balonne	\$2,726	No	\$2,726
Mackay	Price on application	No	Price on application
AVERAGE			\$16,128

MEETING DETAILS	Ordinary Meeting Wednesday 25 October 2023
AUTHOR	Nic Crous
AUTHOR POSITION	Coordinator Parks and Recreation

10.2

MINOR INFRASTRUCTURE AND INCLUSIVE FACILITIES FUND GRANT APPLICATION

EXECUTIVE SUMMARY

The Minor Infrastructure and Inclusive Facilities Fund Program (through *Activate! Queensland*) provides targeted investment for priority infrastructure projects that enhance the accessibility and inclusiveness of community level sports and active recreation. Round 2 of the Minor Infrastructure Program has been brought forward and will be delivered with the Inclusive Facilities Fund. Funding is available to support applications requesting new or upgraded infrastructure, within the following categories:

- Inclusive and Accessible
- Safe, Quality and Efficient

The St Lawrence sports grounds amenities facility requires attention. The facility has been identified as being eligible for funding under the above program, within the category of Inclusive and Accessible.

OFFICER'S RECOMMENDATION

That Council:

1. ***Notes the Minor Infrastructure and Inclusive Facilities Fund grant provided by the Queensland Government (via Activate! Queensland) for the purposes of enhancing accessibility and inclusiveness of community level sports and active recreation.***
2. ***Notes the closing date for submissions of 16 November 2023 with project completion by November 2025***
3. ***Endorses the grant application for the upgrading of the St Lawrence sportsgrounds amenities.***
4. ***Approves that should the grant application be successful a Council contribution up to \$300,000 be included across the 2024-2025/2025-2026 financial year budgets funded from Parks & Recreation depreciation funds. (Allowance for grant contribution and non-eligible items).***
5. ***Delegates authority to the Chief Executive Officer to negotiate, vary and execute the funding agreement or relevant legal instrument should the submission be successful.***

BACKGROUND

Activate! Queensland 2019 – 2029 (Activate!) is the Queensland Government's 10-year strategy to further enrich the Queensland way of life and build on our strong community foundations to deliver better health and well-being outcomes of all Queenslanders.

The Minor Infrastructure Program provides targeted funding to eligible organisations to help the sport and active recreation industry deliver new, upgraded and end of life projects and works that demonstrate alignment with the program's objectives.

Round 1 closed in early 2023. Round 2 of the Minor Infrastructure Program has been brought forward and will be delivered with the Inclusive Facilities Fund to support the delivery of priority infrastructure projects that enhance the *accessibility and inclusiveness* of community level sport and active recreation.

Council's Infrastructure Planning and Technical Services Department have reviewed existing potential asset works for eligibility. The two projects considered were:

- St Lawrence sportsground amenities upgrade
- Moranbah Racetrack toilet upgrade

Discussions with both the Queensland government and the Racetrack have indicated that the Racetrack toilets would not be eligible irrespective if Council or the Racetrack made an application.

The St Lawrence Sports ground amenities are deemed eligible under the criteria.

The St Lawrence sportsground amenities facility is a centrally located, shared facility for the benefit and use of:

- the swimming pool
- the tennis courts
- the playground
- the sports fields
- the Mens Shed
- the general public, including visitors to the annual Wetlands Festival

The existing building consists of the following:

- female amenities with 2 x shower cubicles, 2 x toilet pans and 1 x hand basin
- male amenities with 2 x shower cubicles, 1 x toilet pan, 1 x urinal and 1 x hand basin.

There are no disabled-accessible options within the facility, nor disabled-accessible access to the building by way of a pathway or ramp.

There is no dedicated changing room area (for pool users) on either side (female/male).

There is no baby-changing facility.

Council records show the building as being constructed in 1975, with an area of 77 m². It is placed on reinforced concrete foundations with zincalume walls (open to the elements at the top) and a corrugated zincalume roof.

Sanitation is via a septic sewer system.

Asbestos cladding has been identified in the shower partitioning and possibly other areas of the structure and this will impact construction and demolition costs.

The existing building also incorporates:

- a secure room used by the ICT department.
- a 3-phase power connection used for the Wetlands Festival
- a 2-phase connection used by the Mens Shed and
- a backup generator unit

These assets will need to be retained (and/or added to any new facility constructed) *but will not be eligible for funding under this program. (non-eligible items)*

The review has considered upgrading of the existing structure or full replacement of the existing structure. At this stage the review is still underway, and costs are still to be confirmed. Estimated costs listed below will be refined prior to the submission date.

Option 1: Facility upgrade

This option involves retention of the building shell only, ie. removal of all internal fittings/fixtures and reconfiguration of the internal design and a new fit-out.

Project Estimated cost: \$ 300,000.

Benefits: Reduced cost, no change to footprint, no impact on ICT facility or power outlets, limited impact on planned 23/24 renewals.

Drawbacks: Reduced opportunity for disabled-accessible compliance, no improvement to capacity, reduced options/opportunities for changeroom area and baby-changing facility

Option 2: Facility demolition and replacement

This option involves demolition of the existing building and replacement with a kitset-type facility (such as a Landmark unit) with customised options to suit the requirements.

Project Estimated cost: \$ 650,000.

Benefits: increased capacity, facilitation of disabled-accessible requirements, potential for changing room and baby-changing areas, improved quality

Drawbacks: Increased cost (including demolition of existing facility and disconnection/reconnection of power supplies), additional provision required for ICT room (not eligible for grant funding), extended waiting period for completion (increased design and manufacturing time required), significant impact on planned 23/24 renewals.

IMPLICATIONS

Social

Improvement to these amenities would provide benefit to the St Lawrence Community, for visitors to the region and for the annual Wetlands festival. Benefits could include:

- All ability access through the inclusion of a disabled-accessible pathway and ramp which is eligible for funding as part of the project.

-
- An improved amenities facility may increase the popularity of the pool, the tennis courts and other sports played on the fields.
 - All events hosted on the adjacent sports fields will benefit from upgraded facilities that meets universal principles.

Financial

The grant funding is 80/20 i.e., 80% Queensland Government 20% council with the State contribution **capped at \$350,000**. Should the grant application be approved, Council's contribution will be drawn from the Parks and Recreation depreciation funds. These funds are currently programmed for renewal of playground impact-attenuation surfacing and replacement/upgrade of sports facilities lighting. The playground surfacing renewal could be deferred to provide depreciation funding to match this grant application with any lighting project scope amended to remaining depreciation budget or other projects identified in the budget process. Depending on final project estimates consideration would be given to funding over two financial years (24/25 and 25/26)

Other considerations

The existing septic system will need to be assessed in terms of capacity if an enlarged facility is provided.

CONSULTATION

- Director Engineering and Infrastructure
- Manager Infrastructure, Planning and Technical Support
- Manager Infrastructure Parks and Recreation
- Manager Budgets and Statutory Reporting
- Coordinator Corporate Properties
- Research Analyst and Grants Coordinator
- Asset Coordinator

BASIS FOR RECOMMENDATION

- The existing St Lawrence sports fields amenity facility is an ageing, 1970's building, no longer fit-for-purpose
- It fails to meet the required standard for disabled accessibility
- It does not comply with known CPTED principles
- It is a multi-use facility, supporting a range of activities
- Replacement of the facility would align with the following Strategic Actions of the ROSS:
 - I5: Female Amenities Review
 - I13: Group/Club support
 - I15: Open Space Improvements
 - SL3: St Lawrence sport areas improvements

ACTION ACCOUNTABILITY

Infrastructure Planning and Technical Services Team to submit grant application.

Corporate Properties Team to provide project details, costings and plan to support the grant application.

In the event of the grant being awarded, Corporate Properties Team to deliver the project.

KEY MESSAGES

Provide new and/or upgraded changerooms and amenities that meet universal design principles to support the needs of local communities.

Report prepared by:	Report authorised by:
NIC CROUS	ROBERT PERNA
Coordinator Parks and Recreation	Director Engineering and Infrastructure
Date: 16 October 2023	Date: 19 October 2023

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

PAGES 305 TO 428 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting
Wednesday 25 October 2023

AUTHOR

Ken Gouldthorp

AUTHOR POSITION

Chief Executive Officer

12.1

OFFICE OF THE CHIEF EXECUTIVE OFFICER INFORMATION BULLETIN – OCTOBER 2023

EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for October 2023 is provided for Council review.

OFFICER'S RECOMMENDATION

That Council:

1. ***Notes the Office of the Chief Executive Officer Information Bulletin for October 2023.***

BACKGROUND

The attached Information Bulletin for October 2023 provides an operational update for Council review on the Office of the Chief Executive Officer including Head of Advocacy and External Affairs and Head of People and Capability.

IMPLICATIONS

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

CONSULTATION

Office of the Chief Executive Officer
Advocacy and External Affairs
Brand Media and Communications
People and Capability

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by: KEN GOULDTHORP Acting Chief Executive Officer Date: 20 October 2023	Report authorised by: KEN GOULDTHORP Chief Executive Officer Date: 20 October 2023
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ATTACHMENTS

- Attachment 1 – Office of the CEO Information Bulletin – October 2023

REFERENCE DOCUMENT

- Nil

DATE: OCTOBER 2023

OFFICE OF THE CHIEF EXECUTIVE OFFICER

EXECUTIVE COUNCIL SUPPORT

COUNCILLOR HELPDESK ENQUIRIES:

A summary of Councillor Helpdesk enquiries is detailed in *Confidential Attachment 1a – Councillor Helpdesk Enquiries up to 20 October 2023*.

MEETINGS AND EVENTS:

Details of Operational and Councillor commitments are included in *Confidential Attachment 1b – Event and Meeting Schedule – 20 October 2023 to 31 December 2023*.

ADVOCACY AND EXTERNAL AFFAIRS

ADVOCACY ENGAGEMENTS:

- Meeting held with Duncan Taylor regarding CUC applications and process.
- Engagement with Gary Stevenson regarding Futures Framework and ELT strategic day.
- Clemont Connect catch up.
- Coordinator General meeting regarding various mine applications and commitments.
- Meetings with First Peoples to discuss next steps for RAP.

ADVOCACY UPDATE

- Preparation of LGAQ Confernece Motions.
- CUC Project update including next steps.
- Submission for Horse Pit Expansion completed.
- Phillips Creek Bridge finalisation of funding.
- Confirmation of Nebo Showgrounds Masterplan agreement work.
- REFF project engagement with State Development.

BRAND, MEDIA AND COMMUNICATIONS

Upcoming items for committee's awareness:

- New website launch confirmed for October 2023.
- BMC has extended Terese Wilcock in a temporary secondment as Digital and Systems Officer.
- Nebo Masterplan support is ramping back up.
- Tourism signage project.
- RADF strategy support.

Completed Engaged Communities communication support includes:

Council event or program	"We Rise" exhibition	Friday 1 September 2023
Community event	Valkyrie Mini Olympics	Saturday, 2 September 2023
Council event or program	Nebo Bush Poet's Smoko	Sunday, 3 September 2023
Council event or program	Meet Landscape Artist Lyn Laver-Ahmat - artist talk and morning tea	Tuesday, 5 September 2023
Council event or program	Lyn Laver-Ahmat "Master class in plein air sketching"	Tuesday 5 September 2023
Council-supported event	Wellness and Craft Workshop	Wednesday, 6 September 2023
Council-supported event	Middlemount Community Gardeners Pavillion Show	Saturday 9 September
Council-supported event	Nebo Out of the Shadows Walk	Sunday, 10 September 2023
Council event or program	Art Conversations with Artist Margaret Burgess	Tuesday 12 September 2023
Council event or program	Art Conversations with Artist Margaret Burgess	Tuesday 12 September 2023
Council event or program	Art Conversations with Artist Margaret Burgess	Wednesday 13 September 2023
Calendar acknowledgement	Walking The Landscape	Thursday 14 September 2023
Community event	Clarke Creek Color Run	Thursday, 14 September 2023
Council event or program	R U OK? Chit-Chat Day	Thursday, 14 September 2023
Community event	"Kids are Stinky" travelling production	Friday, 15 September 2023

Community event	Open 4's Bowls Carnival	Saturday, 16 September 2023
Council event or program	Art Conversations with Artist Margaret Burgess	Wednesday 20 September 2023
Council-supported event	Twin Hills Gymkhana	Saturday, 23 September 2023
Community event	Twin Hills Race Day	Friday, 22 September 2023
Council event or program	"We Rise" exhibition special opening to coincide with Moranbah Markets	Sunday, 24 September 2023
Community event	Spy School Training- School Holidays Activity	Wednesday, 27 September 2023
Community event	Belyando Performance Horse Inc Campdraft	Friday, 29 September 2023
Council-supported event	Men's Day - Annual Community Cricket Match	Saturday, September 30, 2023

SEPTEMBER 2023 ACHIEVEMENTS:

- 23 speeches and 2 media release
- 30 public notices
- 11 media enquiries

SOCIAL AND COMMUNICATION CHANNEL INFORMATION

- Facebook
 - 11,109page followers
- LinkedIn
 - 4,989 followers
- Instagram
 - 1,103 followers
- Twitter
 - 538 followers

DEVELOPING INITIATIVES / ISSUES:

- Nil

PEOPLE AND CAPABILITY

HIGHLIGHTS:

CA Negotiations 2023

Council and the Single Bargaining Unit (SBU) (Union Representatives) reached an in-principle agreement for the Isaac Regional Council Certified Agreement 2023. The SBU and IRC Management travelled across the region from Monday 4 September 2023 – Thursday 7 September 2023 to deliver roadshows and communicate with employees on the proposed agreement, outlining all proposed benefits and wage increases. The ballot was then conducted by Vero Voting, a third-party voting service provider on Monday 18 September 2023. The 2023 Isaac Regional Council Certified Agreement was voted 96% Yes vote to 4% No vote. The next steps will be for the Agreement to be presented and certified by the QIRC.

2023 Rural Management Challenge

The 2023 Rural Management Challenge Team has convened with a team of four participant across three directorates. The team has been issued their pre-challenge task and have already framed their concept. The team are developing their pre-challenge concept and working toward the major event to be held in Yeppoon in November 2023.

Recruitment Update

For the month of September 2023, the P&C team successfully recruited and onboarded fifteen (15) new and existing employees:

POSITION NAME	WORK LOCATION	FTES
People & Capability Systems Officer	Moranbah	1.00
Coordinator Infrastructure West	Clermont	1.00
Coordinator Infrastructure East	Moranbah	1.00
Mobile Mechanical Fitter	Nebo	1.00
Works Admin Officer	Moranbah	0.70
Contracts & Projects Support Officer	Moranbah	1.00
Frontline Service Officer	Moranbah	1.00
Frontline Service Officer	Clermont	0.70
Lead Environmental Health Officer	Moranbah	1.00
Frontline Service Officer	Moranbah	0.70
Frontline Service Officer	Moranbah	0.70
Casual Pool Lifeguard	Moranbah	0.50
Program Leader - Compliance and IMS	Moranbah	1.00
Waste Management Officer	Carmila	0.70
Water & Wastewater Operator In Training	Glenden	1.00

There were eleven (11) employee separations for the Month of September 2023:

Labourer	Middlemount
Trainee Administration Officer	Moranbah
Labourer	Glenden
Systems Coordinator	Moranbah

Overseer - Infrastructure	Clermont
Casual Pool Lifeguard	Moranbah
Senior Water & Wastewater Operator	Nebo
Community Relations Officer	Nebo
Waste Management Officer	Glenden
Executive Assistant to the Office of Mayor and CEO	Moranbah
Apprentice Plumber	Clermont

PEOPLE AND CAPABILITY LEARNING & DEVELOPMENT UPDATE:

Figure 1.0 Estimated Data - Employee Training September 2023

Directorate	OCEO	E&I	PECS	W&W	CGFS
Number of Employees - September 2023	0	28	6	23	5

Figure 4.0 Estimated Data - Total Hours of Training - September 2023

Training Course	Hrs Sept
Apprentice Block Training	313.00
Asbestos Training	84.00
Authorised Persons (Compliance Officers)	8.00
Certificate III in Business (Records & Info)	16.00
Certificate IV in Community Development	8.00
Chainsaw	133.00
Diploma of Business & Leadership	8.00
IPWEA Asset Management Foundations	3.00
IPWEA Professional Certificate in Asset Management Planning	12.00
Plant Training - Practical	92.00
Polesaw	49.00
Provide CPR	21.00
Provide First Aid	16.00
Spray Seal Selection & Design	16.00
White/Construction Card	12.00
Working in Proximity to Traffic	4.00
Total Hours	795

FINANCIAL REPORT:

People and Capability is tracking to budget for the month of September 2023.

DEVIATION FROM BUDGET AND POLICY:

Nil

Report authorised by:

KEN GOULDTHORP

Chief Executive Officer

Date: 20 October 2023

ATTACHMENTS

- CONFIDENTIAL Attachment 1a – Councillor Helpdesk Enquiries to 20 October 2023
- CONFIDENTIAL Attachment 1b - Three Month Schedule – 20 October 2023 to 31 December 2023
- CONFIDENTIAL Attachment 1c – Combined Grants Received Dashboard
- CONFIDENTIAL Attachment 1d – People and Performance – Establishment Report – 30 September 2023

PAGES 437 TO 476 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS