

# NOTICE OF MEETING

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Dear Councillors

You are requested to attend the following meeting of Council.

ORDINARY MEETING OF  
**ISAAC REGIONAL COUNCIL**

TO BE HELD ON  
**WEDNESDAY, 26 MARCH 2025**  
**COMMENCING AT 10.00AM**  
**ISAAC REGIONAL COUNCIL,**  
**BOARD ROOM, DYSART**

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**CALE DENDLE**  
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.

#### 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 26 MARCH 2025**  
**COMMENCING AT 10.00AM**  
**ISAAC REGIONAL COUNCIL,**  
**BOARD ROOM, DYSART**

**AGENDA**

1. OPENING OF THE MEETING
  - 1.1 WELCOME
  - 1.2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS
  - 1.3 VIDEO CONFERENCE PARTICIPATION
2. APOLOGIES AND LEAVE OF ABSENCES
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. APOLOGIES AND LEAVE OF ABSENCES

## 3. CONDOLENCES

- NICHOLS, John formerly of Dysart
- MORRIS, Wayne formerly of Moranbah
- PLANT, Judith Anne formerly of Moranbah
- TURNER, Darryl John late of Moranbah
- MARTIN, Brian Walter formerly of Moranbah
- SCHULTZ, Ronald Victor formerly of Moranbah
- STURGEON, Brian Henry formerly of Moranbah
- PITCHER, Yvonne Margaret formerly of Moranbah
- ARMSTRONG, Jennifer formerly of Moranbah

## 4. DECLARATION OF CONFLICTS OF INTEREST

## 5. DEPUTATIONS

## 5. CONSIDERATION OF NOTICE OF MOTION

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## 7. CONFIRMATION OF MINUTES

- Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Board Room, Clermont on Wednesday 26 February 2025 at 10.00am.
- Special Meeting of Isaac Regional Council held at Isaac Regional Council, Council Chambers, Moranbah on Wednesday 5 March 2025 at 10.00am.

## 8. BUSINESS ARISING FROM PREVIOUS MEETING

### 8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY MEETING OF COUNCIL – FEBRUARY 2025

#### EXECUTIVE SUMMARY

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

### 8.2 LIFTING MATTERS LAYING ON THE TABLE

#### EXECUTIVE SUMMARY

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

## 9. STANDING COMMITTEE REPORTS

### 9.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 28 FEBRUARY 2025

#### 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.

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## 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 DIGITAL STRATEGY UPDATE

### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of the Digital Strategy Program.

## 9.4 GOVERNANCE AND CORPORATE SERVICES QUARTERLY UPDATE

### EXECUTIVE SUMMARY

The purpose of this report is to provide an overview and status update of the Governance and Corporate Services department's operations and key functions.

## 9.5 PEOPLE AND CAPABILITY MONTHLY REPORT

### EXECUTIVE SUMMARY

The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.

## 9.6 ONBOARDING AND PATHWAYS OFFICER

### EXECUTIVE SUMMARY

The People and Capability department is seeking endorsement to create a permanent full-time position of Onboarding and Pathways Officer. This position will be responsible for ensuring smooth employee transition, coordinating inductions, scheduling training, and improving onboarding processes. Additionally, the role will support the apprentices, trainees, and graduates' programs, and focus on improving processes for efficient management of employee development initiatives. There is nil impact to budget.

## 9.7 QUARTERLY REPORT – ISAAC AFFORDABLE HOUSING TRUST

### EXECUTIVE SUMMARY

Chief Executive Officer presenting Isaac Affordable Housing Trust's Quarterly Report required by Shareholder Agreement.

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## **9.8 2025 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY - ISAAC REGIONAL COUNCIL MOTIONS**

### **EXECUTIVE SUMMARY**

The Australian Local Government Association (ALGA) National General Assembly (NGA) is Australia's largest and most influential gathering of Local Government Councillors, Mayors, Chairs and Officials.

The 2025 (NGA) will be held on 24-27 June 2025 in Canberra.

Two core issues have been identified for consideration by Council. A resolution is sought from Council for in-principle support of the issues and delegate authority so they can be developed into motions and submitted to the ALGA NGA by 31 March 2025.

## **9.9 MINOR COMMUNITY GRANTS SUMMARY FEBRUARY 2025**

### **EXECUTIVE SUMMARY**

This report summarises the minor community grants approved under delegation for the period 1 February to 28 February 2025.

## **9.10 MAJOR COMMUNITY GRANTS OUT OF ROUND APPLICATION – MORANBAH PONY CLUB**

### **EXECUTIVE SUMMARY**

The purpose of this report is to consider an out of round application to the Major Grants Program from the Moranbah Pony Club (Governing body for Mackay Zone 10 Pony Club inc.)

## **9.11 ST LAWRENCE RECREATION GROUP INCORPORATED – TENURE ARRANGEMENTS**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 to dispose of part of Lot 105 on MC532, located at 593 St Lawrence Connection Road, St Lawrence, by way of a three (3) year Licence to Occupy plus two (2) x three (3) year options to St Lawrence Recreation Group Incorporated.

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## **9.12 DYSART LIFESTYLE CENTRE INC. – TENURE ARRANGEMENTS**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 to dispose of part of Lot 1 on SP239822, located at 29 Queen Elizabeth Drive, Dysart, being the Dysart Recreation Centre by way of a five (5) year Licence to Occupy plus a five (5) year option to Dysart Lifestyle Centre Inc.

## **9.13 EXPRESSION OF INTEREST – LEASE A BEING PART OF LOT 10 ON SP237952, OLD SOUTHERN CROSS GROUNDS, 27 PONY CLUB ROAD, DYSART**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council endorsement of the Expression of Interest lodged by Dysart Men's Shed Qld Inc. for the use of Lease A being part of Lot 10 on SP237952, Old Southern Cross Grounds, located at 27 Pony Club Road, Dysart.

## **9.14 ST LAWRENCE WETLANDS WEEKEND 2025 FEES AND CHARGES**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement of the 2025 St Lawrence Wetlands Weekend event fees and charges.

## **9.15 BUILDING ENCROACHMENT AND REQUEST FOR BOUNDARY REALIGNMENT – ISAAC EVENTS CENTRE**

### **EXECUTIVE SUMMARY**

The purpose of this report is for Council to consider actions required to address a building encroachment associated with the Isaac Events Centre, located at 89 Mills Avenue, Moranbah.

## **9.16 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES FY2024-2025 CAPITAL PROJECTS PROGRESS REPORT AS AT 05 MARCH 2025**

### **EXECUTIVE SUMMARY**

This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services 2024-2025 Capital Works Program.



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## **9.17 PLANNING ENVIRONMENT AND COMMUNITY SERVICES QUARTERLY DEPARTMENTAL REPORT – LIVEABILITY AND SUSTAINABILITY**

The purpose of this report is to provide an overview and status update of the Liveability and Sustainability Department's projects and operational commitments.

## **9.18 ENGINEERING AND INFRASTRUCTURE 2024/2025 CAPITAL PROJECTS PROGRESS REPORT – FEBRUARY 2025**

### **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 2024-2025 Capital Works Program.

## **9.19 ASSET INSTALLATION AND MAINTENANCE LICENCE – WATERWAY CROSSING OFF ELLENSFIELD ROAD**

### **EXECUTIVE SUMMARY**

The report seeks to delegate the authority to the Chief Executive Officer to execute a Licence for the installation, use and maintenance of an existing waterway crossing and access track within the stock route 831ISA adjacent to the Burton Dam wall.

## **9.20 AUSTRALIAN CRICKET INFRASTRUCTURE FUND – CLERMONT JUNIOR CRICKET FIELD IRRIGATION**

### **EXECUTIVE SUMMARY**

This report seeks approval of Isaac Regional Councils submission to the Australian Cricket Infrastructure Fund (Major Grant) for financial contribution in the 2024-2025 financial year. Successful applicants will be notified prior to end of financial year.

## **9.21 MEMORIALS AND PLAQUES ON COUNCIL OWNED OR MANAGED LAND POLICY UPDATE**

### **EXECUTIVE SUMMARY**

This report seeks Council's consideration to review and adopt the updated Memorials and Plaques on Council Owned or Managed Land Policy EI-POL-144.

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## 9.22 CORPORATE PROPERTIES DEPARTMENT OPERATIONAL UPDATE – DECEMBER 2024 TO FEBRUARY 2025

### EXECUTIVE SUMMARY

This report is to provide Council with an update on the Corporate Properties operational program.

## 9.23 GALILEE AND BOWEN BASIN DEPARTMENT OPERATIONAL UPDATE – DECEMBER 2024 TO FEBRUARY 2025

### EXECUTIVE SUMMARY

The intent of the report is to provide an update on the activities undertaken by the Galilee and Bowen Basin Operations department over the previous quarter.

## 9.24 INFRASTRUCTURE DEPARTMENT OPERATIONAL UPDATE – FEBRUARY 2025

### EXECUTIVE SUMMARY

This report is to provide a monthly update to Council on the current operational status of the Infrastructure Department.

## 9.25 PARKS AND RECREATION DEPARTMENT OPERATIONAL UPDATE - DECEMBER 2024 TO FEBRUARY 2025

### EXECUTIVE SUMMARY

This report is to provide an update to Council on the current operational status of the Parks and Recreation Department.

## 9.26 QUARRY MANAGEMENT PLAN

### EXECUTIVE SUMMARY

This report seeks endorsement of a Quarry Management Plan to guide operations in Council's gravel pits/quarries to ensure compliance with relevant State legislation and Council's permits and authorities for gravel extraction activities.

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## 9.27 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS - LOCAL GOVERNMENT REGULATIONS (2012) – MORANBAH DEPOT

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement for the appointment of Hahnlec Electrical to perform rectification works at the Moranbah Depot which has been subject to electrical faults tripping the circuit breaker. This appointment is requested under the exception provisions for entering into medium or large sized contractual arrangements within s235 (b) of the *Local Government Regulations 2012*.

## 9.28 WATER AND WASTE 2024-2025 CAPITAL PROJECTS PROGRESS REPORT

### EXECUTIVE SUMMARY

This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2024/25 Capital Works Program.

## 9.29 WATER AND WASTEWATER PREVENTATIVE MAINTENANCE PROGRAM UPDATE

### EXECUTIVE SUMMARY

This report provides an update on the progress of the Water and Wastewater Preventative Maintenance Program. It outlines the number of Preventative Maintenance Program activities that are now completed since the program's inception, key ongoing milestones and challenges for improvement.

## 9.30 WATER AND WASTE DEPARTMENTAL REPORT – OPERATIONS AND MAINTENANCE

### EXECUTIVE SUMMARY

The purpose of this report is to present an overview of the Operations and Maintenance department within the Water and Waste Directorate of Isaac Regional Council.

## 9.31 WATER SERVICE AREAS

### EXECUTIVE SUMMARY

The purpose of this report is to provide an update on the upcoming review of the Isaac Regional Council (Council) Water Service Areas and propose changes to Council Resolution 507, dated 26 September 2017.

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## 10. OFFICER REPORTS

### 10.1 NATIVE TITLE DETERMINATION APPLICATION QUD 17/2019 – WESTERN KANGOULU

#### EXECUTIVE SUMMARY

Isaac Regional Council received a Court Notice and Statement of Agreed Facts about the Western Kangoulu native title Claim from its solicitors. Council is required to advise whether they intend to object to the Statement of Agreed Facts to the Federal Court by the 28 March 2025.

Staff were also briefed on the Australian Law Reform Commission's (ALRC) *Review of the Future Acts Regime* and potential considerations for Council.

This report seeks:

- To inform Council on the Statement of Agreed Facts relating to the Western Kangoulu native title claim and potential impacts for Isaac Regional Council.
- To inform Council on the ALRC's Review of the Future Acts Regime and how it relates to local government.
- Support of the officer's recommendations as they relate to above items.

### 10.2 COUNTRY ROADS CONNECT PROGRAM – COTHERSTONE ROAD

#### EXECUTIVE SUMMARY

The report is seeking delegation to the Chief Executive Officer to submit a nomination under the Country Roads Connect Program for Pave and Seal Activities on Cotherstone Road.

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## 11. CONFIDENTIAL

### **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

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#### **11.1**

#### **MAJOR PROJECTS UPDATE REPORT**

##### **EXECUTIVE SUMMARY**

This report is provided to update Council on the status of major projects across Isaac.

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## 12. GENERAL BUSINESS

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## 13. CONCLUSION

# UNCONFIRMED MINUTES

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**ORDINARY MEETING OF  
ISAAC REGIONAL COUNCIL**

HELD ON  
**WEDNESDAY, 26 FEBRUARY 2025**  
**COMMENCING AT 10.00AM**

**ISAAC REGIONAL COUNCIL BOARD ROOM,  
CLERMONT**

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# UNCONFIRMED MINUTES

## ISAAC REGIONAL COUNCIL

### UNCONFIRMED MINUTES OF THE ORDINARY MEETING

#### HELD AT ISAAC REGIONAL COUNCIL

#### BOARD ROOM, CLERMONT

WEDNESDAY 26 FEBRUARY 2025

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# UNCONFIRMED MINUTES

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## ISAAC REGIONAL COUNCIL

### UNCONFIRMED MINUTES OF THE ORDINARY MEETING

#### HELD AT ISAAC REGIONAL COUNCIL

#### BOARD ROOM, CLERMONT

#### WEDNESDAY 26 FEBRUARY 2025 COMMENCING AT 10.00AM

#### **ATTENDANCE**

Mayor Kelly Vea Vea, Chair  
Deputy Mayor, Cr Jane Pickels, Division Six  
Cr Terry O'Neill, Division One  
Cr Vern Russell, Division Two  
Cr Melissa Westcott, Division Three  
Cr Simon West, Division Four  
Cr Alaina Earl, Division Five  
Cr Rachel Anderson, Division Seven  
Cr Viv Coleman, Division Eight

#### **OFFICERS PRESENT**

Mr Cale Dendle, Chief Executive Officer  
Mr Darren Fettell, Director Corporate Governance and Financial Services  
Mr Dan Wagner, Director Planning, Environment and Community Services  
Mr Robert Perna, Director Engineering and Infrastructure  
Mr Scott Casey, Director Water and Waste  
Mrs Trudi Liekefett, Manager People and Performance  
Mrs Tricia Hughes, Coordinator Executive Support, Office of the Mayor and CEO



# UNCONFIRMED MINUTES

## 1. OPENING

The Mayor declared the meeting open at 10.00am and welcomed all in attendance to Clermont for the February Ordinary Meeting.

The Mayor acknowledged the traditional custodians of the land, the Wiridi People of Wangan and Jagalingou Country, on which we meet today and paid her respects to their Elders past, present and emerging.

## 2. LEAVE OF ABSENCE AND APOLOGIES

No leave of absence or apologies for this meeting.

## 3. CONDOLENCES

- WALLACE, Dorne late of Mackay
- MARTIN, Brian Walter formerly of Moranbah
- STURGEON, Brian Henry formerly of Moranbah
- SCHULTZ, Ronald Victor formerly of Moranbah
- PITCHER, Yvonne Margaret formerly of Moranbah
- FRITZ, Alan formerly of Moranbah
- GANTER, Terence "Terry" Colin formerly of Moranbah
- PRINCE, Edward Phillip "Eddie" formerly of "Rachane" Clermont
- MITCHELL, Kylie Barbara formerly of Clermont
- MACNAMARA, Brian late of Clermont
- VANDENBERG, Gordon formerly of Moranbah
- DUCKETT, Robert late of Clermont
- GRAY, Richard Elliot formerly of Moranbah

## 4. DECLARATION OF CONFLICTS OF INTEREST

### DECLARABLE CONFLICT OF INTEREST

Mayor Kelly Vea Vea notified the meeting of a declarable conflict of interest in Item 9.6 Elected Member Professional Development as she is a Director of the Local Government Association of Queensland Ltd who may receive benefit by way of conference attendance and training through its subsidiary Peak Services should the recommendation of this report be passed by Council.

However, Mayor Vea Vea believes that she can remain impartial about the matter and therefore wishes to participate in the decision. Accordingly, Mayor Vea Vea requested that eligible councillors, pursuant to s150ES of the *Local Government Act 2009* decide whether: she may participate in the decision about the matter, including by voting on the matter; or, whether she must leave the meeting. Mayor Vea Vea advised that she will vacate the chair while councillors determine her eligibility to remain in the meeting.

### NOTE:

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

## 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 at Isaac Regional Council Chambers, Moranbah on Wednesday 29 January 2025**

**Resolution No.: 9024**

**Moved: Cr Jane Pickels**

**Seconded: Cr Rachael Anderson**

**The Minutes of the Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Council Chambers, Moranbah on Wednesday 29 January 2025 are confirmed.**

**Carried**

## 8. BUSINESS ARISING FROM PREVIOUS MEETING

### **8.1 Business Outstanding Table for Ordinary Meeting of Council – January 2025**

#### **EXECUTIVE SUMMARY**

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

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

*That Council:*

1. *Receives and Notes the Business Outstanding Table for the Ordinary Meeting of Council.*

## UNCONFIRMED MINUTES

**Resolution No.: 9025**

**Moved: Cr Melissa Westcott**

**Seconded: Cr Viv Coleman**

**That Council:**

- 1. Receives and Notes the Business Outstanding Table for the Ordinary Meeting of Council.**

**Carried**

### 9. STANDING COMMITTEE REPORTS

#### 9.1 Isaac Regional Council Monthly Financial Report as at 31 January 2025

##### 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.

##### COMMITTEE'S RECOMMENDATION

*Resolution No.:* CGFS0933

*Moved:* Cr Jane Pickels

*Seconded:* Cr Terry O'Neill

*That the Committee recommends that Council:*

- 1. Receive the financial statements for the period ended 31 January 2025 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).*

*Carried*

# UNCONFIRMED MINUTES

**Resolution No.:** 9026

**Moved:** Cr Melissa Westcott

**Seconded:** Cr Vern Russell

**That Council:**

1. **Receives the financial statements for the period ended 31 January 2025 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204)*.**

**Carried**

## 10.2 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).

### COMMITTEE'S RECOMMENDATION

*Resolution No.:* CGFS0934

*Moved:* Cr Jane Pickels

*Seconded:* Cr Vern Russell

*That the Committee recommends that Council:*

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

*Carried*

**Resolution No.:** 9027

**Moved:** Cr Viv Coleman

**Seconded:** Cr Alaina Earl

**That Council:**

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

**Carried**

## 9.3 Not-For-Profit – Rates Concession - Register

### EXECUTIVE SUMMARY

As per Resolution No. 7460, Council adopted a Rates Concession – Not for Profit Policy that came into effect on 25 August 2021. This report outlines subsequent organisations that have submitted the appropriate documentation and outlines the concession entitlements as per the adopted Policy, along with the updated register.

### COMMITTEE'S RECOMMENDATION

Resolution No.: CGFS0935

Moved: Cr Jane Pickels

Seconded: Cr Terry O'Neill

*That the Committee recommends that Council:*

1. *Receives the Updated Rates Concession Register for Not-For-Profit organisations as per the Rates Concession – Not-for-Profit Policy, in-line with section 122 of the Local Government Regulation 2012.*

*Carried*

**Resolution No.: 9028**

**Moved: Cr Jane Pickels**

**Seconded: Cr Terry O'Neill**

**That Council:**

1. **Receives the Updated Rates Concession Register for Not-For-Profit organisations as per the Rates Concession – Not-for-Profit Policy, in-line with section 122 of the *Local Government Regulation 2012*.**

**Carried**

## UNCONFIRMED MINUTES

### 9.4 Contracts and Procurement Quarterly Report

#### EXECUTIVE SUMMARY

The purpose of this report is to provide an overview and status update of the Contracts and Procurement Department's operations.

#### COMMITTEE RECOMMENDATION

Resolution No.: CGFS0936

Moved: Cr Jane Pickels

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Receive and note the content of the report which provides an overview and status update of the Contract and Procurement department's operations.

Carried

Resolution No.: 9029

Moved: Cr Vern Russell

Seconded: Cr Simon West

That Council:

1. Receive and note the content of the report which provides an overview and status update of the Contract and Procurement department's operations.

Carried

### 9.5 People and Capability Monthly Report

#### EXECUTIVE SUMMARY

The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.

## COMMITTEE'S RECOMMENDATION

Resolution No.: CGFS0937

Moved: Cr Terry O'Neill

Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. Receives and notes the People and Capability monthly report.

Carried

**Resolution No.: 9030**

**Moved: Cr Simon West**

**Seconded: Cr Melissa Westcott**

**That Council:**

1. **Receives and notes the People and Capability monthly report.**

**Carried**

## DECLARABLE CONFLICT OF INTEREST

Mayor Kelly Vea Vea, notified the meeting of a declarable conflict of interest in Item 9.6 Elected Member Professional Development as she is a Director of the Local Government Association of Queensland Ltd who may receive benefit by way of conference attendance and training through its subsidiary Peak Services should the recommendation of this report be passed by Council.

However, Mayor Vea Vea believes that she can remain impartial about the matter and therefore wishes to participate in the decision. Accordingly, Mayor Vea Vea requested that eligible councillors, pursuant to s150ES of the *Local Government Act 2009* decide whether: she may participate in the decision about the matter, including by voting on the matter; or, whether she must leave the meeting. Mayor Vea Vea advised that she will vacate the chair while councillors determine her eligibility to remain in the meeting.

The Mayor vacated the chair for the decision of Council on her Declarable Conflict of Interest.

Deputy Mayor Jane Pickels assumed the position of Chair.



## UNCONFIRMED MINUTES

**Resolution No.:** 9031

**Moved:** Cr Terry O'Neill

**Seconded:** Cr Viv Coleman

**That Council resolves that Mayor Kelly Veve can remain in the meeting room to participate in the discussions and vote for Report 9.6 Elected Member Professional Development. This decision was made on the basis that Mayor Veve can remain impartial, and it would be a benefit to Council to have Mayor Veve participate in the discussions on this matter.**

The Mayor resumed the position of Chair following the councillor's decision.

### 9.6 Elected Member Professional Development

#### EXECUTIVE SUMMARY

Seeking endorsement of professional development for Isaac Region Elected Members that aligns with individual preferences, that support our region and align with available budget.

#### COMMITTEE'S RECOMMENDATION

*Resolution No.:* CGFS0938

*Moved:* Cr Vern Russell

*Seconded:* Cr Jane Pickels

*That the Committee recommends that Council:*

- Notes the forecast professional development commitments.*
- Notes that the Mayor and Chief Executive Officer are authorised to approve professional development activities in line with the Councillor Support (Expenses Reimbursement) Policy.*

*Carried*

# UNCONFIRMED MINUTES

**Resolution No.:** 9032

**Moved:** Cr Simon West

**Seconded:** Cr Melissa Westcott

**That Council:**

1. Notes the forecast professional development commitments.
2. Notes that the Mayor and Chief Executive Officer are authorised to approve professional development activities in line with the Councillor Support (Expenses Reimbursement) Policy.
3. Requests that a report is presented to Council at the March Ordinary Meeting on AICD Training for Elected Members for the 2024-2028 term of Council.

**Carried**

## 9.7

### Minor Community Grants Summary January 2025

#### EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 January to 31 January 2025.

#### COMMITTEE'S RECOMMENDATION

*Resolution No.:* PECS1231

*Moved:* Cr Alaina Earl

*Seconded:* Cr Melissa Westcott

*That the Committee recommends that Council:*

1. *Notes the minor community grants approved under delegation for the period 1 January to 31 January 2025.*

*Carried*

<b>Resolution No.:</b>	<b>9033</b>
<b>Moved:</b>	<b>Cr Westcott</b>
<b>Seconded:</b>	<b>Cr O'Neill</b>
<b>That Council:</b>	
1. <b>Notes the minor community grants approved under delegation for the period 1 January to 31 January 2025.</b>	
<b>Carried</b>	

**9.8 Out-Of-Round Major Grant Application FY2024/2025 – Clermont Community Business Group**

### EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel’s recommendation on an out-of-round application for the Major Community Grants Program for FY2024/2025 from the Clermont Community Business Group.

### COMMITTEE’S RECOMMENDATION

*Resolution No.:* PECS1232

*Moved:* Cr Alaina Earl

*Seconded:* Cr Terry O’Neill

*That the Committee recommends that Council:*

- Approves the following application for an out-of-round FY2024-2025 Major Grant as follows:

<i>Application 1</i>	<i>CLERMONT COMMUNITY BUSINESS GROUP</i>
<i>Project</i>	<i>Clermont Community Business Group is seeking funding to support the build of a new website. The overall cost for the project is \$8,800.00 This meets the co contribution requirements.</i>
<i>Details</i>	<i>Approves \$5,000.00 (excluding GST)</i>
<i>Budget Source</i>	<i>Divisional split between 1 and 6</i>

# UNCONFIRMED MINUTES

2. *Advises the applicant the grant constitutes sponsorship of the project 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

Resolution No.: 9034

Moved: Cr Jane Pickels

Seconded: Cr Simon West

That Council:

1. Approves the following application for an out-of-round FY2024-2025 Major Grant as follows:

Application 1	CLERMONT COMMUNITY BUSINESS GROUP
Project	Clermont Community Business Group is seeking funding to support the build of a new website. The overall cost for the project is \$8,800.00 This meets the co-contribution requirements.
Details	Approves \$5,000.00 (excluding GST)
Budget Source	Divisional split between 1 and 6

2. **Advises the applicant the grant constitutes sponsorship of the project 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

## UNCONFIRMED MINUTES

9.9

**Request for Waiver of Development Application Fees and Infrastructure Charges for Development Application MCU24/0020 - Material Change of Use – Outdoor Sport and Recreation and Function Facility at Dysart Golf Club – 180 Fisher Street, Dysart Qld 4745 – Lot 16 on CP847447**

### EXECUTIVE SUMMARY

Council has received a request from Planning Approval Group on behalf of Dysart Golf Club to waive development application fees and infrastructure charges for their development application (MCU24/0020) for a Development Permit for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart Qld 4745, legally described as Lot 16 on CP847447.

### COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1233

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

*That the Committee recommends that Council:*

1. Approves a 100% discount of the infrastructure charges (\$16,876.00) associated with development application MCU24/0020 for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart QLD 4745, legally described as Lot 16 on CP847447.
2. Approves a partial refund of the development application fee to an amount of \$9,660.00 for the above referenced development application to align with the anticipated internal and external costs realised by Council to assess the development application.

*Carried*

**Resolution No.:** 9035

**Moved:** Cr Alaina Earl

**Seconded:** Cr Vern Russell

**That Council:**

1. Approves a 100% discount of the infrastructure charges (\$16,876.00) associated with development application MCU24/0020 for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart QLD 4745, legally described as Lot 16 on CP847447.
2. Approves a partial refund of the development application fee to an amount of \$9,660.00 for the above referenced development application to align with the anticipated internal and external costs realised by Council to assess the development application.

**Carried**

**9.10**

**Expression of Interest – GSP214728 Being Part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah**

## EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of the Expression of Interest lodged by Moranbah Martial Arts Inc. for the use of GSP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah.

## COMMITTEE'S RECOMMENDATION

*Resolution No.:* PECS1234

*Moved:* Cr Alaina Earl

*Seconded:* Cr Terry O'Neill

*That the Committee recommends that Council:*

1. Approves to enter into a ten (10) year trustee lease agreement with the Moranbah Martial Arts Inc. for the use of Lease G on SP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah.
  - a. Tenure fees to be charged in accordance with 2024-2025 Fees & Charges – annual rent/usage fee \$580.00 ex GST, matrix attached.

# UNCONFIRMED MINUTES

- b. All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.*
  - c. Acknowledging that the Moranbah Martial Arts Inc, plans to demolish the existing facility and construct a new fit-for-purpose facility the asset will be owned by Moranbah Martial Arts Inc therefore all repairs and maintenance responsibilities will be the remit of the club.*
- 2. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

*Carried*

**Resolution No.: 9036**

**Moved: Cr Simon West**

**Seconded: Cr Terry O'Neill**

**That Council:**

- 1. Approves to enter into a ten (10) year trustee lease agreement with the Moranbah Martial Arts Inc. for the use of Lease G on SP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah.**
  - a. Tenure fees to be charged in accordance with 2024-2025 Fees and Charges – annual rent/usage fee \$580.00 ex GST, matrix attached.**
  - b. All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.**
  - c. Acknowledging that the Moranbah Martial Arts Inc, plans to demolish the existing facility and construct a new fit-for-purpose facility the asset will be owned by Moranbah Martial Arts Inc therefore all repairs and maintenance responsibilities will be the remit of the club.**
  - d. That Moranbah Martial Arts Inc provide their proposed plans for their new fit-for-purpose facility to Council prior to any demolition works being approved.**
- 2. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

**Carried**

**NOTE:**

**Council requests that Officers investigate adequate provision for overflow public car parking in the vicinity to not be unduly diminished by the granting of new tenure at this location.**

## 9.11

## Tenure Arrangements – Carmila Sports Reserve Association Inc.

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the *Local Government Regulations 2012* to dispose of the whole of Lot 1 on RP609332, located at 2 Carmila Beach Road, Carmila by way of a Management Agreement to Carmila Sports Reserve Association Inc.

### COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1235

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

*That the Committee recommends that Council:*

1. *Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolves that an exception from inviting written quotes or tenders is granted for tenure over Lot 1 on RP609332, 2 Carmila Beach Road, Carmila.*
2. *Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations resolves to approve to enter into a three-year Management Agreement with two x three-year options with the Carmila Sports Reserve Association Inc.*
  - a) *Council will be responsible for a Management Fee of \$500.00 per month for the first term, reviewable on exercising of the option;*
  - b) *Acknowledging that the Carmila Sports Reserve and structures are Council assets, all repairs and maintenance responsibilities will be in accordance with the Base Building Guidelines.*
3. *Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

*Carried*



**Resolution No.:** 9037

**Moved:** Cr Viv Coleman

**Seconded:** Cr Vern Russell

**That Council:**

1. Under the provisions of Section 236 (2) of the *Local Government Regulations 2012* resolves that an exception from inviting written quotes or tenders is granted for tenure over Lot 1 on RP609332, 2 Carmila Beach Road, Carmila.
2. Under the provisions of Section 236 (1)(b)(ii) of the *Local Government Regulations* resolves to approve to enter into a three-year Management Agreement with two x three-year options with the Carmila Sports Reserve Association Inc.
  - a) Council will be responsible for a Management Fee of \$500.00 per month for the first term, reviewable on exercising of the option;
  - b) Acknowledging that the Carmila Sports Reserve and structures are Council assets, all repairs and maintenance responsibilities will be in accordance with the Base Building Guidelines.
3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.

**Carried**

## 9.12 Reallocation of Budget for Dysart Kindergarten

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement to surrender budget item CW253328 from the 2024/2025 budget for the amount of \$175,000 to ISAAC capital fund for Council assets.

### COMMITTEE'S RECOMMENDATION

*Resolution No.:* PECS1236

*Moved:* Cr Melissa Westcott

*Seconded:* Cr Terry O'Neill

*That the Committee recommends that Council:*

- 1. Authorises the Chief Executive Officer (or delegate) to write to the Executive Committee of the Dysart Kindergarten Inc. to advise that Council holds no ownership interests in the building assets of the facility and considers that the Dysart Kindergarten Inc. is the lawful owner of the building assets.*
- 2. Endorses the return of \$175,000 of FY2024/25 capital budget funds from project number CW253328 back to ISAAC capital fund for redistribution to other Council capital projects.*
- 3. Endorses the amendment of the registered leasing documents to reflect that the buildings and structures are owned by the Dysart Kindergarten Inc.*
- 4. Advocate to the Childcare Leadership Alliance, outlining the current situation with the Dysart Kindergarten and their need of support for maintaining its current building assets.*
- 5. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

*Carried*

**Resolution No.:**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Alaina Earl**

**That Council:**

- 1. Authorises the Chief Executive Officer (or delegate) to write to the Executive Committee of the Dysart Kindergarten Inc. to advise that Council holds no ownership interests in the building assets of the facility and considers that the Dysart Kindergarten Inc. is the lawful owner of the building assets.**
- 2. Endorses the return of \$175,000 of FY2024/25 capital budget funds from project number CW253328 back to ISAAC capital fund for redistribution to other Council capital projects.**
- 3. Endorses the amendment of the registered leasing documents to reflect that the buildings and structures are owned by the Dysart Kindergarten Inc.**
- 4. Advocate to the Childcare Leadership Alliance, outlining the current situation with the Dysart Kindergarten and their need of support for maintaining its current building assets.**
- 5. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

**PROCEDURAL MOTION:**

**Resolution No.: 9038**

**Moved: Mayor Kelly Vea Vea**

**That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lay report 9.12 Reallocation of Budget for Dysart Kindergarten on the table and requests that a report is presented to the March Ordinary Meeting for consideration.**

**Carried**  
**Cr Jane Pickels voted against this motion.**

## ATTENDANCE

Mr Darren Fettell left the meeting room at 11.09am.

**9.13**

**Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten**

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement to utilise a portion of the surrendered budget from CW253328 – 2024/2025 budget to undertake sewerage line replacement to Isaac Regional Council leased facilities, Simply Sunshine Daycare and C&K Moranbah Community Kindergarten.

### COMMITTEE'S RECOMMENDATION

*Resolution No.: PECS1237*

*Moved: Cr Alaina Earl*

*Seconded: Cr Terry O'Neill*

*That the Committee recommends that Council:*

- 1. Endorses the utilisation of \$140,000 of the returned funds from CW253328 Dysart Kindergarten 2024/2025 to undertake sewerage works at Simply Sunshine Childcare and C&K Moranbah Community Kindergarten.*

*Carried*

# UNCONFIRMED MINUTES

## Resolution No.:

Moved: Cr Viv Coleman

Seconded: Cr Alaina Earl

## That Council:

1. Endorses the utilisation of \$140,000 of the returned funds from CW253328 Dysart Kindergarten 2024/2025 to undertake sewerage works at Simply Sunshine Childcare and C&K Moranbah Community Kindergarten.

## *PROCEDURAL MOTION:*

Resolution No.: 9039

Moved: Mayor Kelly Vea Vea

That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lay Report 9.13 - Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten on the table to allow for additional information to be provided on an alternative funding source.

Carried

## ATTENDANCE

Mr Darren Fettell returned to the meeting room at 11.11am.

9.14

## Isaac Events Centre – Naming Conventions, Remobilisation Status and Fees and Charges

### EXECUTIVE SUMMARY

The purpose of this report is to confirm naming conventions for the Isaac Events Centre, update Council on the current status of efforts for recommencement of operations at the centre, and adopt a schedule of fees and charges, including discount arrangements for small businesses undertaking community focussed activities and recurrent bookings.

## COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1238

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Endorses the new name of the former Moranbah Community Centre as the 'Isaac Events Centre';
2. Notes the current status of remobilisation efforts for operations at the Isaac Events Centre;
3. Adopts the proposed fees and charges for the Isaac Events Centre, to replace the schedule of fees and charges for the Moranbah Community Centre in Council's adopted Fees and Charges Schedule 2024/2025;
4. Approves a reduction of 35% in room/venue hire fees for Isaac region-based small businesses undertaking community focussed activities, to be included in the terms and conditions section of the adopted Fees and Charges Schedule 2024/2025 for all Isaac Regional Council Halls and Centres;
5. Approves a 'Price on Application' approach for recurring bookings of a venue/room by small businesses undertaking community focussed activities that exceeds five (5) recurrences booked in advance, with pricing for such recurring bookings to be approved by the Manager Community Facilities, and not to be less than 50% of the regular hire rate.

Carried

Resolution No.: 9040

Moved: Cr Melissa Westcott

Seconded: Cr Vern Russell

That Council:

1. Endorses the new name of the former Moranbah Community Centre as the 'Isaac Events Centre';
2. Notes the current status of remobilisation efforts for operations at the Isaac Events Centre;
3. Adopts the proposed fees and charges for the Isaac Events Centre, to replace the schedule of fees and charges for the Moranbah Community Centre in Council's adopted Fees and Charges Schedule 2024/2025;

4. Approves a reduction of 35% in room/venue hire fees for Isaac region-based small businesses undertaking community focussed activities, to be included in the terms and conditions section of the adopted Fees and Charges Schedule 2024/2025 for all Isaac Regional Council Halls and Centres;
5. Approves a 'Price on Application' approach for recurring bookings of a venue/room by small businesses undertaking community focussed activities that exceeds five (5) recurrences booked in advance, with pricing for such recurring bookings to be approved by the Manager Community Facilities, and not to be less than 50% of the regular hire rate.

Carried

9.15

## Planning, Environment and Community Services FY2024/2025 Capital Projects Progress Report as at 4 February 2025

### EXECUTIVE SUMMARY

This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services 2024/2025 Capital Works Program.

### COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1239

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. Receives and notes the monthly Planning, Environment and Community Services FY2024/2025 Capital Progress Summary Report as at 4 February 2025.

Carried

# UNCONFIRMED MINUTES

**Resolution No.: 9041**

**Moved: Cr Jane Pickels**

**Seconded: Cr Terry O'Neill**

**That Council:**

- 1. Receives and notes the monthly Planning, Environment and Community Services FY2024/2025 Capital Progress Summary Report as at 4 February 2025.**

**Carried**

## **9.16 Quarterly Departmental Report – Community Education and Compliance**

### **EXECUTIVE SUMMARY**

The Purpose of this report is to provide an overview and status update of the Community Education and Compliance Department's operational commitments.

### **COMMITTEE'S RECOMMENDATION**

*Resolution No.: PECS1240*

*Moved: Cr Alaina Earl*

*Seconded: Cr Melissa Westcott*

*That the Committee recommends that Council:*

- 1. Receives and notes the contents of this report that provides an overview and status update of the Community Education and Compliance Department's operational commitments.*

*Carried*

# UNCONFIRMED MINUTES

**Resolution No.: 9042**

**Moved: Cr Alaina Earl**

**Seconded: Cr Vern Russell**

**That Council:**

- 1. Receives and notes the contents of this report that provides an overview and status update of the Community Education and Compliance Department's operational commitments.**

**Carried**

**9.17**

**Engineering and Infrastructure 2024/2025 Capital Projects Progress Report – February 2025**

## **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 2024/2025 Capital Works Program.

## **COMMITTEE'S RECOMMENDATION**

*Resolution No.: E&I0791*

*Moved: Cr Alaina Earl*

*Seconded: Cr Viv Coleman*

*That the Committee recommends that Council:*

- 1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report for February 2025.*

*Carried*



## UNCONFIRMED MINUTES

**Resolution No.: 9043**

**Moved: Cr Viv Coleman**

**Seconded: Cr Simon West**

**That Council:**

- 1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report for February 2025.**

**Carried**

### **9.18 Infrastructure Department Monthly Update – January 2025**

#### **EXECUTIVE SUMMARY**

This report is to provide a monthly update to Council on the current operational status of the Infrastructure Department.

#### **COMMITTEE'S RECOMMENDATION**

*Resolution No.: E&I0792*

*Moved: Cr Alaina Earl*

*Seconded: Cr Terry O'Neill*

*That the Committee recommends that Council:*

- 1. Notes the Infrastructure Department update for January 2025.*

*Carried*

**Resolution No.: 9044**

**Moved: Cr Rachel Anderson**

**Seconded: Cr Melissa Westcott**

**That Council:**

- 1. Notes the Infrastructure Department update for January 2025.**

**Carried**

## UNCONFIRMED MINUTES

### 9.19 Compensation Agreement ML1865

#### EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Compensation Agreement with Plentygold Miclere Pty Ltd.

#### COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0793

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Supports the negotiation to enter into a compensation agreement with Plentygold Miclere Pty Ltd in accordance with section 279 of the *Mineral Resources Act 1989 (Qld)*.
2. Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1865 in accordance with section 279 of the *Mineral Resources Act 1989 (Qld)*.

Carried

Resolution No.: 9045

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That Council:

1. Supports the negotiation to enter into a compensation agreement with Plentygold Miclere Pty Ltd in accordance with section 279 of the *Mineral Resources Act 1989 (Qld)*.
2. Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1865 in accordance with section 279 of the *Mineral Resources Act 1989 (Qld)*.

Carried

9.20

## Early Procurement for Identified 2025-2026 Capital Program – Infrastructure Departments

### EXECUTIVE SUMMARY

This report seeks approval for the commencement of early procurement through a Request for Quote/Request for Tender process for selected Capital Projects identified for the 2025-2026 Capital program within the Infrastructure departments.

### COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0794

Moved: Cr Viv Coleman

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Approves the commencement of early procurement through a Request for Quotation or Request for Tender process for the following identified projects proposed for the Engineering and Infrastructure 2025-2026 Capital Works program with award subject to the 2025-2026 budget process:
  - a. Regional Sealed Surface Renewal Program
  - b. Sealed Road Rehabilitation (including Reseal Prep)
  - c. Regional Re-sheeting Program Rural Unsealed Network Resheeting (supply/preparation of gravel)
  - d. Goonyella Road Intersection
  - e. Various Unsealed Roads – Floodway Program

Carried

Resolution No.: 9046

Moved: Cr Viv Coleman

Seconded: Cr Jane Pickels

That Council:

1. Approves the commencement of early procurement through a Request for Quotation or Request for Tender process for the following identified projects proposed for the Engineering and Infrastructure 2025-2026 Capital Works program with award subject to the 2025-2026 budget process:
  - a. Regional Sealed Surface Renewal Program
  - b. Sealed Road Rehabilitation (including Reseal Prep)

# UNCONFIRMED MINUTES

- c. Regional Re-sheeting Program Rural Unsealed Network Resheeting (supply/preparation of gravel)
- d. Goonyella Road Intersection
- e. Various Unsealed Roads – Floodway Program

Carried

## 9.21

### Early Procurement for Identified 2025-2026 Capital Program – Fleet Department

#### EXECUTIVE SUMMARY

This report seeks the committee to approve early procurement of long lead time assets due for replacement in 2025-2026 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.

#### COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0795

Moved: Cr Terry O'Neill

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. Approves under delegated authority from Council Resolution No 8162, the Chief Executive Officer to commence early procurement of long lead time assets based on identified asset replacements in the 2025-2026 financial year of the 10 Year Fleet and Plant Replacement program.
2. Notes advice from officers that replacement of an additional two tractors should have been included in the report and that an addendum to this report to include these tractors will be prepared and included for presentation to Council in the February Ordinary Meeting.

Carried

# UNCONFIRMED MINUTES

**Resolution No.:** 9047

**Moved:** Cr Simon West

**Seconded:** Cr Melissa Westcott

**That Council:**

1. Approves under delegated authority from Council Resolution No 8162, the Chief Executive Officer to commence early procurement of long lead time assets based on identified asset replacements in the 2025-2026 financial year of the 10 Year Fleet and Plant Replacement program.
2. Notes advice from officers that replacement of an additional two tractors should have been included in the report and that an addendum to this report to include these tractors will be prepared and included for presentation to Council in the February Ordinary Meeting.

**Carried**

## 9.22

## Water and Waste 2024/2025 Capital Projects Progress Report

### EXECUTIVE SUMMARY

This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2024/2025 Capital Works Program.

### COMMITTEE'S RECOMMENDATION

*Resolution No.:* W&W0539

*Moved:* Cr Vern Russell

*Seconded:* Cr Viv Coleman

*That the Committee recommends that Council:*

1. *Receives and notes the monthly Water and Waste 2024/2025 Capital Projects Progress Summary Report.*

**Carried**

# UNCONFIRMED MINUTES

**Resolution No.: 9048**

**Moved: Cr Simon West**

**Seconded: Cr Rachel Anderson**

**That Council:**

- 1. Receives and notes the monthly Water and Waste 2024/2025 Capital Projects Progress Summary Report.**

**Carried**

## **9.23 Water Quality Investigation Action Plan Update**

### **EXECUTIVE SUMMARY**

The purpose of this report is to update Council on the Water Quality Reliability Investigation Action Plan Deliverables following the 2021/2022 Christmas Period water quality incidents.

### **COMMITTEE'S RECOMMENDATION**

*Resolution No.: W&W0540*

*Moved: Cr Rachel Anderson*

*Seconded: Cr Vern Russell*

*That the Committee recommends that Council:*

- 1. Receives and notes the Report for the Water Quality Investigation Action Plan Deliverables.*

*Carried*

**Resolution No.: 9049**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Vern Russell**

**That Council:**

- 1. Receives and notes the Report for the Water Quality Investigation Action Plan Deliverables.**

**Carried**

## UNCONFIRMED MINUTES

### 9.24 Business Services Departmental Report - Compliance

#### EXECUTIVE SUMMARY

The purpose of this report is to provide an overview and status update on the Water and Waste Directorate's recurring and reactive regulatory compliance related activities.

#### COMMITTEE'S RECOMMENDATION

Resolution No.: W&W0541

Moved: Cr Vern Russell

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

1. Receives and notes this report outlining the compliance related activities in the Water and Waste Directorate.

Carried

Resolution No.: 9050

Moved: Cr Simon West

Seconded: Cr Rachel Anderson

That Council:

1. Receives and notes this report outlining the compliance related activities in the Water and Waste Directorate.

Carried

### 9.25 Planning and Projects Department Overview

#### EXECUTIVE SUMMARY

The purpose of this report is to present an overview of the Planning and Projects Department within the Water and Waste Directorate of Isaac Regional Council.

## UNCONFIRMED MINUTES

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### COMMITTEE'S RECOMMENDATION

Resolution No.: W&W0542

Moved: Cr Vern Russell

Seconded: Cr Viv Coleman

That the Committee Recommends that Council:

1. Note the content of this report regarding an overview of the Planning and Projects Department within the Water and Waste Directorate of Isaac Regional Council.
2. Receives and notes the Planning and Projects Department presentation.

Carried

Resolution No.: 9051

Moved: Cr Simon West

Seconded: Cr Melissa Westcott

That Council:

1. Note the content of this report regarding an overview of the Planning and Projects Department within the Water and Waste Directorate of Isaac Regional Council.
2. Receives and notes the Planning and Projects Department presentation.

Carried



## 10. OFFICER REPORTS

### 10.1 Isaac Arts and Cultural Advisory Committee Minutes – 12 December 2024

#### 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 12 December 2024 and presents committee recommendations for consideration.

#### OFFICER'S RECOMMENDATION

1. *Receives and notes the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 12 December 2024.*
2. *Endorse the reallocation of \$7,818.00 (exclusive of GST) uncommitted funds from allocations for Council Led Initiatives to support funding for 2024/2025 Round Two Regional Arts Development Fund grants.*
3. *Decline the Regional Arts Development Fund 2024-2025 application from Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust for the "Workshops" project.*

Application 1	Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust
"Workshops" Project	Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust has submitted a "Grow" funding category application requesting \$8,000.00 (excluding GST) to support costs of delivering two full day acting and filmmaking workshops and two community screening red carpet events (one each in Moranbah and Middlemount) in August 2025 as part of their wider program to deliver workshops in six Isaac schools for which they are seeking funding from the Commonwealth Government.
<b>Officer Recommendation</b>	
Details	Decline \$8,000.00 (excluding GST)

4. Approves the following 13 applications for the Regional Arts Development Fund Community Grants Program Round Two 2024-2025 as follows:

<b>Application 2</b>		<b>Catherine Faulkner</b>
<b>“Mentorship from artist Nelida Avila” Project</b>	St Lawrence based emerging artist Catherine Faulkner has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for participating in a three-day mentorship program with established artist Nelida Avila at her Jubilee Pocket studio. During the mentorship program to be held in March 2025, the applicant will receive one-on-one tuition with the program including skill development sessions in painting and jewellery making.	
<b><u>Officer Recommendation</u></b>		
<b>Details</b>	Approve \$2,000.00 (excluding GST)	

<b>Application 3</b>		<b>Lyn Laver-Ahmat</b>
<b>“Reimagining the life of Rose Harris” Project</b>	Established Mackay based artist Lyn Laver-Ahmat has submitted an “Inspire” funding category application requesting \$6,387.00 (excluding GST) to support her undertaking a one-week residency at the Clermont Historical Centre in March-April 2025 during which she will research the life of Rose Harris (an important figure in Clermont’s history) to create preparatory drawings and paintings for an exhibition reimagining the life of Rose.	
<b><u>Officer Recommendation</u></b>		
<b>Details</b>	Approve \$6,387.00 (excluding GST)	

<b>Application 4</b>		<b>Shanda Hare</b>
<b>“3-day intensive art development in studio with Lyn Olsen” Project</b>	Glenden based emerging artist Shanda Hare has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for participating in a three-day intensive mentorship program with established artist Lyn Olsen at her Calen studio.	
<b><u>Officer Recommendation</u></b>		
<b>Details</b>	Approve \$2,000.00 (excluding GST)	

Application 5 Clermont Men's Shed Inc	
<b>"Kinetic Sculpture" Project</b>	Clermont Men's Shed Inc has submitted a "Grow" funding category application requesting \$3,643.00 (excluding GST) to support the members of this Clermont based community group creating a barbed wire wombat sculpture made from recycled metal and other materials which will be combined with mechanisms allowing for the sculpture to have kinetic motion. The sculpture will be unveiled at the annual Wombat Festival in May and then travelled around the region making appearances at the 2025 Clermont Show and the 2025 St Lawrence Wetlands Weekend in June 2025.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$3,643.00 (excluding GST)

Application 6 Rock FM trading as 4RFM Community Radio	
<b>"Video content workshop for youth" Project</b>	Rock FM Association Inc has submitted an "Inspire" funding category application requesting \$5,022.00 (excluding GST) to support them engaging a digital skills professional to deliver a one-day video content workshop for youth to be held in Moranbah on a date between March and August 2025.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$5,022.00 (excluding GST)

Application 7 Koinmerburra Aboriginal Corporation	
<b>"Linocut printmaking with Jenuarrie" Project</b>	Koinmerburra Aboriginal Corporation has submitted an "Inspire" funding category application requesting \$8,000.00 (excluding GST) to support engaging Jenuarrie, acclaimed First Nations artist and Koinjmal Elder, to facilitate two 2-day linocut printmaking workshops for up to 18 participants with one workshop to be held in Clairview and one in St Lawrence between Friday 21 March 2025 and Wednesday 26 March 2025.
<b><u>Officer Recommendation</u></b>	
<b>Details</b>	Approve \$8,000.00 (excluding GST)

Application 8 Artist Connect Inc	
<b>"Development Isaac Art Trail" Project</b>	Artists Connect Inc has submitted an "Inspire" funding category application requesting \$8,000.00 (excluding GST) to support the development of the

# UNCONFIRMED MINUTES

	website and the hard copy marketing collateral for the Isaac Art Trail launching in March 2025.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$8,000.00 (excluding GST)

<b>Application 9</b>	<b>Scott Pate</b>
<b>“Canberra Glassworks lampworking, glassblowing and woodworking” Project</b>	Flaggy Rock based established artist Scott Pate has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist him with costs for attending skill development workshops at Canberra Glassworks from Tuesday 25 March to Sunday 30 March 2025.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$2,000.00 (excluding GST)

<b>Application 10</b>	<b>Suzanne Kay Scott</b>
<b>“Attending the 2025 Australasian Quilt Convention” Project</b>	Flaggy Rock based emerging textile artist Suzanne Kay Scott has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending professional development activities at the 2025 Australasian Quilt Convention in Melbourne running from Thursday 10 April to Sunday 13 April 2025.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$2,000.00 (excluding GST)

<b>Application 11</b>	<b>Bridgette Rosalind Peady</b>
<b>“Attending the 2025 Australasian Quilt Convention” Project</b>	Carmila based emerging textile artist Bridgette Rosalind Peady has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending professional development activities at the 2025 Australasian Quilt Convention in Melbourne running from Thursday 10 April to Sunday 13 April 2025.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$2,000.00 (excluding GST)

Application 12 St Lawrence & District Bowls Club Inc	
<b>“Sainty Arts” Project</b>	St Lawrence & District Bowls Club Inc has submitted an “Inspire” funding category application requesting \$3,906.00 (excluding GST) to support engaging two artists to deliver skill development workshops in May and August 2025 as a vehicle for bringing people together from Isaac’s coastal communities to promote health and wellbeing and to combat social isolation.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$3,906.00 (excluding GST)

Application 13 Sophie Pate	
<b>“Canberra Glassworks lampworking, glassblowing and woodworking” Project</b>	Flaggy Rock based established artist Sophie Pate has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending skill development workshops at Canberra Glassworks from Tuesday 25 March to Sunday 30 March 2025.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$2,000.00 (excluding GST)

Application 14 Clermont Artslink Inc	
<b>“Leadlight and Wire Workshops” Project</b>	Clermont Artslink Inc has submitted a “Grow” funding category application requesting \$5,860.00 (excluding GST) to support engaging two artists to deliver skill development workshops over two days in May 2025.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$5,860.00 (excluding GST)

5. ***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 RADF 2023-2024 Community Funding Program Guidelines.***
6. ***Supports the development of an Isaac Regional Council Arts and Cultural Strategic Plan to supersede the Isaac Regional Council Arts and Cultural Action Plan 2018-2022.***

Resolution No.: 9052

Moved: Cr Jane Pickels

Seconded: Cr Melissa Westcott

That Council:

1. Receives and notes the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 12 December 2024.
2. Endorses the reallocation of \$7,818.00 (exclusive of GST) uncommitted funds from allocations for Council Led Initiatives to support funding for 2024/2025 Round Two Regional Arts Development Fund grants.
3. Declines the Regional Arts Development Fund 2024-2025 application from Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust for the “Workshops” project.

Application 1	Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust
“Workshops” Project	Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust has submitted a “Grow” funding category application requesting \$8,000.00 (excluding GST) to support costs of delivering two full day acting and filmmaking workshops and two community screening red carpet events (one each in Moranbah and Middlemount) in August 2025 as part of their wider program to deliver workshops in six Isaac schools for which they are seeking funding from the Commonwealth Government.
Details	Decline \$8,000.00 (excluding GST)

4. Approves the following 13 applications for the Regional Arts Development Fund Community Grants Program Round Two 2024-2025 as follows:

Application 2	Catherine Faulkner
“Mentorship from artist Nelida Avila” Project	St Lawrence based emerging artist Catherine Faulkner has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for participating in a three-day mentorship program with established artist Nelida Avila at her Jubilee Pocket studio. During the mentorship program to be held in March 2025, the applicant will receive one-on-one tuition with the program including skill development sessions in painting and jewellery making.
Details	Approve \$2,000.00 (excluding GST)

<b>Application 3</b>		<b>Lyn Laver-Ahmat</b>
<b>“Reimagining the life of Rose Harris” Project</b>	Established Mackay based artist Lyn Laver-Ahmat has submitted an “Inspire” funding category application requesting \$6,387.00 (excluding GST) to support her undertaking a one-week residency at the Clermont Historical Centre in March-April 2025 during which she will research the life of Rose Harris (an important figure in Clermont’s history) to create preparatory drawings and paintings for an exhibition reimagining the life of Rose.	
<b>Details</b>	Approve \$6,387.00 (excluding GST)	
<b>Application 4</b>		<b>Shanda Hare</b>
<b>“3-day intensive art development in studio with Lyn Olsen” Project</b>	Glenden based emerging artist Shanda Hare has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for participating in a three-day intensive mentorship program with established artist Lyn Olsen at her Calen studio.	
<b>Details</b>	Approve \$2,000.00 (excluding GST)	
<b>Application 5</b>		<b>Clermont Men’s Shed Inc</b>
<b>“Kinetic Sculpture” Project</b>	Clermont Men’s Shed Inc has submitted a “Grow” funding category application requesting \$3,643.00 (excluding GST) to support the members of this Clermont based community group creating a barbed wire wombat sculpture made from recycled metal and other materials which will be combined with mechanisms allowing for the sculpture to have kinetic motion. The sculpture will be unveiled at the annual Wombat Festival in May and then travelled around the region making appearances at the 2025 Clermont Show and the 2025 St Lawrence Wetlands Weekend in June 2025.	
<b>Details</b>	Approve \$3,643.00 (excluding GST)	

# UNCONFIRMED MINUTES

<b>Application 6      Rock FM trading as 4RFM Community Radio</b>	
<b>“Video content workshop for youth” Project</b>	Rock FM Association Inc has submitted an “Inspire” funding category application requesting \$5,022.00 (excluding GST) to support them engaging a digital skills professional to deliver a one-day video content workshop for youth to be held in Moranbah on a date between March and August 2025.
<b>Details</b>	<b>Approve \$5,022.00 (excluding GST)</b>
<b>Application 7      Koinmerburra Aboriginal Corporation</b>	
<b>“Linocut printmaking with Jenuarrie” Project</b>	Koinmerburra Aboriginal Corporation has submitted an “Inspire” funding category application requesting \$8,000.00 (excluding GST) to support engaging Jenuarrie, acclaimed First Nations artist and Koinjmal Elder, to facilitate two 2-day linocut printmaking workshops for up to 18 participants with one workshop to be held in Clairview and one in St Lawrence between Friday 21 March 2025 and Wednesday 26 March 2025.
<b>Details</b>	<b>Approve \$8,000.00 (excluding GST)</b>
<b>Application 8      Artist Connect Inc</b>	
<b>“Development Isaac Art Trail” Project</b>	Artists Connect Inc has submitted an “Inspire” funding category application requesting \$8,000.00 (excluding GST) to support the development of the website and the hard copy marketing collateral for the Isaac Art Trail launching in March 2025.
<b>Details</b>	<b>Approve \$8,000.00 (excluding GST)</b>
<b>Application 9      Scott Pate</b>	
<b>“Canberra Glassworks lampworking, glassblowing and woodworking” Project</b>	Flaggy Rock based established artist Scott Pate has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist him with costs for attending skill development workshops at Canberra Glassworks from Tuesday 25 March to Sunday 30 March 2025.
<b>Details</b>	<b>Approve \$2,000.00 (excluding GST)</b>



# UNCONFIRMED MINUTES

<b>Application 10</b>		<b>Suzanne Kay Scott</b>	
<b>“Attending the 2025 Australasian Quilt Convention” Project</b>		Flaggy Rock based emerging textile artist Suzanne Kay Scott has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending professional development activities at the 2025 Australasian Quilt Convention in Melbourne running from Thursday 10 April to Sunday 13 April 2025.	
<b>Details</b>		Approve \$2,000.00 (excluding GST)	
<b>Application 11</b>		<b>Bridgette Rosalind Peady</b>	
<b>“Attending the 2025 Australasian Quilt Convention” Project</b>		Carmila based emerging textile artist Bridgette Rosalind Peady has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending professional development activities at the 2025 Australasian Quilt Convention in Melbourne running from Thursday 10 April to Sunday 13 April 2025.	
<b>Details</b>		Approve \$2,000.00 (excluding GST)	
<b>Application 12</b>		<b>St Lawrence &amp; District Bowls Club Inc</b>	
<b>“Sainty Arts” Project</b>		St Lawrence & District Bowls Club Inc has submitted an “Inspire” funding category application requesting \$3,906.00 (excluding GST) to support engaging two artists to deliver skill development workshops in May and August 2025 as a vehicle for bringing people together from Isaac’s coastal communities to promote health and wellbeing and to combat social isolation.	
<b>Details</b>		Approve \$3,906.00 (excluding GST)	
<b>Application 13</b>		<b>Sophie Pate</b>	
<b>“Canberra Glassworks lampworking, glassblowing and</b>		Flaggy Rock based established artist Sophie Pate has submitted a “Develop” funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending skill development workshops at Canberra Glassworks from Tuesday 25 March to Sunday 30 March 2025.	

<b>woodworking” Project</b>	
<b>Details</b>	<b>Approve \$2,000.00 (excluding GST)</b>
<b>Application 14 Clermont Artslink Inc</b>	
<b>“Leadlight and Wire Workshops” Project</b>	<b>Clermont Artslink Inc has submitted a “Grow” funding category application requesting \$5,860.00 (excluding GST) to support engaging two artists to deliver skill development workshops over two days in May 2025.</b>
<b>Details</b>	<b>Approve \$5,860.00 (excluding GST)</b>
5.	<b>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 RADF 2023-2024 Community Funding Program Guidelines.</b>
6.	<b>Supports the development of an Isaac Regional Council Arts and Cultural Strategic Plan to supersede the Isaac Regional Council Arts and Cultural Action Plan 2018-2022.</b>
<b>Carried</b>	

## 10.2 Request for Re-Allocation of Budget for Plant Room Works on Council Assets – Greg Cruickshank Aquatic Centre Plant Room Renewal

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement to utilise a portion of underspent capital budget from other Planning, Environment and Community Services Capital projects – 2024/2025 budget to provide an additional \$153,308.11 budget to the Greg Cruickshank Aquatic Centre (GCAC) Plant Room, this is due to increased industry costs and availability of contractors to undertake the works.

### OFFICER’S RECOMMENDATION

*That Council:*

1. *Endorses the transfer of underspent capital funding within Planning, Environment and Community Services to supplement the cost of replacement of the Moranbah - CW253323 - GCAC Plant Room Rectification Project, as follows:*

# UNCONFIRMED MINUTES

- a) *Transfers \$44,133 from the CW243166 - Flaggy Rock Septic Partial Replacement, 2023/2024 budget to Moranbah - CW253323 - GCAC Plant Room Rectification Project.*
  - b) *Transfer \$35,000 from CW253328 - Dysart Kindergarten Structural Repairs to Moranbah - CW253323 - GCAC Plant Room Rectification Project.*
  - c) *Transfer \$34,164 from CW253317 - CORP Town Christmas Trees to Moranbah - CW253323 - GCAC Plant Room Rectification Project.*
  - d) *Transfer \$40,083 from CW253324 - CORP Pool Emergent Renewal to Moranbah - CW253323 - GCAC Plant Room Rectification Project.*
2. *Increases the approved budget of \$195,000 to \$348,308 ex GST to complete Moranbah - CW253323 - GCAC Plant Room Rectification Project.*

**Resolution No.: 9053**

**Moved: Cr Simon West**

**Seconded: Cr Alaina Earl**

**That Council:**

1. **Endorses the transfer of underspent capital funding within Planning, Environment and Community Services to supplement the cost of replacement of the Moranbah - CW253323 - GCAC Plant Room Rectification Project, as follows:**
  - a) **Transfers \$44,133 from the CW243166 - Flaggy Rock Septic Partial Replacement, 2023/2024 budget to Moranbah - CW253323 - GCAC Plant Room Rectification Project.**
  - b) **Transfer \$35,000 from existing unallocated corporate depreciation to Moranbah - CW253323 - GCAC Plant Room Rectification Project.**
  - c) **Transfer \$34,164 from CW253317 - CORP Town Christmas Trees to Moranbah - CW253323 - GCAC Plant Room Rectification Project.**
  - d) **Transfer \$40,083 from CW253324 - CORP Pool Emergent Renewal to Moranbah - CW253323 - GCAC Plant Room Rectification Project.**
2. **Increases the approved budget of \$195,000 to \$348,308 ex GST to complete Moranbah - CW253323 - GCAC Plant Room Rectification Project.**

**Carried**

## ATTENDANCE

Mr Mick St Clair, Manager Liveability and Sustainability and Ms Rebekah McDonald, Program Leader – Development Assessment entered the meeting room at 11.25am.

<b>10.3</b>	<b>MCU23/0008 Development application for a Development Permit for a Material Change Of Use - Extension to Non-Resident Worker Accommodation (20 Additional Rooms) Located at 28A &amp; 32-34 Acacia Street, Moranbah, Described as Lot 1 on CP890074 and Lot 48 on GV814693</b>
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## EXECUTIVE SUMMARY

On 9 June 2023, Council received a development application from Sirrom Corporation (Aust.) Pty Ltd c/- Adams + Sparkes Town Planning for a Development Permit for a Material Change of Use – Extension to existing Non-resident worker accommodation (20 additional rooms) located at 28A and 32-34 Acacia Street, Moranbah, described as Lot 1 on CP860074 and Lot 48 on GV814693. It is recommended that the development application be approved subject to conditions.

## OFFICER’S RECOMMENDATION

*That Council:*

- Approves the development application for MCU23/0008 from Sirrom Corporation (Aust.) Pty Ltd c/- Adams + Sparkes Town Planning for a Development Permit for a Material Change of Use – Extension to existing Non-resident worker accommodation (20 additional rooms) located at 28A and 32-34 Acacia Street, Moranbah, described as Lot 1 on CP860074 and Lot 48 on GV814693, subject to the following conditions of approval:*

NO.	CONDITION	TIMING
<b>GENERAL CONDITIONS</b>		
	<i>Carry out the approved development generally in accordance with the approved drawings and documents.</i>	<i>At all times unless otherwise stated</i>
	<i>Maintain the approved development generally in accordance with the approved drawings and documents and any relevant Council engineering or other approval required by the conditions.</i>	<i>To be maintained</i>
	<i>Where there is any conflict between the conditions of this Decision Notice and details shown on the Approved Drawings, the conditions prevail.</i>	<i>At all times</i>

# UNCONFIRMED MINUTES

	<i>The applicant must meet the full cost of all works and any other requirements associated with this development, unless specified in a particular condition.</i>	At all times
	<i>The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.</i>	At all times
	<i>The applicant must demonstrate to Council compliance with the conditions of the approval prior to commencement of the changed use.</i>	Prior to commencement of use

## APPROVED DRAWINGS AND DOCUMENTS

	<i>Except where amended by the conditions of this Decision Notice, the development is to be carried out, generally in accordance with the following approved drawings and/or documents:</i>	At all times																												
	<table border="1"> <thead> <tr> <th>Plan No.</th> <th>Rev</th> <th>Plan Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>S24-025-P01</td> <td>-</td> <td>Preliminary Services Plan, prepared by Westera Partners</td> <td>April 2024</td> </tr> <tr> <td>S24-025-PE01</td> <td>-</td> <td>Preliminary Earthworks Plan, prepared by Westera Partners</td> <td>April 2024</td> </tr> <tr> <td>S24-025-ESC01</td> <td>-</td> <td>Erosion and Sediment Control Plan, prepared by Westera Partners</td> <td>April 2024</td> </tr> <tr> <td>S24-025-ESC02</td> <td>-</td> <td>Erosion and Sediment Control Details, prepared by Westera Partners</td> <td>April 2024</td> </tr> <tr> <td>S24-025-ESC03</td> <td>-</td> <td>Erosion and Sediment Control Notes, prepared by Westera Partners</td> <td>April 2024</td> </tr> <tr> <td>22-106-SK-02-D</td> <td>D</td> <td>Existing Site Plan, prepared by Andre Melville Building Design</td> <td>26/01/2023</td> </tr> </tbody> </table>	Plan No.	Rev	Plan Name	Date	S24-025-P01	-	Preliminary Services Plan, prepared by Westera Partners	April 2024	S24-025-PE01	-	Preliminary Earthworks Plan, prepared by Westera Partners	April 2024	S24-025-ESC01	-	Erosion and Sediment Control Plan, prepared by Westera Partners	April 2024	S24-025-ESC02	-	Erosion and Sediment Control Details, prepared by Westera Partners	April 2024	S24-025-ESC03	-	Erosion and Sediment Control Notes, prepared by Westera Partners	April 2024	22-106-SK-02-D	D	Existing Site Plan, prepared by Andre Melville Building Design	26/01/2023	
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# UNCONFIRMED MINUTES

22-106-SK-03-F	F	Proposed New Master Plan, prepared by Andre Melville Building Design	20/11/2024
22-106-SK-04-D	D	Stage 1 Floor Plan, prepared by Andre Melville Building Design	20/11/2024
22-106-SK-05-A	A	Street Scape, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-06-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-07-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-08-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-09-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-10-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-11-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-12-A	A	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-13-A	A	Perspective, prepared by Andre Melville Building Design	18/04/2024
22-106-SK-14-A	A	Perspective, prepared by Andre Melville Building Design	18/04/2024

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	22-106-SK-20-B	B	2 Story Accommodation Ground Flor Plan, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-21-B	B	2 Story 8 Module Accommodation First Flor Plan, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-22-B	B	2 Story 8 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-23-B	B	2 Story 8 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-30-B	B	2 Story 4 Module Accommodation Ground Flor Plan, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-31-B	B	2 Story 4 Module Accommodation First Flor Plan, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-32-B	B	2 Story 4 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-33-B	B	2 Story 4 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024	

# UNCONFIRMED MINUTES

	22-106-SK-40-A	A	4 Bed Accommodation Buildings Typical Plans and Elevations, prepared by Andre Melville Building Design	24/04/2023	
	22-106-SK-50-A	A	Kitchen Dining Building Floor Plan, prepared by Andre Melville Building Design	25/04/2023	
	22-106-SK-51-A	A	Kitchen Dining Building Elevations, prepared by Andre Melville Building Design	25/04/2023	
	22-106-SK-60-A	A	Laundry Building Floor Plan And Elevations, prepared by Andre Melville Building Design	25/04/2023	
	22-106-SK-70-A	A	Store/ MRP Building Floor Plan and Elevations, prepared by Andre Melville Building Design	25/04/2023	
	LD1	C	Drawing Schedule, Specifications, prepared by Bird Landscape Design	1/12/2024	
	LD2	C	Finishes and Planting Schedules, prepared by Bird Landscape Design	1/12/2024	
	LD3	C	Details, prepared by Bird Landscape Design	1/12/2024	
	LP1	C	Planting Plan, prepared by Bird Landscape Design	1/12/2024	
		A	Outstanding matters response prepared by Pekol Traffic and Transport	26 November 2024	
A legible copy of the Approved drawings and documents bearing "Council Approval" and the Conditions of this Decision Notice are to be available on site at all times during construction.					During construction



# UNCONFIRMED MINUTES

<b>BUILDING WORK</b>		
	<p>Complete all building work associated with this development approval, including work required by any of the Conditions of this Decision Notice; generally in accordance with the approved drawing(s), and/or documents.</p> <p>Where Building Work is Assessable Development, works are to be carried out in accordance with a current Development Permit.</p>	<p>Prior to issue of Certificate of Classification / Final Inspection Certificate or prior to commencement of use, whichever comes first and then to be maintained</p>
	<p>External details of the building, facade treatment and external materials, colours and finishes are to be generally in accordance with the approved drawings.</p>	<p>Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first, and then to be maintained</p>
	<p>Demolish or relocate all buildings/structures on the site in accordance with the approved drawings. This includes the removal of all existing concrete slabs, foundations and footings and the disconnection of services, where necessary in accordance with a valid approval from the service provider or a Building work approval.</p>	<p>Prior to commencement of use</p>
<b>AMALGAMATION</b>		
	<p>Amalgamate Lot 1 on CP860074 and Lot 48 on GV814693 into one allotment.</p> <p>The Plan of Subdivision providing for the amalgamation must be registered with Titles Queensland prior to the commencement of the accommodation use.</p>	<p>Prior to commencement of use</p>
<b>APPROVED USE</b>		
	<p>The approved use is for 20 additional non-resident worker accommodation rooms catering for a maximum of 20 non-resident workers. The total approved rooms over the site is 72 rooms for a maximum of 72 non-resident workers.</p>	<p>At all times</p>
<b>OPERATIONAL WORK</b>		
	<p>Complete all Operational Work associated with this development approval, including work required by any of the Conditions of this Decision Notice generally in accordance with the approved drawings and/or documents.</p>	<p>Prior to issue of Certificate of Classification / Final Inspection Certificate or prior to commencement of use, whichever</p>

# UNCONFIRMED MINUTES

		<i>comes first and then to be maintained</i>
<b>COMMENCING USE</b>		
	<i>The Applicant is required to submit formal written notification to Council confirming the date of commencement of the use, within 10 business days the day after the use commences.</i>	<i>As indicated</i>
<b>CAR PARKING AND ACCESS</b>		
	<i>Submit to Council for endorsement, detailed engineering plans for all car parking and access works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG).</i>	<i>Prior to any on-site car parking or access works commencing.</i>
	<i>Design, construct and maintain all car parking and access works generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, AS2890.1: 2004 Parking facilities – Off-street car parking, and Manual of Uniform Traffic Control Devices (Queensland) and must:</i> <ul style="list-style-type: none"> <li><i>a. Provide a minimum of 54 car parking spaces and 5 motorcycle spaces;</i></li> <li><i>b. Be designed and constructed in accordance with AS2890 Parking facilities – Off-street car parking and the relevant Council Planning Scheme Codes and Development Works Planning Scheme Policy;</i></li> <li><i>c. Provide parking spaces for people with a disability in accordance with the Building Code of Australia and AS2890.6 Off-street parking for people with disabilities;</i></li> <li><i>d. Provide on-site loading, unloading and manoeuvring for all necessary service vehicles including:</i></li> <li><i>e. Allow all design vehicles to enter and exit the site in a forward gear;</i></li> <li><i>f. Be constructed and sealed with concrete or bitumen;</i></li> </ul>	<i>At all times</i>
	<i>Design, construct and maintain the vehicular access, as per the Approved Drawings and documents and in accordance with the Capricorn Municipal Development Guidelines, Australian Standard AS2890 “Parking facilities”.</i>	<i>Prior to commencement of use/prior to operational work approval, whichever is applicable</i>
	<i>Remove all disused or redundant vehicular crossings on the frontage of the site and reinstate kerb and channel, road pavement, footways and footpaths in accordance with the Development works Planning Scheme Policy.</i>	<i>Prior to commencement of use</i>
	<i>Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the vehicle access / driveway/s has been designed and constructed in accordance with the conditions of this</i>	<i>Prior to commencement of use</i>

# UNCONFIRMED MINUTES

	<i>Decision Notice or any other relevant approval issued by the Assessment Manager.</i>	
<b>AMENITY</b>		
<b>GENERAL AMENITY</b>		
	<p><i>The approved use must not create environmental nuisance or impact on the amenity of the neighbourhood as a result of noise, vibration, air, odour, water, waste of other emissions.</i></p> <p><i>Note: The operation must comply with the requirement not to cause Environmental Nuisance or Environmental Harm as per the Environmental Protection Act 1994.</i></p>	<i>At all times</i>
	<i>Any storage of flammable and/or combustible liquids must comply with the minor storage provisions of Australian Standard AS1940 - The Storage and Handling of Flammable and Combustible Liquids.</i>	<i>At all times</i>
<b>NOISE</b>		
	<i>To protect the noise amenity of nearby residential areas the development is to ensure noise emanating from the site does not exceed criteria set out in the Environmental Protection (Noise) Policy 2008 as amended.</i>	<i>At all times</i>
	<p><i>An acoustic fence must be constructed on the site for noise attenuation. The fence must be constructed in accordance with the following:</i></p> <ul style="list-style-type: none"> <li><i>a. the barrier must be positioned entirely within private property extend along the full extent of the northern, eastern and southern boundaries.</i></li> <li><i>b. the barrier must be erected to 1.8m high, measured from the finished ground level of the site</i></li> </ul>	<i>Prior to commencement of use</i>
<b>LIGHTING</b>		
	<i>Light emanating from any source complies with Australian Standard AS4282 Control of the Obtrusive Effects of Outdoor Lighting or current version.</i>	<i>Prior to commencement of use and to be maintained at all times</i>
	<i>Outdoor lighting is provided in accordance with Australian Standard AS 1158.1.1 – Road Lighting – Vehicular Traffic Category V) Lighting – Performance and Installation Design Requirements or current version</i>	<i>Prior to commencement of use and to be maintained at all times</i>
<b>PLANT AND SERVICES</b>		
	<i>Install and maintain suitable screening to all air conditioning, lift motor rooms, plant and service facilities or similar equipment located on the rooftop or to an external face of the building. The screening structures must be constructed from materials that are consistent with materials used elsewhere on the building facade or as an architectural feature that is visually consistent with the roof profile of the building.</i>	<i>Prior to commencement of use</i>

# UNCONFIRMED MINUTES

ENGINEERING		
CONSTRUCTION MANAGEMENT		
	Do not undertake construction in a way that makes audible noise: a. On a business day or Saturday, before 6.30 am or after 6.30 pm; or b. On any other day, at any time.	At all times during construction
	Contain all litter, building waste on the building site by the use of a skip and any other reasonable means during construction to prevent release to neighbouring properties or roads.	At all times during construction
	Remove any spills of soil or other material from the road or gutter upon completion of each day's work, during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property.	At all times during construction
EARTHWORKS		
	Carry out Excavating and Filling activities in accordance with the Capricorn Municipal Development Guidelines, AS3798-2007 Guidelines on earthworks for residential and commercial developments and the Approved Drawings.	At all times
	Ensure the excavating or filling does not concentrate or divert stormwater onto adjoining land to a degree which is worse than that which existed prior to the works.	At all times
	Ensure the excavation or filling does not result in the ponding or permanent retention of surface water either on the site or on adjoining land.	At all times
	Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the Earthworks have been designed and constructed generally in accordance with the Approved Drawings, the conditions of this Decision Notice and any other relevant approval issued by the Assessment Manager.	Prior to commencement of use
EROSION AND SEDIMENT CONTROL		
	Submit to Council for endorsement, an Erosion and Sediment Control Plan. The Erosion and Sediment Control Plan must be prepared and implemented in accordance with the Capricorn Municipal Development Guidelines D7 'Erosion Control and Stormwater Management'.	Prior to site/ operational/ building work commencing and at all times during construction
	Implement and maintain the Erosion and Sediment Control Plan on-site for the duration of the operational or building works, and until all exposed soil areas are permanently stabilised (e.g. turfed, hydro-mulched, concreted, landscaped).	While site/ operational/ building work is occurring
STORMWATER		

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	<i>Submit to Council for endorsement, a Stormwater Management Plan, including detailed engineering plans, calculations and stormwater discharge strategy demonstrating that the site stormwater can be discharged to a lawful point of discharge without causing any actionable nuisance and be certified by a Registered Professional Engineer of Queensland (RPEQ). The plan is to be in accordance with the Capricorn Municipal Development Guidelines, Queensland Urban Drainage Manual.</i>	<i>Prior to any on-site stormwater works commencing</i>
	<i>Before commencing any works that modify the fence, written permission must be obtained from the owner(s) of the neighbouring properties. Additionally, the stormwater conditions of the adjacent properties must not be worsened as a result of the works, ensuring that the volume, flow, and concentration of stormwater directed to the adjacent property do not increase. Furthermore, any other modifications to the fence must not negatively impact the neighbouring properties in any way.</i>	<i>At all times</i>
	<i>The lawful point of discharge for the development is the kerb and channel in Acacia Street and overland flow to the north east to the field inlet pits in the adjacent property. Discharge all minor stormwater flows that fall or pass onto the site to the lawful point of discharge without causing annoyance or nuisance to any person in accordance with the Capricorn Municipal Development Guidelines and Queensland Urban Drainage Manual.</i>	<i>Prior to commencement of building or operational work and to be maintained</i>
	<i>Adjoining properties and roads are to be protected from ponding or nuisance from stormwater as a result of the works. Ensure the stormwater runoff from the site does not adversely impact on flooding or drainage (peak discharge and duration for all events up to the 1% AEP (Annual Exceedance Probability)) of properties that are upstream, downstream or adjacent to the site. Notes: If remedial works are required that involve drainage, drawings are to be submitted and approval obtained from Council, to provide a means to rectify the site drainage.</i>	<i>At all times</i>
	<i>Design, construct and maintain all Stormwater Drainage Works for the development generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, Queensland Urban Drainage Manual.</i>	<i>Prior to the commencement of any stormwater works and at all times thereafter</i>
	<i>Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the stormwater drainage system has been designed and constructed in accordance with the conditions of this approval and any other relevant approval issued by the Assessment Manager.</i>	<i>Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</i>
<b>WATER</b>		

# UNCONFIRMED MINUTES

	<i>Connect the development to Council's reticulated water network.</i>	<i>Prior to commencement of use and at all times thereafter</i>
	<i>Submit to Council for endorsement, an Impact Assessment Statement prepared by a Registered Professional Engineer of Queensland (RPEQ), including a report and hydraulic modelling of the existing water supply network and the proposed development. The report is to demonstrate there is sufficient capacity to adequately service the site without adversely affecting the existing water supply network. The report should identify any servicing capacity issues and recommend any necessary network upgrades / augmentation (if required) to accommodate the development. Any external upgrade / augmentation works identified as part of the modelling are to be undertaken at the cost of the applicant.</i>	<i>Prior to site / operational / building work commencing</i>
	<i>Submit to Council for endorsement, detailed engineering plans for all water supply and connection works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG).</i>	<i>Prior to any on-site water supply works commencing</i>
	<i>Any connections and alterations to Council's live water mains must be completed by Council at the applicant's expense, unless otherwise agreed to in writing by Council.</i>	<i>Prior to commencement of use</i>
	<i>Provide a metered service, and internal infrastructure as required, to satisfy the fire fighting and water supply demands of the development. Note: The Applicant should engage an appropriately qualified hydraulic consultant to assess the suitability of the water supply system to cater for the proposed development, including fire fighting requirements in accordance with the Code for Development works.</i>	<i>Prior to commencement of use</i>
	<i>Design, construct and maintain all Water Supply Works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works.</i>	<i>Prior to commencement of use and at all times thereafter</i>
	<i>Submit As Constructed plans and provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the on-site water supply has been provided in accordance with the Capricorn Municipal Development Guidelines and the engineering plans endorsed by council.</i>	<i>Prior to commencement of use</i>
<b>SEWERAGE</b>		
	<i>The development must be connected to Council's reticulated sewerage network. The site must connect to this network via the sewer main located within the road reserve of Acacia Street in front of the southern adjacent property.</i>	<i>Prior to commencement of use and at all times thereafter</i>

# UNCONFIRMED MINUTES

	<i>Any connections and alterations to Council's live sewer mains must be completed by Council at the applicant's expense, unless otherwise agreed to in writing by Council.</i>	<i>Prior to commencement of use</i>
	<i>Design, construct and maintain all sewerage works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works.</i>	<i>Prior to commencement of use and at all times thereafter</i>
	<i>Remove all redundant sewer infrastructure, including but not limited to pipes and connection points.</i>	<i>Prior to commencement of use</i>
	<i>The applicant must undertake all necessary upgrades of Council sewerage infrastructure, including but not be limited to the following: a. installation of the maintenance shaft in Acacia St as the receiving manhole for the development. A separate Works Approval is required to be obtained for this work. Design, construct and maintain all sewerage works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works.</i>	<i>Prior to commencement of use</i>
	<i>Submit to Council for endorsement, detailed engineering plans for all sewerage works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG).</i>	<i>Prior to any on-site sewerage works commencing</i>
	<i>Submit As Constructed plans and provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the on-site water supply has been provided in accordance with the Capricorn Municipal Development Guidelines and the engineering plans endorsed by council.</i>	<b>Prior to commencement of use</b>
<b>ROADWORKS</b>		
	<i>Kerb and channelling must be provided on all road frontages in accordance with the applicable Planning Scheme Codes and the Development Works Planning Scheme Policy.</i>	<b>Prior to commencement of use</b>
	<i>Repair any damage to existing kerb and channel, footpath or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drainage lines) and reinstatement existing traffic signs and pavement markings that have been removed or damaged during any works carried out in association with the approved development.</i>	<b>Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</b>

# UNCONFIRMED MINUTES

<b>ELECTRICITY AND TELECOMMUNICATIONS</b>		
	<i>Enter into an agreement with an electricity supplier to provide necessary services to the approved development in accordance with the standards of the relevant service provider.</i>	<b>Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</b>
<b>SERVICES AND STRUCTURES</b>		
	<i>Ensure all existing and proposed utility services and connections (e.g. electricity, telecommunications, water and sewerage) are wholly located within the site or within a suitable easement to the satisfaction of Council.</i>	<b>Prior to commencement of use</b>
<b>LANDSCAPING</b>		
	<i>All landscaping works must be carried out generally in accordance with approved drawings listed within this Decision Notice.</i>	<b>Prior to commencement of use and to be maintained at all times</b>
	<i>Establish, maintain and retain all landscaping generally in accordance with the approved drawings. The landscaped areas must be subject to ongoing maintenance and replanting programme (if necessary).</i>	<b>Prior to commencement of use and to be maintained at all times</b>
<b>STREET TREES</b>		
	<i>Identify, retain and protect the existing street trees unless otherwise agreed in writing with the Assessment Manager. There must be no excavation, filling or storage of materials or plant within the drip line of the street tree(s).</i>	<b>At all times</b>
<b>WASTE MANAGEMENT</b>		
	<i>An impervious bin storage area (Bin Enclosure) for the storage of waste receptacles, must be provided in accordance with the following:</i> <ul style="list-style-type: none"> <li>a. <i>designed so as to prevent the release of contaminants to the environment;</i></li> <li>b. <i>sufficient to accommodate all refuse containers required by the Assessment Manager for the scale of the development;</i></li> <li>c. <i>aesthetically screened from the road frontage and adjoining properties by landscaping or constructed screening;</i></li> <li>d. <i>a suitable hose cock (with backflow prevention) and hoses must be provided at the refuse container area, and wash down to be drained to sewer and fitted with an approved stormwater diversion valve arrangement; and</i></li> </ul>	<b>Prior to commencement of use and to be maintained at all times</b>



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	<i>e. must be maintained in a clean and sanitary manner at all times.</i>	
	<i>Maintain and operate an adequate waste disposal service, including the maintenance of refuse bins and associated storage areas so as not to cause any environmental nuisance.</i>	<i>At all times</i>
	<i>All waste must be collected by a Council approved commercial contractor within the site. Kerb side collection will not be accepted for the approved development.</i>	<i>At all times</i>
	<i>Ensure that any potential food / waste sources are covered and collected so that they are not accessible to wildlife.</i>	<i>At all times</i>
	<i>Store all liquid waste (e.g. oil, waste oil, paint tins, acid drums, batteries etc.) that cannot be disposed of in Council's sewerage system or an on-site industrial waste treatment system in a covered area on an impervious surface and ensure it is contained in a manner capable of containing the liquids in case of spillage.</i>	<i>At all times</i>
<b>NON-RESIDENT WORKFORCE ACCOMMODATION</b>		
	<i>The non-resident workers accommodation must only be used for the accommodation of non-resident workers.</i>	<i>At all times</i>
	<i>Submit to and have approved by Council an Operational Environmental Management Plan. The Plan must include but is not limited to:</i> <i>a. House rules and codes of conduct for all staff and occupants;</i> <i>b. Litter control practices;</i> <i>c. Fire prevention practices;</i> <i>d. Complaints procedures and management contact details;</i> <i>e. Emergency procedures; and</i> <i>f. Procedures to ensure all staff and occupants be given and/or all rooms have details of facility rules summarising key information above.</i>	<i>Prior to commencement of use</i>
	<i>Undertake the development in accordance with the endorsed Operational Environmental Management Plan.</i>	<i>At all times</i>

**Resolution No.:** 9054

**Moved:** Cr Terry O'Neill

**Seconded:** Cr Viv Coleman

**That Council:**

- Approves the development application for MCU23/0008 from Sirrom Corporation (Aust.) Pty Ltd c/- Adams + Sparkes Town Planning for a Development Permit for a Material Change of Use – Extension to existing Non-resident worker accommodation (20 additional rooms) located at 28A and 32-34 Acacia Street, Moranbah, described as Lot 1 on CP860074 and Lot 48 on GV814693, subject to the following conditions of approval:**

# UNCONFIRMED MINUTES

NO.	CONDITION	TIMING																
<b>GENERAL CONDITIONS</b>																		
	Carry out the approved development generally in accordance with the approved drawings and documents.	At all times unless otherwise stated																
	Maintain the approved development generally in accordance with the approved drawings and documents and any relevant Council engineering or other approval required by the conditions.	To be maintained																
	Where there is any conflict between the conditions of this Decision Notice and details shown on the Approved Drawings, the conditions prevail.	At all times																
	The applicant must meet the full cost of all works and any other requirements associated with this development, unless specified in a particular condition.	At all times																
	The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times																
	The applicant must demonstrate to Council compliance with the conditions of the approval prior to commencement of the changed use.	Prior to commencement of use																
<b>APPROVED DRAWINGS AND DOCUMENTS</b>																		
	Except where amended by the conditions of this Decision Notice, the development is to be carried out, generally in accordance with the following approved drawings and/or documents:	At all times																
	<table border="1"> <thead> <tr> <th>Plan No.</th> <th>Rev</th> <th>Plan Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>S24-025-P01</td> <td>-</td> <td>Preliminary Services Plan, prepared by Westera Partners</td> <td>April 2024</td> </tr> <tr> <td>S24-025-PE01</td> <td>-</td> <td>Preliminary Earthworks Plan, prepared by Westera Partners</td> <td>April 2024</td> </tr> <tr> <td>S24-025-ESC01</td> <td>-</td> <td>Erosion and Sediment Control Plan, prepared by Westera Partners</td> <td>April 2024</td> </tr> </tbody> </table>	Plan No.	Rev	Plan Name	Date	S24-025-P01	-	Preliminary Services Plan, prepared by Westera Partners	April 2024	S24-025-PE01	-	Preliminary Earthworks Plan, prepared by Westera Partners	April 2024	S24-025-ESC01	-	Erosion and Sediment Control Plan, prepared by Westera Partners	April 2024	
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S24-025-ESC01	-	Erosion and Sediment Control Plan, prepared by Westera Partners	April 2024															

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	S24-025-ESC02	-	Erosion and Sediment Control Details, prepared by Westera Partners	April 2024	
	S24-025-ESC03	-	Erosion and Sediment Control Notes, prepared by Westera Partners	April 2024	
	22-106-SK-02-D	D	Existing Site Plan, prepared by Andre Melville Building Design	26/01/2023	
	22-106-SK-03-F	F	Proposed New Master Plan, prepared by Andre Melville Building Design	20/11/2024	
	22-106-SK-04-D	D	Stage 1 Floor Plan, prepared by Andre Melville Building Design	20/11/2024	
	22-106-SK-05-A	A	Street Scape, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-06-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-07-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-08-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-09-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-10-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-11-D	D	Perspective, prepared by Andre Melville Building Design	18/04/2024	

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	22-106-SK-12-A	A	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-13-A	A	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-14-A	A	Perspective, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-20-B	B	2 Story Accommodation Ground Flor Plan, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-21-B	B	2 Story 8 Module Accommodation First Flor Plan, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-22-B	B	2 Story 8 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-23-B	B	2 Story 8 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-30-B	B	2 Story 4 Module Accommodation Ground Flor Plan, prepared by Andre Melville Building Design	18/04/2024	
	22-106-SK-31-B	B	2 Story 4 Module Accommodation First Flor Plan, prepared by Andre Melville Building Design	18/04/2024	

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	22-106-SK-32-B	B	2 Story 4 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024		
	22-106-SK-33-B	B	2 Story 4 Module Accommodation Elevations, prepared by Andre Melville Building Design	18/04/2024		
	22-106-SK-40-A	A	4 Bed Accommodation Buildings Typical Plans and Elevations, prepared by Andre Melville Building Design	24/04/2023		
	22-106-SK-50-A	A	Kitchen Dining Building Floor Plan, prepared by Andre Melville Building Design	25/04/2023		
	22-106-SK-51-A	A	Kitchen Dining Building Elevations, prepared by Andre Melville Building Design	25/04/2023		
	22-106-SK-60-A	A	Laundry Building Floor Plan And Elevations, prepared by Andre Melville Building Design	25/04/2023		
	22-106-SK-70-A	A	Store/ MRP Building Floor Plan and Elevations, prepared by Andre Melville Building Design	25/04/2023		
	LD1	C	Drawing Schedule, Specifications, prepared by Bird Landscape Design	1/12/2024		

# UNCONFIRMED MINUTES

	LD2	C	Finishes and Planting Schedules, prepared by Bird Landscape Design	1/12/2024	
	LD3	C	Details, prepared by Bird Landscape Design	1/12/2024	
	LP1	C	Planting Plan, prepared by Bird Landscape Design	1/12/2024	
		A	Outstanding matters response prepared by Pekol Traffic and Transport	26 November 2024	
A legible copy of the Approved drawings and documents bearing "Council Approval" and the Conditions of this Decision Notice are to be available on site at all times during construction.					During construction
<b>BUILDING WORK</b>					
	Complete all building work associated with this development approval, including work required by any of the Conditions of this Decision Notice; generally in accordance with the approved drawing(s), and/or documents. Where Building Work is Assessable Development, works are to be carried out in accordance with a current Development Permit.				Prior to issue of Certificate of Classification / Final Inspection Certificate or prior to commencement of use, whichever comes first and then to be maintained
	External details of the building, facade treatment and external materials, colours and finishes are to be generally in accordance with the approved drawings.				Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first, and then to be maintained
	Demolish or relocate all buildings/structures on the site in accordance with the approved drawings. This includes the removal of all existing concrete slabs, foundations and footings and the disconnection of services, where necessary in accordance with a valid approval from the service provider or a Building work approval.				Prior to commencement of use

# UNCONFIRMED MINUTES

<b>AMALGAMATION</b>		
	<p>Amalgamate Lot 1 on CP860074 and Lot 48 on GV814693 into one allotment.</p> <p>The Plan of Subdivision providing for the amalgamation must be registered with Titles Queensland prior to the commencement of the accommodation use.</p>	<p>Prior to commencement of use</p>
<b>APPROVED USE</b>		
	<p>The approved use is for 20 additional non-resident worker accommodation rooms catering for a maximum of 20 non-resident workers. The total approved rooms over the site is 72 rooms for a maximum of 72 non-resident workers.</p>	<p>At all times</p>
<b>OPERATIONAL WORK</b>		
	<p>Complete all Operational Work associated with this development approval, including work required by any of the Conditions of this Decision Notice generally in accordance with the approved drawings and/or documents.</p>	<p>Prior to issue of Certificate of Classification / Final Inspection Certificate or prior to commencement of use, whichever comes first and then to be maintained</p>
<b>COMMENCING USE</b>		
	<p>The Applicant is required to submit formal written notification to Council confirming the date of commencement of the use, within 10 business days the day after the use commences.</p>	<p>As indicated</p>
<b>CAR PARKING AND ACCESS</b>		
	<p>Submit to Council for endorsement, detailed engineering plans for all car parking and access works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG).</p>	<p>Prior to any on-site car parking or access works commencing.</p>
	<p>Design, construct and maintain all car parking and access works generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, AS2890.1: 2004 Parking facilities – Off-street car parking, and Manual of Uniform Traffic Control Devices (Queensland) and must:</p> <ol style="list-style-type: none"> <li>Provide a minimum of 54 car parking spaces and 5 motorcycle spaces;</li> <li>Be designed and constructed in accordance with AS2890 Parking facilities – Off-street car parking and the relevant Council Planning Scheme Codes and Development Works Planning Scheme Policy;</li> </ol>	<p>At all times</p>

# UNCONFIRMED MINUTES

	<p>c. Provide parking spaces for people with a disability in accordance with the Building Code of Australia and AS2890.6 Off-street parking for people with disabilities;</p> <p>d. Provide on-site loading, unloading and manoeuvring for all necessary service vehicles including:</p> <p>e. Allow all design vehicles to enter and exit the site in a forward gear;</p> <p>f. Be constructed and sealed with concrete or bitumen;</p>	
	Design, construct and maintain the vehicular access, as per the Approved Drawings and documents and in accordance with the Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking facilities".	Prior to commencement of use/prior to operational work approval, whichever is applicable
	Remove all disused or redundant vehicular crossings on the frontage of the site and reinstate kerb and channel, road pavement, footways and footpaths in accordance with the Development works Planning Scheme Policy.	Prior to commencement of use
	Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the vehicle access / driveway/s has been designed and constructed in accordance with the conditions of this Decision Notice or any other relevant approval issued by the Assessment Manager.	Prior to commencement of use
<b>AMENITY</b>		
<b>GENERAL AMENITY</b>		
	<p>The approved use must not create environmental nuisance or impact on the amenity of the neighbourhood as a result of noise, vibration, air, odour, water, waste of other emissions.</p> <p>Note: The operation must comply with the requirement not to cause Environmental Nuisance or Environmental Harm as per the Environmental Protection Act 1994.</p>	At all times
	Any storage of flammable and/or combustible liquids must comply with the minor storage provisions of Australian Standard AS1940 - The Storage and Handling of Flammable and Combustible Liquids.	At all times
<b>NOISE</b>		
	To protect the noise amenity of nearby residential areas the development is to ensure noise emanating from the site does not exceed criteria set out in the Environmental Protection (Noise) Policy 2008 as amended.	At all times
	An acoustic fence must be constructed on the site for noise attenuation. The fence must be constructed in accordance with the following:	Prior to commencement of use



# UNCONFIRMED MINUTES

	<p>a. the barrier must be positioned entirely within private property extend along the full extent of the northern, eastern and southern boundaries.</p> <p>b. the barrier must be erected to 1.8m high, measured from the finished ground level of the site</p>	
<b>LIGHTING</b>		
	Light emanating from any source complies with Australian Standard AS4282 Control of the Obtrusive Effects of Outdoor Lighting or current version.	Prior to commencement of use and to be maintained at all times
	Outdoor lighting is provided in accordance with Australian Standard AS 1158.1.1 – Road Lighting – Vehicular Traffic Category V) Lighting – Performance and Installation Design Requirements or current version	Prior to commencement of use and to be maintained at all times
<b>PLANT AND SERVICES</b>		
	Install and maintain suitable screening to all air conditioning, lift motor rooms, plant and service facilities or similar equipment located on the rooftop or to an external face of the building. The screening structures must be constructed from materials that are consistent with materials used elsewhere on the building facade or as an architectural feature that is visually consistent with the roof profile of the building.	Prior to commencement of use
<b>ENGINEERING</b>		
<b>CONSTRUCTION MANAGEMENT</b>		
	<p>Do not undertake construction in a way that makes audible noise:</p> <p>a. On a business day or Saturday, before 6.30 am or after 6.30 pm; or</p> <p>b. On any other day, at any time.</p>	At all times during construction
	Contain all litter, building waste on the building site by the use of a skip and any other reasonable means during construction to prevent release to neighbouring properties or roads.	At all times during construction
	Remove any spills of soil or other material from the road or gutter upon completion of each day's work, during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property.	At all times during construction
<b>EARTHWORKS</b>		
	Carry out Excavating and Filling activities in accordance with the Capricorn Municipal Development Guidelines, AS3798-2007	At all times

# UNCONFIRMED MINUTES

	<b>Guidelines on earthworks for residential and commercial developments and the Approved Drawings.</b>	
	<b>Ensure the excavating or filling does not concentrate or divert stormwater onto adjoining land to a degree which is worse than that which existed prior to the works.</b>	<b>At all times</b>
	<b>Ensure the excavation or filling does not result in the ponding or permanent retention of surface water either on the site or on adjoining land.</b>	<b>At all times</b>
	<b>Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the Earthworks have been designed and constructed generally in accordance with the Approved Drawings, the conditions of this Decision Notice and any other relevant approval issued by the Assessment Manager.</b>	<b>Prior to commencement of use</b>
<b>EROSION AND SEDIMENT CONTROL</b>		
	<b>Submit to Council for endorsement, an Erosion and Sediment Control Plan. The Erosion and Sediment Control Plan must be prepared and implemented in accordance with the Capricorn Municipal Development Guidelines D7 'Erosion Control and Stormwater Management'.</b>	<b>Prior to site/ operational/ building work commencing and at all times during construction</b>
	<b>Implement and maintain the Erosion and Sediment Control Plan on-site for the duration of the operational or building works, and until all exposed soil areas are permanently stabilised (e.g. turfed, hydro-mulched, concreted, landscaped).</b>	<b>While site/ operational/ building work is occurring</b>
<b>STORMWATER</b>		
	<b>Submit to Council for endorsement, a Stormwater Management Plan, including detailed engineering plans, calculations and stormwater discharge strategy demonstrating that the site stormwater can be discharged to a lawful point of discharge without causing any actionable nuisance and be certified by a Registered Professional Engineer of Queensland (RPEQ). The plan is to be in accordance with the Capricorn Municipal Development Guidelines, Queensland Urban Drainage Manual.</b>	<b>Prior to any on-site stormwater works commencing</b>
	<b>Before commencing any works that modify the fence, written permission must be obtained from the owner(s) of the neighbouring properties. Additionally, the stormwater conditions of the adjacent properties must not be worsened as a result of the works, ensuring that the volume, flow, and concentration of stormwater directed to the adjacent property do not increase. Furthermore, any other modifications to the fence must not negatively impact the neighbouring properties in any way.</b>	<b>At all times</b>

# UNCONFIRMED MINUTES

	<p>The lawful point of discharge for the development is the kerb and channel in Acacia Street and overland flow to the north east to the field inlet pits in the adjacent property.</p> <p>Discharge all minor stormwater flows that fall or pass onto the site to the lawful point of discharge without causing annoyance or nuisance to any person in accordance with the Capricorn Municipal Development Guidelines and Queensland Urban Drainage Manual.</p>	<p>Prior to commencement of building or operational work and to be maintained</p>
	<p>Adjoining properties and roads are to be protected from ponding or nuisance from stormwater as a result of the works. Ensure the stormwater runoff from the site does not adversely impact on flooding or drainage (peak discharge and duration for all events up to the 1% AEP (Annual Exceedance Probability)) of properties that are upstream, downstream or adjacent to the site.</p> <p>Notes: If remedial works are required that involve drainage, drawings are to be submitted and approval obtained from Council, to provide a means to rectify the site drainage.</p>	<p>At all times</p>
	<p>Design, construct and maintain all Stormwater Drainage Works for the development generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, Queensland Urban Drainage Manual.</p>	<p>Prior to the commencement of any stormwater works and at all times thereafter</p>
	<p>Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the stormwater drainage system has been designed and constructed in accordance with the conditions of this approval and any other relevant approval issued by the Assessment Manager.</p>	<p>Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</p>
<b>WATER</b>		
	<p>Connect the development to Council's reticulated water network.</p>	<p>Prior to commencement of use and at all times thereafter</p>
	<p>Submit to Council for endorsement, an Impact Assessment Statement prepared by a Registered Professional Engineer of Queensland (RPEQ), including a report and hydraulic modelling of the existing water supply network and the proposed development. The report is to demonstrate there is sufficient capacity to adequately service the site without adversely affecting the existing water supply network. The report should identify any servicing capacity issues and recommend any necessary network upgrades / augmentation (if required) to accommodate the development. Any external upgrade / augmentation works identified as part of the modelling are to be undertaken at the cost of the applicant.</p>	<p>Prior to site / operational / building work commencing</p>

# UNCONFIRMED MINUTES

	Submit to Council for endorsement, detailed engineering plans for all water supply and connection works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG).	Prior to any on-site water supply works commencing
	Any connections and alterations to Council's live water mains must be completed by Council at the applicant's expense, unless otherwise agreed to in writing by Council.	Prior to commencement of use
	Provide a metered service, and internal infrastructure as required, to satisfy the fire fighting and water supply demands of the development. <b>Note:</b> The Applicant should engage an appropriately qualified hydraulic consultant to assess the suitability of the water supply system to cater for the proposed development, including fire fighting requirements in accordance with the Code for Development works.	Prior to commencement of use
	Design, construct and maintain all Water Supply Works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works.	Prior to commencement of use and at all times thereafter
	Submit As Constructed plans and provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the on-site water supply has been provided in accordance with the Capricorn Municipal Development Guidelines and the engineering plans endorsed by council.	Prior to commencement of use
<b>SEWERAGE</b>		
	The development must be connected to Council's reticulated sewerage network. The site must connect to this network via the sewer main located within the road reserve of Acacia Street in front of the southern adjacent property.	Prior to commencement of use and at all times thereafter
	Any connections and alterations to Council's live sewer mains must be completed by Council at the applicant's expense, unless otherwise agreed to in writing by Council.	Prior to commencement of use
	Design, construct and maintain all sewerage works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works.	Prior to commencement of use and at all times thereafter
	Remove all redundant sewer infrastructure, including but not limited to pipes and connection points.	Prior to commencement of use
	The applicant must undertake all necessary upgrades of Council sewerage infrastructure, including but not be limited to the following:	Prior to commencement of use

# UNCONFIRMED MINUTES

	<p>a. installation of the maintenance shaft in Acacia St as the receiving manhole for the development.</p> <p>A separate Works Approval is required to be obtained for this work. Design, construct and maintain all sewerage works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works.</p>	
	<p>Submit to Council for endorsement, detailed engineering plans for all sewerage works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG).</p>	<p>Prior to any on-site sewerage works commencing</p>
	<p>Submit As Constructed plans and provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the on-site water supply has been provided in accordance with the Capricorn Municipal Development Guidelines and the engineering plans endorsed by council.</p>	<p>Prior to commencement of use</p>
<b>ROADWORKS</b>		
	<p>Kerb and channelling must be provided on all road frontages in accordance with the applicable Planning Scheme Codes and the Development Works Planning Scheme Policy.</p>	<p>Prior to commencement of use</p>
	<p>Repair any damage to existing kerb and channel, footpath or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drainage lines) and reinstatement existing traffic signs and pavement markings that have been removed or damaged during any works carried out in association with the approved development.</p>	<p>Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</p>
<b>ELECTRICITY AND TELECOMMUNICATIONS</b>		
	<p>Enter into an agreement with an electricity supplier to provide necessary services to the approved development in accordance with the standards of the relevant service provider.</p>	<p>Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</p>
<b>SERVICES AND STRUCTURES</b>		
	<p>Ensure all existing and proposed utility services and connections (e.g. electricity, telecommunications, water and sewerage) are wholly located within the site or within a suitable easement to the satisfaction of Council.</p>	<p>Prior to commencement of use</p>

# UNCONFIRMED MINUTES

<b>LANDSCAPING</b>		
	All landscaping works must be carried out generally in accordance with approved drawings listed within this Decision Notice.	Prior to commencement of use and to be maintained at all times
	Establish, maintain and retain all landscaping generally in accordance with the approved drawings. The landscaped areas must be subject to ongoing maintenance and replanting programme (if necessary).	Prior to commencement of use and to be maintained at all times
<b>STREET TREES</b>		
	Identify, retain and protect the existing street trees unless otherwise agreed in writing with the Assessment Manager. There must be no excavation, filling or storage of materials or plant within the drip line of the street tree(s).	At all times
<b>WASTE MANAGEMENT</b>		
	An impervious bin storage area (Bin Enclosure) for the storage of waste receptacles, must be provided in accordance with the following: <ol style="list-style-type: none"> <li>designed so as to prevent the release of contaminants to the environment;</li> <li>sufficient to accommodate all refuse containers required by the Assessment Manager for the scale of the development;</li> <li>aesthetically screened from the road frontage and adjoining properties by landscaping or constructed screening;</li> <li>a suitable hose cock (with backflow prevention) and hoses must be provided at the refuse container area, and wash down to be drained to sewer and fitted with an approved stormwater diversion valve arrangement; and</li> <li>must be maintained in a clean and sanitary manner at all times.</li> </ol>	Prior to commencement of use and to be maintained at all times
	Maintain and operate an adequate waste disposal service, including the maintenance of refuse bins and associated storage areas so as not to cause any environmental nuisance.	At all times
	All waste must be collected by a Council approved commercial contractor within the site. Kerb side collection will not be accepted for the approved development.	At all times
	Ensure that any potential food / waste sources are covered and collected so that they are not accessible to wildlife.	At all times
	Store all liquid waste (e.g. oil, waste oil, paint tins, acid drums, batteries etc.) that cannot be disposed of in Council's sewerage system or an on-site industrial waste treatment system in a covered	At all times

	area on an impervious surface and ensure it is contained in a manner capable of containing the liquids in case of spillage.	
<b>NON-RESIDENT WORKFORCE ACCOMMODATION</b>		
	The non-resident workers accommodation must only be used for the accommodation of non-resident workers.	At all times
	Submit to and have approved by Council an Operational Environmental Management Plan. The Plan must include but is not limited to: <ul style="list-style-type: none"> <li>a. House rules and codes of conduct for all staff and occupants;</li> <li>b. Litter control practices;</li> <li>c. Fire prevention practices;</li> <li>d. Complaints procedures and management contact details;</li> <li>e. Emergency procedures; and</li> <li>f. Procedures to ensure all staff and occupants be given and/or all rooms have details of facility rules summarising key information above.</li> </ul>	Prior to commencement of use
	Undertake the development in accordance with the endorsed Operational Environmental Management Plan.	At all times
<b>Carried</b>		

## ATTENDANCE

Mr Mick St Clair, Manager Liveability and Sustainability and Ms Rebekah McDonald, Program Leader – Development Assessment left the meeting room at 11.40am.

### 10.4 CUC Isaac Ltd Request for Support

#### EXECUTIVE SUMMARY

Executive Manager Advocacy and External Affairs reporting on request for financial assistance from CUC Isaac Ltd.

#### OFFICER'S RECOMMENDATION

*That:*

*Country Universities Centre Isaac Ltd be advised that, if necessary, Council will extend its support for the establishment of campuses in Moranbah and Clermont by:*

- a) *Providing a co-branded vehicle (notionally small SUV) from Council's fleet.*

- b) *Securing suitable accommodation for the Centre Manager at a rate no greater than Council's private rental rate as adjusted from time to time.*
- c) *Continuing the commercial rental subsidy for the Moranbah Town Square campus until such time as the Isaac Resources Excellence Precinct is available.*
- d) *Councillors note that funding is available for this assistance in 2024/2025, but will need to be budgeted and indexed separately in 2025/26 and beyond.*

**Resolution No.: 9055**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Vern Russell**

**That:**

**Country Universities Centre Isaac Ltd be advised that, if necessary, Council will extend its support for the establishment of campuses in Moranbah and Clermont by:**

- a) **Providing a co-branded vehicle (notionally small SUV) from Council's fleet.**
- b) **Securing suitable accommodation for the Centre Manager at a rate no greater than Council's private rental rate as adjusted from time to time.**
- c) **Continuing the commercial rental subsidy for the Moranbah Town Square campus until such time as the Isaac Resources Excellence Precinct is available.**
- d) **Councillors note that funding is available for this assistance in 2024/2025, but will need to be budgeted and indexed separately in 2025/26 and beyond.**

**Carried**

**PROCEDURAL MOTION:**

**Resolution No.: 9056**

**Moved: Cr Jane Pickels**

**That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lift Report 9.13 - Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten from the table for consideration.**

**Carried**



9.13

## Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement to utilise a portion of the surrendered budget from CW253328 – 2024/2025 budget to undertake sewerage line replacement to Isaac Regional Council leased facilities, Simply Sunshine Daycare and C&K Moranbah Community Kindergarten.

### COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1237

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Endorses the utilisation of \$140,000 of the returned funds from CW253328 Dysart Kindergarten 2024/2025 to undertake sewerage works at Simply Sunshine Childcare and C&K Moranbah Community Kindergarten.

Carried

Resolution No.: 9057

Moved: Cr Viv Coleman

Seconded: Cr Alaina Earl

That Council:

1. Endorses the utilisation of \$140,000 of the returned funds from unallocated corporate depreciation to undertake sewerage works at Simply Sunshine Childcare and C&K Moranbah Community Kindergarten.

Carried

## 11. CONFIDENTIAL REPORTS

No Confidential Reports this meeting.

## 12. COUNCILLOR QUESTION TIME

### 12.1 Australia Day Event Changes for Coastal Communities

Cr Viv Coleman advised Council that she has been receiving feedback from Coastal community members that they were disappointed with the change in the 2025 Australia Day Award Presentations process.

Cr Coleman tabled a copy of the Broadsound Bulletin which provides a community members perspective on the Australia Day Awards for the Coastal area.

**ACTION: DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**

### 12.2 Flag Track System Flags - Dysart

Cr Viv Coleman advised that when she was driving through Dysart, she noticed that the Flag Track System Flags are looking deteriorated. Could this be expedited to remove the deteriorated flags.

**ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE**

### 12.3 Moranbah Access Road Traffic Impacts

Cr Melissa Westcott asked if there were plans to review the traffic impacts on Moranbah Access Road in particular the turn off to Railway Station Road, especially considering the additional development that will be seen on this road soon.

**ACTION: DIRECTOR ENGINEERING AND INFRASTRUCTURE**

### 12.4 Abandoned Vehicle Disposal

Cr Melissa Westcott has received enquiries from local businesses about ability to utilise Council Waste facilities to dispose of abandoned vehicles. Can advice be provided on this request.

**ACTION: DIRECTOR WATER AND WASTE**

# UNCONFIRMED MINUTES

**12.5**

## Clean Up Australia Day

Cr Alaina Earl enquired about the Clean Up Australia Day activities. Cr Earl mentioned that it is too late for this year as it is next week however could this be considered for 2026 or possibly a Clean Up Isaac Day at a date to be determined.

**ACTION: DIRECTOR WATER AND WASTE**

**Resolution No.: 9058**

**Moved: Cr Jane Pickels**

**Seconded: Cr Simon West**

**That Council closes the meeting to the public at 11.58am under *Local Government Regulations 2012* Section 254J (3) (i) to receive a confidential update on Glenden Futures and Federal Election Advocacy.**

**Carried**

**Resolution No.: 9059**

**Moved: Cr Simon West**

**Seconded: Cr Viv Coleman**

**That Council open the meeting at 12.22pm.**

**Carried**

**12.6**

## Current Weather Event Update

Mr Darren Fettell, Director Corporate, Governance and Financial Services and Isaac Local Disaster Coordinator provided an update to Council on the current weather event which is being monitored. Further updates will be provided as required.

# UNCONFIRMED MINUTES

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## 13. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 12.23pm.

These minutes will be confirmed by Council at the Ordinary Meeting to be held in Dysart on Wednesday 26 March 2025.

.....  
MAYOR

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

# UNCONFIRMED MINUTES

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**SPECIAL MEETING OF  
ISAAC REGIONAL COUNCIL**

**HELD ON  
WEDNESDAY, 5 MARCH 2025  
COMMENCING AT 10.00AM**

**ISAAC REGIONAL COUNCIL,  
COUNCIL CHAMBERS, MORANBAH**

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# UNCONFIRMED MINUTES

**ISAAC REGIONAL COUNCIL**

**UNCONFIRMED MINUTES OF THE SPECIAL MEETING**

**HELD AT ISAAC REGIONAL COUNCIL**

**COUNCIL CHAMBERS, MORANBAH**

**WEDNESDAY 5 MARCH 2025**

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# UNCONFIRMED MINUTES

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## ISAAC REGIONAL COUNCIL

### UNCONFIRMED MINUTES OF THE SPECIAL MEETING

#### HELD AT ISAAC REGIONAL COUNCIL

#### COUNCIL CHAMBERS, MORANBAH

#### WEDNESDAY 5 MARCH 2025 COMMENCING AT 10.00AM

#### **ATTENDANCE**

Mayor Kelly Vea Vea, Chair  
Deputy Mayor, Cr Jane Pickels, Division Six (*by Video Conference*)  
Cr Terry O'Neill, Division One (*by Video Conference*)  
Cr Vern Russell, Division Two  
Cr Melissa Westcott, Division Three (*by Video Conference*)  
Cr Simon West, Division Four  
Cr Alaina Earl, Division Five  
Cr Rachel Anderson, Division Seven (*by Video Conference*)  
Cr Viv Coleman, Division Eight (*by Video Conference*)

#### **OFFICERS PRESENT**

Mr Cale Dendle, Chief Executive Officer  
Mr Darren Fettell, Director Corporate Governance and Financial Services  
Mr Dan Wagner, Director Planning, Environment and Community Services  
Mr Robert Perna, Director Engineering and Infrastructure  
Mr Scott Casey, Director Water and Waste  
Mrs Trudi Liekefett, Manager People and Performance (*by Video Conference*)  
Mr Jason Rivett, Manager Financial Services  
Mrs Susan Martin, Manager Budgets and Statutory Reporting (*by Video Conference*)  
Mrs Tricia Hughes, Coordinator Executive Support, Office of the Mayor and CEO

# UNCONFIRMED MINUTES

## 1. OPENING

The Mayor declared the meeting open at 1.30pm and welcomed all in attendance to the Special Meeting of Council.

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 Leaders.

## 2. LEAVE OF ABSENCE AND APOLOGIES

No apologies this meeting.

## 3. CONDOLENCES

## 4. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interests declared this meeting.

**NOTE:**

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



# UNCONFIRMED MINUTES

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## 5. DEPUTATIONS

No deputations this meeting.

## 6. CONSIDERATION OF NOTICE OF MOTIONS

No notice of motions for this meeting.

## 7. CONFIRMATION OF MINUTES

No confirmation of minutes this meeting.

## 8. BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

## 9. STANDING COMMITTEE REPORTS

No standing committee reports this meeting.

# UNCONFIRMED MINUTES

## 10. OFFICER REPORTS

### 10.1 2024/2025 2<sup>nd</sup> Quarter Budget Review

#### EXECUTIVE SUMMARY

A review of the budget for the 2024/2025 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT as at 31 December 2024.

Despite managing large variations, the budget review proposes retaining an operating surplus of \$3.39M compared to its prior position of an operating surplus of \$3.04M – a difference of \$350K.

A review of the capital program has resulted in proposing a \$450K increase to capital revenue and a \$7M decrease to the capital expenditure program.

#### OFFICER'S RECOMMENDATION

***That Council:***

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2024/2025.***

**Resolution No.: 9060**

**Moved: Cr Simon West**

**Seconded: Cr Vern Russell**

**That Council:**

- 1. In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2024/2025.***

**Carried**

# UNCONFIRMED MINUTES

## 10.2 Controlled Entities Financial Statements

### EXECUTIVE SUMMARY

Council has received the audited financial statements for the Moranbah Early Learning Centre Pty Ltd (MELC), Isaac Affordable Housing Trust (IAHT) and the Isaac Affordable Housing Fund Pty Ltd (IAHF) for the year ended 30 June 2024. As per Section 213 (3) of the *Local Government Regulation 2012* the Mayor must present the copy of the audited financial statements at the next ordinary meeting of the local government.

### OFFICER'S RECOMMENDATION

*That Council:*

1. ***Receive the financial statements from Moranbah Early Learning Centre Pty Ltd, Isaac Affordable Housing Trust and Isaac Affordable Housing Fund Pty Ltd for the period ended 30 June 2024 pursuant to and in accordance with the Local Government Regulation 2012 (s213).***

**Resolution No.: 9061**

**Moved: Cr Simon West**

**Seconded: Cr Alaina Earl**

**That Council:**

1. **Receive the financial statements from Moranbah Early Learning Centre Pty Ltd, Isaac Affordable Housing Trust and Isaac Affordable Housing Fund Pty Ltd for the period ended 30 June 2024 pursuant to and in accordance with the *Local Government Regulation 2012 (s213).***

**Carried**

## 11. CONFIDENTIAL REPORTS

No Confidential Reports this meeting.

# UNCONFIRMED MINUTES



**12. COUNCILLOR QUESTION TIME**

No Councillor Question Time this meeting.

**13. CONCLUSION**

There being no further business, the Mayor declared the meeting closed at 1.39pm.

These minutes will be confirmed by Council at the Ordinary Meeting to be held in Dysart on Wednesday 26 March 2025.

.....  
MAYOR

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



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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday, 26 March 2025
<b>AUTHOR</b>	Tricia Hughes
<b>AUTHOR POSITION</b>	Coordinator Executive Support

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## **8.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY MEETING OF COUNCIL – FEBRUARY 2025**

### **EXECUTIVE SUMMARY**

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

### **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Receives and Notes the Business Outstanding Table for the Ordinary Meeting of Council.**

### **BACKGROUND**

A monthly report providing the status of Council Resolutions is provided to Council on the business outstanding – refer to Attachment 1 – Business Outstanding Table for the Ordinary Meeting of Council.

### **IMPLICATIONS**

The Business Outstanding Table is provided for Councillor information and the Chief Executive Officer is responsible for ensuring actions are completed within a timely manner.

### **CONSULTATION**

Executive Leadership Team

### **BASIS FOR RECOMMENDATION**

Transparent reporting to Elected Members

### **ACTION ACCOUNTABILITY**

Office of the Chief Executive Officer

### **KEY MESSAGES**

Council is committed to meeting its legislative requirements, ensuring its transparent decision making.



<b>Report prepared by:</b> Tricia Hughes <b>Coordinator Executive Support</b> Date: 21 March 2025	<b>Report authorised by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: 21 March 2025
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**ATTACHMENTS**

- Attachment 1 - Business Outstanding Table for the Ordinary Meeting of Council – February 2025

**REFERENCE DOCUMENT**

- Nil

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Meeting Type	Meeting Date	Item No.	Report Title	Executive Summary	Res No	Council Resolution	Responsible Officer/s	Action Accountability	Action Comments	Action Status	If Not Yet Complete - Expected Completion Date	Completion Date	Link to minutes
1	Council Resolution Register - January 2025 (Business Outstanding Table)													
2														
3	Ordinary Meeting	29/01/2025	2	Leave of Absence and Apologies	Procedural Motion	8989	That Council grants a leave of absence for Cr Melissa Westcott and Cr Simon West for the January 2025 Ordinary Meeting.	Office of the CEO	Update Leave Register	Register Updated on 04/02/2025	Complete	N/A	4/02/2025	
4	Ordinary Meeting	29/01/2025	7	Confirmation of Minutes	Procedural Motion	8990	The Minutes of the Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Council Chambers, Moranbah on Wednesday 11 December 2024 are confirmed.	Office of the CEO	Update Minutes to Confirmed and add to the IRC Website. Print Minute Book for Mayor's Signature	Minutes Updated on IRC Website. Minute Book to be printed for Mayor's signature	In Progress - On schedule	25/03/2025		
5	Ordinary Meeting	29/01/2025	10.1	Isaac Regional Council Monthly Financial Report as at December 2024	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.	8991	<b>1. Receives the financial statements for the period ended December 2024 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).</b>	Jason Rivett	Not Applicable.		Complete		29/01/2025	
6	Ordinary Meeting	29/01/2025	10.2	Safety and Resilience Update	This report is provided as an update to Council on the current status of the Health, Safety and Wellbeing Management System (HSWMS).	8992	1. Notes the Safety and Resilience Report provided on the current status of the Health, Safety and Wellbeing Management System. Carried	Warren Clough	Senior Safety and Resilience Partner • Senior Wellbeing and Resilience Partner • Senior Disaster and Emergency and Resilience Partner		Complete		29/01/2025	
7	Ordinary Meeting	29/01/2025	10.3	People and Capability Report	The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.	8993	1. Receives and notes the People and Capability monthly report.	Trudi Liekefett		This is an information only report with no actions from this meeting	Complete		4/02/2025	
8	Ordinary Meeting	29/01/2025	10.4	CEO Probation and Performance Agreement 2024/2025	Mayor reporting on Chief Executive Officer (CEO) probation and proposed Performance Agreement for 2024/2025.	8994	1. Council records satisfactory completion of the Chief Executive Officer's probation (Clause 5.1 Employment Contract) and confirms appointment to the role in accord with s194 of the Local Government Act 2009. 2. In accordance with s12.4 of the Local Government Act 2009, Council notes that the Mayor has statutory responsibility for conducting a performance appraisal of the Chief Executive Officer at least annually and: a. To aid that process, Council establishes a Chief Executive Officer Performance Review Panel comprising Mayor, Deputy Mayor and Cr Rachel Anderson for 2025, Cr Terry O'Neill for 2026, Cr Vern Russell for 2027 (or proxy appointed by the Mayor) to lead the Chief Executive Officer performance management process. b. Approves the attached Chief Executive Officer Performance Agreement as nominated by Clause 10.1 of the Employment Contract.	Trudi Liekefett		This is an information only report with no actions from this meeting	Complete		4/02/2025	
9	Ordinary Meeting	29/01/2025	10.5	Childcare Leadership Alliance Contribution Request	This report outlines the request for financial partnership from Childcare Leadership Alliance (CLA) as it seeks to address critical childcare challenges in the Isaac Region.	8995	1. Council acknowledges that reliable childcare is a service fundamental to the liveability of many communities and accepts that local government has a role to play to assist in shoring up such services, where the market has failed. 2. Accordingly, and subject to 2025/26 budget deliberations, Council approves the investment of \$100,000 per annum over four (4) years (commencing 1 July 2025) to support the Childcare Leadership Alliance to deliver support services to childcare centres across the Isaac region in an effort to prevent market failures resulting in decreased liveability of the Region. 3. Council authorises the Chief Executive Officer to negotiate and execute partnership agreements with the Childcare Leadership Alliance (CLA), ensuring that the agreements include provisions for quarterly reporting back to Council on key deliverables and CLA expanding access to its services across all communities within the Isaac region.	Beau Jackson	The Chief Executive Officer has accountability, with assistance of the Executive Manager Advocacy and External Affairs and relevant Officers.	Initial Correspondence sent to CLA advising of Council decision	In Progress - On schedule	31/03/2025		
10	Ordinary Meeting	29/01/2025	10.6	Revised Meeting Schedule For February 2025 And June 2025 Ordinary Meetings	Council is being requested to amend the schedule of Ordinary Meetings for February and June 2025 due to the official opening of the Clermont Police Station and the Australian Local Government Association's 31st National General Assembly (NGA).	8996	1. Adopts the following revised meeting schedule for the Ordinary Meetings of Council for February and June 2025. ORDINARY MEETING DATE TIME LOCATION Wednesday 26 February 2025 10.00am Isaac Regional Council, 25 Daintree Street, Clermont- Board Room Monday 30 June 2025 10.00am Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room	Tricia Hughes	Office of the Chief Executive Officer and Brand, Media and Communication Team to advertise the meeting date, times and location as per legislative requirements.	Revised Meeting Schedule Updated	Complete		21/02/2025	
11	Ordinary Meeting	29/01/2025	10.7	Monior Community Grants Summary - December 2024	This report summarises the minor community grants approved under delegation for the period 1 December to 31 December 2024.	8997	1. Notes the minor community grants approved under delegation for the period 1 December to 31 December 2024.	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete			
12	Ordinary Meeting	29/01/2025	10.8	Major Grant Applications Summary Round Two FY2024-2025	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during round two (2) of the Community Grants Program for FY2024-2025. A total of 11 applications were received for Round Two.	8998	That Council approves Application 1 for the Community Grants Round Two FY2024-2025 as follows: Application 1 ELAM Project ELAM are hosting their annual Debutante Ball at the Moranbah High School Hall on the 29/03/2025. ELAM are seeking Council's support of \$5,000.00 to cover the cost of the band and catering. The quote for the band is \$2,000.00 The Moranbah Community Workers Club quote for catering is \$8,400.00 The overall cost for the event is \$21,950.00 This meets the co contribution requirements. Details Approves \$5,000.00 (excluding GST) Budget Source Funded equally from Division 3, 4 and 5	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete			

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13	Ordinary Meeting	29/01/2025				8999	That Council approves Application 2 for the Community Grants Round Two FY2024-2025 as follows: Application 2 Moranbah Race Club Project Moranbah Race Club are hosting their annual November Races in 2025 at the Moranbah Racecourse. They are seeking Council's support of \$10,000.00 for the Premier sponsorship package which includes naming rights plus \$1,000.00 for track side signage. Total funds requested is \$11,000.00. Premier sponsorship includes naming rights, radio, banner display, promotional flyer, members area access, racebook, social media, 24 tickets, 24 drink tickets and cold platters. The total cost of the event is \$70,000.00 Details Approves \$5,000.00 (excluding GST) Budget Source Funded equally from Division 3, 4 and 5	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
14	Ordinary Meeting	29/01/2025				9000	That Council approves Application 3 for the Community Grants Round Two FY2024-2025 as follows:Application 3 Moranbah Miners Memorial (auspicing for May Day) Project The Moranbah Miners (auspicing for Moranbah Miners Memorial May Day). They are seeking Council's support of \$8,470.28 to cover the cost of the traffic management for the closure of Moranbah Town Square. The overall cost for the event is \$59,700.00 Details Approves \$5,000.00 (excluding GST) Budget Source Funded equally from Division 3,4 and 5	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
15	Ordinary Meeting	29/01/2025				9001	That Council approves Application 4 for the Community Grants Round Two FY2024-2025 as follows: Application 4 Moranbah Arts Project Moranbah Arts are installing trusses to the Moranbah Arts building and Moranbah Darts building. This will improve the lighting and projection to the stage areas. Completion of this will improve the income to both halls. They are seeking council's support of \$5000.00 for the installation of the trusses. The overall cost for the installation is \$61,791.07. Details Approves \$5,000.00 (excluding GST) Budget Source Funded equally from Division 3,4 and 5	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
16	Ordinary Meeting	29/01/2025				9002	Moved: Cr Vern Russell Seconded: Cr Alaina Earl That Council approves Application 5 for the Community Grants Round Two FY2024-2025 as follows: Application 5 Middlemount Junior Rugby League Project Middlemount Junior Rugby League is hosting a Coaching and Referee Development Session in March 2025 by the Dolphins management team. The referee clinic is for under 13's and up as there is a major shortage in the region. There will also be a family fun afternoon with jumping castle and BBQ dinner. They are seeking Council's support of \$5,000.00 to go towards purchasing new equipment and the jumping castle. Quotes are as follows: jumping castle- \$2,416.80, equipment \$2,483.85 Total - \$4,900.65. The overall cost of the event is \$5,199.00. This meets the co- contribution requirements. Details Approves \$3,430.45 (excluding GST) Budget Source Division 7	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
17	Ordinary Meeting	29/01/2025				9003	That Council approves Application 6 for the Community Grants Round Two FY2024-2025 as follows:Application 6 St Lawrence Public Sportsground Project St Lawrence Public Sportsground are seeking Council's support to purchase a BBQ so they can cater for functions and events more efficiently. The BBQ will also benefit the St Lawrence Wetlands as they will be able to better cater for this event. The cost of the BBQ is \$9,548.80. Details Approves \$5,000.00 (excluding GST) Budget Source Division 8	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
18	Ordinary Meeting	29/01/2025				9004	That Council approves Application 7 for the Community Grants Round Two FY2024-2025 as follows: Application 7 Australian Barrel Horse Association (ABHA) Project ABHA Central Queensland Barrels have been a small club for the past three years starting in Moranbah until recently moving their events to Nebo. They are seeking Council's support to host their Futurity/Maturity event at the Nebo Show Grounds on 23-25 May 2025. Funds will go towards two trophy saddles, PA and music hire and the announcer/MC for this event. Quotes are as follows: saddles- \$3,579.25 announcer and MC - \$1,650.00 PA and music hire- \$2,700.00 Total- \$7,929.25 overall cost of event is - \$14,000.00 Details Approves \$5,000.00 (excluding GST) Budget Source Division 8	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
19	Ordinary Meeting	29/01/2025				9005	That Council approves Application 8 for the Community Grants Round Two FY2024-2025 as follows: Application 8 Clermont State High School P&C Project Clermont State High School P&C are hosting their annual fundraiser Twisted Trivia in March 2025. They are seeking Council's support of \$5,000 to go towards Shop Isaac Cards and catering. Quotes are as follows: Isaac Gift Cards- \$1,800.00, hall hire- \$350.00, signage- \$303.95, newsagency- \$480.65 Beales IGA- \$902.00, Bidfood- \$649.00, Event Brite- \$450.00 Total- \$5,266.35 Minus 30% co-contribution \$3,686.45 Details Approves \$3,686.45 (excluding GST) Budget Source Division 6	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				



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20	Ordinary Meeting	29/01/2025				9006	That Council declines Application 9 for the Community Grants Round Two FY2024-2025 as follows: Application 9 Greater Whitsunday Communities Project Greater Whitsunday Communities would like to host three workshops for governance training in Middlemount, Glenden and Dysart in March 2025. They are seeking Council's support of \$5,000 to pay for catering and accommodation. Quotes are as follows: food Glenden- \$264.00, food Middlemount- \$435.00, food Dysart- \$480.00 accommodation Dysart- \$426.00, accommodation Glenden - \$197.00 accommodation Middlemount - \$339.00 Total - \$2141.00 Details Declines – with further consultation within communities to ensure that this is required by community	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
21	Ordinary Meeting	29/01/2025				9007	That Council declines Application 10 for the Community Grants Round Two FY2024-2025 as follows: Application 10 Creative Bytes Project Creative Bytes would like to hold a 10 week after school program that empowers students with essential coding skills. The initiative will teach participants to design digital games while integrating key STEM concepts. They are seeking Council's support of \$5,000 to go towards software, hardware, marketing and postage to send laptops. No quotes attached. Details Declines – Initial application as its not eligible being a business. Further consultation with Creative Bytes advising to connect with Moranbah High School or MDSS to work collaboratively on a project to auspice an application on their behalf.	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
22	Ordinary Meeting	29/01/2025				9008	That Council approves Application 11 for the Community Grants Round Two FY2024-2025 as follows: Application 11 Nebo Medical Action Group Project Nebo Medical Action Group are hosting the 6 Ducks and a Yarn Cricket game on 29 March 2025 at the Nebo Sports Fields. This event was introduced to help raise awareness in rural towns. They are seeking Council's support of \$5,000 to go towards children's rides and the band. Quotes are as follows: Funtimes- \$10,000 - entertainment- \$1,430.00 Overall cost of event \$25,000 Details Approves \$5,000.00 (excluding GST) Budget Source Division 8	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
23	Ordinary Meeting	29/01/2025				9009	That Council: 1. 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. 2. Determines the following applications as unsuccessful, with a view that they will be consulted to provide an explanation on why their application was unsuccessful: I. Creative Bytes Carlton Victoria - The applicant is not a local business, therefore is ineligible for the Isaac Community Grants program. We have been in contact with the applicant regarding working with Moranbah High School or MDSS in auspicing capacity in the 2025 grant rounds. II. Greater Whitsunday Communities – The applicant failed to provide written quotes for the application. There was no community consultation for the event to take place. We have consulted with them and provided contact details for local community groups to work with in the future.	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete				
24	Ordinary Meeting	29/01/2025	10.9	Moranbah Bulls Rugby Union - Tenure Surrender	The purpose of this report is to seek Council endorsement to accept the surrender of a trustee lease by Moranbah Bulls Rugby Union Club Incorporated over Lot DC on 152168-L being part of Lot 133 on GV265, located at the Eastern Sporting Fields, Tallon Street, Moranbah.	9010	That Council: 1. Accepts the surrender of a trustee lease by Moranbah Bulls Rugby Union Club Incorporated over Lot DC on 152168-L being part of Lot 133 on GV265, located at the Eastern Sporting Fields, Tallon Street, Moranbah. i. Moranbah Bulls Rugby Union Club Incorporated will remain responsible for all fees and charges until the date of inspection of the facility to be conducted upon passing of resolution supporting the surrender. ii. Moranbah Bulls Rugby Union Club Incorporated will be responsible for the scheduled titles fee for surrender of lease. iii. Moranbah Bulls Rugby Union Club Incorporated will be responsible for any make good works at the facility. 2. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.	Ken Tucker	Manager Community Facilities to progress tenure documentation.	The Senior Community Leasing Officer (SCLO) prepared Titles form 8 Surrender of Lease and emailed it to the Moranbah Bulls Rugby Union Club Incorporated for signing. The club will print the document and sign then return the signed hard copy to Council. Once this is received by the SCLO and countersigned by the CEO it will be lodged electronically with the Titles office. Further to the above, the SCLO emailed Rates, Accounts Receivable and Water to advise of the surrender of the lease and the final date for invoicing.	In Progress - On schedule				
25	Ordinary Meeting	29/01/2025				9011	That Council adjourn the meeting at 11.25am for morning tea.			Procedural Motion no action required	Complete		29/01/2025		
26	Ordinary Meeting	29/01/2025				9012	That Council resume the meeting at 11.35am.			Procedural Motion no action required	Complete		29/01/2025		

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27	Ordinary Meeting	29/01/2025	10.1	Moranbah Community Centre – Business Plan and Name Change	The purpose of this report is to seek Council endorsement for the Moranbah Community Centre's Business Plan, developed by consultants. The plan proposes operating under a Hybrid model for the first three (3) years. Additionally, the report seeks approval for a name change to align with the new direction for the centre.	9013	1. Endorses the Moranbah Community Centre Business Plan and its operation under the Hybrid approach for the first twelve months with reporting to be provided monthly to Council on performance of the business plan with a detailed summary report at the end of the first twelve months. 2. Adopts the proposed fees and charges for the centre as outlined in table 8.2 of the Moranbah Community Centre Business Plan, noting further refinement will be undertaken and presented to Council in February 2025 for consideration of categorisation of small business operators and not for profit groups providing sports, art and recreation activities in the centre.3. Endorses the reallocation of \$33,744 from 2024/2025 financial year budgeted funds currently allocated to salaries, wages and oncosts for Hospitality Casual 67,638.00 (cost centre 4607-7111) to contribute to salaries, wages and oncosts for the Team Leader – Catering 67,631.00 (cost centre 4607-7111) and Centre Operations Leader – Moranbah (cost centre 4607-7111).4. Notes that further funds will need to be considered for this position in the 2025-2026 financial year budget for salaries and wages and oncosts. 5. Endorses the change of name for the centre from Moranbah Community Centre to Isaac Event Centre. 6. Maintains the current names of internal hall and rooms, with the exception of Hall 2, which will be renamed to Executive Meeting Room due to its reconfiguration.	Ken Tucker	The Manager Community Facilities will be responsible for implementing the new Business Plan and ensuring it is utilised as per it's intended use.	Report is for information only - no further action required	Complete			
28	Ordinary Meeting	29/01/2025	10.11	Connect Greater Whitsunday Project Roadmap	The purpose of this report is to inform Council of the Greater Whitsunday Alliance (GW3) Connect Greater Whitsunday Project Roadmap that identified a list of digital infrastructure projects in Isaac region, and that Council endorse those projects as advocacy priorities for regional connectivity improvements.	9014	1. Receives and notes the Greater Whitsunday Alliance (GW3) Connect Greater Whitsunday Project Roadmap – August 2024, and the GW3 Regional Connectivity Projects summary document 2. Delegates to Mayor Kelly Vea Vea to finalise Council's connectivity priority projects in consultation with Councillors. 3. Notes that Council will continue advocacy for a broad range of telecommunication projects subject to Council approving budget funds and/or attraction of external grant funding	Joel Redden	The Chief Executive Officer has accountability, with assistance of relevant Officers, for liaison with the Advocacy Group. Advocacy and External Affairs is to assist where required in the preparation of advocacy materials and collateral to support advancement of the project with the government and commercial funding partners. Economy and Prosperity will continue to facilitate the strategies and actions of the Greater Whitsunday Digital Roadmap.	Report is for information only - no further action required	Complete			
29	Ordinary Meeting	29/01/2025	10.12	St Lawrence Wetlands Weekend Event Temporary Designated Public Place (Wet Area)	The purpose of this report is to seek Council endorsement of the camping areas at St Lawrence to have Temporary Designated Public Place (Wet Area) approval as per Section 173C of the Liquor Act 1992 for the St Lawrence Wetlands Weekend 2025 event.	9015	1. Endorses the St Lawrence Sports Ground (Lot 123 on CP858229) a temporary designated public place (wet area), where liquor may be consumed in accordance with Section 173 C of the Liquor Act 1992. 2. Endorses the temporary designated public place (wet area) in clause 1, be restricted to between 12 noon Friday 27 June 2024 to 12 noon Sunday 29 June 2024. 3. Delegates authority to the Chief Executive Officer to decide future temporary designated public places (wet areas) in relation to the St Lawrence Wetlands Weekend, in consultation with Councillors.	Joel Redden	Manager of Economy and Prosperity will facilitate the advertisements, development and procurement of required signage and notices. Economy and Prosperity will facilitate the temporary installation of the signage.	Report is for information only - no further action required	Complete			
30	Ordinary Meeting	29/01/2025	10.13	Planning, Environment and Community Services FY2024 - 2025 Capital Projects Progress Report as at 14 January 2025	This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services 2024-2025 Capital Works Program.	9016	1. Receives and notes the monthly Planning, Environment and Community Services 2024-2025 Capital Progress Summary Report as at 14 January 2025.	Mark Davey	The Program Manager – Capital Delivery 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 2024-2025 Capital Program.	Report is for information only - no further action required	Complete		29/01/2025	
31	Ordinary Meeting	29/01/2025	10.14	The purpose of this report is to provide an overview and status update of the Liveability and Sustainability Department's projects and operational commitments.	The purpose of this report is to provide an overview and status update of the Liveability and Sustainability Department's projects and operational commitments.	9017	That Council: 1. Receives and notes the content of the report which provides an overview and status update of the Liveability and Sustainability Department's projects and operational commitments.	Michael St Clair	The Manager Liveability and Sustainability will provide information on a regular basis to keep Council well informed of the performance and developing initiatives within the departments area of operations.	Report is for information only - no further action required	Complete		29/01/2025	
32	Ordinary Meeting	29/01/2025	10.15	COMMUNITY FACILITIES DEPARTMENTAL REPORT – JANUARY 2025	The purpose of this report is to provide an overview and status update of the Community Facilities Department's major projects and other key initiatives being undertaken.	9018	1. Receives and notes the status update of Community Facilities' major projects and other key activities.	Ken Tucker	The Manager Community Facilities is responsible for strategic-level delivery of Community Facilities management across the region, and leading delivery and reporting of its Business Plan and approved Operational and Capital works projects.	Report is for information only - no further action required	Complete		29/01/2025	

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33	Ordinary Meeting	29/01/2025	10.16	ENGINEERING AND INFRASTRUCTURE 2024/2025 CAPITAL PROJECTS PROGRESS REPORT – JANUARY 2025	This report is to provide an update to Council on the progress in delivery of the Engineering and Infrastructure 2024/2025 Capital Works Program.	9019	1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report in January 2025.	Robert Perna	That the Managers and the Director of Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2024/2025 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.	Information only report - no action	Complete		29/01/2025	
34	Ordinary Meeting	29/01/2025	10.17	Infrastructure Department Monthly Update – December 2024	This report is to provide a monthly update to Council on the current operational status of the Infrastructure Department.	9020	1. Notes the Infrastructure Department monthly update for December 2024.	Jason Frost	Not applicable.	Information only report - Planned and proposed Maintenance works uploaded onto public website	Complete		29/01/2025	
35	Ordinary Meeting	29/01/2025	10.18	Groundwater Monitoring Bores Installation And Maintenance Licence – Saraji Road MB06, MB07, MB09, MB10 and MB 14	The report seeks to delegate the authority to the Chief Executive Officer to execute a Licence for the installation, use and maintenance of groundwater monitoring bores within the Saraji Road reserve.	9021	1. Delegates authority to the Chief Executive Officer to negotiate, execute and vary the Groundwater Monitoring Bores Installation and Maintenance Licence – Saraji Road MB06, MB07, MB09, MB10 and MB 14 for the installation, use and maintenance of groundwater monitoring bores including driveways and access tracks as required across in accordance with the terms.	Sean Robinson	Galilee and Bowen Basin Operations department to lead negotiations under the guidance of Director Engineering and Infrastructure and Chief Executive Officer. Chief Executive Officer to execute the Licence. Manager Galilee and Bowen Basin Operations to ensure a copy of the executed document is provided to the proponent and obligations under the Licence are adhered to.	MGBBO completed executed documents and provided copies to the proponent and ensuring obligations are met under the licence.	Complete			
36	Ordinary Meeting	29/01/2025	10.19	Water and Waste 2024/25 Capital Projects Progress Report	This report aims to update Council on the delivery of the Water and Waste 2024/25 Capital Works Program	9022	1. Receives and notes the monthly Water and Waste 2024/25 Capital Projects Progress Summary Report for January 2025.	Amal Meegahawattage	The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2024/25 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.	No further action required. Report presented to Council as per legislative requirements.	Complete		29/01/2025	
37	Ordinary Meeting	29/01/2025	10.2	Council Controlled Entity - Moranbah Early Learning Centre Pty Ltd	Chief Executive Officer reporting on Council's relationship with its controlled entity, Moranbah Early Learning Centre Pty Ltd.	9023	1. In accordance with s262 of the Local Government Regulation 2012, Council repeals its resolutions of 19 December 2017 and 26 June 2018 no longer seeking to divest its interests in Moranbah Early Learning Centre Pty Ltd and, instead, resolves to maintain the controlled entity company for the purpose of securing childcare services in the region. 2. The Chief Executive Officer be authorised to: a. Seek changes to the legal structure of Moranbah Early Learning Centre Pty Ltd to create greater independence from Council and more self-reliance by the company itself, noting obligations to notify the Queensland Treasurer of changes under the Statutory Bodies Financial Arrangements Act 1982.b. Negotiate to conclusion and execute a new lease for the 221 Mills Avenue Moranbah Childcare Centre on the basis that commercial rent is foregone with savings to be used to reinvest in all capital and maintenance needs of the property.	Cale Dendle	Three agreements to be executed and board appointments to be made.	Initial Correspondence sent to MELC Company Secretary advising of Council decision on 1 February. Draft lease provided to MELC Company Secretary on 19 February.	In Progress - On schedule			

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1	Council Resolution	Council Resolution Register - February 2025 (Business Outstanding Table)												
2	Meeting Type	Meeting Date	Item No	Report Title	Executive Summary	Res No	Council Resolution	Responsible Officer/s	Action Accountability	Action Comments	Action Status	If Not Yet Complete - Expected Completion Date	Completion Date	Link to minutes
3	Ordinary Meeting	Wednesday 26 February 2025	7	CONFIRMATION OF MINUTES	Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Council Chambers, Moranbah on Wednesday 29 January 2025 at 10.00am.	9024	The Minutes of the Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Council Chambers, Moranbah on Wednesday 29 January 2025 are confirmed.	Office of the CEO	Update Minutes to Confirmed and add to the IRC Website. Print Minute Book for Mayor's Signature	Unconfirmed Minutes loaded onto IRC Website. Unconfirmed Minutes included in March Ordinary Meeting Agenda for Confirmation by Council	In Progress - On schedule	31/03/2025		
4	Ordinary Meeting	Wednesday 26 February 2025	8.1	Business Outstanding Table for Ordinary Meeting of Council – January 2025	The business outstanding table is used as a tool to monitor outstanding items resolved at previous Ordinary Meetings of Council. The current Business Outstanding Table for the Ordinary Meeting of Council is presented for Councillors' information.	9025	That Council: 1.Receives and Notes the Business Outstanding Table for the Ordinary Meeting of Council.	Office of the CEO	Transparent reporting to Elected Members	Information Report for Councillors - ongoing updating and review of Council Resolutions occurs with monthly reporting to Council	Complete		26/02/2025	
5	Ordinary Meeting	Wednesday 26 February 2025	9.1	Isaac Regional Council Monthly Financial Report as at 31 January 2025	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.	9026	That Council: 1.Receives the financial statements for the period ended 31 January 2025 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).	Jason Rivett	Not applicable	Information only report, no action required.	Complete		26/02/2025	
6	Ordinary Meeting	Wednesday 26 February 2025	9.2	Safety and Resilience Update	This report is provided as an update to Council on the current status of the Health, Safety and Wellbeing Management System (HSWMS).	9027	That Council: 1.Notes the Safety and Resilience Report provided on the current status of the Health, Safety and Wellbeing Management System.	Warren Clough	Senior Safety and Resilience Partner • Senior Wellbeing and Resilience Partner • Senior Disaster and Emergency and Resilience Partner	Information only report, no action required.	Complete		26/02/2025	
7	Ordinary Meeting	Wednesday 26 February 2025	9.3	Not-For-Profit – Rates Concession - Register	As per Resolution No. 7460, Council adopted a Rates Concession – Not for Profit Policy that came into effect on 25 August 2021. This report outlines subsequent organisations that have submitted the appropriate documentation and outlines the concession entitlements as per the adopted Policy, along with the updated register.	9028	That Council: 1.Receives the Updated Rates Concession Register for Not-For-Profit organisations as per the Rates Concession – Not-for-Profit Policy, in-line with section 122 of the Local Government Regulation 2012.	Zoe Behrendt	Manager Rates and Accounts to maintain the Rates Concession Register in accordance with the Rates Concession - Not for Profit Policy.	Information only report, no action required.	Complete			
8	Ordinary Meeting	Wednesday 26 February 2025	9.4	Contracts and Procurement Quarterly Report	The purpose of this report is to provide an overview and status update of the Contracts and Procurement Department's operations.	9029	That Council: 1.Receive and note the content of the report which provides an overview and status update of the Contract and Procurement department's operations.	John Squire	The Manager Contracts and Procurement is responsible for the strategic direction and operational deliverables of the Contracts and Procurement Department, including reporting on delivery of its Business Plan and approved operational projects.	Information only report, no action required.	Complete		26/02/2025	
9	Ordinary Meeting	Wednesday 26 February 2025	9.5	People and Capability Monthly Report	The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.	9030	That Council: 1.Receives and notes the People and Capability monthly report.	Trudi Liekefett	This is an information only report with no actions from this meeting	This is an information only report with no actions from this meeting	Complete		7/03/2025	
10	Ordinary Meeting	Wednesday 26 February 2025				9031	That Council resolves that Mayor Kelly Vea Vea can remain in the meeting room to participate in the discussions and vote for Report 9.6 Elected Member Professional Development. This decision was made on the basis that Mayor Vea Vea can remain impartial, and it would be a benefit to Council to have Mayor Vea Vea participate in the discussions on this matter.			No action required	Complete		26/02/2025	
11	Ordinary Meeting	Wednesday 26 February 2025	9.6	Elected Member Professional Development	Seeking endorsement of professional development for Isaac Region Elected Members that aligns with individual preferences, that support our region and align with available budget.	9032	That Council: 1.Notes the forecast professional development commitments. 2.Notes that the Mayor and Chief Executive Officer are authorised to approve professional development activities in line with the Councillor Support (Expenses Reimbursement) Policy. 3.Requests that a report is presented to Council at the March Ordinary Meeting on AICD Training for Elected Members for the 2024-2028 term of Council.	Kielly Gianville	Professional development registration and travel bookings Tracking of professional development activity and budget	Ongoing bookings occurring for Councillor Professional Development. AICD report cannot be presented at March Ordinary Meeting due to waiting on providers to supply information on dates and costs for training. Draft report has been prepared	In Progress - Behind schedule	30/04/2025		
12	Ordinary Meeting	Wednesday 26 February 2025	9.7	Minor Community Grants Summary January 2025	This report summarises the minor community grants approved under delegation for the period 1 January to 31 January 2025.	9033	That Council: 1.Notes the minor community grants approved under delegation for the period 1 January to 31 January 2025.	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Grants Officer has been notified	Complete		26/02/2025	
13	Ordinary Meeting	Wednesday 26 February 2025	9.8	Out-Of-Round Major Grant Application FY2024/2025 – Clermont Community Business Group	The purpose of this report is to consider the Community Grants Evaluation Panel's recommendation on an out-of-round application for the Major Community Grants Program for FY2024/2025 from the Clermont Community Business Group.	9034	That Council: 1.Approves the following application for an out-of-round FY2024-2025 Major Grant as follows:  Application 1 CLERMONT COMMUNITY BUSINESS GROUP ProjectClermont Community Business Group is seeking funding to support the build of a new website. The overall cost for the project is \$8,800.00 This meets the co-contribution requirements. DetailsApproves \$5,000.00 (excluding GST) Budget Source:Divisional split between 1 and 6  2.Advises the applicant the grant constitutes sponsorship of the project 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.	Megan Scott	Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.	Letter of notification emailed to applicant. Applicant has not responded. To be followed up	In Progress - On schedule			
14	Ordinary Meeting	Wednesday 26 February 2025	9.9	Request for Waiver of Development Application Fees and Infrastructure Charges for Development Application MCU24/0020 - Material Change of Use – Outdoor Sport and Recreation and Function Facility at Dysart Golf Club – 180 Fisher Street, Dysart Qld 4745 – Lot 16 on CP847447	Council has received a request from Planning Approval Group on behalf of Dysart Golf Club to waive development application fees and infrastructure charges for their development application (MCU24/0020) for a Development Permit for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart Qld 4745, legally described as Lot 16 on CP847447.	9035	That Council: 1.Approves a 100% discount of the infrastructure charges (\$16,876.00) associated with development application MCU24/0020 for a Material Change of Use for Outdoor Sport and Recreation and Function Facility at Dysart Golf Club, 180 Fisher Street, Dysart QLD 4745, legally described as Lot 16 on CP847447. 2.Approves a partial refund of the development application fee to an amount of \$9,660.00 for the above referenced development application to align with the anticipated internal and external costs realised by Council to assess the development application.	Donna Skinner	Manager Liveability and Sustainability to provide written correspondence advising the applicant of Council's resolution.	Confirming this was actioned with emailed correspondence on Friday 7 March 2025. Donna Skinner	Complete			

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15	Ordinary Meeting	Wednesday 26 February 2025	9.1	9.10 Expression of Interest – GSP214728 Being Part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah	The purpose of this report is to seek Council endorsement of the Expression of Interest lodged by Moranbah Martial Arts Inc. for the use of GSP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah.	9036	That Council: 1. Approves to enter into a ten (10) year trustee lease agreement with the Moranbah Martial Arts Inc. for the use of Lease G on SP214728 being part of Lot 3 on M973107, Old Rotary Building, 38 Bacon Street, Moranbah. a. Tenure fees to be charged in accordance with 2024-2025 Fees and Charges – annual rent/usage fee \$580.00 ex GST, matrix attached. b. All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents. c. Acknowledging that the Moranbah Martial Arts Inc, plans to demolish the existing facility and construct a new fit-for-purpose facility the asset will be owned by Moranbah Martial Arts Inc therefore all repairs and maintenance responsibilities will be the remit of the club. d. That Moranbah Martial Arts Inc provide their proposed plans for their new fit-for-purpose facility to Council prior to any demolition works being approved. 2. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above. NOTE: Council requests that Officers investigate adequate provision for overflow public car parking in the vicinity to not be unduly diminished by the granting of new tenure at this location.	Ken Tucker	Manager Community Facilities to progress tenure documentation.	Tenure/lease is currently being finalised.	In Progress - On schedule				
16	Ordinary Meeting	Wednesday 26 February 2025	9.11	Tenure Arrangements – Carmila Sports Reserve Association Inc.	The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 to dispose of the whole of Lot 1 on RP609332, located at 2 Carmila Beach Road, Carmila by way of a Management Agreement to Carmila Sports Reserve Association Inc.	9037	That Council: 1. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolves that an exception from inviting written quotes or tenders is granted for tenure over Lot 1 on RP609332, 2 Carmila Beach Road, Carmila. 2. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations resolves to approve to enter into a three-year Management Agreement with two x three-year options with the Carmila Sports Reserve Association Inc. a) Council will be responsible for a Management Fee of \$500.00 per month for the first term, reviewable on exercising of the option; b) Acknowledging that the Carmila Sports Reserve and structures are Council assets, all repairs and maintenance responsibilities will be in accordance with the Base Building Guidelines. 3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.	Ken Tucker	Manager Community Facilities to progress tenure documentation.	Tenure/lease is currently being finalised.	In Progress - On schedule				
17	Ordinary Meeting	Wednesday 26 February 2025	9.12	Reallocation of Budget for Dysart Kindergarten	The purpose of this report is to seek Council endorsement to surrender budget item CW253328 from the 2024/2025 budget for the amount of \$175,000 to ISAAC capital fund for Council assets.	9038	That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lay report 9.12 Reallocation of Budget for Dysart Kindergarten on the table and requests that a report is presented to the March Ordinary Meeting for consideration.	Office of the CEO	Procedural Motion	This report is included on the March Ordinary Meeting Agenda - refer Item 8.2	Complete		21/03/2025		
18	Ordinary Meeting	Wednesday 26 February 2025	9.13	Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten	The purpose of this report is to seek Council endorsement to utilise a portion of the surrendered budget from CW253328 – 2024/2025 budget to undertake sewerage line replacement to Isaac Regional Council leased facilities, Simply Sunshine Daycare and C&K Moranbah Community Kindergarten.	9039	That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lay Report 9.13 - Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten on the table to allow for additional information to be provided on an alternative funding source.	Office of the CEO	Procedural Motion	This report was lifted from the table at 26 February Ordinary Meeting - refer resolution numbers 9056 and 9057	Complete		26/02/2025		
19	Ordinary Meeting	Wednesday 26 February 2025	9.14	Isaac Events Centre – Naming Conventions, Remobilisation Status and Fees and Charges	The purpose of this report is to confirm naming conventions for the Isaac Events Centre, update Council on the current status of efforts for recommencement of operations at the centre, and adopt a schedule of fees and charges, including discount arrangements for small businesses undertaking community focussed activities and recurrent bookings.	9040	That Council: 1. Endorses the new name of the former Moranbah Community Centre as the 'Isaac Events Centre'; 2. Notes the current status of remobilisation efforts for operations at the Isaac Events Centre; 3. Adopts the proposed fees and charges for the Isaac Events Centre, to replace the schedule of fees and charges for the Moranbah Community Centre in Council's adopted Fees and Charges Schedule 2024/2025; 4. Approves a reduction of 35% in room/venue hire fees for Isaac region-based small businesses undertaking community focussed activities, to be included in the terms and conditions section of the adopted Fees and Charges Schedule 2024/2025 for all Isaac Regional Council Halls and Centres; 5. Approves a 'Price on Application' approach for recurring bookings of a venue/room by small businesses undertaking community focussed activities that exceeds five (5) recurrences booked in advance, with pricing for such recurring bookings to be approved by the Manager Community Facilities, and not to be less than 50% of the regular hire rate.	Dan Wagner	Manager Community Facilities to liaise with Manager Financial Services to ensure Council's regulated fees and charges schedule reflects Council's decision.	This was communicated to Susan Martin via email	Complete				
20	Ordinary Meeting	Wednesday 26 February 2025	9.15	Planning, Environment and Community Services FY2024/2025 Capital Projects Progress Report as at 4 February 2025	This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services 2024/2025 Capital Works Program.	9041	That Council: 1. Receives and notes the monthly Planning, Environment and Community Services FY2024/2025 Capital Progress Summary Report as at 4 February 2025.	Mark Davey	The Program Manager – Capital Delivery 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 2024/2025 Capital Program.	Report is for information only - no further action required	Complete				
21	Ordinary Meeting	Wednesday 26 February 2025	9.16	Quarterly Departmental Report – Community Education and Compliance	The Purpose of this report is to provide an overview and status update of the Community Education and Compliance Department's operational commitments.	9042	That Council: 1. Receives and notes the contents of this report that provides an overview and status update of the Community Education and Compliance Department's operational commitments.	Nishu Ellawala	The Manager Community Education and Compliance is responsible for the strategic direction and operational deliverables of the Community Education and Compliance Department, including reporting on delivery of its Business Plan and approved operational projects.	Report is for information only - no further action required	Complete				
22	Ordinary Meeting	Wednesday 26 February 2025	9.17	Engineering and Infrastructure 2024/2025 Capital Projects Progress Report – February 2025	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 2024/2025 Capital Works Program.	9043	That Council: 1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report for February 2025.	Robert Perna	That the Managers and the Director of Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2024/2025 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.	Information only report, no action required.	Complete		26/02/2025		
23	Ordinary Meeting	Wednesday 26 February 2025	9.18	Infrastructure Department Monthly Update – January 2025	This report is to provide a monthly update to Council on the current operational status of the Infrastructure Department.	9044	That Council: 1. Notes the Infrastructure Department update for January 2025.	Jason Frost	Not applicable.	Information only report - Planned and proposed Maintenance works uploaded onto public website	Complete		26/02/2025		
24	Ordinary Meeting	Wednesday 26 February 2025	9.19	Compensation Agreement ML1865	The purpose of this report is for Council to consider the Compensation Agreement with Plentygold Miclere Pty Ltd.	9045	That Council: 1. Supports the negotiation to enter into a compensation agreement with Plentygold Miclere Pty Ltd in accordance with section 279 of the Mineral Resources Act 1989 (Qld). 2. Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1865 in accordance with section 279 of the Mineral Resources Act 1989 (Qld).	Sean Robinson	Manager Galilee and Bowen Basin Operations to ensure executed copies are returned to Plentygold and the compensation under the agreement and Council's costs are paid.	MGBBO completed executed documents and provided copies to the proponent and ensuring obligations are met under the licence.					

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25	Ordinary Meeting	Wednesday 26 February 2025	9.2	Early Procurement for Identified 2025-2026 Capital Program – Infrastructure Departments	This report seeks approval for the commencement of early procurement through a Request for Quote/Request for Tender process for selected Capital Projects identified for the 2025-2026 Capital Program within the Infrastructure departments.	9046	That Council: 1.Approves the commencement of early procurement through a Request for Quotation or Request for Tender process for the following identified projects proposed for the Engineering and Infrastructure 2025-2026 Capital Works program with award subject to the 2025-2026 budget process: a.Regional Sealed Surface Renewal Program b.Sealed Road Rehabilitation (including Reseal Prep) c.Regional Re-sheeting Program Rural Unsealed Network Resheeting (supply/preparation of gravel) d.Goonyella Road Intersection e.Various Unsealed Roads – Floodway Program	Jason Frost	The Manager Infrastructure and the Manager Galilee and Bowen Basin are responsible for the preparation of Requests for Quotation or Requests for Tender documentation. Manager Contracts and Procurement to ensure all Request for Quotation or Request for Tender documentation includes "subject to budget approval clauses and stipulations" where appropriate so vendors are aware that awards will not occur until approval of the 2025-2026 budget.	Manager Infrastructure, GBBO in progress with early procurement of identified projects with award subject to budget approval					
26	Ordinary Meeting	Wednesday 26 February 2025	9.21	Early Procurement for Identified 2025-2026 Capital Program – Fleet Department	This report seeks the committee to approve early procurement of long lead time assets due for replacement in 2025-2026 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.	9047	That Council: 1.Approves under delegated authority from Council Resolution No 8162, the Chief Executive Officer to commence early procurement of long lead time assets based on identified asset replacements in the 2025-2026 financial year of the 10 Year Fleet and Plant Replacement program. 2.Notes advice from officers that replacement of an additional two tractors should have been included in the report and that an addendum to this report to include these tractors will be prepared and included for presentation to Council in the February Ordinary Meeting.	Malcolm Gardiner	Manager Fleet - to maintain the 10 Year Fleet and Plant Replacement Program. Technical Officer Fleet Assets – to manage asset replacements, based on identified lead times.	Manager Fleet in progress with early procurement of identified projects with award subject to budget approval					
27	Ordinary Meeting	Wednesday 26 February 2025	9.22	Water and Waste 2024/2025 Capital Projects Progress Report	This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2024/2025 Capital Works Program.	9048	That Council: 1.Receives and notes the monthly Water and Waste 2024/2025 Capital Projects Progress Summary Report.	Amal Meegahawattage	The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2024/2025 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.	No further action required. Report presented to Council as per legislative requirements.	Complete		26/02/2025		
28	Ordinary Meeting	Wednesday 26 February 2025	9.23	Water Quality Investigation Action Plan Update	The purpose of this report is to update Council on the Water Quality Reliability Investigation Action Plan Deliverables following the 2021/2022 Christmas Period water quality incidents.	9049	That Council: 1.Receives and notes the Report for the Water Quality Investigation Action Plan Deliverables	Scott Casey	The Director of Water and Waste will continue to lead the improvement in reliability of the water supply schemes across the Region.	Report for noting progress. Next update due May 2025	Complete		26/02/2025		
29	Ordinary Meeting	Wednesday 26 February 2025	9.24	Business Services Departmental Report - Compliance	The purpose of this report is to provide an overview and status update on the Water and Waste Directorate's recurring and reactive regulatory compliance related activities.	9050	That Council: 1.Receives and notes this report outlining the compliance related activities in the Water and Waste Directorate.	Tait Suridge	Not applicable	Report for noting. No further action required	Complete		26/02/2025		
30	Ordinary Meeting	Wednesday 26 February 2025	9.25	Planning and Projects Department Overview	The purpose of this report is to present an overview of the Planning and Projects Department within the Water and Waste Directorate of Isaac Regional Council.	9051	That Council: 1.Note the content of this report regarding an overview of the Planning and Projects Department within the Water and Waste Directorate of Isaac Regional Council. 2.Receives and notes the Planning and Projects Department presentation.	Amal Meegahawattage	The Manager Planning and Projects is responsible for ensuring the department's objectives and functions are fulfilled, supported by the Planning and Projects team and external resources as required.	Report for noting. No further action required	Complete		26/02/2025		
31	Ordinary Meeting	Wednesday 26 February 2025	10.1	Isaac Arts and Cultural Advisory Committee Minutes – 12 December 2024	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 12 December 2024 and presents committee recommendations for consideration.	9052	That Council: 1.Receives and notes the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 12 December 2024. 2.Endorses the reallocation of \$7,818.00 (exclusive of GST) uncommitted funds from allocations for Council Led Initiatives to support funding for 2024/2025 Round Two Regional Arts Development Fund grants. 3.Declines the Regional Arts Development Fund 2024-2025 application from Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust for the "Workshops" project.	Emily Kennedy	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	Reallocation has been confirmed.	Complete				
32							Application 1.Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust "Workshops" Project.Noosa Film Academy Pty Ltd as Trustee for the Huglin Family Trust has submitted a "Grow" funding category application requesting \$8,000.00 (excluding GST) to support costs of delivering two full day acting and filmmaking workshops and two community screening red carpet events (one each in Moranbah and Middlesboro) in August 2025 as part of their wider program to deliver workshops in six Isaac schools for which they are seeking funding from the Commonwealth Government. Details Decline \$8,000.00 (excluding GST)			Grants Officer rang the applicant to advise that their submission was unsuccessful.	Complete				
33							4.Approves the following 13 applications for the Regional Arts Development Fund Community Grants Program Round Two 2024-2025 as follows: Application 2:Catherine Faulkner "Mentorship from artist Nelida Avila" ProjectSt Lawrence based emerging artist Catherine Faulkner has submitted a "Develop" funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for participating in a three-day mentorship program with established artist Nelida Avila at her Jubilee Pocket studio. During the mentorship program to be held in March 2025, the applicant will receive one-on-one tuition with the program including skill development sessions in painting and jewellery making.Details Approve \$2,000.00 (excluding GST)			Supplier request form is with Accounts Payable for processing	In Progress - On schedule				
34							Application 3 Lyn Laver-Ahmat"Reimagining the life of Rose Harris" Project Established Mackay based artist Lyn Laver-Ahmat has submitted an "Inspire" funding category application requesting \$6,387.00 (excluding GST) to support her undertaking a one-week residency at the Clermont Historical Centre in March-April 2025 during which she will research the life of Rose Harris (an important figure in Clermont's history) to create preparatory drawings and paintings for an exhibition reimagining the life of Rose. Details Approve \$6,387.00 (excluding GST)			Payment Request emailed to accounts Payable for processing	In Progress - On schedule				
35							Application 4:Shanda Hare "3-day intensive art development in studio with Lyn Olsen" ProjectGlenden based emerging artist Shanda Hare has submitted a "Develop" funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for participating in a three-day intensive mentorship program with established artist Lyn Olsen at her Calen studio. Details Approve \$2,000.00 (excluding GST)			Letter of notification emailed to applicant. Applicant has not responded. To be followed up	In Progress - Behind schedule				
36							Application 5:Clermont Men's Shed Inc "Kinetic Sculpture" Project Clermont Men's Shed Inc has submitted a "Grow" funding category application requesting \$3,643.00 (excluding GST) to support the members of this Clermont based community group creating a barbed wire wombat sculpture made from recycled metal and other materials which will be combined with mechanisms allowing for the sculpture to have kinetic motion. The sculpture will be unveiled at the annual Wombat Festival in May and then travelled around the region making appearances at the 2025 Clermont Show and the 2025 St Lawrence Wetlands Weekend in June 2025. Details Approve \$3,643.00 (excluding GST)			Payment Request emailed to accounts Payable for processing	In Progress - On schedule				
37							Application 6:Rock FM trading as 4RFM Community Radio "Video content workshop for youth" Project Rock FM Association Inc has submitted an "Inspire" funding category application requesting \$5,022.00 (excluding GST) to support them engaging a digital skills professional to deliver a one-day video content workshop for youth to be held in Moranbah on a date between March and August 2025. Details Approve \$5,022.00 (excluding GST)			Payment Request emailed to accounts Payable for processing	In Progress - On schedule				

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38							Application 7:Koinmerburra Aboriginal Corporation "Linocut printmaking with Jenuarrie" ProjectKoinmerburra Aboriginal Corporation has submitted an "Inspire" funding category application requesting \$8,000.00 (excluding GST) to support engaging Jenuarrie, acclaimed First Nations artist and Koinjimal Elder, to facilitate two 2-day linocut printmaking workshops for up to 18 participants with one workshop to be held in Clairview and one in St Lawrence between Friday 21 March 2025 and Wednesday 26 March 2025. Details Approve \$8,000.00 (excluding GST)			Payment Request emailed to accounts Payable for processing	In Progress - On schedule				
39							Application 8 Artist Connect Inc "Development Isaac Art Trail" ProjectArtists Connect Inc has submitted an "Inspire" funding category application requesting \$8,000.00 (excluding GST) to support the development of the website and the hard copy marketing collateral for the Isaac Art Trail launching in March 2025. Details Approve \$8,000.00 (excluding GST)			Payment request emailed to Coordinator of Community Development for signing	In Progress - On schedule				
40							Application 9:Scott Pate "Canberra Glassworks lampworking, glassblowing and woodworking" ProjectFlaggy Rock based established artist Scott Pate has submitted a "Develop" funding category application requesting \$2,000.00 (excluding GST) to assist him with costs for attending skill development workshops at Canberra Glassworks from Tuesday 25 March to Sunday 30 March 2025. Details Approve \$2,000.00 (excluding GST)			Supplier request form is with Accounts Payable for processing	In Progress - On schedule				
41							Application 10 Suzanne Kay Scott"Attending the 2025 Australasian Quilt Convention" ProjectFlaggy Rock based emerging textile artist Suzanne Kay Scott has submitted a "Develop" funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending professional development activities at the 2025 Australasian Quilt Convention in Melbourne running from Thursday 10 April to Sunday 13 April 2025. Details Approve \$2,000.00 (excluding GST)			Supplier request form is with Accounts Payable for processing	In Progress - On schedule				
42							Application 11 Bridgette Rosalind Peady "Attending the 2025 Australasian Quilt Convention" ProjectCarmila based emerging textile artist Bridgette Rosalind Peady has submitted a "Develop" funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending professional development activities at the 2025 Australasian Quilt Convention in Melbourne running from Thursday 10 April to Sunday 13 April 2025. Details Approve \$2,000.00 (excluding GST)			Supplier request form is with Accounts Payable for processing	In Progress - On schedule				
43							Application 12 St Lawrence & District Bowls Club Inc "Sainty Arts" Project St Lawrence & District Bowls Club Inc has submitted an "Inspire" funding category application requesting \$3,906.00 (excluding GST) to support engaging two artists to deliver skill development workshops in May and August 2025 as a vehicle for bringing people together from Isaac's coastal communities to promote health and wellbeing and to combat social isolation. Details Approve \$3,906.00 (excluding GST)			President initially advised that the Club will not accept the grant. Apparently he is re-considering that decision. Club is meeting on Sunday 30 March. The last day for accepting the grant is Monday 31 March.	In Progress - Behind schedule				
44							Application 13 Sophie Pate "Canberra Glassworks lampworking, glassblowing and woodworking" ProjectFlaggy Rock based established artist Sophie Pate has submitted a "Develop" funding category application requesting \$2,000.00 (excluding GST) to assist her with costs for attending skill development workshops at Canberra Glassworks from Tuesday 25 March to Sunday 30 March 2025. Details Approve \$2,000.00 (excluding GST)			Payment Request emailed to accounts Payable for processing	In Progress - On schedule				
45							Application 14 Clermont Artslink Inc "Leadlight and Wire Workshops" ProjectClermont Artslink Inc has submitted a "Grow" funding category application requesting \$5,860.00 (excluding GST) to support engaging two artists to deliver skill development workshops over two days in May 2025. Details Approve \$5,860.00 (excluding GST) 5. 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 RADF 2023-2024 Community Funding Program Guidelines. 6. Supports the development of an Isaac Regional Council Arts and Cultural Strategic Plan to supersede the Isaac Regional Council Arts and Cultural Action Plan 2018-2022.			Letter of notification emailed to applicant. Applicant has not responded. To be followed up	In Progress - Behind schedule				
46	Ordinary Meeting	Wednesday 26 February 2025	10.2	Request for Re-Allocation of Budget for Plant Room Works on Council Assets – Greg Cruikshank Aquatic Centre Plant Room Renewal	The purpose of this report is to seek Council endorsement to utilise a portion of underspent capital budget from other Planning, Environment and Community Services Capital projects – 2024/2025 budget to provide an additional \$153,308.11 budget to the Greg Cruikshank Aquatic Centre (GCAC) Plant Room, this is due to increased industry costs and availability of contractors to undertake the works	9053	1.Endorses the transfer of underspent capital funding within Planning, Environment and Community Services to supplement the cost of replacement of the Moranbah - CW253323 - GCAC Plant Room Rectification Project, as follows: a)Transfers \$44,133 from the CW243166 - Flaggy Rock Septic Partial Replacement, 2023/2024 budget to Moranbah - CW253323 - GCAC Plant Room Rectification Project. b)Transfer \$35,000 from existing unallocated corporate depreciation to Moranbah - CW253323 - GCAC Plant Room Rectification Project. c)Transfer \$34,164 from CW253317 - CORP Town Christmas Trees to Moranbah - CW253323 - GCAC Plant Room Rectification Project. d)Transfer \$40,083 from CW253324 - CORP Pool Emergent Renewal to Moranbah - CW253323 - GCAC Plant Room Rectification project. 2.Increases the approved budget of \$195,000 to \$348,308 ex GST to complete Moranbah - CW253323 - GCAC Plant Room Rectification Project.	Ken Tucker	Manager Community Facilities to progress the procurement process to engage the preferred tenderer and undertake the works as a priority.	Complete					
47	Ordinary Meeting	Wednesday 26 February 2025	10.3	MCU23/0008 Development application for a Development Permit for a Material Change Of Use - Extension to Non-Resident Worker Accommodation (20 Additional Rooms) Located at 28A & 32-34 Acacia Street, Moranbah, Described as Lot 1 on CP890074 and Lot 48 on GV814693	On 9 June 2023, Council received a development application from Sirrom Corporation (Aust.) Pty Ltd c/- Adams + Sparkes Town Planning for a Development Permit for a Material Change of Use – Extension to existing Non-resident worker accommodation (20 additional rooms) located at 28A and 32-34 Acacia Street, Moranbah, described as Lot 1 on CP860074 and Lot 48 on GV814693. It is recommended that the development application be approved subject to conditions.	9054	That Council: 1.Approves the development application for MCU23/0008 from Sirrom Corporation (Aust.) Pty Ltd c/- Adams + Sparkes Town Planning for a Development Permit for a Material Change of Use – Extension to existing Non-resident worker accommodation (20 additional rooms) located at 28A and 32-34 Acacia Street, Moranbah, described as Lot 1 on CP860074 and Lot 48 on GV814693, subject to the following conditions of approval:	Michael St Clair	Director Planning, Environment and Community Services to issue a Decision Notice under delegation within five (5) business days, to reflect Council's decision	Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
48							NO. CONDITION TIMING GENERAL CONDITIONS 1 Carry out the approved development generally in accordance with the approved drawings and documents.At all times unless otherwise stated 2 Maintain the approved development generally in accordance with the approved drawings and documents and any relevant Council engineering or other approval required by the conditions.To be maintained 3 Where there is any conflict between the conditions of this Decision Notice and details shown on the Approved Drawings, the conditions prevail.At all times 4 The applicant must meet the full cost of all works and any other requirements associated with this development, unless specified in a particular condition.At all times 5. The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.At all times 6. The applicant must demonstrate to Council compliance with the conditions of the approval prior to commencement of the changed use.Prior to commencement of use			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
49							APPROVED DRAWINGS AND DOCUMENTS Except where amended by the conditions of this Decision Notice, the development is to be carried out, generally in accordance with the following approved drawings and/or documents: Plan No.Rev.Plan NameDate S24-025-P01:Preliminary Services Plan, prepared by Westera PartnersApril 2024 S24-025-PE01:Preliminary Earthworks Plan, prepared by Westera Partners April 2024 S24-025-ESC01:Erosion and Sediment Control Plan, prepared by Westera Partners April 2024 S24-025-ESC02:Erosion and Sediment Control Details, prepared by Westera Partners April 2024 S24-025-ESC03:Erosion and Sediment Control Notes, prepared by Westera Partners April 2024			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				

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50							<p>22-106-SK-02-D DEExisting Site Plan, prepared by Andre Melville Building Design 26/01/2023</p> <p>22-106-SK-03-F EProposed New Master Plan, prepared by Andre Melville Building Design 20/11/2024</p> <p>22-106-SK-04-D DStage 1 Floor Plan, prepared by Andre Melville Building Design20/11/2024</p> <p>22-106-SK-05-AA Street Scape, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-06-DD Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-07-DD Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-08-DD Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-09-DD Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-10-DD Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-11-DD Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-12-AA Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-13-AA Perspective, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-14-AA Perspective, prepared by Andre Melville Building Design18/04/2024</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
51							<p>22-106-SK-20-B B 2 Story Accommodation Ground Flor Plan, prepared by Andre Melville Building Design 18/04/2024</p> <p>22-106-SK-21-B B2 Story 8 Module Accommodation First Flor Plan, prepared by Andre Melville Building Design 18/04/2024</p> <p>22-106-SK-22-B B2 Story 8 Module Accommodation Elevations, prepared by Andre Melville Building Design 18/04/2024</p> <p>22-106-SK-23-B B2 Story 8 Module Accommodation Elevations, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-30-B B 2 Story 4 Module Accommodation Ground Flor Plan, prepared by Andre Melville Building Design 18/04/2024</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
52							<p>22-106-SK-31-BB2 Story 4 Module Accommodation First Flor Plan, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-32-BB2 Story 4 Module Accommodation Elevations, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-33-BB2 Story 4 Module Accommodation Elevations, prepared by Andre Melville Building Design18/04/2024</p> <p>22-106-SK-40-AA4 Bed Accommodation Buildings Typical Plans and Elevations, prepared by Andre Melville Building Design24/04/2023</p> <p>22-106-SK-50-AAKitchen Dining Building Floor Plan, prepared by Andre Melville Building Design25/04/2023</p> <p>22-106-SK-51-AAKitchen Dining Building Elevations, prepared by Andre Melville Building Design25/04/2023</p> <p>22-106-SK-60-AALaundry Building Floor Plan And Elevations, prepared by Andre Melville Building Design25/04/2023</p> <p>22-106-SK-70-AAStore/ MRP Building Floor Plan and Elevations, prepared by Andre Melville Building Design25/04/2023</p> <p>LD1 CDrawing Schedule, Specifications, prepared by Bird Landscape Design1/12/2024</p> <p>LD2 CFinishes and Planting Schedules, prepared by Bird Landscape Design1/12/2024</p> <p>LD3CDetails, prepared by Bird Landscape Design1/12/2024</p> <p>LP1 CPlanting Plan, prepared by Bird Landscape Design1/12/2024</p> <p>AOutstanding matters response prepared by Pekol Traffic and Transport26 November 2024 At all times</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
53							<p>A legible copy of the Approved drawings and documents bearing "Council Approval" and the Conditions of this Decision Notice are to be available on site at all times during construction.During construction BUILDING WORK</p> <p>Complete all building work associated with this development approval, including work required by any of the Conditions of this Decision Notice; generally in accordance with the approved drawing(s), and/or documents.</p> <p>Where Building Work is Assessable Development, works are to be carried out in accordance with a current Development Permit.</p> <p>Prior to issue of Certificate of Classification / Final Inspection Certificate or prior to commencement of use, whichever comes first and then to be maintained</p> <p>External details of the building, facade treatment and external materials, colours and finishes are to be generally in accordance with the approved drawings.Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first, and then to be maintained</p> <p>Demolish or relocate all buildings/structures on the site in accordance with the approved drawings. This includes the removal of all existing concrete slabs, foundations and footings and the disconnection of services, where necessary in accordance with a valid approval from the service provider or a Building work approval.Prior to commencement of use</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
54							<p>AMALGAMATION</p> <p>Amalgamate Lot 1 on CP860074 and Lot 48 on GV814693 into one allotment.</p> <p>The Plan of Subdivision providing for the amalgamation must be registered with Titles Queensland prior to the commencement of the accommodation use.Prior to commencement of use</p> <p>APPROVED USE</p> <p>The approved use is for 20 additional non-resident worker accommodation rooms catering for a maximum of 20 non-resident workers. The total approved rooms over the site is 72 rooms for a maximum of 72 non-resident workers. At all times</p> <p>OPERATIONAL WORK</p> <p>Complete all Operational Work associated with this development approval, including work required by any of the Conditions of this Decision Notice generally in accordance with the approved drawings and/or documents.</p> <p>Prior to issue of Certificate of Classification / Final Inspection Certificate or prior to commencement of use, whichever comes first and then to be maintained</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
55							<p>COMMENCING USE</p> <p>1The Applicant is required to submit formal written notification to Council confirming the date of commencement of the use, within 10 business days the day after the use commences.As indicated</p> <p>CAR PARKING AND ACCESS</p> <p>2Submit to Council for endorsement, detailed engineering plans for all car parking and access works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG). Prior to any on-site car parking or access works commencing.</p> <p>3Design, construct and maintain all car parking and access works generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, AS2890.1: 2004 Parking facilities – Off-street car parking, and Manual of Uniform Traffic Control Devices (Queensland) and must:</p> <p>a.Provide a minimum of 54 car parking spaces and 5 motorcycle spaces;</p> <p>b.Be designed and constructed in accordance with AS2890 Parking facilities – Off-street car parking and the relevant Council Planning Scheme Codes and Development Works Planning Scheme Policy;</p> <p>c.Provide parking spaces for people with a disability in accordance with the Building Code of Australia and AS2890.6 Off-street parking for people with disabilities;</p> <p>d.Provide on-site loading, unloading and manoeuvring for all necessary service vehicles including:</p> <p>e.Allow all design vehicles to enter and exit the site in a forward gear;</p> <p>f.Be constructed and sealed with concrete or bitumen; At all times</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				



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56							Design, construct and maintain the vehicular access, as per the Approved Drawings and documents and in accordance with the Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking facilities". Prior to commencement of use/prior to operational work approval, whichever is applicable Remove all disused or redundant vehicular crossings on the frontage of the site and reinstate kerb and channel, road pavement, footways and footpaths in accordance with the Development works Planning Scheme Policy. Prior to commencement of use Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the vehicle access / driveway/s has been designed and constructed in accordance with the conditions of this Decision Notice or any other relevant approval issued by the Assessment Manager. Prior to commencement of use			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule					
57							AMENITY GENERAL AMENITY 1The approved use must not create environmental nuisance or impact on the amenity of the neighbourhood as a result of noise, vibration, air, odour, water, waste of other emissions. Note: The operation must comply with the requirement not to cause Environmental Nuisance or Environmental Harm as per the Environmental Protection Act 1994. At all times 2Any storage of flammable and/or combustible liquids must comply with the minor storage provisions of Australian Standard AS1940 - The Storage and Handling of Flammable and Combustible Liquids. At all times NOISE 3To protect the noise amenity of nearby residential areas the development is to ensure noise emanating from the site does not exceed criteria set out in the Environmental Protection (Noise) Policy 2008 as amended. At all times 4An acoustic fence must be constructed on the site for noise attenuation. The fence must be constructed in accordance with the following: a.the barrier must be positioned entirely within private property extend along the full extent of the northern, eastern and southern boundaries. b.the barrier must be erected to 1.8m high, measured from the finished ground level of the site. Prior to commencement of use			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule					
58							LIGHTING 1Light emanating from any source complies with Australian Standard AS4282 Control of the Obtrusive Effects of Outdoor Lighting or current version. Prior to commencement of use and to be maintained at all times 2Outdoor lighting is provided in accordance with Australian Standard AS 1158.1.1 – Road Lighting – Vehicular Traffic Category V) Lighting – Performance and Installation Design Requirements or current version. Prior to commencement of use and to be maintained at all times PLANT AND SERVICES 3Install and maintain suitable screening to all air conditioning, lift motor rooms, plant and service facilities or similar equipment located on the rooftop or to an external face of the building. The screening structures must be constructed from materials that are consistent with materials used elsewhere on the building facade or as an architectural feature that is visually consistent with the roof profile of the building. Prior to commencement of use			Report is for information only - no further action required	In Progress - On schedule					
59							ENGINEERING CONSTRUCTION MANAGEMENT 1Do not undertake construction in a way that makes audible noise: a.On a business day or Saturday, before 6.30 am or after 6.30 pm; or b.On any other day, at any time. At all times during construction 2Contain all litter, building waste on the building site by the use of a skip and any other reasonable means during construction to prevent release to neighbouring properties or roads. At all times during construction 3Remove any spills of soil or other material from the road or gutter upon completion of each day's work, during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property. At all times during construction EARTHWORKS 4Carry out Excavating and Filling activities in accordance with the Capricorn Municipal Development Guidelines, AS3798-2007 Guidelines on earthworks for residential and commercial developments and the Approved Drawings. At all times			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule					
60							Carry out Excavating and Filling activities in accordance with the Capricorn Municipal Development Guidelines, AS3798-2007 Guidelines on earthworks for residential and commercial developments and the Approved Drawings. At all times Ensure the excavating or filling does not concentrate or divert stormwater onto adjoining land to a degree which is worse than that which existed prior to the works. At all times Ensure the excavation or filling does not result in the ponding or permanent retention of surface water either on the site or on adjoining land. At all times Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the Earthworks have been designed and constructed generally in accordance with the Approved Drawings, the conditions of this Decision Notice and any other relevant approval issued by the Assessment Manager. Prior to commencement of use EROSION AND SEDIMENT CONTROL Submit to Council for endorsement, an Erosion and Sediment Control Plan. The Erosion and Sediment Control Plan must be prepared and implemented in accordance with the Capricorn Municipal Development Guidelines D7 'Erosion Control and Stormwater Management'. Prior to site/ operational/ building work commencing and at all times during construction Implement and maintain the Erosion and Sediment Control Plan on-site for the duration of the operational or building works, and until all exposed soil areas are permanently stabilised (e.g. turfed, hydro-mulched, concreted, landscaped). While site/ operational/ building work is occurring			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule					

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61							<p><b>STORMWATER</b></p> <p>Submit to Council for endorsement, a Stormwater Management Plan, including detailed engineering plans, calculations and stormwater discharge strategy demonstrating that the site stormwater can be discharged to a lawful point of discharge without causing any actionable nuisance and be certified by a Registered Professional Engineer of Queensland (RPEQ). The plan is to be in accordance with the Capricorn Municipal Development Guidelines, Queensland Urban Drainage Manual. Prior to any on-site stormwater works commencing</p> <p>Before commencing any works that modify the fence, written permission must be obtained from the owner(s) of the neighbouring properties. Additionally, the stormwater conditions of the adjacent properties must not be worsened as a result of the works, ensuring that the volume, flow, and concentration of stormwater directed to the adjacent property do not increase. Furthermore, any other modifications to the fence must not negatively impact the neighbouring properties in any way. At all times</p> <p>The lawful point of discharge for the development is the kerb and channel in Acacia Street and overland flow to the north east to the field inlet pits in the adjacent property.</p> <p>Discharge all minor stormwater flows that fall or pass onto the site to the lawful point of discharge without causing annoyance or nuisance to any person in accordance with the Capricorn Municipal Development Guidelines and Queensland Urban Drainage Manual. Prior to commencement of building or operational work and to be maintained</p> <p>Adjoining properties and roads are to be protected from ponding or nuisance from stormwater as a result of the works. Ensure the stormwater runoff from the site does not adversely impact on flooding or drainage (peak discharge and duration for all events up to the 1% AEP (Annual Exceedance Probability)) of properties that are upstream, downstream or adjacent to the site.</p> <p>Notes: If remedial works are required that involve drainage, drawings are to be submitted and approval obtained from Council, to provide a means to rectify the site drainage. At all times</p> <p>Design, construct and maintain all Stormwater Drainage Works for the development generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, Queensland Urban Drainage Manual. Prior to the commencement of any stormwater works and at all times thereafter</p> <p>Provide certification from a Registered Professional Engineer Queensland (RPEQ) that the stormwater drainage system has been designed and constructed in accordance with the conditions of this approval and any other relevant approval issued by the Assessment Manager.</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule			
62							<p><b>WATER</b></p> <p>Connect the development to Council's reticulated water network. Prior to commencement of use and at all times thereafter</p> <p>Submit to Council for endorsement, an Impact Assessment Statement prepared by a Registered Professional Engineer of Queensland (RPEQ), including a report and hydraulic modelling of the existing water supply network and the proposed development. The report is to demonstrate there is sufficient capacity to adequately service the site without adversely affecting the existing water supply network. The report should identify any servicing capacity issues and recommend any necessary network upgrades / augmentation (if required) to accommodate the development. Any external upgrade / augmentation works identified as part of the modelling are to be undertaken at the cost of the applicant. Prior to site / operational / building work commencing</p> <p>Submit to Council for endorsement, detailed engineering plans for all water supply and connection works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG). Prior to any on-site water supply works commencing</p> <p>Any connections and alterations to Council's live water mains must be completed by Council at the applicant's expense, unless otherwise agreed to in writing by Council. Prior to commencement of use</p> <p>Provide a metered service, and internal infrastructure as required, to satisfy the fire fighting and water supply demands of the development.</p> <p>Note: The Applicant should engage an appropriately qualified hydraulic consultant to assess the suitability of the water supply system to cater for the proposed development, including fire fighting requirements in accordance with the Code for Development works. Prior to commencement of use</p> <p>Design, construct and maintain all Water Supply Works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works.</p> <p>Prior to commencement of use and at all times thereafter</p> <p>Submit As Constructed plans and provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the on-site water supply has been provided in accordance with the Capricorn Municipal Development Guidelines and the engineering plans endorsed by council. Prior to commencement of use</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule			
63							<p><b>SEWERAGE</b></p> <p>1The development must be connected to Council's reticulated sewerage network. The site must connect to this network via the sewer main located within the road reserve of Acacia Street in front of the southern adjacent property. Prior to commencement of use and at all times thereafter</p> <p>2Any connections and alterations to Council's live sewer mains must be completed by Council at the applicant's expense, unless otherwise agreed to in writing by Council. Prior to commencement of use</p> <p>3Design, construct and maintain all sewerage works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works. Prior to commencement of use and at all times thereafter</p> <p>4Remove all redundant sewer infrastructure, including but not limited to pipes and connection points. Prior to commencement of use</p> <p>5The applicant must undertake all necessary upgrades of Council sewerage infrastructure, including but not be limited to the following:</p> <p>a. installation of the maintenance shaft in Acacia St as the receiving manhole for the development. A separate Works Approval is required to be obtained for this work.</p> <p>Design, construct and maintain all sewerage works generally in accordance with the relevant standards identified within the Planning Scheme Policy SC4.2 Development Works. Prior to commencement of use</p> <p>6Submit to Council for endorsement, detailed engineering plans for all sewerage works certified by a Registered Professional Engineer of Queensland (RPEQ). The plans are to be generally in accordance with the approved plans and the Capricorn Municipal Development Guidelines (CMDG). Prior to any on-site sewerage works commencing</p> <p>7Submit As Constructed plans and provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the on-site water supply has been provided in accordance with the Capricorn Municipal Development Guidelines and the engineering plans endorsed by council. Prior to commencement of use</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule			
64							<p><b>ROADWORKS</b></p> <p>1Kerb and channelling must be provided on all road frontages in accordance with the applicable Planning Scheme Codes and the Development Works Planning Scheme Policy. Prior to commencement of use</p> <p>2Repair any damage to existing kerb and channel, footpath or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drainage lines) and reinstatement existing traffic signs and pavement markings that have been removed or damaged during any works carried out in association with the approved development. Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule			
65							<p><b>ELECTRICITY AND TELECOMMUNICATIONS</b></p> <p>1Enter into an agreement with an electricity supplier to provide necessary services to the approved development in accordance with the standards of the relevant service provider. Prior to issue of Certificate of Classification/ Final Inspection Certificate or prior to commencement of use, whichever comes first</p> <p><b>SERVICES AND STRUCTURES</b></p> <p>2Ensure all existing and proposed utility services and connections (e.g. electricity, telecommunications, water and sewerage) are wholly located within the site or within a suitable easement to the satisfaction of Council. Prior to commencement of use</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule			

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66							<p>LANDSCAPING</p> <p>1All landscaping works must be carried out generally in accordance with approved drawings listed within this Decision Notice.</p> <p>Prior to commencement of use and to be maintained at all times</p> <p>2Establish, maintain and retain all landscaping generally in accordance with the approved drawings. The landscaped areas must be subject to ongoing maintenance and replanting programme (if necessary). Prior to commencement of use and to be maintained at all times</p> <p>STREET TREES</p> <p>3Identify, retain and protect the existing street trees unless otherwise agreed in writing with the Assessment Manager. There must be no excavation, filling or storage of materials or plant within the drip line of the street tree(s). At all times</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
67							<p>WASTE MANAGEMENT</p> <p>1An impervious bin storage area (Bin Enclosure) for the storage of waste receptacles, must be provided in accordance with the following:</p> <p>a. designed so as to prevent the release of contaminants to the environment;</p> <p>b. sufficient to accommodate all refuse containers required by the Assessment Manager for the scale of the development;</p> <p>c. aesthetically screened from the road frontage and adjoining properties by landscaping or constructed screening;</p> <p>d. a suitable hose cock (with backflow prevention) and hoses must be provided at the refuse container area, and wash down to be drained to sewer and fitted with an approved stormwater diversion valve arrangement; and</p> <p>e. must be maintained in a clean and sanitary manner at all times. Prior to commencement of use and to be maintained at all times</p> <p>2Maintain and operate an adequate waste disposal service, including the maintenance of refuse bins and associated storage areas so as not to cause any environmental nuisance. At all times</p> <p>3All waste must be collected by a Council approved commercial contractor within the site. Kerb side collection will not be accepted for the approved development. At all times</p> <p>4Ensure that any potential food / waste sources are covered and collected so that they are not accessible to wildlife. At all times</p> <p>5Store all liquid waste (e.g. oil, waste oil, paint tins, acid drums, batteries etc.) that cannot be disposed of in Council's sewerage system or an on-site industrial waste treatment system in a covered area on an impervious surface and ensure it is contained in a manner capable of containing the liquids in case of spillage. At all times</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
68							<p>NON-RESIDENT WORKFORCE ACCOMMODATION</p> <p>6The non-resident workers accommodation must only be used for the accommodation of non-resident workers. At all times</p> <p>7Submit to and have approved by Council an Operational Environmental Management Plan. The Plan must include but is not limited to:</p> <p>a. House rules and codes of conduct for all staff and occupants;</p> <p>b. Litter control practices;</p> <p>c. Fire prevention practices;</p> <p>d. Complaints procedures and management contact details;</p> <p>e. Emergency procedures; and</p> <p>f. Procedures to ensure all staff and occupants be given and/or all rooms have details of facility rules summarising key information above. Prior to commencement of use</p> <p>8Undertake the development in accordance with the endorsed Operational Environmental Management Plan. At all times</p>			Decision notice sent on 6/3/25 Doc ID 5342234 Appeal expires 3 April 2025	In Progress - On schedule				
69	Ordinary Meeting	Wednesday 26 February 2025	10.4	CUC Isaac Ltd Request for Support	Executive Manager Advocacy and External Affairs reporting on request for financial assistance from CUC Isaac Ltd.	9055	<p>That:</p> <p>Country Universities Centre Isaac Ltd be advised that, if necessary, Council will extend its support for the establishment of campuses in Moranbah and Clermont by:</p> <p>a) Providing a co-branded vehicle (notionally small SUV) from Council's fleet.</p> <p>b) Securing suitable accommodation for the Centre Manager at a rate no greater than Council's private rental rate as adjusted from time to time.</p> <p>c) Continuing the commercial rental subsidy for the Moranbah Town Square campus until such time as the Isaac Resources Excellence Precinct is available.</p> <p>d) Councillors note that funding is available for this assistance in 2024/2025, but will need to be budgeted and indexed separately in 2025/26 and beyond.</p>	Beau Jackson	The Executive Manager Advocacy and External Affairs will oversee discussions with CUC Isaac and coordinate the implementation of approved support measures in conjunction with the relevant Council departments.						
70						9056	That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lift Report 9.13 - Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten from the table for consideration.		Procedural Motion	No further action required.	Complete		26/02/2025		
71	Ordinary Meeting	Wednesday 26 February 2025		Request for Allocation of Budget for Sewerage Works on Council Assets – Simply Sunshine and C&K Moranbah Community Kindergarten	<p>EXECUTIVE SUMMARY</p> <p>The purpose of this report is to seek Council endorsement to utilise a portion of the surrendered budget from CW253328 – 2024/2025 budget to undertake sewerage line replacement to Isaac Regional Council leased facilities, Simply Sunshine Daycare and C&amp;K Moranbah Community Kindergarten.</p>	9057	<p>That Council:</p> <p>1. Endorses the utilisation of \$140,000 of the returned funds from unallocated corporate depreciation to undertake sewerage works at Simply Sunshine Childcare and C&amp;K Moranbah Community Kindergarten.</p>	Ken Tucker	Manager Community Facilities to progress the procurement process to identify a preferred supplier and undertake the works as a priority	Susan Martin has confirmed that the budget has been reallocated.	Complete				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Council Resolution Register - March 2025 (Business Outstanding Table)													
2	Meeting Type	Meeting Date	Item No.	Report Title	Executive Summary	Res No	Council Resolution	Responsible Officer/s	Action Accountability	Action Comments	Action Status	If Not Yet Complete - Expected	Completion Date	Link to minutes
3	Special Meeting	Wednesday 5 March 2025	10.1	2024/2025 2nd Quarter Budget Review	A review of the budget for the 2024/2025 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT as at 31 December 2024. Despite managing large variations, the budget review proposes retaining an operating surplus of \$3.39M compared to its prior position of an operating surplus of \$3.04M – a difference of \$350K. A review of the capital program has resulted in proposing a \$450K increase to capital revenue and a \$7M decrease to the capital expenditure program.	9060	In accordance with section 170 (3) of the Local Government Regulation 2012, adopt the proposed revised budget for 2024/2025.	Jason Rivett	Financial services to amend the adopted 2024/2025 annual budget.		Complete			
4	Special Meeting	Wednesday 5 March 2025	10.2	Controlled Entities Financial Statements	Council has received the audited financial statements for the Moranbah Early Learning Centre Pty Ltd (MELC), Isaac Affordable Housing Trust (IAHT) and the Isaac Affordable Housing Fund Pty Ltd (IAHF) for the year ended 30 June 2024. As per Section 213 (3) of the Local Government Regulation 2012 the Mayor must present the copy of the audited financial statements at the next ordinary meeting of the local government.	9061	Receive the financial statements from Moranbah Early Learning Centre Pty Ltd, Isaac Affordable Housing Trust and Isaac Affordable Housing Fund Pty Ltd for the period ended 30 June 2024 pursuant to and in accordance with the Local Government Regulation 2012 (s213).	Jason Rivett	Not Applicable	Information only report, no action required.	Complete		5/03/2025	

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Cale Dendle
<b>AUTHOR POSITION</b>	Chief Executive Officer

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## 8.2

## LIFTING MATTERS LAYING ON THE TABLE

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

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

- 1. Reallocation of Capital Budget for Dysart Kindergarten*

#### **PROCEDURAL MOTION:**

**Resolution No.: 9038**

**Moved: Mayor Kelly Vea Vea**

That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lay report 9.12 Reallocation of Budget for Dysart Kindergarten on the table and requests that a report is presented to the March Ordinary Meeting for consideration.

**Carried**  
**Cr Jane Pickels voted against this motion.**

### BACKGROUND

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

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## IMPLICATIONS

Ensuring that reports laid on or lifted from the table are dealt with in line with Council's Standing Orders.

## CONSULTATION

Director Planning, Environment and Community Services

## BASIS FOR RECOMMENDATION

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

## ACTION ACCOUNTABILITY

Chief Executive Officer to ensure that reports laid on the table are presented to Council for consideration in a timely manner.

## KEY MESSAGES

Council is committed to transparent decision making.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
CALE DENDLE	CALE DENDLE
<b>Chief Executive Officer</b>	<b>Chief Executive Officer</b>
Date: 21 March 2025	Date: 21 March 2025

## ATTACHMENTS

- Attachment 1 – Report Laid on the Table - Reallocation of Budget for Dysart Kindergarten

## REFERENCES

- Nil

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Kelly Shepherd
<b>AUTHOR POSITION</b>	Senior Community Leasing Officer

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## 8.2 REALLOCATION OF BUDGET FOR DYSART KINDERGARTEN

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement to surrender budget item CW253328 from the 2024/2025 budget for the amount of \$175,000 to ISAAC capital fund for Council assets.

### OFFICER'S RECOMMENDATION

*That Council:*

- 1. Authorises the Chief Executive Officer (or delegate) to write to the Executive Committee of the Dysart Kindergarten Inc. to advise that Council holds no ownership interests in the building assets of the facility and considers that the Dysart Kindergarten Inc. is the lawful owner of the building assets.*
- 2. Endorses the return of \$175,000 of FY2024/25 capital budget funds from project number CW253328 back to ISAAC capital fund for redistribution to other Council capital projects.*
- 3. Endorses the amendment of the registered leasing documents to reflect that the buildings and structures are owned by the Dysart Kindergarten Inc.*
- 4. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.*

Resolution No.: PECS1236

Moved: Cr Melissa Westcott

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

- 1. Authorises the Chief Executive Officer (or delegate) to write to the Executive Committee of the Dysart Kindergarten Inc. to advise that Council holds no ownership interests in the building assets of the facility and considers that the Dysart Kindergarten Inc. is the lawful owner of the building assets.**
- 2. Endorses the return of \$175,000 of FY2024/25 capital budget funds from project number CW253328 back to ISAAC capital fund for redistribution to other Council capital projects.**

3. **Endorses the amendment of the registered leasing documents to reflect that the buildings and structures are owned by the Dysart Kindergarten Inc.**
4. **Advocate to the Childcare Leadership Alliance, outlining the current situation with the Dysart Kindergarten and their need of support for maintaining its current building assets.**
5. **Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

**Carried**

## **PROCEDURAL MOTION:**

**Resolution No.: 9038**

**Moved: Mayor Kelly Vea Vea**

**That Council in accordance with Clause 20.5 of Council's Standing Orders and Meeting Procedures lay report 9.12 Reallocation of Budget for Dysart Kindergarten on the table and requests that a report is presented to the March Ordinary Meeting for consideration.**

**Carried**

**Cr Jane Pickels voted against this motion.**

## **BACKGROUND**

Council has previously planned works for the Dysart Kindergarten as part of its 2024/25 financial year capital budget.

Through investigations into the asset history, it was discovered that the land only had been leased to Alexander Ewan Campbell and Darryl Richard Crank (the Parties) for the purposes of constructing a kindergarten. The Parties vested the lease of the land and building assets to Dysart Kindergarten Incorporated in December 1982.

Despite this, Council have proceeded to enter into successive lease agreements for the facility in December 2010 and December 2020, erroneously assuming the buildings and structures were Council assets.

Since the discovery of the error, this has been corrected in Council's assets registers.

Expenditure of capital funds on a non-Council asset would only generally be recommended in exceptional circumstances, and where external funds had been secured. Expenditure of Council's own funds for capital works on a non-Council asset is not recommended, as this funding should be directed toward Council's own depreciating assets.



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## Building Inspection

During the negotiations for the lease agreement in December 2020, a building inspection was conducted to assess the condition of the facility. The inspection identified works that were required to bring the facility up to standard.

A further inspection by an engineering consultant was conducted in 2023 to reassess the condition of the facility. The findings of this inspection became the basis for a Capital Works budget bid.

- The inspection identified ongoing and new issues requiring capital investment for major repairs, upgrades, or improvements to the facility.
- The outcomes of this inspection and subsequent bid influenced the financial planning and budgeting for the facility's maintenance and enhancement in the coming years.
- It's proposed that this building inspection report be provided to Dysart Kindergarten for their records and to inform their future works.

## IMPLICATIONS

The reallocation of the Capital Works budget from the Dysart Kindergarten provides opportunity for the funds and Council officers to be utilised on Council's own assets.

Clarification on the ownership of the facility will enable Dysart Kindergarten Inc. to pursue external grant funding opportunities to cover expenses for building and asset maintenance.

## CONSULTATION

### Internal

- Director Planning Environment and Community Services
- Manager Community Facilities
- Asset Coordinator

## BASIS FOR RECOMMENDATION

Dysart Kindergarten is not a Council-owned asset; it is a land lease to Dysart Kindergarten Inc., and as such, the responsibility for its maintenance and compliance with Base Building guidelines lies with the lessee, not the Council. Therefore, the investment of the Capital Works budget into this facility is not warranted under the current lease terms, as the Council is not the owner of the asset.

Furthermore, there are numerous Council-owned assets that require urgent investment from the Capital Works budget to meet Base Building compliance. These assets take precedence in terms of funding allocation, as they directly fall under the Council's responsibility for maintenance, safety, and regulatory compliance. Given the limited resources available in the Capital Works budget, priority should be given to Council-owned assets to ensure they remain compliant with the necessary standards.

In good faith, Isaac Regional Council, in collaboration with the Dysart Kindergarten Inc., will engage the original engineering consultant to conduct a further investigation of the building's structure. This assessment will determine whether there has been any significant movement that could pose a safety risk to the children and staff occupying the premises.

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## ACTION ACCOUNTABILITY

Manager Budgets and Statutory Reporting to progress the surrender of funds.

## KEY MESSAGES

Council is committed to transparent decision making.

Council is taking a considered and logical approach to the long-term life cycle of the Region's Community Facilities.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
KEN TUCKER	DANIEL WAGNER
<b>Manager Community Facilities</b>	<b>Director Planning Environment and Community Services</b>
Date: 4 December 2024	Date: 4 December 2024

## ATTACHMENTS

- ADDENDUM 1 – Reallocation of Budget for Dysart Kindergarten

## REFERENCES

- Nil

# REPORT ADDENDUM

Planning, Environment and Community Services Standing Committee Meeting

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<b>DATE</b>	19 March 2025
<b>TO</b>	All Councillors
<b>FROM</b>	Dan Wagner, Director PECS
<b>REPORT</b>	February 2025 Ordinary Meeting Report 9.12 – Reallocation of Budget for Dysart Kindergarten

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Dear Councillors

This addendum has been prepared following the February 2025 Ordinary Meeting of Council, where report 9.12 -Reallocation of Budget for Dysart Kindergarten was laid on the table to enable further engagement with the kindergarten on the impacts of the recommendation presented by officers.

The Director Planning, Environment and Community Services and Councillor Russell (Division 2) met with Tiffany Ingram, President of the Dysart Kindergarten Inc. on Monday 10 March 2025, to discuss:

- the ownership of the buildings of the facility,
- Council's current budget allocation for works and repairs at the facility (informed by a building assessment report conducted in 2023 following concerns raised by the previous Council about the state of the facility), and
- current building issues Dysart Kindergarten Inc. see as needing urgent attention.

The President of Dysart Kindergarten Inc. was not aware of any contention regarding the ownership of the buildings at the facility with the assumption the buildings at the facility were in ownership of Dysart Kindergarten Inc. There was no awareness of the budget allocation for capital works at the facility by Council.

Notwithstanding, there is a number of building issues that Dysart Kindergarten Inc. see as needing urgent attention are as follows:

## **Water ingress – north facing stained window over program room**

Due to age and exposure of the window, the perspex materials have warped over time, creating a gap in the sealing around the window. (see figure 1)

The 2023 building assessment report states: *“From our observations of the stained windows, we believe the coloured plastic window panes to be at the end of their lifespan as they have warped and disfigured in the sun. This has led to a poor seal around the edges of the window, allowing water to ingress. The timber window mullions also appear to be aging and rotting which will lead to further waterproofing issues in the near future.*

# REPORT ADDENDUM

Planning, Environment and Community Services Standing Committee Meeting

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*We recommend the entire window fitout be removed and replaced with a suitable material that will not disfigure in high temperatures, such as glass. We further advise that the internal timber window trims that have been affected by the water ingress are removed and replaced.*

## **Water ingress – storage shed for outdoor toys/equipment**

Mould is appearing in the storage space for outdoor toys/equipment on the insulation. A noticeable bowing of the insulation materials was apparent. (see figure 2).

The 2023 building assessment report states: *“From our observations of the roof, the sheeting, eaves gutters, fascias, and barge/ridge caps appear to be deteriorating from prolonged UV exposure without maintenance, causing the paint to peel in various locations. The box gutter above the administration area shows signs of ponding but no metal degradation is evident yet. While there is no rust evident on the exposed metal, we recommend replacement of the **affected roof elements** to ensure maximum longevity.*

## **Building and pest assessments**

Further to Council’s investigations in 2023, Dysart Kindergarten Inc. have procured their own building and pest assessments in November 2024, which outlined a range of matters which need attention.

The overall recommendations in this report state:

*“The incidence of **MAJOR DEFECTS** in this building in comparison to the average condition of similar buildings of approximately the same age that have been reasonably well maintained is considered **TYPICAL**.*

*The incidence of **MINOR DEFECTS** in this building in comparison to the average condition of similar buildings of approximately the same age that have been reasonably well maintained is considered **TYPICAL**.*

*Therefore the overall condition of this building in the context of its age, type and general expectations of similar properties is **AVERAGE**. Please Note: This is a general appraisal only and cannot be relied on its own - read the report in its entirety.”*

The pest report also indicated there is risks associated with wood decay (rot) that may need attention.

These reports are attached.

# REPORT ADDENDUM

Planning, Environment and Community Services Standing Committee Meeting

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## OFFICER'S RECOMMENDATION

Given the shared understanding of the building assets not belonging to Council, any proposed works cannot be funded from Council's capital budget.

The officer's original recommendation for this report remains.

However, should Council wish to support Dysart Kindergarten Inc. it would be recommended that Dysart Kindergarten apply for community grant funds to support its endeavours.

Yours faithfully,

**Dan Wagner**  
**Director Planning, Environment and Community Services**

## ATTACHMENTS

- Dileigh Consulting Engineers Pty Ltd – Building Investigation and Assessment for Isaac Regional Council – May 2023
- Be Sure Building and Pest Inspections – Building Inspection Report – November 2024
- Be Sure Building and Pest Inspections – Pest Inspection Report – November 2024

# REPORT ADDENDUM

Planning, Environment and Community Services Standing Committee Meeting



*Figure 1 – North-facing perspex window with lifting of seals due to warping (bottom left corner).*

# REPORT ADDENDUM

Planning, Environment and Community Services Standing Committee Meeting



Figure 2 – roof lining inside storage space for outdoor toys/equipment

2023



Rex English

**DYSART KINDERGARTEN & GREG CRUICKSHANK  
AQUATIC CENTRE**

**BUILDING INVESTIGATION &  
ASSESSMENT**

**FOR ISAAC REGIONAL COUNCIL**



## ISAAC REGIONAL COUNCIL

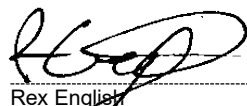
# BUILDING INVESTIGATION & ASSESSMENT

## DYSART KINDERGARTEN & GREG CRUICKSHANK AQUATIC CENTRE

### Document History & Status

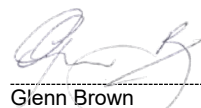
REVISION	DATE	ISSUED TO	DESCRIPTION	BY	APPROVED
A	11.05.2023	IRC	For Comment	RLE	GB

Prepared By

  
 Rex English  
 Structural Engineer

Dileigh Consulting Engineers Pty Ltd  
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 Australia

Approved By

  
 Glenn Brown  
 Engineering Director | RPEQ

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 Email: admin@dileigh.com.au

Date: 21/04/2023  
 Reference: D23.039-RP01  
 Status: For Comment

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## 1. Introduction

Dileigh Consulting Engineers (Dileigh) was engaged by Isaac Regional Council to assist with the building investigation and assessment of the Dysart Kindergarten at 20 Shannon Crescent, Dysart, and the Greg Cruickshank Aquatic Centre at 20 Batchelor Parade, Moranbah.

## 2. Background

The Dysart Kindergarten Inc has held lease over the property in Shannon Crescent since 2010. During this period of the lease, little to no building maintenance has been attended to. Isaac Regional Council are looking to determine the current state of the building's structural integrity and ensure that the building is safe and fit for use into the future.

The Greg Cruickshank Aquatic Centre plant shed which houses the filtration system for the complex has deteriorated with time due to the limited access to ventilation and the harsh environment caused by chemicals used in the shed. Isaac Regional Council is seeking advice regarding the current state of the building's steel structure and recommendations for repair.

## 3. Observations

On Monday 3<sup>rd</sup> April 2023, structural engineer Rex English of Dileigh Consulting Engineers attended a site visit as requested by Isaac Regional Council (IRC) to inspect and provide assessment of the structures for the nominated buildings. Refer Appendix B for Building Plans.

Following our inspection, we Dileigh Consulting Engineers, being Structural Engineers within the meaning of the building Act, offer the following observations with respect to the structures inspected, refer photos attached in Appendix A:

### 3.1 Asset #1 – Dysart Kindergarten

The Dysart Kindergarten has had some reports of deterioration across multiple building elements including the external concrete slabs, brick walls, roof sheeting, and waterproofing seals. Given the age of the building and the reactivity of the soil, it is expected that some of the more rigid materials such as brick walls and concrete slabs will show signs of minor movement cracking. However, our observations onsite noted some instances of more major building defects that could affect the lifespan of the structure as follows:

#### 3.1.1 Structural Recommendations

##### Slab

It was noted that the external slab on ground was cracking in multiple areas under the attached awning and along the grated drain sides. The slabs have experienced minor movement due to ground reactivity causing flexural cracking in the long skinny slabs alongside the drain. There is also cracking to the sealant of the slab expansion joints, as well as a height differential between slab edges.

To reduce the occurrence of further ground swelling under the concrete slabs, we recommend resealing the concrete cracks and the brittle sealant at the expansion joints, especially where the downpipes discharge to the concrete alongside the strip drain.

Where a height differential between slabs has formed from ground movement, we recommend grinding or cutting the higher edge of the concrete slab to reduce the risk of a trip hazard. If a step occurs where the adjacent strip drain slab has cracked and deteriorated, it may be a more cost-effective option long-term to remove and replace the affected drain slab.

We note that no major cracking to the main building slab was visually evident during the inspection. Floor coverings were not removed for this inspection.

### **Roof**

From our observations of the roof, the sheeting, eaves gutters, fascias, and barge/ridge caps appear to be deteriorating from prolonged UV exposure without maintenance, causing the paint to peel in various locations. The box gutter above the administration area shows signs of ponding but no metal degradation is evident yet. While there is no rust evident on the exposed metal, we recommend replacement of the affected roof elements to ensure maximum longevity.

In addition to the paint deterioration to the roof sheets, the Klip-Lok® sheets on the Southern roof face show signs of deformation along the clip edge, most likely caused by roof sheets being lifted off in the past. Where this damage occurs, we recommend the sheets be replaced as the bending of the metal causes the protective coating to fail.

Where the roof is sheeted with Klip-Lok® 406 it will need to be replaced with Klip-Lok® 700HS, Capacity Plus 660 or similar depending on whether the wrap over style roof is to be retained, as Klip-Lok® 406 is no longer available in Central Queensland. Fixing clips will need to be installed to the existing framing to suit the Klip-Lok® 700 HS.

As there have been multiple reports of water leaks from roof associated elements including the storeroom roof, admin roof and toilet vent pipe, we recommend a full roof sheet replacement including all flashings, barges, ridge caps, seals and pipe collars. Refer Appendix B: Building Plans for roof framing requirements.

### **Brick Walls**

Upon inspection of the external brick walls, we noted multiple instances of minor brick cracking and stepping most likely due to weather inflicted ground movement. These minor cracks (0-1mm) are mostly superficial damage and do not require immediate rectification, however we recommend monitoring the cracks for potential deterioration. Any brick cracks greater than 3.0mm should be considered for rectification to prevent moisture ingress from affecting the internal framing.

For rectification of major brick cracking, we recommend installing Helifix® brick crack stitching kit as per the manufacturer's installation guide.

At the external storeroom, it was noted that the brick wall appeared to be separating from the wall framing beside the roller door. It was unclear via visual inspection whether footing movement or roof loading was the cause of the wall separation. To rectify this, we recommend the unsupported end of the brick wall be tied into the roof framing to prevent further separation. This may be achieved by fixing the roof purlins or cross bracing rods to the brick wall.

There was further brick wall movement identified on the southern external wall where the brick blade columns have moved approximately 10mm away from the external wall at window height. This indicates a movement differential between the blade column footings and the main building footings. While this isn't identified as a major concern at this stage, we recommend monitoring the movement for potential decline following adverse weather.

Some potential options for repair of footing movement include the following:

- Excavate beside both footings and install a deep-seated concrete pier. This will tie the footings together and reduce movement by engaging deeper strata.
- Excavate beside the moving footing and install a screw pier into the strata directly below. Lift the footing off the screw pier to correct the angle of the above wall, then backfill.

### **Walls and Windows**

From our observations of the stained windows, we believe the coloured plastic window panes to be at the end of their lifespan as they have warped and disfigured in the sun. This has led to a poor seal around the edges of the window, allowing water to ingress. The timber window mullions also appear to be aging and rotting which will lead to further waterproofing issues in the near future.

We recommend the entire window fitout be removed and replaced with a suitable material that will not disfigure in high temperatures, such as glass. We further advise that the internal timber window trims that have been affected by the water ingress are removed and replaced.

Inspection of the administration area shows evidence of roof leakage in the ceiling lining and building movement in the wall lining. The building movement damage appears to be consistent with slab movement, however it was unable to be confirmed onsite due to the floor covering. We recommend further destructive investigations be undertaken in the admin area to determine the condition of the slab.

The roof leak markings appear randomly at low points in the ceiling such as beside heavy light fixtures. This indicates water has made entry in the roof nearby the water marks and ponded at the lowest area beside the fixtures. We recommend further investigation of the water ingress markings when replacing the roof sheeting to ensure the leak location is identified and fixed.

The minor ceiling lining cracks that appear on the raked ceiling in the classroom area look to be superficial damage due to general structure movement, which does not necessitate immediate repair action. However, this cannot be confirmed until the roof sheets are removed, and further investigation is undertaken.

### **Structural Steel Portal Frames**

During our inspection, we noted the external face of the steel portal columns have rust at the base, most likely due to water sitting between the column and concrete slab. As our investigation was of a non-destructive nature, we were unable to determine the depth of which the rust has penetrated the steel section. We recommend further destructive investigation at these locations to remove the rust and determine the thickness of the remaining section before seeking further comment from a Structural Engineer. Significant section loss may result in steel member reconstruction works.

Should the rust be minor and minimal section loss has occurred, we recommend cleaning and treating the corroded area with rust converter, then repainting the column. Furthermore, it would be beneficial for longevity of the structure to install sealant to the column bases to ensure water drains away from the steel.

### 3.1.2 Hydraulic Recommendations

During our investigation we noted that the admin area has a box gutter behind a façade with a 100mm downpipe and two rectangular spitters. The remainder of the building falls to eaves gutters (or no gutter) before discharging to the stormwater network.

We were unable to accurately measure the box gutter dimension while onsite, however the below table displays the required box gutter dimension required to be compliant with current code. Should the existing box gutter meet the current standard, we recommend it remain unless damaged or corroded. If the box gutter is ponding in some locations, we recommend regrading the existing gutter to reduce the potential for corrosion.

<b>Gutter Details</b>	<b>Existing</b>	<b>AS3500:2021 (Current)</b>	<b>Compliant (Y/N)</b>
<b>Rainfall Intensity</b>	260 mm/hr	260 mm/hr	N.A.
<b>Catchment Area</b>	80 m <sup>2</sup>	80 m <sup>2</sup>	N. A
<b>Gutter Dimension</b>	Unknown	450wd x 105dp	Unknown
<b>Discharge Method</b>	Sump	Sump	Yes
<b>Discharge Dimension</b>	Unknown Sump 100 dia dp	300wd x 150dp 100 dia dp	Unknown
<b>Flow Rate per Downpipe</b>	6 L/s	6 L/s	Yes

The existing downpipes at the rear of the building discharge to the concrete slab prior to entering the strip drain. We note that one downpipe has been damaged at the end of the pipe, and another discharges into a concrete lip. While the downpipe with the broken end is no cause for concern, we recommend the concrete lip in front of the other downpipe be removed to allow water to flow to the drain without causing a wider spread of water across the slab.

## 3.2 Asset #2 – Greg Cruickshank Aquatic Centre (GCAC)

The Greg Cruickshank Aquatic Centre plant shed has developed a rust concern in the structural framing and wall sheeting of Bay 2, refer Building Plans. The rust is most prominent around the chlorination machine which creates a moist and salty atmosphere inside the shed. There have been four ventilation fans installed in two sections of the shed in an attempt to extract the undesirable air.

### 3.2.1 Structural Recommendations

The rust deterioration encompasses all steel framing and sheeting of the internal wall, as well as the external wall girts and the roof purlins. We recommend the rust affected members be removed and replaced with a similar galvanised product as a minimum repair. We offer the following options to further increase the lifespan of the replaced product:

- Install a secondary marine grade coating such as HDG600P3 or Interplus® 1180 paint to the steel members to improve the level of protection,

- Install timber vertical studs to the internal wall girts to support an external cladding such as James Hardie Weatherboard. This will create a barrier between the corrosion source and the structural members.
- Install additional ventilation fans including a large roof extraction fan,
- Install sacrificial anodes or electronic protection systems to the steel frame to reduce the rate of degradation. This option is not explored in the design provided but is provided as an alternative for the owners' consideration.

Further to the above recommendations, we advise that material selection of all structural members, bolts and screws are of similar metals to avoid galvanic corrosion (dissimilar metal corrosion). This includes changing the pipe brackets and other fixings to use a similar material.

We further advise that when reconstructing the internal wall, it would be beneficial to face the wall sheeting towards the corrosive environment to protect the structural integrity of the framing. In this instance, the metal wall sheets could be sacrificial and replaced multiple times prior to the framing corroding again.

Refer Appendix B: Building Plans for further identification of the damaged members to be replaced, and location of the recommended upgrades.

## 4. Structural Assessment

Structural elements of the roof framing for both buildings were checked against relevant Australian Standards to verify requirements for sizes and tie down. Based on this assessment, specific upgrades as noted in Section 3 and below are considered appropriate to maintain the structural integrity of the roof framing system following replacement of the roof/wall sheeting and damaged members.

### 4.1 Timber Battens

Where noted timber battens may be re-used. In these instances, it is recommended that screws be offset from their original location. In offsetting the screws there is no induced interruption to the protective coating however there is an increased risk of splitting the battens. Once split the batten would then need to be replaced, however it is not until the sheeting is placed and loads applied that the splitting is generally noticed. For this reason, we recommend that timber battens be upgraded to metal battens where practicable (not exposed). We recommend where battens are reused that they be pre-drilled to relieve the stress and ensure a good connection is made. Refer recommendations below.

### 4.2 Timber Purlins

The timber purlins may also be re-used. Screws will need to be offset from their original location as per the above advice. In offsetting the screws there is no induced interruption to the protective coating however there is an increased risk of splitting the purlins. Once split the purlin would then need to be replaced or laminated however it is not until the sheeting is placed and loads applied that the splitting is generally noticed. For this reason, we recommend that timber purlins be pre-drilled to relieve the stress and ensure a good connection is made.

### 4.3 Metal Battens / Purlins

We note that in replacing the roof sheeting the re-use of metal battens or purlins may be undertaken if they are in good condition and the new sheeting is fixed to the existing battens no closer than 2.5x the diameter of the fixing. Typically, where 12-gauge roofing

screws are used the new fixing will need to be approximately 20mm from the existing fixing location. We would however recommend that battens be replaced to provide longevity in line with the new roof sheeting.

Where the metal purlins have experienced rust or similar degradation, we recommend like-for-like replacement, ensuring the new members lap with the existing as per manufacturers specifications.

#### **4.4 Metal Wall Girts**

We note that in replacing the wall sheeting, the re-use of metal girts may be undertaken if they are in good condition and the new sheeting is fixed to the existing battens no closer than 2.5x the diameter of the fixing. Where existing girts are in poor condition, we recommend like-for-like replacement.

#### **4.5 Metal Portal Frames**

Where the metal portal members including the columns, mullions and rafters are in poor condition, we recommend replacement of all members and connections in a like-for-like method. This is to include replacement of the corroded concrete fasteners (Dynabolt / Chemset anchors).

### **5. Conclusion**

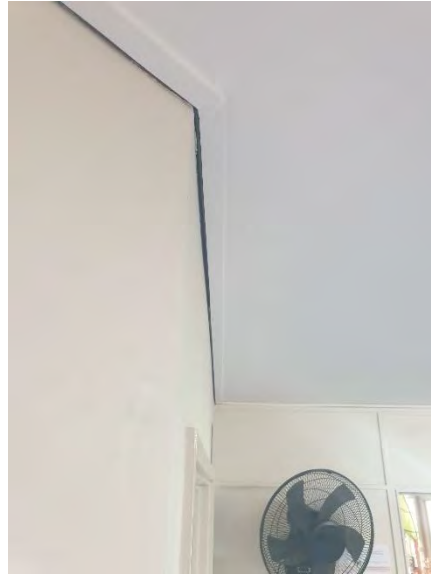
Following building investigation and assessment of the Dysart Kindergarten and Greg Cruickshank Aquatic Centre Plant Room, several recommendations are provided for the owners'/builders' consideration to ensure the integrity of the buildings are maintained into the future following replacement of the defective elements.



## Appendix A: Photographs Dysart Kindergarten



General Condition



General Condition



General Condition



Roof Leak in Storeroom



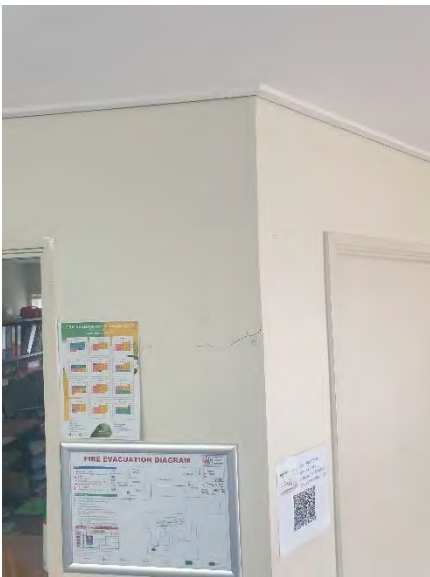
Cracking to wall lining



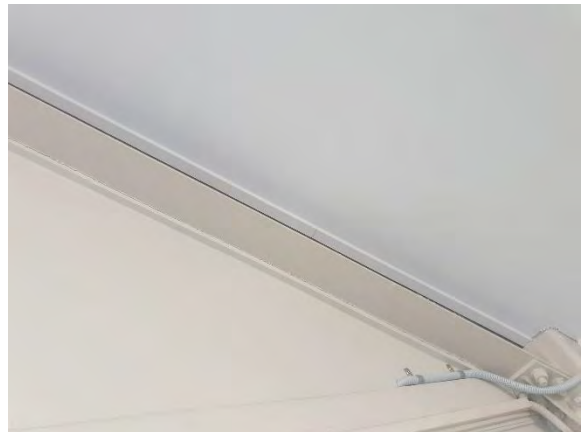
Roof leak in toilet



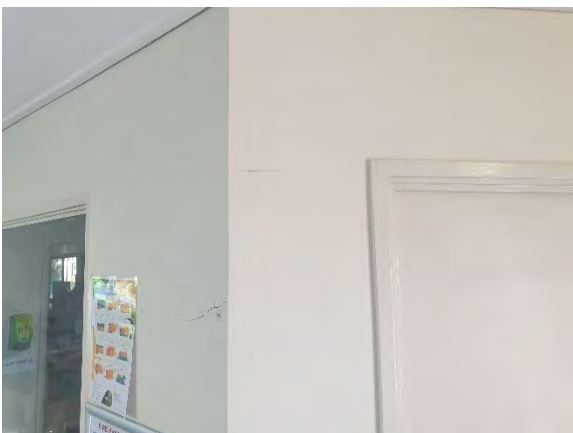
Cracking to wall lining



Cracking to wall lining



General Condition



Cracking to wall lining



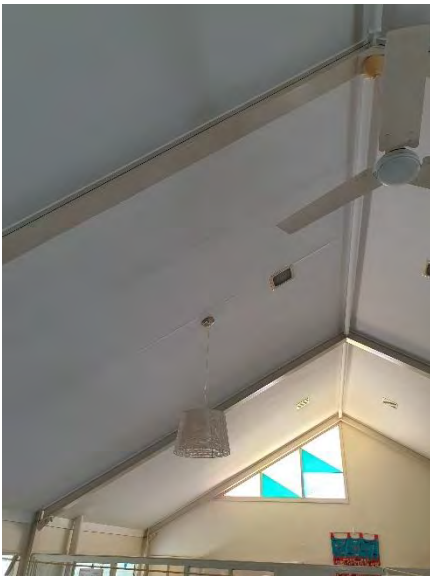
General Condition



General Condition



Water damage to wall lining



General Condition



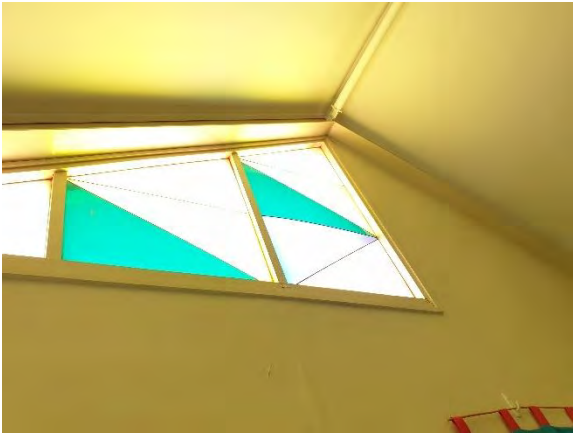
Water damage to wall lining



Water damage to vent pipe



Coloured windows warped



Water damage to wall lining



General Condition



Water damage to wall lining



General Condition



General Condition



General Condition



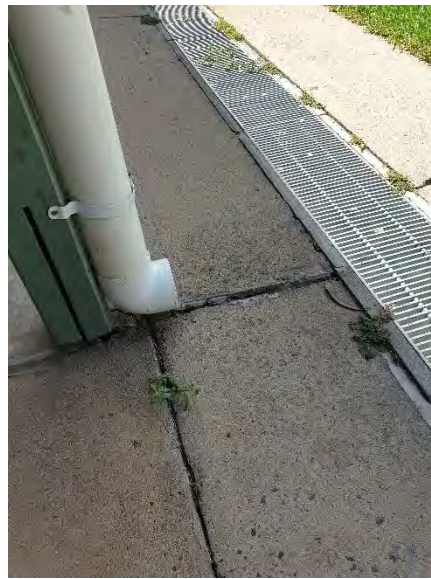
General Condition



Sealant cracking and slab movement



General Condition



General Condition



General Condition



General Condition



General Condition



General Condition



Slab movement affecting downpipe discharge



General Condition



Roller door bolts not fastened



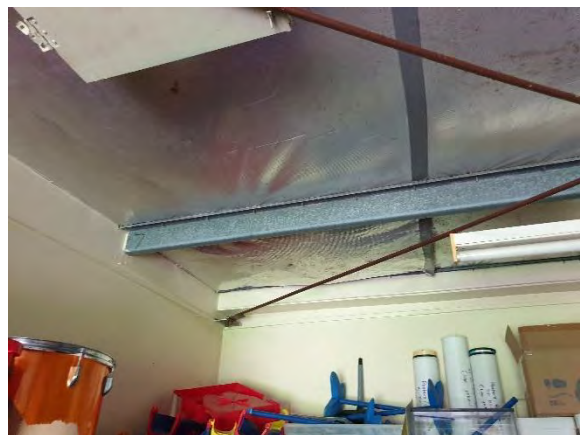
Concrete slab cracking



Sealant cracking



External storeroom water leak



General Condition



General Condition



General Condition



External storeroom water leak



General Condition



External storeroom water leak



General Condition





General Condition



General Condition



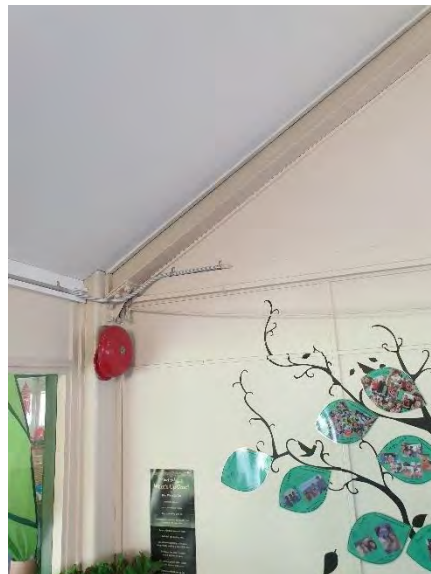
Water leak marks



General Condition



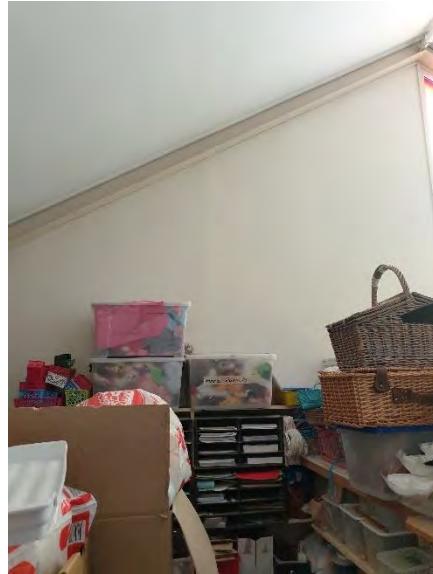
General Condition



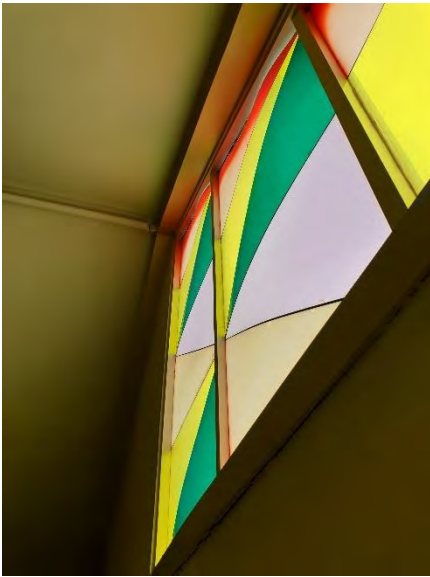
General Condition



Water leak marks and damage



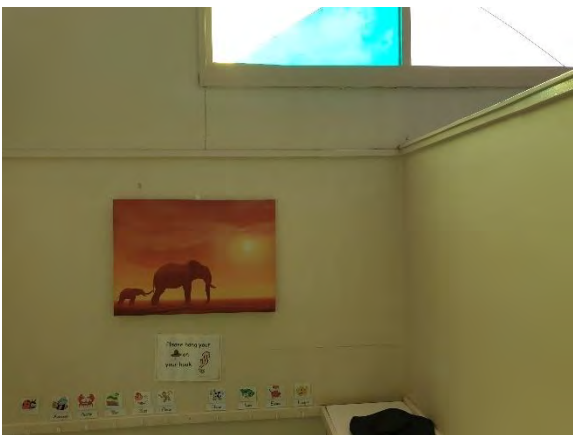
Water leak marks



Window warped



Brick efflorescence



Water damage



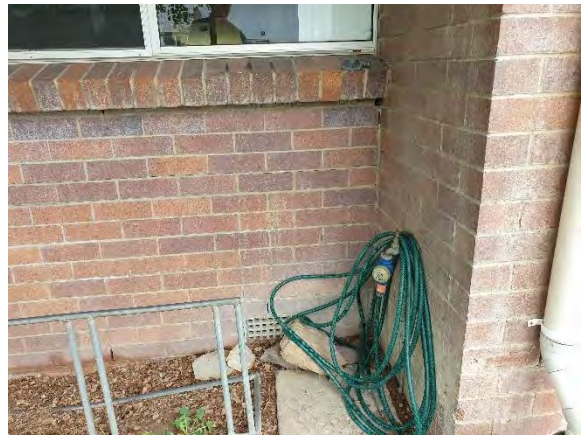
Minor brick cracking



General Condition



Minor brick cracking



Minor brick cracking



General Condition



General Condition



Minor brick cracking



Minor brick cracking



Minor brick cracking



General Condition



Minor brick cracking



Minor brick cracking



Minor brick cracking



Minor movement evident



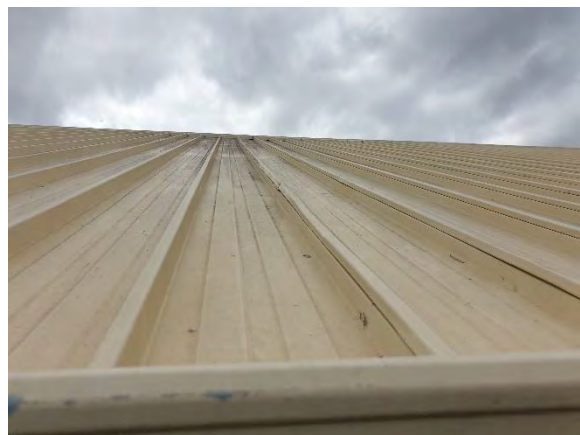
Minor movement evident



Minor brick cracking



Minor movement evident



Dented roof sheets



Dented roof sheets



General Condition



Minor brick cracking



Brick damaged on corner



General condition



General Condition



General Condition



Brick wall separation from Storeroom



General Condition



Brick wall separation from Storeroom



General Condition



Minor rust at base of steel column



General Condition



General Condition



Rust at base of steel column



General Condition



Minor brick cracking





General Condition



General Condition



General Condition



Windows and trims deteriorated



Windows and trims deteriorated



Windows and trims deteriorated.

**End of Dysart Kindergarten Photos.**

**Greg Cruickshank Aquatic Centre**



Rust to structural members and wall sheets



Rust to structural members and wall sheets



Rust to structural connections



Rust to wall sheet below vents



Rust to structural roof members



Rust to purlin bridging



Rust to structural members and wall sheets



Purlin rusting



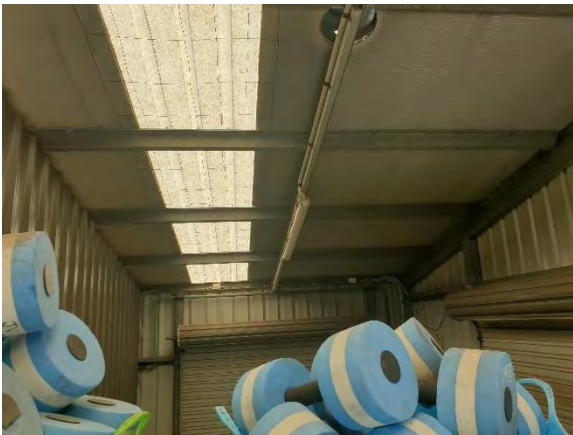
Rust to other side of wall sheets



Rust to other side of wall sheets



Rust to structural members and wall sheets



General Condition



Rust to structural members and wall sheets



General Condition



Rust to structural members and wall sheets



Rust to structural members and wall sheets



Rust to structural members and wall sheets



Rust to structural members and wall sheets

**End of Greg Cruickshank Aquatic Centre Photos.**



Rust to structural members and wall sheets

## Appendix B: Building Plans

# MAINTENANCE & RENOVATIONS

## DYSART KINDERGARTEN & MORANBAH POOL SHED

### ISAAC REGIONAL COUNCIL

D23.039

STRUCTURAL DESIGN



LOCALITY PLAN

(Not To Scale)



ACN 121 309 171  
47 Normanby Street  
Yeppoon, Queensland 4703

Phone: 07 49112553  
Fax: 07 49383660  
Email: admin@dileigh.com.au

### DESIGN DRAWING LIST INDEX

DWG NO.	SHEET TITLE	REV.
STRUCTURAL		
D23.039-000	TITLE PAGE	A
D23.039-001	GENERAL NOTES	A
D23.039-101	DYSART KINDERGARTEN FLOOR LAYOUT PLAN	A
D23.039-102	DYSART KINDERGARTEN ROOF FRAMING LAYOUT PLAN	A
D23.039-103	DYSART KINDERGARTEN ROOF LAYOUT PLAN	A
D23.039-201	MORANBAH POOL FLOOR LAYOUT PLAN	A
D23.039-202	MORANBAH ROOF LAYOUT PLAN	A

REPORT ISSUE

FOR REPORT

**GENERAL NOTES**

- G1 THE STRUCTURAL DRAWINGS MUST BE READ IN CONJUNCTION WITH THE ARCHITECTURAL AND ALL OTHER CONSULTANTS' DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ANY DISCREPANCY MUST BE REFERRED TO THE SUPERINTENDENT FOR RESOLUTION PRIOR TO COMMENCEMENT OF THE WORK.  
  
DETAIL NOTES ON THESE DRAWINGS AND THE SPECIFICATION CLAUSES TAKE PRECEDENCE OVER THE GENERAL NOTES.
- G2 ALL MATERIALS AND WORKMANSHIP MUST BE IN ACCORDANCE WITH THE RELEVANT CURRENT STANDARDS AUSTRALIA CODES, THE BUILDING CODE OF AUSTRALIA AND THE BY-LAWS AND ORDINANCES OF THE RELEVANT BUILDING AUTHORITIES, EXCEPT WHEN VARIED BY THE CONTRACT DOCUMENTS.
- G3 ALL DIMENSIONS SHOWN ON THE STRUCTURAL DRAWINGS MUST BE VERIFIED BY THE CONTRACTOR ON SITE, PRIOR TO COMMENCEMENT OF ANY FABRICATION OR CONSTRUCTION WORKS. THE STRUCTURAL DRAWINGS MUST NOT BE SCALED FOR DIMENSIONS.
- G4 ALL LEVELS ARE IN METRES AND ALL DIMENSIONS ARE IN MILLIMETRES, U.N.O.
- G5 THE STRUCTURAL COMPONENTS DETAILED ON THESE STRUCTURAL DRAWINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH THE RELEVANT STANDARDS AUSTRALIA CODE AND BUILDING CODE OF AUSTRALIA
- G6 THE STRUCTURE HAS BEEN DESIGNED FOR WIND ACTIONS IN ACCORDANCE WITH AS4055-2006 AND AS/NZS1170.2-2011 AS APPROPRIATE. THE ADOPTED ULTIMATE DESIGN WIND SPEED (Vdes, ) IS 61 m/s -C2 WIND CLASSIFICATION.
- G7 THE METHOD OF CONSTRUCTION AND THE MAINTENANCE OF SAFETY DURING CONSTRUCTION IS THE RESPONSIBILITY OF THE CONTRACTOR. IF ANY STRUCTURAL ELEMENT PRESENTS DIFFICULTY IN RESPECT OF CONSTRUCTIBILITY OR SAFETY, THE MATTER MUST BE REFERRED TO THE SUPERINTENDENT FOR RESOLUTION PRIOR TO COMMENCEMENT OF THE WORK.
- G8 DURING CONSTRUCTION THE STRUCTURE MUST BE MAINTAINED IN A STABLE CONDITION AND MUST ENSURE THAT NO PART IS OVERLOADED DURING CONSTRUCTION. TEMPORARY PROPPING OR BRACING MUST BE DESIGNED AND PROVIDED BY THE CONTRACTOR AND ISSUED TO THE DESIGN ENGINEER FOR APPROVAL PRIOR TO COMMENCEMENT, IN ORDER TO KEEP THE BUILDING WORKS AND EXCAVATIONS STABLE AT ALL TIMES.
- G9 CONSTRUCTION JOINTS WHERE NOT SHOWN ON THE DRAWINGS MUST BE TO THE APPROVAL OF THE ENGINEER.
- G10 NO HOLES OR CHASES OTHER THAN THOSE ON THE STRUCTURAL DRAWINGS MUST BE MADE IN ANY STRUCTURAL MEMBER, WITHOUT PRIOR WRITTEN APPROVAL OF THE ENGINEER.
- G11 THESE NOTES MUST ALSO APPLY TO ALL MATERIALS AND PROPRIETARY PRODUCTS USED IN CONSTRUCTION OF THE WORK.
- G12 THE CONTRACTOR MUST BE RESPONSIBLE TO ENSURE ALL MATERIALS AND PROPRIETARY PRODUCTS SOURCED COMPLY WITH THE APPROPRIATE QUALITY AND RELEVANT STANDARDS NOTED WITHIN THESE GENERAL NOTES.

**FOOTING NOTES**

- F1 ALL FOOTINGS ARE TO FOUND IN MATERIAL HAVING A MINIMUM ALLOWABLE BEARING CAPACITY OF 100 kPa.
- F2 THE CONTRACTOR SHALL ENGAGE A GEOTECHNICAL ENGINEER TO CONFIRM THE ADEQUACY OF THE FOUNDING MATERIAL (BEARING CAPACITY), PRIOR TO THE PLACEMENT OF MEMBRANE, REINFORCEMENT OR CONCRETE.
- F3 SHOULD ACTUAL CONDITIONS BE FOUND TO DIFFER FROM THOSE NOTED, THE MATTER SHOULD BE REFERRED TO THE SUPERINTENDENT FOR POSSIBLE FOOTING REDESIGN BY THE ENGINEER.
- F4 ALL FOOTINGS MUST BE FOUNDED A MINIMUM OF 200mm INTO NATURAL GROUND.
- F5 THE CONTRACTOR MUST CHECK ALL EXCAVATIONS FOR EXISTENCE OF ORGANIC MATERIAL AND RUBBISH. ANY SUCH MATERIAL MUST BE REMOVED AND THE EXCAVATION BACKFILLED WITH CLEAN GRANULAR MATERIAL AND COMPACTED.
- F6 FOOTINGS MUST BE CONSTRUCTED AND BACKFILLED AS SOON AS POSSIBLE FOLLOWING EXCAVATION TO AVOID EITHER SOFTENING OF THE FOUNDING MATERIAL OR DRYING OUT BY EXPOSURE.
- F7 EXCAVATE FOR FOOTINGS TO THE NOMINATED SIZE AND DEPTH. FOOTING FOUNDING LEVELS ARE PROVISIONAL SUBJECT TO ACTUAL SITE CONDITIONS AND APPROVAL BY THE GEOTECHNICAL ENGINEER.
- F8 CONCRETE MUST BE COMPACTED BY AN IMMERSION VIBRATOR.
- F9 BORED PIERS MUST BE CONSTRUCTED IN ACCORDANCE WITH AS2159 PILING DESIGN AND INSTALLATION EXCEPT WHERE VARIED BY THE CONTRACT DOCUMENTS.
- F10 PIER HOLES BASES MUST HAVE ALL LOOSE AND DISTURBED MATERIAL REMOVED PRIOR TO PLACING CONCRETE.
- F11 BORED PIER FOOTINGS MUST BE TEMPORARILY SHEATHED DURING BORING AND CASTING CONCRETE IF NECESSARY TO MAINTAIN THE SIDES THAT ARE UNSTABLE AND COLLAPSING. SHEATHING MUST BE REMOVED GRADUALLY AS CASTING PROGRESSES.
- F12 PIER HOLES MUST BE KEPT FREE OF WATER. ANY RESIDUAL OR SEEPAGE WATER IS TO BE REMOVED PRIOR TO PLACEMENT OF CONCRETE

**CONCRETE NOTES:**

- C1 ALL CONCRETE PLACED MUST BE COMPACTED BY MECHANICAL VIBRATOR OR SIMILAR METHOD IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS.
- C2 CONCRETE QUALITY:
  - GRADE N25
  - SLUMP 80mm
  - MAX AGGREGATE SIZE 20mm
- C3 MINIMUM CLEAR COVER TO REINFORCEMENT = 50mm
- C4 REINFORCING BAGS DENOTED 'N' MUST BE TYPE D500N.  
REINFORCING BARS DENOTED 'R' MUST BE TYPE R250N  
MESH DENOTED SL... OR RL... MUST BE TYPE D500SL OR D500RL RESPECTIVELY  
TRENCH MESH MUST BE D500L
- C5 SLAB MESH IS TO BE SUPPORTED BY PLASTIC CHAIRS AT 800mm MAX SPACING IN EACH DIRECTION. ALL BARS AND TRENCH MESH IN FOOTINGS IS TO BE SUPPORTED BY PLASTIC CHAIRS, OR SIMILAR, AT 1200mm MAX SPACING. ALL CHAIRING IS TO MAINTAIN CORRECT COVER AT ALL TIMES AND IN ALL CASES.
- C6 BASES OF BORED PIERS ARE TO BE THOROUGHLY CLEANED OF ALL LOOSE MATERIAL AND MAINTAINED FREE OF DEBRIS PRIOR TO CONCRETE PLACEMENT

**STRUCTURAL STEEL NOTES**

- S1 ALL WORKMANSHIP AND MATERIAL MUST BE IN ACCORDANCE WITH AS4100 AND AS1554 EXCEPT WHERE VARIED BY THE CONTRACT DOCUMENTS.
- S2 U.N.O., ALL STEEL MUST BE OF THE FOLLOWING GRADE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARD.

STEEL SECTION / TYPE	STEEL GRADE
HOT ROLLED SECTIONS TO AS/NZS 3679.1	300 PLUS
WELDED SECTIONS TO AS/NZS 3679.2	300
HOT ROLLED PLATES, FLOOR PLATES AND SLABS TO AS/NZS 3678	250
HOLLOW SECTIONS TO AS 1163 - CHS	C350LO
- RHS & SHS	C450LO
FLATS, SMALL ANGLES, TFB AND COLUMNS TO AS/NZS 3679.1	250
COLD FORMED PURLINS AND GIRTS	G450 Z350

- S3 THE CONTRACTOR MUST ENSURE THAT FIXINGS BETWEEN STEELWORK AND OTHER BUILDING ELEMENTS ARE COORDINATED AND INSTALLED. WHERE POSSIBLE THE FIXINGS MUST BE SHOWN ON THE WORKSHOP FABRICATION DRAWINGS.
- S4 THE FABRICATION AND ERECTION OF THE STRUCTURAL STEELWORK MUST BE SUPERVISED BY A QUALIFIED PERSON EXPERIENCED IN SUCH SUPERVISION, IN ORDER TO ENSURE THAT ALL REQUIREMENTS OF THE DESIGN ARE MET.
- S5 ALL MEMBERS MUST BE SUPPLIED IN SINGLE LENGTHS. SPLICES MUST ONLY BE PERMITTED IN LOCATIONS SHOWN ON THE STRUCTURAL DRAWINGS.
- S6 ALL STEELWORK MUST BE SECURELY TEMPORARILY BRACED BY THE CONTRACTOR AS NECESSARY TO STABILISE THE STRUCTURE DURING ERECTION. CONSULT STRUCTURAL ENGINEER FOR ADDITIONAL DESIGN OF TEMPORARY PROPPING OR BRACING IF REQUIRED.
- S7 ALL CUT ENDS, PLATES, GUSSETS, ETC. MUST HAVE ANY SHARP EDGES AND CORNERS GROUND SMOOTH TO A MINIMUM OF 2mm RADIUS.
- S8 **BOLTING:**  
BOLTING CATEGORIES ARE IDENTIFIED ON THE STRUCTURAL DRAWINGS IN THE FOLLOWING MANNER.  
BOLT CATEGORY COMMENTS  
  - 4.6/S COMMERCIAL BOLTS OF GRADE 4.6 TO AS1111 SNUG TIGHTENED
  - 8.8/S HIGH STRENGTH STRUCTURAL BOLTS OF GRADE 8.8 TO AS1252 SNUG TIGHTENED
  - 8.8/TB HIGH STRENGTH STRUCTURAL BOLTS OF GRADE 8.8 TO AS1252 FULLY TENSIONED TO AS4100 AS A BEARING TYPE JOINT
  - 8.8/TF HIGH STRENGTH STRUCTURAL BOLTS OF GRADE 8.8 TO AS1252 FULLY TENSIONED TO AS4100 AS A FRICTION TYPE JOINT WITH FACING SURFACES LEFT UNCOATED U.N.O.
- S9 U.N.O. ALL BOLTS MUST BE M16 CATEGORY 4.6/S. U.N.O. ALL CONNECTIONS MUST HAVE AT LEAST 2 BOLTS. ALL INTERNAL BOLTS AND WASHERS MUST BE GALVANISED. ALL EXTERNAL BOLTS AND WASHERS MUST BE 316 STAINLESS STEEL. ALL HOLES MUST BE 2mm LARGER THAN THE BOLT DIAMETER, U.N.O.
- S10 ALL CHEMSET ANCHORS MUST BE INSTALLED WITH "RAMSET CHEMSET REO 502" OR APPROVED EQUIVALENT AND INSTALLED IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.

**S11 WELDING:**

ALL WELDING MUST BE CARRIED OUT IN ACCORDANCE WITH AS1554.1.  
ELECTRODES MUST BE EITHER AS1553, AS1858, AS2203 OR AS2717, AS APPROPRIATE  
U.N.O., ALL FILLET WELDS MUST BE 6mm CONTINUOUS, ALL AROUND, CATEGORY SP USING E48XX ELECTRODES OR EQUIVALENT. ALL BUTT WELDS MUST BE COMPLETE PENETRATION BUTT WELDS CATEGORY SP TO AS1554.1 U.N.O.  
THE EXTENT OF NON-DESTRUCTIVE WELD EXAMINATION MUST BE AS SHOWN IN TABLE BELOW U.N.O.  
RADIOGRAPHIC OR ULTRASONIC EXAMINATION MUST BE TO AS1554.1, AS2177.1 AND AS2207 AS APPROPRIATE.

TYPE OF WELD AND CATEGORY	EXAMINATION METHOD	EXTENT (% OF TOTAL LENGTH OF WELD TYPE)
FILLET WELDS, GP & SP	VISUAL INSPECTION	100
BUTT WELDS, GP	VISUAL INSPECTION	100
BUTT WELDS, SP	VISUAL INSPECTION	100
BUTT WELDS, SP	ULTRASONIC TESTING	10

**S12 PROTECTIVE COATING:**

STRUCTURAL STEELWORK NOT ENCASED IN CONCRETE MUST HAVE THE FOLLOWING MINIMUM PROTECTIVE COATING U.N.O. IN THE SPECIFICATION.  
ALL MEMBERS - ALL SURFACES

SURFACE PREPARATION : POWER TOOL CLEAN TO AS1627.2  
OR  
ABRASIVE BLAST CLEAN TO AS1627.4 CLASS 2.5  
PRIMER : ROZP (UNLESS STEEL IS TO BE HDG OR OTHERWISE NOTED)  
DRY FILM THICKNESS : MINIMUM 50 MICRONS  
TOP COAT : TO OWNER'S/ARCHITECTS SPECIFICATIONS  
SURFACE TREATMENT, U.N.O:  
i) PROTECTED FROM WEATHER - ROZP  
ii) EXPOSED TO WEATHER - AS/NZS 2312 - HDG600  
iii) BUILT INTO AN EXTERNAL MASONRY WALL - AS/NZS 2312 - HDG600  
ITEM ii) AND iii) ABOVE REQUIRE HDG600P3 WHERE LOCATED WITHIN 1 km OF MARINE ENVIRONMENTS.

- S13 ALL GALVANISING OF STRUCTURAL STEELWORK MUST BE IN ACCORDANCE WITH AS4680. THE CONTINUOUS AVERAGE ZINC COATING MASS MUST BE 600g/m<sup>2</sup> (550g/m<sup>2</sup> MINIMUM).

- S14 PROVIDE SEAL PLATES TO THE ENDS OF ALL HOLLOW SECTIONS, WITH 'BREATHER' HOLES IF MEMBERS ARE TO BE HOT DIP GALVANISED. BREATHER HOLES MUST BE SEALED AFTER GALVANISING TO PREVENT INTERNAL CORROSION OF HOLLOW SECTIONS. SEAL BREATHER HOLES WITH EITHER A RUBBER GROMMET, SILICON SEALANT OR PLUG WELDING HOLE OR PLATE OVER AND REPAIR GALVANISED COATING WITH COLD GALVANISING PAINT.

**INSPECTION AND CERTIFICATION REQUIREMENTS**

- IC1 FOR FINAL ENGINEERING CERTIFICATION TO BE PROVIDED BY DILEIGH CONSULTING ENGINEERS PTY LTD, ALL THE APPLICABLE STRUCTURAL ELEMENTS AS LISTED BELOW, BUT NOT LIMITED TO, SHALL BE INSPECTED BY A QUALIFIED ENGINEER FROM DILEIGH CONSULTING ENGINEERS PTY LTD OR SUITABLY QUALIFIED ENGINEER:
    - a - BORED PIERS
    - b - FOOTINGS AND SLABS ON GROUND
    - c - REINFORCED MASONRY RETAINING WALLS
    - d - CONCRETE COLUMNS / WALLS
    - e - REINFORCED MASONRY COLUMNS / WALLS / PARAPETS
    - f - SUSPENDED CONCRETE SLABS
    - g - PRECAST CONCRETE ELEMENTS
    - h - CONCRETE SWIMMING POOLS / POND SHELLS
    - i - STRUCTURAL STEELWORK
    - j - TIMBER FRAMING
    - k - BRACING AND TIEDOWN
    - m - BOULDER RETAINING WALLS
- ALL CONCRETE ELEMENTS (ITEMS a to h) MUST BE INSPECTED AFTER PLACEMENT OF REINFORCEMENT AND PRIOR TO CONCRETE POUR  
ALL STEEL AND TIMBER FRAMING (ITEMS i to k) MUST BE INSPECTED PRIOR TO CLADDING  
ALL BOULDER RETAINING WALLS (ITEM m) MUST BE INSPECTED PRIOR TO PLACEMENT OF ROCKS, AT HALF HEIGHT OF WALL AND COMPLETED WALL.
- IC2 ALL INSPECTIONS REQUIRE A MINIMUM OF 24 HOURS NOTICE
  - IC3 IF IN DOUBT OF REQUIREMENT FOR INSPECTION, ASK
  - IC4 OBTAIN GEOTECHNICAL ENGINEER'S WRITTEN INSTRUCTION AT PREPARATION OF FOUNDING MATERIAL AND FORWARD TO STRUCTURAL ENGINEER FOR APPROVAL, AT BUILDER'S COST.

**LEGEND**

ABBREVIATIONS			
BS	BOTH SIDES	CJ	CONSTRUCTION JOINT
FS	FAR SIDE	DJ	DOWELLED JOINT
NF	NEAR FACE	SJ	SAWN JOINT
NS	NEAR SIDE	IJ	ISOLATION JOINT
EF	EACH FACE	KJ	KEYED JOINT
EW	EACH WAY	ET	EDGE THICKENING
LG	LONG	SF	STRIP FOOTING
FFL	FINISHED FLOOR LEVEL	CFW	CONTINUOUS FILLET WELD
SSL	STRUCTURAL SLAB LEVEL	FPBW	FULL PENETRATION BUTT WELD
PA	PERSONNEL ACCESS (DOOR)	FW	FILLET WELD
RD	ROLLER DOOR	/TB	TENSIONED BEARING CONNECTION JOINT
BTM	BOTTOM	/TF	TENSIONED FRICTION CONNECTION JOINT

**REPORT ISSUE**

FOR REPORT

REV	REVISION DESCRIPTION	DATE
A	FOR REPORT	3/05/2023



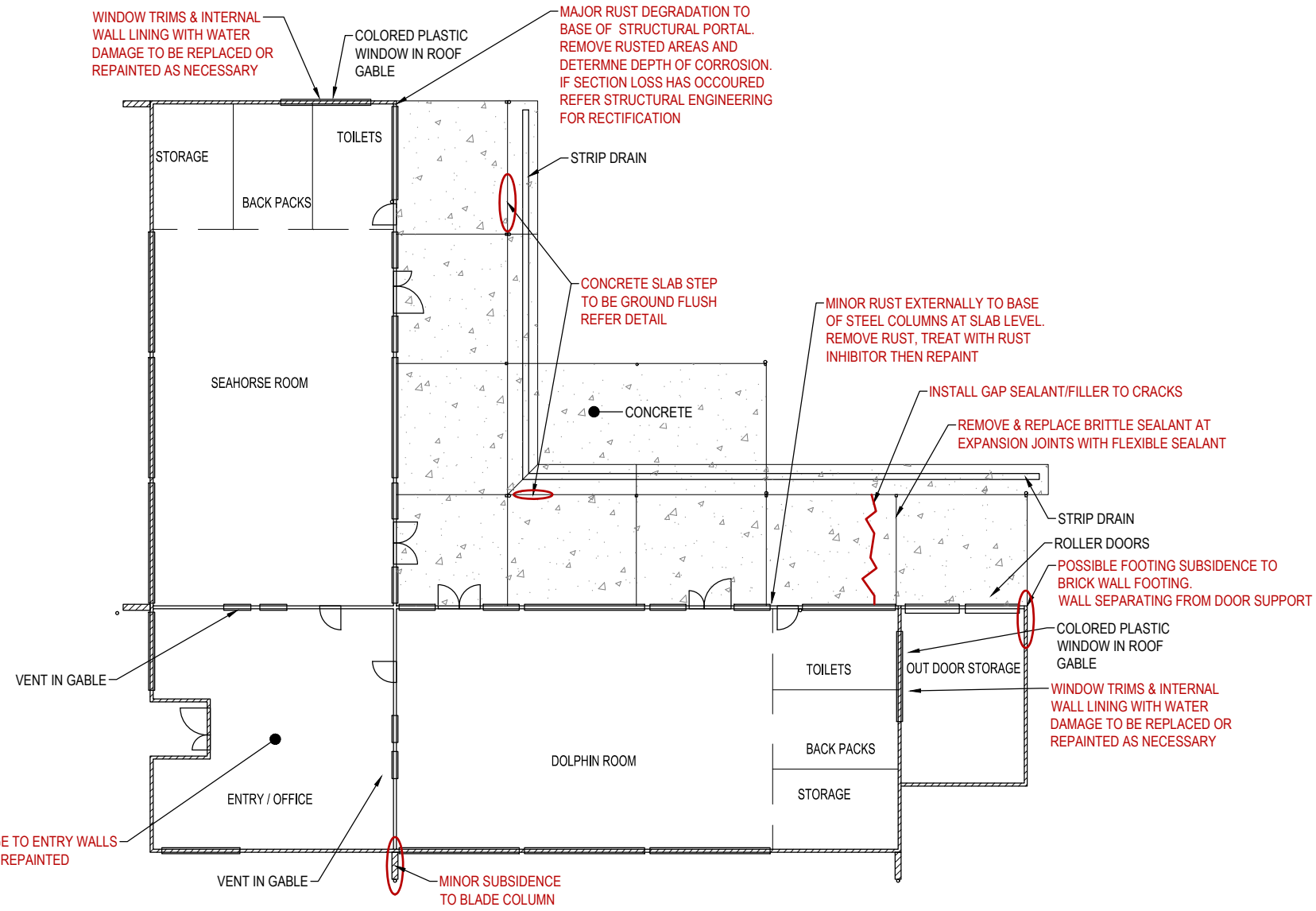
Drafted	CZM
Designed	RLE
Checked	ACD
Approved	G J BROWN
RPEQ 7682	Sign
12.05.2023	

**ISAAC REGIONAL COUNCIL**  
MAINTENANCE & RENOVATIONS  
DYSART KINDERGARTEN & MORANBAH POOL SHED

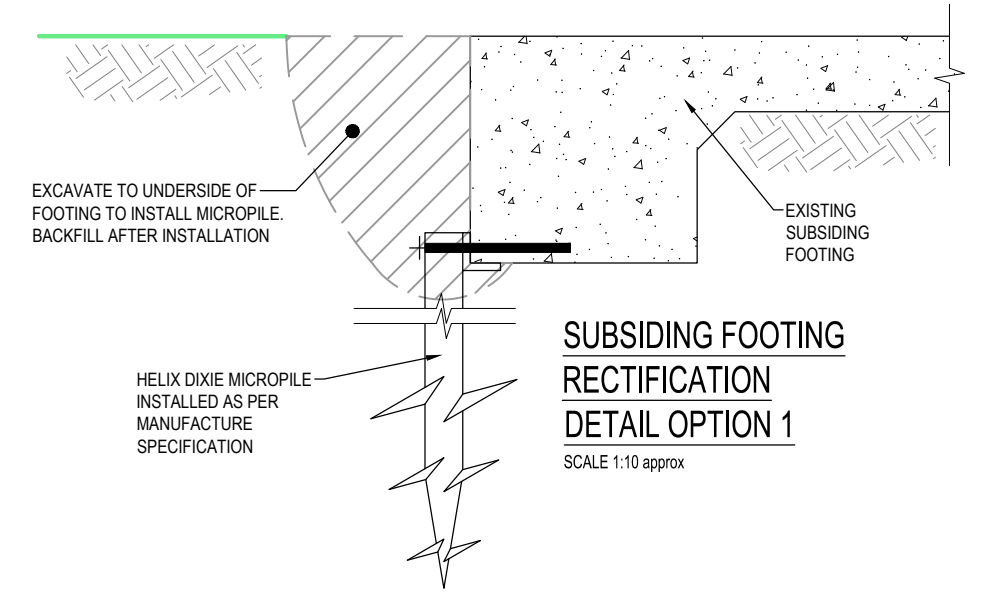
**GENERAL NOTES**

Dwg No.	<b>D23.039-001</b>
Revision	<b>STRUCTURAL</b>
	<b>A</b>

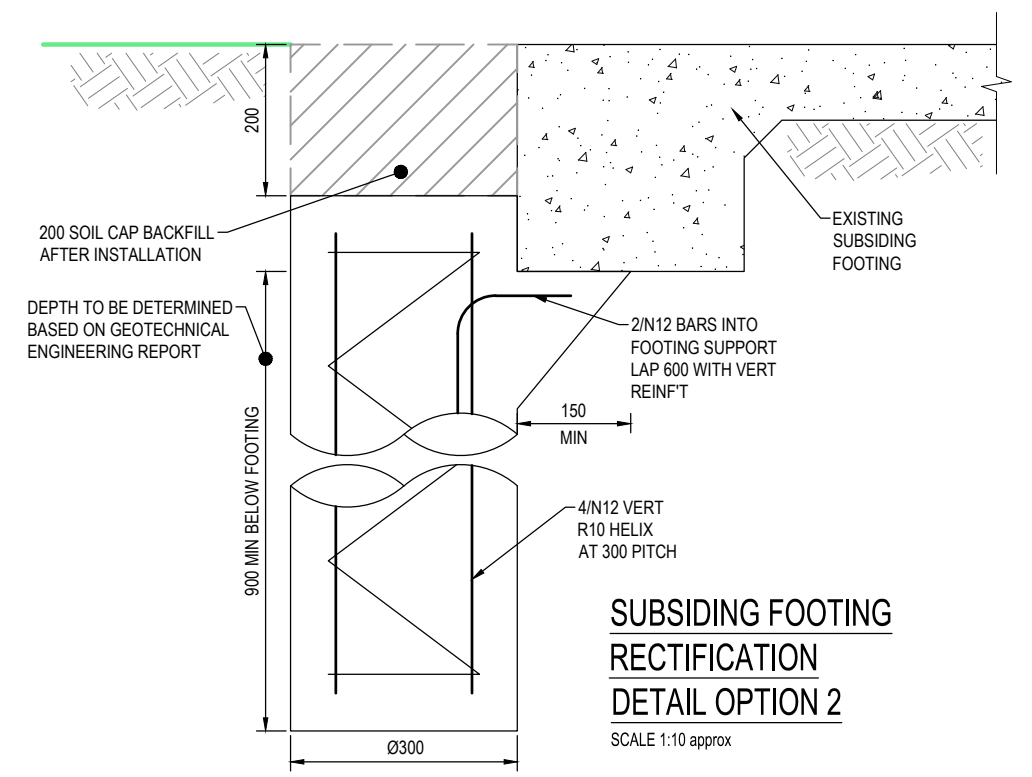




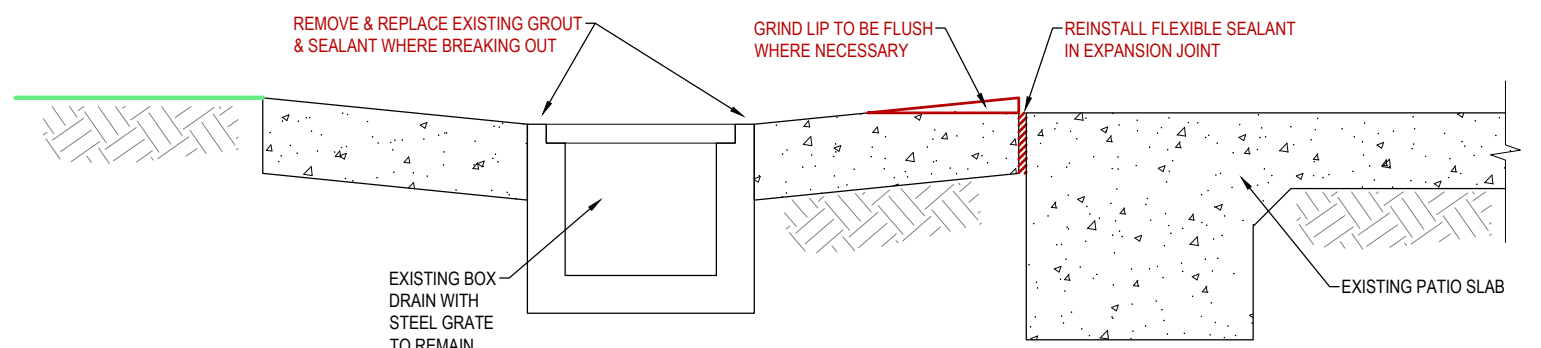
**FLOOR LAYOUT PLAN**  
SCALE 1:200



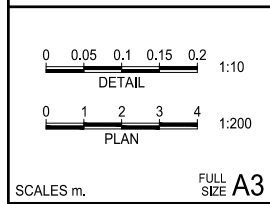
**SUBSIDING FOOTING RECTIFICATION DETAIL OPTION 1**  
SCALE 1:10 approx



**SUBSIDING FOOTING RECTIFICATION DETAIL OPTION 2**  
SCALE 1:10 approx



**EXISTING DRAIN DETAIL**  
SCALE 1:10 approx



**REPORT ISSUE**

FOR REPORT

REV	REVISION DESCRIPTION	DATE
A	FOR REPORT	3/05/2023

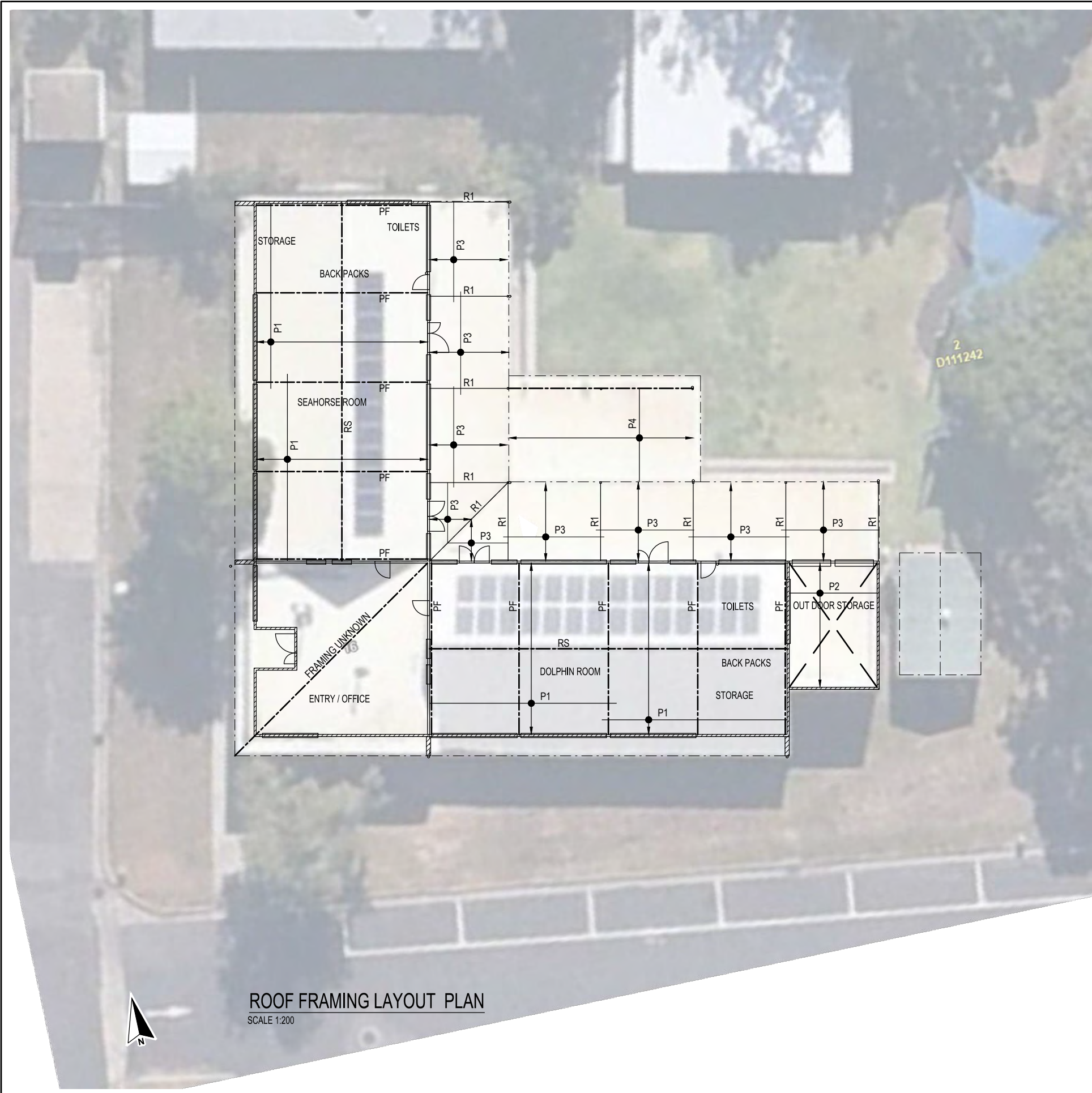


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Yeppoon, Queensland 4703  
Phone: 07 49112553  
Fax: 07 49383660  
Email: admin@dileigh.com.au

Drafted	CZM
Designed	RLE
Checked	ACD
Approved	G J BROWN
RPEQ 7682	Sign
12.05.2023	


**ISAAC REGIONAL COUNCIL**  
MAINTENANCE & RENOVATIONS  
DYSART KINDERGARTEN & MORANBAH POOL SHED  
DYSART KINDERGARTEN  
FLOOR LAYOUT PLAN

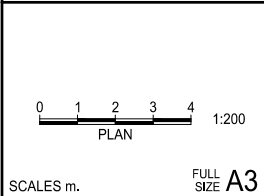
Dwg No.	D23.039-102
Revision	A



**ROOF FRAMING LAYOUT PLAN**  
SCALE 1:200

ROOF FRAMING SCHEDULE			
MARK	DESCRIPTION	SIZE	COMMENT
PF	PORTAL FRAME	EXISTING	TO REMAIN
RS	RIDGE STRUT	EXISTING	TO REMAIN
P1	ROOF PURLIN	Z100-15 AT 1200 CTRS MAX	EXISTING TO REMAIN IF SUITABLE
P2	ROOF PURLIN	Z100-15 AT 1200 CTRS MAX	EXISTING TO REMAIN IF SUITABLE
P3	ROOF PURLIN	Z100-15 AT 1200 CTRS MAX	EXISTING TO REMAIN IF SUITABLE
P4	ROOF PURLIN	C100-19 AT 900 CTRS 1 ROW BRIDGING	EXISTING TO REMAIN IF SUITABLE
R1	ROOF RAFTER	EXISTING	TO REMAIN

NOTE: FRAMING REQUIREMENTS TO BE CONFIRMED UPON REMOVAL OF ROOF SHEETS.  
 PROVIDED PURLIN SIZES INDICATE MINIMUM REQUIREMENT FOR ROOF FRAMING COMPLIANCE.  
 INDICATES 12mm CROSS BRACING RODS IN ROOF FRAMING




REPORT ISSUE

FOR REPORT

REV	REVISION DESCRIPTION	DATE
A	FOR REPORT	3/05/2023

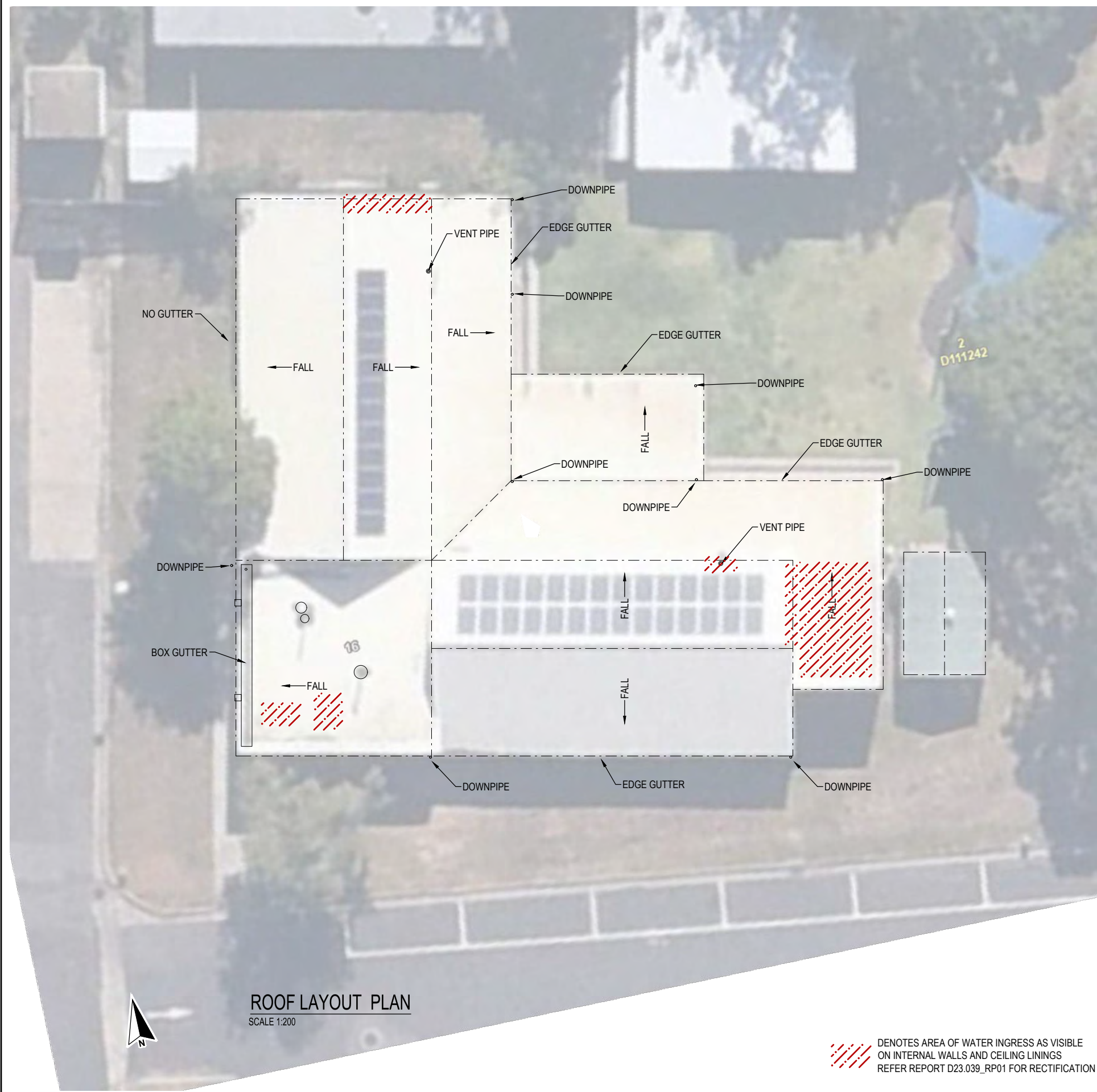


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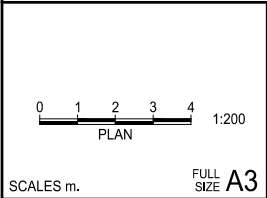
**ISAAC REGIONAL COUNCIL**  
 MAINTENANCE & RENOVATIONS  
 DYSART KINDERGARTEN & MORANBAH POOL SHED  
 DYSART KINDERGARTEN  
 ROOF FRAMING LAYOUT PLAN

Dwg No.	D23.039-103
Revision	A



**ROOF LAYOUT PLAN**  
SCALE 1:200

 DENOTES AREA OF WATER INGRESS AS VISIBLE ON INTERNAL WALLS AND CEILING LININGS REFER REPORT D23.039\_RP01 FOR RECTIFICATION



REPORT ISSUE


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**DILEIGH**  
CIVIL / STRUCTURAL DESIGN & PROJECT MANAGEMENT  
Page 163

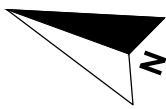
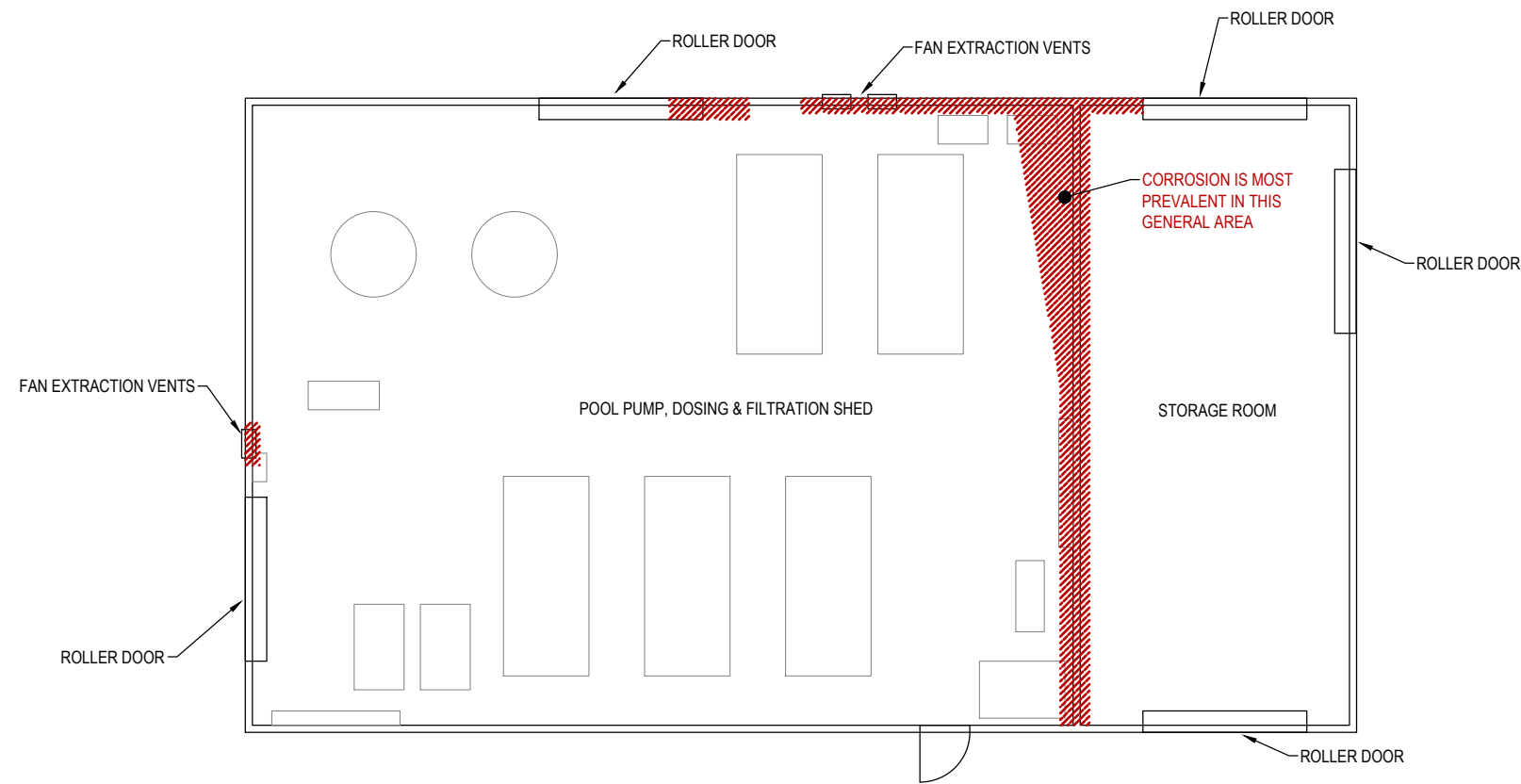
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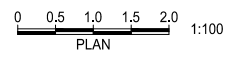
**ISAAC REGIONAL COUNCIL**  
MAINTENANCE & RENOVATIONS  
DYSART KINDERGARTEN & MORANBAH POOL SHED  
DYSART KINDERGARTEN  
ROOF LAYOUT PLAN

Dwg No.	D23.039-104
Revision	A



**FLOOR LAYOUT PLAN**  
SCALE 1:100

DENOTES AREA WHERE RUSTING HAS OCCURRED TO STRUCTURAL MEMBERS



SCALES m. FULL SIZE A3

REPORT ISSUE

FOR REPORT

REV	REVISION DESCRIPTION	DATE
A	FOR REPORT	3/05/2023

**DILEIGH**  
CIVIL / STRUCTURAL DESIGN & PROJECT MANAGEMENT  
Page 164

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MAINTENANCE & RENOVATIONS  
DYSART KINDERGARTEN & MORANBAH POOL SHED  
**MORANBAH POOL**  
FLOOR LAYOUT PLAN

Dwg No.	<b>D23.039-201</b>
Revision	<b>A</b>

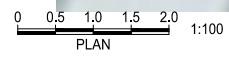
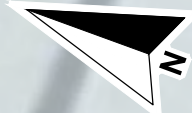
**ROOF FRAMING SCHEDULE**

MARK	DESCRIPTION	COMMENT
PF	PORTAL FRAME	EXISTING TO REMAIN IF SUITABLE
M1	MULLION	EXISTING TO REMAIN IF SUITABLE
P1	ROOF PURLIN	EXISTING TO REMAIN IF SUITABLE

NOTE: ALL FRAMING TO BE REPLACED LIKE FOR LIKE CONNECTORS TO BE INSTALLED TO MANUFACTURER'S SPECIFICATIONS. STRUCTURAL LONGEVITY CAN BE INCREASED BY APPLYING PROTECTIVE COATING. REFER D23.039\_RP01



**ROOF LAYOUT PLAN**  
SCALE 1:100



**REPORT ISSUE**

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DYSART KINDERGARTEN & MORANBAH POOL SHED  
**MORANBAH POOL**  
ROOF LAYOUT PLAN

Dwg No.	D23.039-202
Revision	A



## Be Sure Building & Pest Inspections

PO Box 303 Bucasia QLD 4750

PH: 0458 BESURE

Email: [besureinspections@bigpond.com](mailto:besureinspections@bigpond.com)

[www.besurebuildpest.com](http://www.besurebuildpest.com)

### Building Inspection Report



**Inspected by: Nathan Milburn**  
**Inspection Date: 7th November 2024**

This report is the exclusive property of the inspection company and the client whose name appears herewith and its use by any unauthorized persons is prohibited.

November 7, 2024

Dysart Kindergarten  
PO Box 33  
Dysart QLD 4745

RE: Shannon Crescent  
Dysart QLD 4745

Dear Dysart Kindergarten,

At your request, a visual inspection to the property was conducted. This inspection report reflects the visual conditions of the property at the time of the inspection only. Hidden or concealed defects cannot be included in this report. No warranty is either expressed or implied.

An earnest effort was made on your behalf to discover visible defects. The purpose of the inspection is to identify defects to the property and not to highlight all of its positive aspects. It is common for a high percentage of properties to show both major and minor defects regardless of their age. Please take time to read the report in it's entirety and in this process keeping in mind the age of the property.

The items listed within the report which require immediate attention/rectification should be acted upon accordingly using licensed trades people and obtaining competitive estimates for these items as estimates aren't provided within this report. Other items within the report which require attention/rectification in the near future and maintenance should receive attention/rectification, but none of them affect the habitability of the property. The majority of these items are a result of general maintenance which is generally expected taking into consideration the age of the property.

Thank you for choosing BE SURE BUILDING AND PEST INSPECTIONS to carry out your inspection. If you have any questions regarding the inspection report, please feel free to call us.

Regards



Nathan Milburn  
Be Sure Building & Pest Inspections

# PRE-PURCHASE INSPECTION - BUILDING REPORT

Complies with Australian Standard AS4349.1-2007 Inspections of Buildings - Part 1: Pre-purchase Inspections - Residential Buildings - Appendix "C" or Strata Title Buildings - Appendix "B".

## CLIENT & SITE DETAILS

**Client:**

Dysart Kindergarten.

**Phone:**

0437029381.

**Email Address:**

[committeedysartkindy@gmail.com](mailto:committeedysartkindy@gmail.com).

**Purchaser:**

Dysart Kindergarten.

**Invoice Number:**

BSBPI: 7489.

**Re: Building at:**

Dysart Kindy.

## DETAILS OF INSPECTION AGREEMENT

**Agreement Number:**

BSBPI: 7489.

**Date of Agreement:**

7th November 2024.

**Are there Special Requirements/Conditions requested by the Client/Client's Representative regarding the Inspection and Report:**

No.

**Were there any changes to the Inspection Agreement:**

No.

**Date the Changed Agreement was accepted:**

Not applicable.

**The Purpose of the Inspection:** The purpose of this inspection is to identify the major defects and safety hazards associated with the property at time of the inspection. The advice is limited to the reporting of the condition of the building elements in accord with Appendix C AS4349.1 - 2007 except for Strata Title Properties where the inspection will be according to Appendix B of AS4349.1 - 2007. **The report does not include an estimate of the cost of rectification of the Defects.** The overall condition of this building has been compared to similarly constructed and reasonably maintained buildings of approximately the same age.

## CONCLUSION AND SUMMARY

**The purpose of this inspection is to identify the major defects and safety hazards associated with the property at the time of inspection. The inspection and reporting is limited to a visual assessment of the Building Members in accord with Appendix "C" for Residential Buildings and Appendix "B" for Strata Title Buildings AS4349.1 - 2007 . The overall condition of this building has been compared to similar constructed buildings of approximately the same age where those buildings have had a maintenance program implemented to ensure that the building members are still fit for purpose.**

The incidence of **MAJOR DEFECTS** in this building in comparison to the average condition of similar buildings of approximately the same age that have been reasonably well maintained is considered **TYPICAL**.

The incidence of **MINOR DEFECTS** in this building in comparison to the average condition of similar buildings of approximately the same age that have been reasonably well maintained is



considered **TYPICAL**.

**Therefore the overall condition of this building in the context of its age, type and general expectations of similar properties is AVERAGE.**

**Please Note: This is a general appraisal only and cannot be relied on its own - read the report in its entirety.**

**This Summary is supplied to allow a quick and superficial overview of the inspection results. This Summary is NOT the report and cannot be relied upon on its own. This Summary must be read in conjunction with the full report and not in isolation from the report. If there should happen to be a discrepancy between anything in the report or anything in this Summary the information in the report shall override that in this Summary.**

### **DEFINITIONS**

The Definitions (High), (Typical) and (Low) relate to the inspector's opinion of the OVERALL CONDITION of the Building:

**High** - The frequency and/or magnitude of defects are beyond the inspector's expectations when compared to similar buildings of approximately the same age that have been reasonably well maintained.

**Typical** - The frequency and/or magnitude of defects are consistent with the inspector's expectations when compared to similar buildings of approximately the same age which have been reasonably well maintained.

**Low** - The frequency and/or magnitude of defects are lower than the inspector's expectations when compared to similar buildings of approximately the same age that have been reasonably well maintained. The Definitions (Above Average), (Average), (Below Average) relate to the inspectors opinion of the OVERALL CONDITION of the Building:

**Above Average** - The overall condition is above that consistent with dwellings of approximately the same age and construction. Most items and areas are well maintained and show a reasonable standard of workmanship when compared with building of similar age and construction.

**Average** - The overall condition is consistent with dwellings of approximately the same age and construction. There will be areas or items requiring some repair or maintenance.

**Below Average** - The Building and its parts show some significant defects and/or very poor non-tradesman like workmanship and/or long term neglect and/or defects requiring major repairs or reconstruction of major building elements.

### **DETAILS OF INSPECTION**

**Date of Inspection:**

7th November 2024.

**Weather Conditions at the Time of Inspection:**

Fine.

**Recent Weather Conditions:**

Fine.

**IMPORTANT NOTE:** During dry weather it is difficult to detect any leaks in a building or to determine the complete effectiveness of surface drainage water drainage, it is recommended further inspection is carried out by a plumber in wet weather conditions to make a complete evaluation

**Building Furnished:**

Yes. Where a property is furnished at the time of the inspection then you must understand that furniture may be concealing building defects. Building defects may only be revealed when the furniture is removed.

**Building Tenancy:**

Unoccupied.

**Was insulation present in roof void?**

Yes. Sisalation under roof covering. Where sisalation is installed under the roof covering building defects maybe concealed.

**Was there blinds/curtains installed to windows and doors?**

Yes. Where a property has blinds/curtains fitted at the time of the inspection then you must understand that they may be concealing building defects. Building defects may only be revealed when the blinds/curtains are removed.

**Was there floor coverings installed?**

Yes. Where a property has floor coverings installed at the time of the inspection then you must understand that they may be concealing building defects. Building defects may only be revealed when the floor coverings are removed. Note: Floor coverings not inspected as floor coverings are outside the scope of the inspection.

**The Inspection Included:**

The Building and the Site including fences that are up to 30 meters from the building and within the boundaries of the site.

**The Areas Inspected were:**

The Building Interior. The Building Exterior. The Roof Space. The Roof Exterior. The Site. To establish the way in which the property elements have been described with regards to their location, the front of the building is identified as that which faces the road. The location the property elements is then described as if the inspector/viewer is standing at the front of the building looking towards it.

**The Area\*(s) Not Accessible for any Inspection and the Reason(s) why were:**

Roof void because no access to raked ceilings due to roof design. Subfloor because slab on ground. **Further Inspection of these areas is strongly recommended once access has been obtained as there could be concealed building defects or faults.** (No inspection was made of concealed frame timbers or any areas concealed by wall linings/sidings, soil, landscaping, rubbish, floor coverings, furniture, pictures, appliances, stored items, insulation, hollow blocks/posts or any other obstructions to visual inspection).

**The Area\*(s) in which Visual Inspection was Obstructed and the Reason(s) why were:**

Interior because of stored items, furniture, stored items to cupboards/cabinets, floor coverings and blinds/curtains to windows. Garage because stored items to sections. Wall exteriors because of stored items abutting the building. Outbuilding/s because stored items to interior/s. Roof void because crawl space to roof void was limited due to the method of construction resulting in a limited visual inspection from a distance being carried out to outer edges, no access to soffits due to roof design, sisalation under roof covering. Roof void because no access to raked ceilings due to roof design. Subfloor because slab on ground. \*No comment is made on these concealed areas. **Further Inspection of these areas is essential once access has been obtained as there could be concealed major building defects and/or safety hazards.**

**Therefore it is recommended that the Area(s) and/or Section(s) to which Access should be gained or re-inspected are:**

Interior. All area/s which are visually obstructed when reasonable access is available. Further Inspection and Reporting of these areas is Essential once access has been obtained and prior to a decision to purchase to determine if any major defect/safety hazard exists in these areas/sections.

**Limitations to the Inspection apart from "Access Issues" noted above and how these limitations, has effected the Inspection are:**

None.

**Details of Apparent concealment of possible defects:**

Note: If patching is noted within this report, it is recommended that further information is gained from the building owners with regards to the concealed damage type and/or conducting a more invasive inspection to clarify defect type and/or cause.

**Information provided to the Inspector that has a bearing on the Inspection and/or Report and who and when that information was provided:**

None.

Note: The areas listed above are a broad indication of the areas inspected. Within these areas, some further restrictions may have been present restricting or preventing our inspection. If any recommendation has been made within this report to gain access to areas, gain further access to areas, or any area has been noted as being at "High Risk" due to limited access then further access must be gained. We strongly recommend that such access be gained to enable a more complete report to be submitted.

**PROPERTY DESCRIPTION****1. Brief Description of the Structure(s) Inspected:**

Main Building, Garden Shed/s, Sheds.

**Building type:**

Commercial.

**External walls constructed from:**

Brick veneer with timber frame. Timber frame with cladding. Timber frame with fibre cement sheeting.

**Roof Covering:**

Painted Zincalume sheeting.

**Lower Floor:**

Concrete Slab.

**Piers:**

Timber. Steel.

**Strata:**

Not applicable.

**OTHER INSPECTIONS AND REPORTS REQUIRED**

**It is STRONGLY RECOMMENDED that the following inspections and reports be obtained prior to any decision to purchase the property and/or before settlement, so that the purchaser can be well equipped to make an informed decision. These inspections and reports fall outside the guidelines for a Standard Property Report as specified in AS4349.1 - 2007 and are excluded from this report.**

Timber Pest Inspection. Asbestos Inspection. Mould Inspection. Durability of Exposed Surfaces. Council Plan Inspection. Solicitor with regards to all legal issues. Estimating Report. Electrical Inspection. Safety Inspection. Appliances Inspection. Structural Engineer Inspection. Safety Hazards Inspection. Plumbing Inspection. Drainage Inspection. Air-conditioning Inspection. Geo Technical Inspection. Paint Inspection. Property Survey Inspection. Smoke Detectors (testing and positioning of the Smoke Detectors). More Invasive Building Inspection.

**REPORT DEFINITION**

This report is limited to a visual inspection of areas where reasonable access is available at the time of inspection. It does not purport to be geological as to foundation integrity or soil conditions, engineering as to structural, nor does it cover the condition of electrical, plumbing, gas or motorised appliances. It is strongly recommended that an appropriately qualified contractor check these services prior to purchase.

As a matter of course, and in the interests of safety, all prospective purchasers should have an electrical report carried out by a suitably qualified contractor. This report is limited to (unless otherwise noted) the main structure on the site and any other building, structure or outbuilding specifically named within the

## TERMINOLOGY

**The following definitions form an integral part of the report and must be read in conjunction with the entire report.**

**Good** - The item/material/area inspected is generally in serviceable and/or sound condition for the age of the building without any significant visible defects at the time of the inspection.

**Fair** - The item/material/area inspected shows some minor defects, minor damage and/or wear/tear and requires some repairs or maintenance.

**Poor** - The item/material/area inspected shows major defects and requires significant repairs/replacement and may be in a badly neglected state due to age, lack of maintenance and/or deterioration, or not finished off to an acceptable standard of workmanship.

**The Definitions of the Terms below apply to the TYPES OF DEFECTS associated with individual items/parts or Inspection areas (fields) of an item.**

**Damage** - The building material or item has deteriorated, is damaged or is not fit for its designed purpose.

**Distortion/Warping/Twisting** - The item has moved out of shape or moved from its position.

**Water Penetration/Damp Related** - Moisture has gained and/or has the potential to gain access to unplanned and/or unacceptable areas.

**Material Deterioration** - The item is subject to one or more of the following defects; rusting, rotting, corrosion, decay.

**Operational** - The item or part does not function as expected.

**Installation** - The installation of an item is unacceptable, has failed or is absent.

**Major Defect** - Is a defect requiring building works to avoid unsafe conditions, loss of function or further worsening of the defective item.

**Minor Defect** - Any defect other than what is described as a major defect.

**Appearance Defect** - Where in the Inspector's opinion the appearance of the building element has blemished at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

**Serviceability Defect** - Where in the Inspector's opinion the function of the building element is impaired at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

**Structural Defect** - Where in the Inspector's opinion the structural performance of the building element is impaired at the time of the inspection and the expected consequence of this cracking is unknown until further information is obtained.

### **Additional Definitions**

**Accessible Areas** - An area on the site where sufficient, safe and reasonable access is available to allow inspection within the scope of the inspection.

**Building Element** - Portion of a building that, by itself or in combination with other such parts, fulfills a

characteristic function.

**Safety Hazard** - Any observed item that may constitute a present or imminent serious safety hazard.

**Site** - Allotment of land on which a building stands or is to be erected.

Note: Also refer to "Important Advice" section for explanation/advice concerning some terms and/or defects that may be contained in the report.

### **REASONABLE ACCESS**

Only areas to which reasonable access is available were inspected. The Australian Standard 4349.1 defines reasonable access as decided by the inspector at the time of the inspection. *Reasonable access does not include removing screws and bolts to access covers.* Reasonable access does not include the use of destructive or invasive inspection methods nor does it include cutting or making access traps or moving heavy furniture, floor coverings or stored goods.

**Roof Interior** - Access opening = 400 x 500 mm - Crawl Space = 600 x 600mm - Height accessible from 3.6m ladder placed on the ground.

**Roof Exterior** - Must be accessible from a 3.6m ladder placed on the ground.

### **ROOF EXTERIOR**

*A roof system inspection consists of the surface, connections and penetrations and drainage. If I am unable or unwilling to do this for any reason, I will indicate. Every roof will wear differently relative to its age, number of layers, quality of material, method of application, exposure to weather conditions, and the regularity of its maintenance. Regardless of its design-life, every roof is only as good as the waterproof membrane beneath it, which is concealed and cannot be examined without removing the roof material, and this is equally true of almost all roofs. In fact, the material on the majority of pitched roofs is not designed to be waterproof only water resistant. I can only offer an opinion of the general quality and condition of the roofing material. I cannot and do not offer an opinion or warranty as to whether the roof leaks or may be subject to future leakage. Although roof conditions can be evaluated, it is virtually impossible for anyone to detect a leak except as it is occurring or by specific water tests, which are beyond the scope of this inspection. Even water stains on ceilings or on framing within roof voids will not necessarily confirm an active leak without some corroborative evidence, and such evidence can be deliberately concealed. I evaluate every roof conscientiously, and even attempt to approximate its age, but we will not predict its remaining life expectancy, or guarantee that it will not leak. Naturally, the owners or the occupants of a residence will generally have the most intimate knowledge of the roof and of its history. Therefore, I recommend that you ask the owners about it, and/or that you obtain a roof certification from an established local roofing company. I do not inspect attached accessories including by not limited to solar systems, antennae, etc. Low sloped, flat roofs, and skylights are prone to leakage and no liability is assumed. All roof systems require annual maintenance. Failure to perform routine roof maintenance will usually result in leaks and accelerated deterioration of the roof covering, flashings and other components.*





**Roof Covering:**

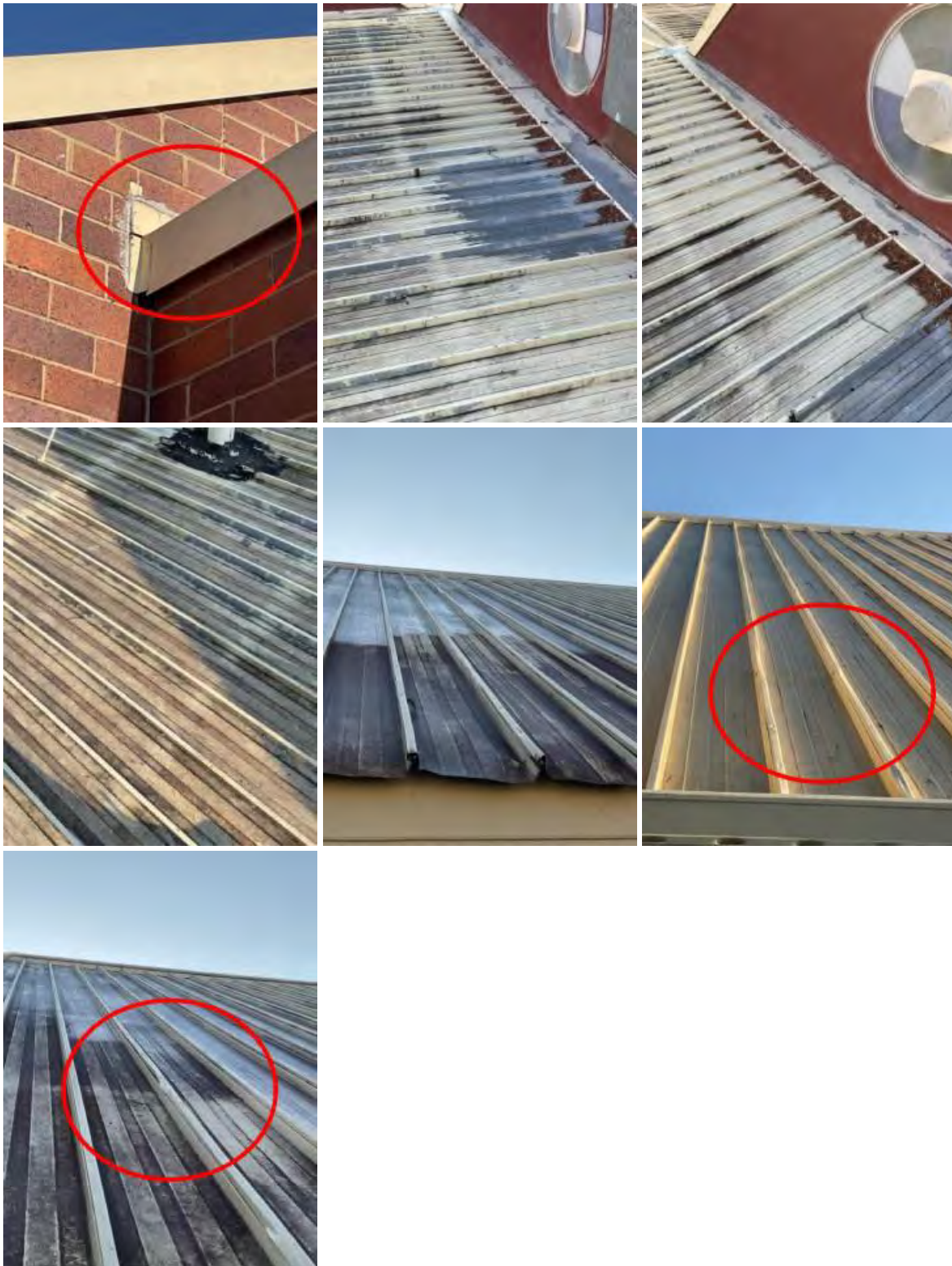
TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Damage - Damage to sections of the metal roof sheeting. Minor Defect - Damp Related - Mould noted to areas of roof, mould should be removed. Minor Defect - Debris to roof area. Remove all debris to roof area to prevent rusting of roof covering and to allow water run-off to be unrestricted. Note: Roof solar panels have been installed to the roof area, no inspection available to the roof covering below these solar panels. Note: Roof covering has been painted at some stage with peeling paint noted. When a roof has been painted it is sometimes difficult to determine the overall condition of roof. Minor Defect - Installation - Water Penetration - The roof had evidence of unprofessional patching and repair to the left side elevation front. Given this condition, it is likely that the roof has leaked at one time. It is recommended further evaluation by a qualified roofing contractor. The inspector cannot offer an opinion as to whether the roof leaks today unless it is moderately raining at the time of inspection. Minor Defect - Material Deterioration - Rusting showing to sections of roof covering. Minor Defect - Installation - Loose fixings to isolated areas of roof (recommend further fixing). Minor Defect - Installation - Excessive sealants noted to roof area above the garage front right corner region, not common as this is conducted to prevent water penetration (this area requires monitoring in wet weather conditions to ensure leak has been rectified and/or gain further information from the building owners with regards to leak). Minor Defect - Damage - Crease line dints to sections of roof caused by traffic walking upon roof. Further traffic to these dints can cause small crease line holes to appear. Major Defect - Damage - Water Penetration - Some crease line dints to roof are showing small crease line holes which provides entry points for water.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Attention/rectification required in near future to prevent further damage to the building. Recommend gaining further advice and/or inspection from a plumber.

THE OVERALL CONDITION IS GENERALLY - Fair.







**Roof Cappings:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Roof cappings have been painted at some stage. When cappings have been painted it is sometimes difficult to determine the overall condition of the cappings.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Valleys:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Valleys are present to the roof. It is very important the valleys be kept clear of leaves and debris etc to prevent water overflowing into the soffits/eaves and ceiling areas. The installation of a leaf barrier is recommended when vegetation is present around the dwelling to prevent obstructions and possible water penetration to the surrounding regions. Minor Defect - Water Penetration - Debris to valley/s. Remove all debris to valley/s as water may enter areas below in wet weather conditions.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Gutters:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - 1 or 2 gutter bracket tops have come out of gutter top lips. Minor Defect - Damage - Damage to sections of the front elevation guttering. Minor Defect - Operational - Gutters are holding water to sections. Minor Defect - Water Penetration - Installation - No gutters to the left side elevation. Minor Defect - Operational - The box gutters are holding debris to sections. Remove all debris to prevent rusting and to prevent water penetration occurring into areas below in wet weather conditions if the gutter were to overflow and/or to become blocked.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Attention/rectification required in near future to prevent further damage to the building.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Downpipes:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Water Penetration - Installation - Loose downpipe base towards the front left corner of the front elevation. It is recommended that a stormwater camera survey be carried out to check for blockages and breaks in the pipes. We are unable to see below ground level to check for blockages or pipe breakages. Recommend a Plumber inspect and detail the requirements to ensure that the downpipes are functional and adequate for the situation.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Fascias:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Barges:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Loose fixings to sections of the metal barges (Recommend further fixing). Minor Defect - Material Deterioration - Rusting to some fixing heads. Minor Defect - Material Deterioration - Surface rusting to sections of metal barges.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Skylights/Vents:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible. No skylight/s installed.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Flashings:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Material Deterioration - Surface rusting to some screw heads (common for age - monitor further deterioration and replace affected roof screws as required). Minor Defect - Installation - Water Penetration - Flashing to roof area above the patio verandah 3 flashes over gutter overflow slots to main building (recommend installing sealants to gutter overflow slots to prevent water entering areas below through slots if gutters were to become blocked). Check and maintain sealants at all times to all roof area penetrations (ie: vent pipe/s etc). Recommend a Plumber inspect and detail the requirements to ensure that the flashings are functional and adequate for the situation.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Gable Ends/Dutch Gable Ends:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Material Deterioration - Damp Related - Minor timber rot to timber mouldings to the right side elevation. Minor Defect - Installation - Material Deterioration - Minor paintwork is flaking to sections of the gable end/s.  
SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
THE OVERALL CONDITION IS GENERALLY - Fair.

**Soffits/Eaves:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 THE OVERALL CONDITION IS GENERALLY - Fair.

The above comments are an opinion of the general quality and condition of the roofing material. The inspector cannot and does not offer an opinion or warranty as to whether the roof leaks or may be subject to future leakage. The only way to determine whether a roof is absolutely water tight is to make observations during prolonged rainfall. If any sections of the roof were inaccessible due to the method of construction or other factor, further investigations should be carried out.

**ROOF SPACE/VOID**

Due to roof design and no reasonable crawl space available, inspection of roof space was conducted from top of ladder only from access hole only. Defects or damage may be present and not detected in areas where inspection was limited, obstructed or access was not gained. Defects or damage may be present and not detected in areas where inspection was limited, obstructed or access was not gained. Comments on water penetration of roof void are limited as where there has been either little or no rain fall for a period of time, water tightness may appear to be not present but then during periods of prolonged wet weather conditions water tightness maybe found to be inadequate. Any comments made are relevant only in light of the conditions present at time of inspection.

**Trusses:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Rafters:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Member Sizes:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Tie Downs:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Bracing:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Insulation:**

TYPE/S OF DEFECT/S & COMMENTS - Sisalation has been installed to roof void to underside of roof sheeting. Inspection of the undersides of roof sheeting wasn't possible due to sisalation and therefore the condition of the roof sheeting can not be determined. Minor Defect - Damage - Damaged sisalation to sections.

**Sarking:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Ceilings:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
OVERALL CONDITION IS GENERALLY - Fair.

**Party Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Other Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Water Penetration - Water stains noted to the walls between the kitchen and additional room 3, above the office/study region also. Due to weather conditions no leaks visible. The only way to determine if leaks are past or present is to inspect roof space in prolonged wet weather conditions. Recommend further inspection of roof space by a Plumber.

THE OVERALL CONDITION IS GENERALLY - Fair.

### **SUBFLOOR**

Not applicable due to slab on ground.

### **EXTERNAL MASONRY**

Stored goods are present in this area and restricted inspection. It is possible that building defects may be present to inaccessible areas. Cracks have been identified below, a Structural Engineer is required to determine the significance of the cracking prior to a decision to purchase or settlement.

No access to the rear of the building due to neighbouring property.

Regardless of the appearance of the cracks a Pre-purchase Building Inspector carrying out an pre-purchase inspection within the scope of a visual inspection is unable to determine the expected consequences of the cracks.

Obtaining information regarding: (a) the nature of the foundation material on which the building is resting, (b) the design of the footings, (c) the site landscape, (d) the history of the cracks and (e) carrying out an invasive inspection, all fall outside of the scope of this Pre-purchase inspection. However the information obtained from the five items above are valuable in determining the expected consequences of the cracking and any remedial work needed.

Cracks that are small in width and length on the day of the inspection may have the potential to develop over time into structural problems for the Home Owner resulting in major expensive rectification work being carried out.





**Weep Holes (FFL):**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Weep holes are partially covered to the front and left side elevations of the building. Minor Defect - Installation - Weep holes are fully covered to the sections of the right hand side of the building. Keep all brickwork weep holes no less than 75mm above ground level as these areas allow undetected termite access into the house structure. The purpose of weep holes is to allow moisture to be removed from and to ventilate the wall cavity.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
THE OVERALL CONDITION IS GENERALLY - Fair.



**Cracking:**

Evident. Appearance Defects - Hairline to 5mm cracks noted to areas of the exterior masonry walls, common and expected for the both age and construction type of the Building. Please read the enclosed CSIRO information sheet (10-91 "Classification of Damage with Reference to Walls") regarding cracking and the "Guide to Standards and Tolerances 2007 - Masonry 3.01 - 3.02".

Note: Cracks can allow water penetration to occur into the Building. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential.

TABLE 4.2 CLASSIFICATION OF DAMAGE WITH REFERENCE TO WALLS

DESCRIPTION OF TYPICAL DAMAGE AND REQUIRED REPAIR  
APPROX CRACK WIDTH  
DAMAGE CATEGORY

Hairline cracks

< 0.1mm

0 Negligible

Fine cracks that do not need repair

< 1mm

1 Very Slight

Cracks noticeable but easily filled. Doors and windows stick slightly

< 5mm

2 Slight

Cracks can be repaired and possibly a small amount of wall will need to be replaced.

Doors and windows stick. Service pipes can fracture. Weather tightness often impaired

5mm to 15mm (or a number of cracks 3mm or more in one group)

3 Moderate

Extensive repair work involving breaking-out and replacing sections of walls, especially over doors and windows.

Window and door frames distort.

Walls lean or bulge noticeably, some loss of bearing in beams.

Service pipes disrupted

15mm to 25mm but also depends on number of cracks

4 Severe

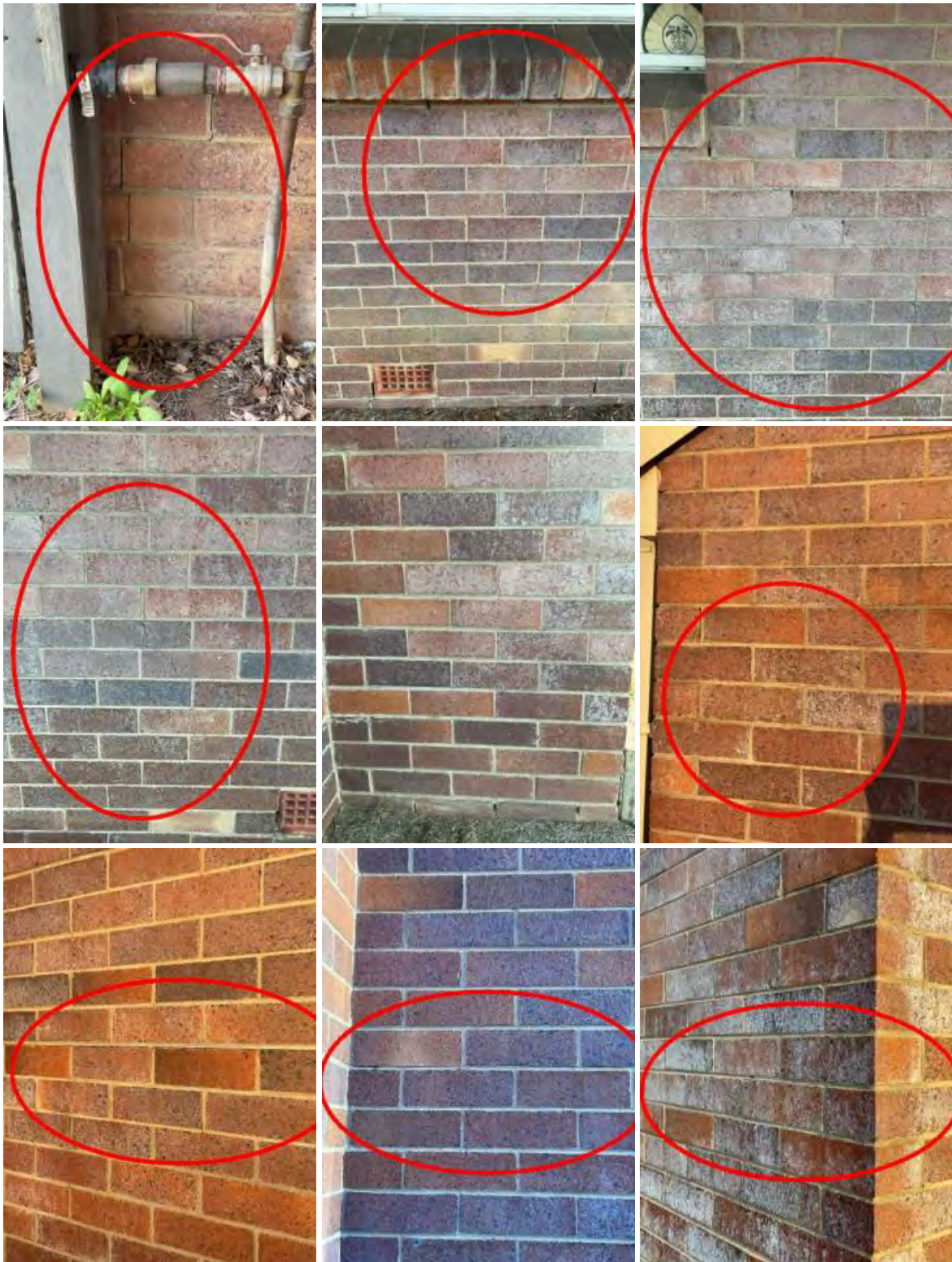
Extract from AS 2870 - Residential Slabs and Footings 3.













**Fretting:**

Not evident.

**Mortar Erosion:**

Not evident.

**Rising Damp:**

Not evident. Minor Defect - Damp Related - Material Deterioration - There is efflorescence/salt showing to the left side elevation return wing wall. This is a normal process of wetting and drying to masonry, however long term efflorescence may deteriorate masonry and should be monitored, if concern arises a specialist in water proofing should be consulted.



**Visible Flashings:**

TYPE/S OF DEFECT/S & COMMENTS - It is important that the damp-proof course should not be bridged, thereby allowing moisture to travel above the damp-proof course level. The damp-proof course should be exposed out of the face of the brickwork to prevent any moisture paths up the brickwork. Minor Defect - Installation - A damp proof coursing material could not be identified. Where a damp proof coursing material is not visible or cannot be identified, rising damp may become a future problem.

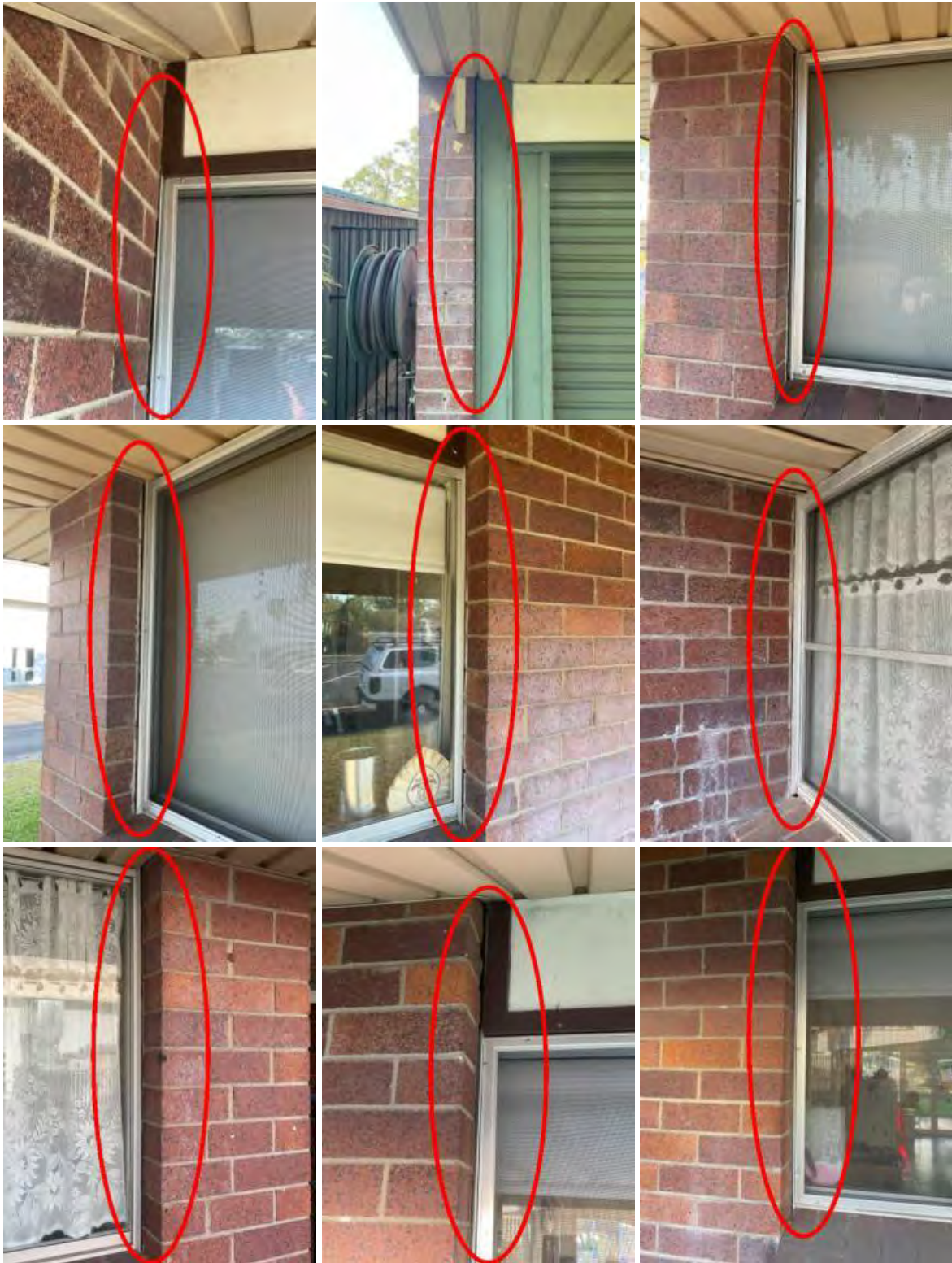
**Lintels:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Other Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Major Defect - Distortion - Gaps noted between the window frames and the adjacent external brickwork towards the front left side, front left corner and approximately middle left side elevation, between the brickwork and wall to the back right corner. These gaps are likely to be the result of building movement. This movement may continue causing gaps to get wider and other damage could be caused, and may then cost more to rectify, if not given prompt attention. Please read the attached information sheet from the CSIRO on Foundation Maintenance and Footing Performance. For more advice on the cause, likelihood of it getting worse and recommended actions to take, I recommend that you engage a suitably experienced Consulting Structural Engineer to provide this advice in a report after they visit the property.

THE OVERALL CONDITION IS GENERALLY - Fair.



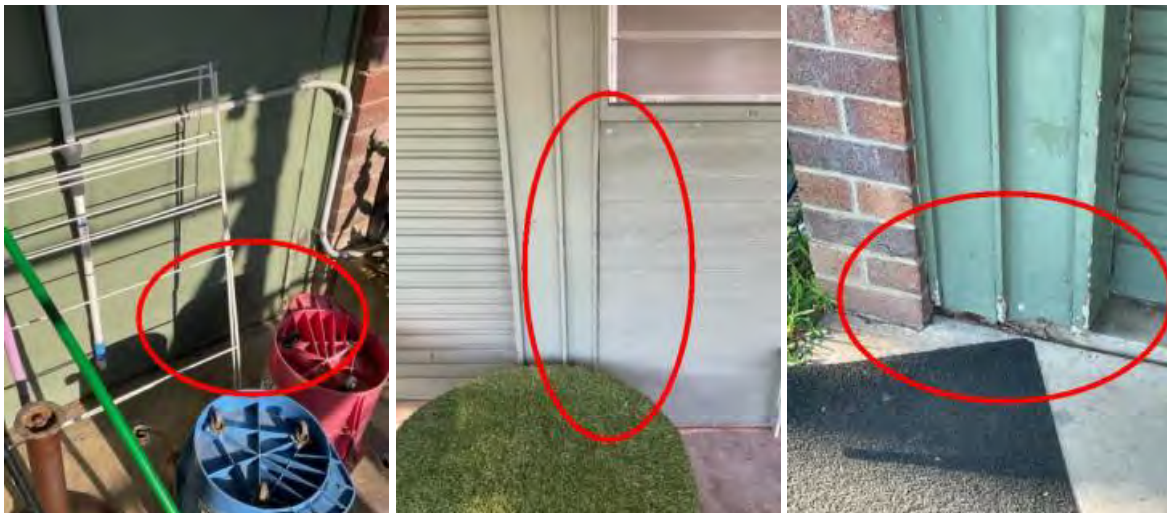


### **EXTERNAL CLADDING/SHEETING**

#### **Cladding/Sheeting:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Water Penetration - Sealants required to sections of the wall cladding joins/ends to prevent water penetration. Minor Defect - Damp Related - Mould noted to areas of the sheeting, mould should be removed. Minor Defect - Distortion - Water Penetration - Popped fixing heads noted to sections of the wall sheeting. Minor Defect - Damage - Damage to sections of the sheeting joint mouldings. Minor Defect - Installation - Water Penetration - Wall cladding is low and in contact with ground to sections - this poses as a high risk area for timber rot and termite activity (bottom edge of the external cladding should be clear of ground level to reduce the possibility of termites accessing the structure undetected). Minor Defect - Damage - Material Deterioration - Minor timber rot showing to the back right corner wall mouldings. Minor Defect - Damp Related - Material Deterioration - Rusting to sections of the wall flashing bases.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
THE OVERALL CONDITION IS GENERALLY - Fair.





**Flashings:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Windows/Screens:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Water Penetration - Loose rubber seals area showing to sections of the windows. Minor Defect - Distortion - Gaps showing to ends/joins of some window rubber seals caused from shrinkage. Minor Defect - Damage - Chipped glass panel to the front left corner window. Minor Defect - Damage - Damage to sections of the fly screens. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required. THE OVERALL CONDITION IS GENERALLY - Fair.



**Soffits/Eaves/Mouldings:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Loose soffit sheeting edge above the front elevation right window. Minor Defect - Installation - Distortion - Convexing noted to sections of soffit sheets. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required. THE OVERALL CONDITION IS GENERALLY - Fair.



**Paintwork:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Material Deterioration - Minor paintwork is flaking to sections of exterior. Minor Defect - Installation - In general, sections of exterior paintwork not finished off in a tradesman-like manner. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required. A licensed practicing painter should be engaged to advise on and carry out rectification work. THE OVERALL CONDITION IS GENERALLY - Fair.

## SITE

### Driveways:

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

### Paths:

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Damp Related - Safety hazard/s exists - Mould noted to areas of the paths, mould should be removed. Grout plugs to concrete abutting main dwelling. This is an indication that a termite treated zone has been installed for termite management (Refer to Pest Report and recommend gaining all termite management documentation from owners). Appearance Defect - The concrete paths have some visible cracking (common). Size/s of Crack/s - Hairline. This is a common issue with a large percentage of homes and can be caused by many differing factors. Refer to annexure 'Guide to Standards and Tolerances 2007 - Classification of Damage to Concrete Floors'. Minor Defect - Distortion - Installation - Safety hazard/s exists - The concrete paths have subsided in areas and will require repairs/replacing. This may present a tripping hazard. Rectification should be considered. Minor Defect - Distortion - Installation - Safety hazard/s exists - The paved paths/paved areas have subsided in areas and will require relaying. This may present a tripping hazard. Rectification should be considered.

THE OVERALL CONDITION IS GENERALLY - Fair.



### Gates/Fences:

TYPE/S OF DEFECT/S & COMMENTS - The services of a surveyor may be required to accurately determine the true boundary lines. We are unable to accurately determine the true boundary lines of the property during the course of a standard building inspection. Unless otherwise stated the inspector has not gained access to any neighbouring properties and is therefore unable to comment upon the external state of any boundary fences. Minor Defect - Installation - Loose palings to sections of timber fences. Minor Defect - Installation - Side connecting gate/s/fence/s in contact with the ground and attached to the main dwelling may conceal termite entry points, recommend minimum 100mm clearance between the gate/s/fence/s and ground. Minor Defect - Damage - Damage to the metal fencing should be repaired. Minor Defect - Installation - Distortion - The fences are showing minor amounts of leaning in places. Trees with invasive root systems in front of and/or behind fences should be removed as tree roots can cause fences to fail in time. THE OVERALL CONDITION IS GENERALLY - Fair.



**Swimming Pools:**

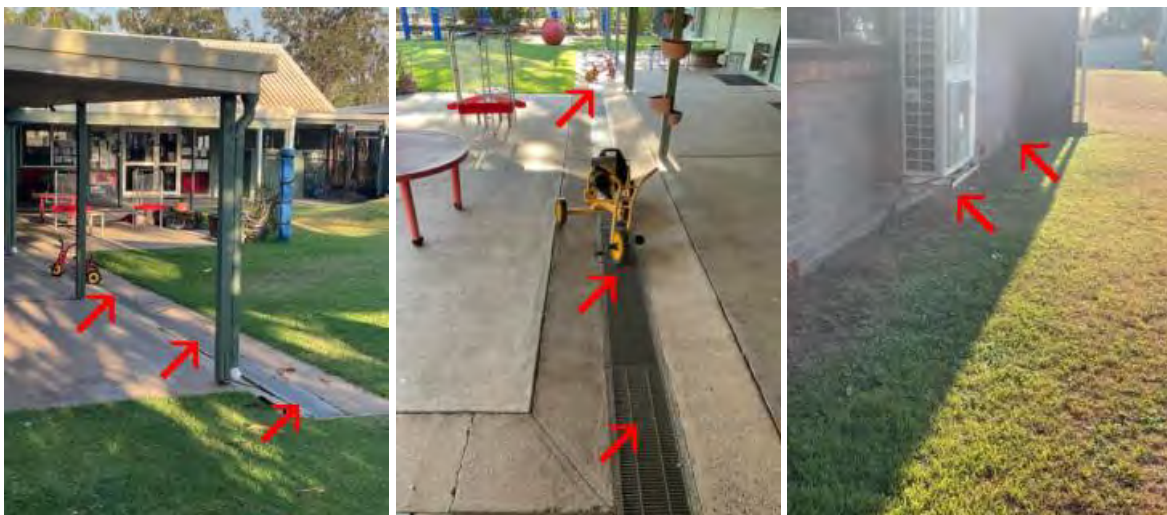
Not applicable.

**Surface Drainage:**

TYPE/S OF DEFECT/S & COMMENTS - In ground drainage that is installed to move surface drainage would have to be kept open and clear to function. No calculations have been made as to whether the drain/s installed to rear of the building are adequate to move water in all situations. Minor Defect - Installation - Water Penetration - Plants and gardens abutting or close to dwelling should be removed. Minor Defect - Installation - Water Penetration - Make ground and/or paths abutting dwelling slope away from dwelling. Ensure all storm water lines, drains, gutters, etc are not blocked, do not hold water and are free flowing. ***The general adequacy of site drainage is not included in the Standard Property Inspection Report. Comments on surface water drainage are limited as where there has been either little or no rainfall for a period of time, surface water drainage may appear to be adequate but then during periods of heavy rain, may be found to be inadequate. Any comments made in this section are relevant only in light of the conditions present at the time of the inspection. Recommend gaining a further inspection from a drainage expert in wet weather conditions.***

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Retaining Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.



## OUTBUILDING (1)

**Type of Outbuilding:**

Shed.

**Location:**

To the right hand side of the property.

**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Appearance Defect - Cracks to sections of concrete floor. Size/s of Crack/s - Hairline. This is a common issue with a large percentage of buildings and can be caused by many differing factors. Refer to annexure 'Guide to Standards and Tolerances 2007 - Classification of Damage to Concrete Floors'. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential. Inspection within some areas was restricted by stored items. Minor Defect - Damage - Dints/damage showing to section of wall sheeting. Minor Defect - Installation - Divert all downpipe discharge away from footings and perimeter of shed. Minor Defect - Installation - Gutters are holding debris to sections. Remove all debris. Minor Defect - Installation - Sections of gutter bottoms have almost come off gutter bracket bottoms to the right side elevation (recommend further installation of gutters). Minor Defect - Remove all debris to roof area. Minor Defect - Damage - Dints to sections of roof (common, caused by traffic walking on roof).

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

Recommend checking Council records for approval.

THE OVERALL CONDITION IS GENERALLY - Fair.



## OUTBUILDING (2)

**Type of Outbuilding:**

Metal garden shed.

**Location:**

To the rear of the property.

**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

**PATIO/VERANDAH (1)**

**Location:**

Left hand side.

**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Safety Hazard Exists - Floor tiles present, possible slip hazard exists in wet conditions. Minor Defect - Installation - One or two drummy spots to floor tiles. 'Drummy' or hollow sounding is caused from generally not enough adhesive under floor tiles.

THE OVERALL CONDITION IS GENERALLY - Fair.

**PATIO/VERANDAH (2)**

**Location:**

Back.

**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Damage - Damage to sections of the timber post bases. Refer to notes on 'Surface Drainage'. Appearance Defect - Cracks to sections of concrete to patio/verandah floor. Size/s of Crack/s - Hairline. This is a common issue with a large percentage of homes and can be caused by many differing factors. Refer to annexure 'Guide to Standards and Tolerances 2007 - Classification of Damage to Concrete Floors'. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential. Minor Defect - Installation - Distortion - The concrete floor has come away from main building by approximately 5-10mm as a result of movement. Minor Defect - Material Deterioration - Rust to sections of the post base brackets. Minor Defect - Installation - Distortion - Minor convexing showing to sections of soffits. Refer to notes on main roof area.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

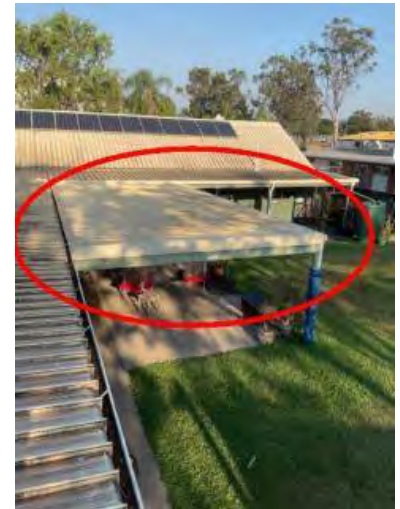
THE OVERALL CONDITION IS GENERALLY - Fair.



**PATIO/VERANDAH (3)**

**Location:**

Back, extension.



**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on 'Surface Drainage'. Appearance Defect - Cracks to sections of concrete to patio/verandah floor. Size/s of Crack/s - Hairline. This is a common issue with a large percentage of homes and can be caused by many differing factors. Refer to annexure 'Guide to Standards and Tolerances 2007 - Classification of Damage to Concrete Floors'. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential. Minor Defect - Installation - Material Deterioration - The steel support posts have direct ground contact and will subsequently be prone to premature corrosion. Soil should always be kept away from the bottom of the steel support posts to prevent premature corrosion. The application of domed concrete and kill rust paint around the bases of steel posts is a good means of preventing premature corrosion. Minor Defect - Damage - Material Deterioration - Surface rusting and rust scale showing to sections of steel posts - recommend treating. Minor Defect - Installation - The pitch of the pitched roof section appears to be inadequate. This may allow wind driven rain penetration or water ponding and remedial action is required.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.





**PATIO/VERANDAH (4)**

**Location:**  
Back.



**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - No barges to the roof area. Minor Defect - Installation - Debris to roof area. Remove all debris to roof area to prevent rusting of roof covering and to allow water run-off to be unrestricted. Minor Defect - Installation - Sections of the roof cross braces aren't completely tight. Minor Defect - Installation - Water Penetration - Old fixing hole/s to roof covering (sealant/s/fixing/s required). Minor Defect - Installation - The roof sheets have been lapped incorrectly. Minor Defect - Installation - Recommend installing more roof screws to roof body throughout (ie: Every top rib should be fixed). Minor Defect - Installation - Material Deterioration - The steel support posts have direct ground contact and will subsequently be prone to premature corrosion. Soil should always be kept away from the bottom of the steel support posts to prevent premature corrosion. The application of domed concrete and kill rust paint around the bases of steel posts is a good means of preventing premature corrosion. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required. Recommend checking Council records for approval. THE OVERALL CONDITION IS GENERALLY - Good to Fair.



### PATIO/VERANDAH (5)

**Location:**

Back, right corner.

**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Major Defect - Distortion - Installation - The structure is leaning as a result of inadequate bracing, no barge, guttering and downpipes to the roof area. Minor Defect - Installation - The pitch of the pitched roof section appears to be inadequate. This may allow wind driven rain penetration or water ponding and remedial action is required. Minor Defect - Damage - Distortion - Damp Related - Material Deterioration - Timber rot and Boeing to sections of the timber posts. Minor Defect - Installation - Distortion - Sagging to sections of roof members.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Attention/rectification required in near future to prevent further damage to the building. A licensed practicing builder/carpenter should be engaged to advise on and carry out rectification work. Recommend checking Council records for approval.

THE OVERALL CONDITION IS GENERALLY - Poor.



### DECK (1)

**Location:**

Back.

**Condition/Comments:**

TYPE/S OF DEFECT/S & COMMENTS - Crawl space below to the subfloor wasn't available due to the method of construction resulting in no inspection being carried out. Minor Defect - Material Deterioration - Weathering to sections of floor boards. Minor Defect - Installation - Nail heads are protruding to sections of floor boards (further fixing/punching required). Minor Defect - Installation - Timbers are low and in contact with ground (this will encourage timber rot and termite activity) - recommend minimum 75mm clearance below all timbers at all times.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



**IMPORTANT NOTE:** Where any timber structure/s (decks, balconies, verandahs, stairs, handrails, landings, pergolas, gazebos, retaining walls, play equipment, carports, sheds etc) is present, and this/these structure/s are designed to accommodate people (care is taken not to overload the External Structure), you **MUST** have these structure/s checked by an engineer or other suitably qualified person to analysis the condition and structural stability of the structure/s. You should also arrange annual inspections of the structure by an engineer or other suitably qualified person to ensure any maintenance that may become necessary is identified. Care must be taken not to overload the structure/s. Nothing contained in this inspection should be taken as an indicator that we have assessed any elevated structure as suitable for any specific number of people or purpose. This can only be done by a qualified engineer. For the purpose of this report, the Structure includes elevated decks, verandahs, pergolas, balconies, handrails, stairs, landings and children's play areas. Specifications have been laid down by the Australian Building Code Section 3.9 covering stairs, landings and balustrades to ensure the safety of all occupants and visitors in a building. Many balustrades and stairs built before 1996 may not comply with the current standard. In the interest of safety, we would strongly recommend that all balustrades be upgraded to meet current standards. **Where any structural component of such a Structure is concealed by lining materials or other obstructions, these linings or obstructions must be removed to enable an evaluation to be carried out by an appropriately qualified person.**

## SERVICES

### Details:

- \* All electrical wiring, meter-box and appliances need to be checked by a qualified electrician. The checking of any electrical item is outside the scope of this report. It's recommended that a licensed electrician be consulted for further advice.
- \* All phones, phone lines and outlets need to be inspected and reported on by a telecommunications technician. It's recommended that a telecommunications technician be consulted for further advice.
- \* All plumbing needs to be inspected and reported on by a plumber. It's recommended that a licensed plumber be consulted for further advice. It is recommended that a and sewer line camera survey be carried out to check for blockages and breaks in the pipes.
- \* It should be noted that only a very basic visual inspection of the kitchen appliances was undertaken. No opinion is offered as to the adequacy of dishwasher operation. Ovens, self or continuous cleaning operations, cooking functions, clocks, timing devices, lights and thermostat accuracy are not tested during this inspection. Appliances are not moved during the inspection. A more detailed inspection of the appliances is ideally required by a specialist if so desired.
- \* Air-conditioning is installed in the premises but has not been inspected. All air-conditioning services need to be inspected and reported on by a air-conditioning expert. Please ensure all

overflow pipes are diverted to suitable drains. It's recommended that a licensed air-conditioning expert be consulted for further advice.

\* Through duty of care and duty to warn suspect air conditioner/s noted as suspect and should be checked by an appropriately licensed air conditioner contractor.

\* Hot water service - Hot water taps to the dwelling were tested for leaks and operational reasons, no tests were carried out for the temperature of hot water services. All hot water services need to be inspected and reported on by a plumber and/or electrician. It's recommended that a licensed plumber and/or electrician be consulted for further advice. Hot water service details - Note: Hot water system is located to interior of dwelling with no tray to system base (monitor system for leaking).



**Important Notes:** In regard to plumbing or electrical, it should be noted that we are not plumbers or electricians and any comment made is not that of a qualified plumber or electrician. We recommend that a qualified contractor be engaged to make comment on any matter dealing with plumbing or electrical issues.

## SMOKE DETECTORS

### **Fitted:**

Smoke detectors are fitted however, the positioning, operation or adequacy was not tested and is not commented on. AS 3786 - Advises that Smoke Detectors are required for all buildings where people sleep. It is recommended that an Electrician be consulted to advise on those installed.

The Inspector will not comment on working condition of Smoke Detectors (Further inspection from licensed electrician is strongly recommended). As of 1st January 2022 all residential buildings MUST have photoelectric smoke alarms installed in all bedrooms as well as hallways servicing bedrooms, between areas containing bedrooms and on any other storey of the dwelling, they also MUST be interconnected. Although not compulsory yet, we strongly recommend complying with these regulations immediately, to reduce the risk of death or injury due to smoke and or fire. **NOTE: SMOKE DETECTOR/S NOT TESTED.**



## SAFETY SWITCH

### **Installed:**

Yes, further inspection is required by a licensed electrical contractor to ensure safety switch is operational as safety switch has not been tested. Note: No termite management system is evident with no sticker/sign present indicating a termite management system being installed to the property (when a termite management system is not evident and/or installed to the building this poses a very high risk for a termite infestation), further inspection required by pest controller to advise on a suitable termite management.



Further inspection from licensed electrician is strongly recommended with regards to electrical.

## GARAGE

### **Floor:**

TYPE/S OF DEFECT/S & COMMENTS - Appearance Defect - Cracks to sections of concrete floor. Size/s of Crack/s - Hairline. This is a common issue with a large percentage of homes and can be caused by many differing factors. Refer to annexure 'Guide to Standards and Tolerances 2007 - Classification of Damage to Concrete Floors'. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential.

THE OVERALL CONDITION IS GENERALLY - Fair.

### **Doors:**

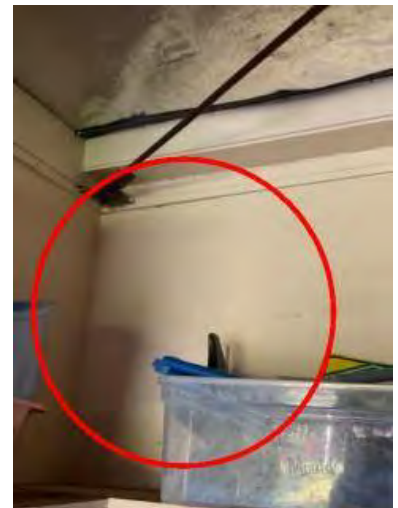
TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

### **Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Restricted access to the walls due to extensive stored items present, building defects maybe revealed when stored items are removed. Minor Defect - Damage - General wear/tear and blemishes noted to sections of wall sheeting (common for age). Minor Defect - Damage - Distortion - Hairline vertical and horizontal crack/s to plaster joins. Major Defect - Damp Related - Water Penetration - Evidence of water marking noted to the front wall top. No evidence of any current leaks due to weather conditions at time of inspection. The only way to determine if leaks are past or present is to inspect the area in wet weather conditions.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



### **Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

### **Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Garage Doors:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Damage - Damaged rubber door seal/s. Minor Defect - Installation - Distortion - Sagging to door head evident at time of inspection above door from time of construction (common for small percentage of properties). Minor Defect - Damage - Material Deterioration - Minor timber rot showing door frames/mouldings. THE OVERALL CONDITION IS GENERALLY - Fair.



**Cupboards:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible. OVERALL CONDITION IS GENERALLY - Fair.

**ENTRANCE**

**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joins. Minor Defect - Installation - Water Penetration - Water markings/stains showing to the ceiling to the front and back right corners, the source of water penetration should be further investigated. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required. THE OVERALL CONDITION IS GENERALLY - Fair.



**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Damage - General wear/tear and blemishes noted to sections of wall sheeting (common for age). Minor Defect - Damage - Distortion - Diagonal crack/s showing above door into the kitchen. Minor Defect - Damage - Distortion - Hairline cracks noted to internal corner/s. Minor Defect - Damage - Distortion - Hairline horizontal crack/s to plaster joins. Minor Defect - Installation - Patching to sections of the walls. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required. THE OVERALL CONDITION IS GENERALLY - Fair.

**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
OVERALL CONDITION IS GENERALLY - Fair.

**OFFICE/STUDY**

**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Access hole for access into roof void is present to ceiling. Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joints. Major Defect - Damp Related - Water Penetration - Evidence of water marking noted to the ceiling abutting the access hole. No evidence of any current leaks due to weather conditions at time of inspection. The only way to determine if leaks are past or present is to inspect the ceiling and roof void in wet weather conditions. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
THE OVERALL CONDITION IS GENERALLY - Fair.



**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Restricted access to the walls due to extensive stored items present, building defects maybe revealed when stored items are removed. Minor Defect - Damage - General wear/tear and blemishes noted to sections of wall sheeting (common for age). Minor Defect - Damage - Distortion - Hairline cracks noted to internal corner/s. Minor Defect - Damage - Distortion - Hairline horizontal crack/s to plaster joints. Minor Defect - Installation - Water Penetration - Water markings/stains showing to wall top to the right side, the source of water penetration should be further investigated. Minor Defect - Damage - Distortion - Diagonal crack showing above the internal window. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
THE OVERALL CONDITION IS GENERALLY - Fair.





**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on external windows.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Cupboards:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**STOREROOM (1)**

Not applicable.

Note: Downstairs rooms to dwelling which do not fulfill the following criteria may not be classed as habitable rooms. We recommend checking for approval/certification from your local authority.

- 1) Waterproofed exterior walls.
- 2) Interior finished floor levels considerably higher than outside ground levels.
- 3) 2400mm clear floor to ceiling height.

**ADDITIONAL ROOM (1)**

**Location:**

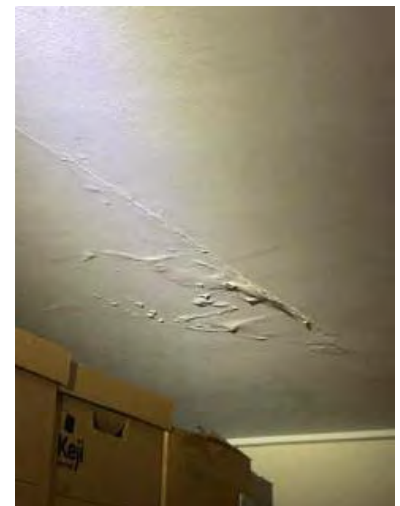
Front left hand corner.

**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joins.  
 Major Defect - Damp Related - Water Penetration - Evidence of water markings and water damage noted to the ceiling towards the front left corner. No evidence of any current leaks due to weather conditions at time of inspection. The only way to determine if leaks are past or present is to inspect the ceiling and roof void in wet weather conditions.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Attention/rectification required in near future to prevent further damage to the building.

THE OVERALL CONDITION IS GENERALLY - Fair.



**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Restricted access to the walls due to extensive stored items present, building defects maybe revealed when stored items are removed.  
 THE OVERALL CONDITION IS GENERALLY - Fair.

**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on external windows.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**ADDITIONAL ROOM (2)**

**Location:**

Middle front.



**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Ceiling is raked. Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joins.  
 SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
 THE OVERALL CONDITION IS GENERALLY - Fair.



**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Restricted access to the walls due to extensive stored items present, building defects maybe revealed when stored items are removed. Minor Defect - Damage - General wear/tear and blemishes noted to sections of wall sheeting (common for age). Minor Defect - Damage - Distortion - Hairline cracks noted to internal corner/s. Minor Defect - Damage - Distortion - Hairline vertical and horizontal crack/s to plaster joins. Minor Defect - Installation - Water Penetration - Water markings/stains and water damage showing to below the right side elevation window, the source of water penetration should be further investigated.  
 SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
 THE OVERALL CONDITION IS GENERALLY - Fair.



**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on external windows.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
 OVERALL CONDITION IS GENERALLY - Fair.

**ADDITIONAL ROOM (3)**

**Location:**

Back left hand corner.



**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Ceiling is raked. Minor Defect - Installation - Distortion - One or two popped fixing heads. This is generally due to movement in the framing. Periodic maintenance will be required. Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joins.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Restricted access to the walls due to extensive stored items present, building defects maybe revealed when stored items are removed. Minor Defect - Damage - General wear/tear and blemishes noted to sections of wall sheeting (common for age). Minor Defect - Installation - Patching to sections of the walls. Minor Defect - Installation - Water Penetration - Water markings/stains showing to wall tops towards the middle left and back left corner, the source of water penetration should be further investigated.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on external windows.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - Internal Door - Minor Defect - Installation - Loose door skin (further fixing of door skin is required).

THE OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

### **ADDITIONAL ROOM (4)**

**Location:**

Far back left corner.

**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Ceiling is raked. No significant defects visible.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - Note: Restricted access to the walls due to extensive stored items present, building defects maybe revealed when stored items are removed. Minor Defect - Damage - Distortion - Hairline vertical and horizontal crack/s to plaster joins.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

## KITCHEN

### Ceiling:

TYPE/S OF DEFECT/S & COMMENTS - Access hole for access into roof void is present to ceiling. Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joins.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



### Walls:

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Damage - General wear/tear and blemishes noted to sections of wall sheeting (common for age). Minor Defect - Damage - Distortion - Diagonal crack/s showing above the door. Minor Defect - Damage - Distortion - Hairline cracks noted to internal corner/s.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



### Windows/Ventilation:

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on external windows.

### Doors:

TYPE/S OF DEFECT/S & COMMENTS - Not applicable.

### Floor:

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

### Cabinets/Bench tops:

TYPE/S OF DEFECT/S & COMMENTS - Stored goods restricted inspection to the cabinet interiors. Minor Defect - Damage - General wear and tear to parts of cabinets (common for age).

THE OVERALL CONDITION IS GENERALLY - Fair.

### Sink & Taps:

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

### Splash back:

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Water Penetration - Fresh sealants are required between the bench tops and splash back junctions.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Important Notes:** In regard to plumbing or electrical, it should be noted that we are not plumbers or electricians and any comment made is not that of a qualified plumber or electrician. We recommend that a qualified contractor be engaged to make comment on any matter dealing with plumbing or electrical issues.



## LAUNDRY

Not applicable.

**Important Notes:** In regard to plumbing or electrical, it should be noted that we are not plumbers or electricians and any comment made is not that of a qualified plumber or electrician. We recommend that a qualified contractor be engaged to make comment on any matter dealing with plumbing or electrical issues.

## TOILET

### Ceiling:

TYPE/S OF DEFECT/S & COMMENTS - Major Defect - Damp Related - Water Penetration - Evidence of water marking noted to the ceiling. No evidence of any current leaks due to weather conditions at time of inspection. The only way to determine if leaks are past or present is to inspect the ceiling and roof void in wet weather conditions.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

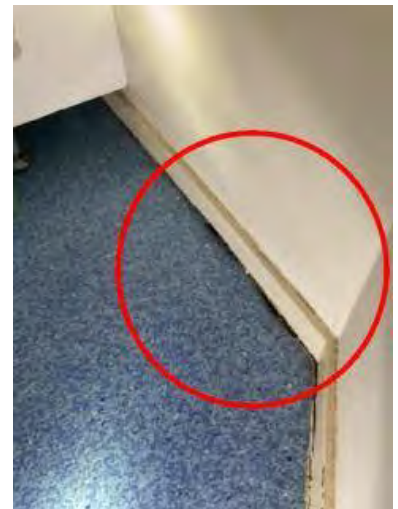


### Walls:

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Damage - General wear/tear and blemishes noted to sections of wall sheeting (common for age). Minor Defect - Installation - Water Penetration - Material Deterioration - Minor timber rot showing to timber skirting board.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.



### Windows/Ventilation:

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on external windows.

### Doors:

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Safety hazard/s exists - The toilet area is restrictive and the door swings inwards. In case of an emergency, the door cannot be readily removed from the outside. Recommend that lift off hinges be installed to the door to comply with the current BCA standards.

THE OVERALL CONDITION IS GENERALLY - Fair.

### Floor:

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

**Cabinets/Vanity/Basin:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
OVERALL CONDITION IS GENERALLY - Fair.

**Toilet:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
OVERALL CONDITION IS GENERALLY - Fair.

**TOILET (2)****Location:**

Back right corner.

**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Ceiling is raked. Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joins. Major Defect - Damp Related - Water Penetration - Evidence of water markings, water damage and patching noted to the ceiling abutting the vent pipe. No evidence of any current leaks due to weather conditions at time of inspection. The only way to determine if leaks are past or present is to inspect the ceiling and roof void in wet weather conditions. Minor Defect - Damage - Distortion - Crack to the back right corner ceiling edge. SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.  
THE OVERALL CONDITION IS GENERALLY - Fair.

**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.  
OVERALL CONDITION IS GENERALLY - Fair.

**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Refer to notes on external windows.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Distortion - Uneven gaps around door edges to door jambs.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - One or two drummy spots to floor tiles. 'Drummy' or hollow sounding is caused from generally not enough adhesive under floor tiles.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Cabinets/Vanity/Basin:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - No splash backs installed, splash backs should be installed.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

**Toilet:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Material Deterioration - Water Penetration - Rusting noted to the braided plumbing lines behind the toilets.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

**TOILET (3)****Location:**

Far back right corner.

**Ceiling:**

TYPE/S OF DEFECT/S & COMMENTS - Ceiling is raked. Minor Defect - Installation - Damage - Cracks to sections of the ceiling sheet plaster joins.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Walls:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

**Windows/Ventilation:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Distortion - Convexing to sections of the window panels.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Doors:**

TYPE/S OF DEFECT/S & COMMENTS - No significant defects visible.

OVERALL CONDITION IS GENERALLY - Fair.

**Floor:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - Some drummy spots to floor tiles. 'Drummy' or hollow sounding is caused from generally not enough adhesive under floor tiles.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Cabinets/Vanity/Basin:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - No splash backs installed, splash backs should be installed.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Toilet:**

TYPE/S OF DEFECT/S & COMMENTS - Minor Defect - Installation - One toilet lid is missing.

Minor Defect - Material Deterioration - Water Penetration - Rusting noted to the braided plumbing lines behind the toilets.

SIGNIFICANCE OF THE DEFECT/S & ACTION/S REQUIRED - Maintenance required.

THE OVERALL CONDITION IS GENERALLY - Fair.

**Important Notes:** In regard to plumbing or electrical, it should be noted that we are not plumbers or electricians and any comment made is not that of a qualified plumber or electrician. We recommend that a qualified contractor be engaged to make comment on any matter dealing with plumbing or electrical issues.

### **BATHROOM (1)**

Not applicable.

**Important Notes:** Shower areas are visually checked for leakage, but leaks often do not show except when the shower is in actual long term use. It is very important to maintain adequate sealing in the shower areas. Very minor imperfections can allow water to get into the wall or floor areas and cause damage. Adequate and proper ongoing maintenance will be required in the future.

In regard to plumbing or electrical, it should be noted that we are not plumbers or electricians and any comment made is not that of a qualified plumber or electrician. We recommend that a qualified contractor be engaged to make comment on any matter dealing with plumbing or electrical issues.

# CRACKING OF BUILDING ELEMENTS

## CRACKING OF BUILDING ELEMENTS

### Is there cracking to the Building Elements:

Yes.

**If cracks have been identified below, then a Structural Engineer is required to determine the significance of the cracking prior to a decision to purchase or settlement.**

Regardless of the appearance of the cracks a Pre-purchase Building Inspector carrying out an pre-purchase inspection within the scope of a visual inspection is unable to determine the expected consequences of the cracks.

Obtaining information regarding: (a) the nature of the foundation material on which the building is resting, (b) the design of the footings, (c) the site landscape, (d) the history of the cracks and (e) carrying out an invasive inspection, all fall outside of the scope of this Pre-purchase inspection. However the information obtained from the five items above are valuable in determining the expected consequences of the cracking and any remedial work needed.

Cracks that are small in width and length on the day of the inspection **may** have the potential to develop over time into structural problems for the Home Owner resulting in major expensive rectification work being carried out.

### **Concrete Slabs:**

Appearance Defect - Cracks to sections of concrete floors to the Patio Verandah 2, Patio Verandah 3, Garage. Size/s of Crack/s - Hairline. This is a common issue with a large percentage of homes and can be caused by many differing factors. Refer to annexure 'Guide to Standards and Tolerances 2007 - Classification of Damage to Concrete Floors'. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential.

### **Suspended Concrete Slabs:**

Not applicable.

### **Masonry Walls:**

EXTERNAL WALL/S: Appearance Defects - Hairline to 5mm cracks noted to areas of the exterior masonry walls, common and expected for the both age and construction type of the Building. Please read the enclosed CSIRO information sheet (10-91 "Classification of Damage with Reference to Walls") regarding cracking and the "Guide to Standards and Tolerances 2007 - Masonry 3.01 - 3.02". Note: Cracks can allow water penetration to occur into the Building. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential.

### **Piers:**

Not applicable.

### **Masonry Fences:**

Not applicable.

### **Retaining Walls:**

Not applicable.

### **Paths:**

Appearance Defect - Cracks to sections of concrete paths. Size/s of Crack/s - Hairline. This is a common issue with a large percentage of homes and can be caused by many differing factors. Refer to annexure 'Guide to Standards and Tolerances 2007 - Classification of Damage to Concrete Floors'. The necessary information to properly assess the significance of the crack/s is not available and therefore the opinion/inspection by a Structural Engineer is essential.

**Driveways:**

Not applicable.

**IMPORTANT: All recommendations made in the above Inspection findings or elsewhere in this Report should be carried out/or considered in your decision process, prior to purchase or settlement.**

## ADDITIONAL INFORMATION & ADVICE

### ADDITIONAL COMMENTS

- \* It is strongly recommended that clients/clients' solicitors make the necessary enquiries with the Local Council into the legality of any structure, additions and/or renovations to the property. It is not uncommon for council approved buildings, or subsequent additions to not have building and or plumbing finals completed. Obtaining building approvals at a later date after purchase of the property could prove to be more costly and difficult.
- \* Large trees positioned close to and/or abutting the building/s should be moved. Having trees close to and/or abutting the building has the potential to cause damage to the building from falling branches, leaves blocking gutters, valleys or downpipes and tree roots undermining the building and plumbing services. A further inspection is recommended by a tree expert to advise on rectification work.
- \* Note: Minor Defect - Installation - The internal door tops and bottoms haven't been painted, manufacturers recommendations indicate all tops and bottoms of doors should be painted.
- \* Duty to warn / Duty to care - In the interests of safety if venetian blinds are present the following requirements should be adhered to in avoiding a possible strangulation hazard for children, the corded internal window covering must be installed in such a way that a loose cord cannot form a loop 220 mm or longer at a height of less than 1,600 mm above floor level.
- \* ***We advise that all defects reported may deteriorate or cause further defects or be a safety hazard if not attended to by a qualified, licensed and insured person.***
- \* Any photographs included in this report are not meant to represent every defect that has been found. Photographs represent only the condition associated with that photo. They are not intended to add more importance to conditions found in the structure, nor to diminish any findings not photographed.
- \* **PLEASE NOTE: As Per AS 4349.1-2007 (EXCLUSIONS OF ITEMS FROM THIS INSPECTION). These include and/are not limited to:** Electrical installations, operation of smoke detectors, light switches and fittings, TV, sound and communications and security systems. Gas fittings and fixtures. Air-conditioning. Automatic garage door mechanisms. Swimming pools and associated filtration and similar equipment. Soft floor coverings. Electrical appliances including dishwashers, incinerators, ovens, ducted vacuum systems. As the inspections of these fall out outside the Scope of the Building Inspection, it is recommended the Client/s and/or Clients Representative carry out a Pre-Settlement Inspection to Inspect the associated Exclusions.
- \* It is recommended that a maintenance/defect inspection be carried out to the building every - 6 months.



## ANNEXURES

**Additional Support Documentation and Examples (These must be read in conjunction with the report.):**

\* New Smoke Alarm Laws. \* Weep Holes. \* Guide to Standards and Tolerances 2007 'Classification of damage to concrete floors'. \* CSIRO - Brickwork Cracking. \* Tap Flange Failure. (Note: The annexure that has been attached is an **EXAMPLE** of a tap flange failure, this photo doesn't apply to the building in this report which was inspected).

## IMPORTANT ADVICE

**Strata and Company Title Properties:** In the case of strata and company title properties, the inspection is limited to the interior and immediate exterior of the particular unit being inspected. The exterior above ground floor level is not inspected. The complete inspection of the other common property areas would be the subject of a Special-Purpose Inspection Report which is adequately specified.

**Rural Properties:** The Standard Property Report is confined to the inspection of the main building being inspected and structures within 30m and/or in the building yard. All other improvements outside of this scope will not be inspected.

**Trees:** Where trees are too close to the house this could affect the performance of the footing as the moisture levels change in the ground. A Geo Technical Inspection can determine the foundation material and advise on the best course of action with regards to the trees.

**Septic Tanks:** Should be inspected by a licensed plumber.

**Swimming Pools:** Swimming pools/Spas are not part of the Standard Building Report under AS4349.1 -



2007 and are not covered by this report. We strongly recommend a pool expert should be consulted to examine the pool and the pool equipment and plumbing as well as the requirements to meet the standard for pool fencing. Failure to conduct this inspection and put into place the necessary recommendations could result in fines for non-compliance under the legislation.

**Surface Drainage:** The retention of water from surface run off could have an effect on the foundation material which in turn could affect the footings to the dwelling. Best practice is always to monitor the flow of surface water and storm water run off, and have the water directed away from the dwelling or to storm water pipes by a Licensed Plumber/Drainer. Ground to perimeter of building should be lower than floor level and slope away from building, and not hold water. Any plants and gardens abutting building should be removed immediately. Any sprinklers abutting building should be removed immediately.

**Rooms Below Ground Level:** If there are any rooms under the house or below ground level (whether they be habitable or non-habitable rooms), these may be subject to dampness and water penetration. Drains are not always installed correctly or could be blocked. It is common to have damp problems and water entry into these type of rooms, especially during periods of heavy rainfall and this may not be evident upon initial inspection. These rooms may not have Council approval. The purchaser should make their own inquiries with the Council to ascertain if approval was given.

**Pest Management:** This is not a timber pest inspection report. It is recommended that a pest inspection be undertaken by a Licensed Pest Inspector prior to the purchase of the property. Further information as to the previous history with regard to pest activity and any treatments that may have been carried out should be obtained from the vendor prior to purchase.

**Shower Areas:** Tests may be made on shower areas to detect leaks (if water is connected). The tests may not reveal leaks or show incorrect waterproofing if silicone liquid or masonry sealant has been applied prior to the inspection. Such application is a temporary waterproofing measure and may last for some months before breaking down. The tests on shower recesses are limited to running water within the recesses and visually checking for leaks. As showers are only checked for a short period of time, prolonged use may reveal leaks that were not detected at the time of inspection. No evidence of a current leak during inspection does not necessarily mean that the shower does not leak.

**Glass Caution:** Glazing in older houses (built before 1978) may not necessarily comply with current glass safety standards AS1288. In the interests of safety, glass panes in doors and windows especially in trafficable areas should be replaced with safety glass or have shatterproof film installed unless they already comply with the current standard.

**Stairs & Balustrades:** Specifications have been laid down by the Australian Building Code - Section 3.9 covering stairs, landings and balustrades to ensure the safety of all occupants and visitors in a building. Many balustrades and stairs built before 1996 may not comply with the current standard. You must upgrade all such items to the current standard to improve safety. Stairs and handrails must be inspected on a regular bases not exceeding 12 months by a Builder.

**Exhaust Fans:** Where fitted, ducting exhaust fans to external air is recommended. This will help reduce damp air to roof voids and floor cavities that could possible create deterioration to building components.

**Down Lights:** Where down lights are fitted to the ceiling, you should be aware of possible fire risk. These light could possibly create an unsafe condition where located close to flammable materials. They are also prone to overheating when covered and this may reduce the life of the lights. If you have any doubts or concerns regarding any fitted down lights, you should contact a Licensed Electrician for advice.

**Insulation:** Where insulation is installed you should be aware of a possible health, safety and fire risks if the insulation has been installed incorrectly. Further inspection is recommended by a licensed Electrician to ensure insulation has been installed correctly and is safe.

**Gardens:** Generally it is not recommended that gardens be placed against the building. Excessive and irregular watering of gardens may possibly produce a differential movement to the foundation materials, mainly due to the variation in moisture content between different sections of the footings. This could

result in cracking to footings to foundations.

**Weep Holes:** These are open vertical slots to the base of the external brickwork. It is important that weep holes be kept clear to allow ventilation to the wall cavity. They also allow moisture to drain from the cavity. Gardens and stored goods covering weep holes may also provide easy access for timber pests. Keep weep holes in brickwork clear at all times. Covered weep holes can lead to rise and damp.

**Silicone Sealants to Roof Flashings:** Check silicone sealants to roof flashings - ultraviolet rays of the sun will breakdown these (if unprotected) in a few years. Tile roofs that do not have sarking underneath are prone to leaking in heavy rain and all minor cracks to roof tiles should be sealed and all pointing to capping tiles regularly maintained with silicone to prevent leakage and water damage to internal ceilings.

**Sealants and Grout to Decks/Balconies/Patio/Verandahs/Wet Areas:** Check sealants and grouts to all decks, balconies, patio/verandahs and 'wet areas'. Upper level patio floors which are not waterproofed may leak onto lower levels. Tiled shower cubicles are likely to leak if not sealed at floor levels. Tile glues can 'crystallise' in a few years if incorrectly applied. Timber rot and decay can be concealed behind showers and other wet areas.

**Decks/Balconies/Patio/Verandahs:** When Decks/Balconies/Patio/Verandahs are present it is recommended the structural integrity and construction be assessed by an Engineer. When Decks/Balconies/Patio/Verandahs are exposed to weather conditions they must be inspected on a regular bases not exceeding 12 months by a Builder. When the attachment of the Decks/Balconies/Patio/Verandahs to the main building have been concealed due to design you must ensure Council approvals have been gained and also gain a inspection by a Structural Engineer.

**Timbers/Posts/Stairs/Cladding in Contact with Ground:** Avoid having timbers, posts, stairs, cladding etc in direct contact with the ground. This will help reduce the risk of timber rot. Oregon timbers are highly prone to timber rot and should not be used externally for pergolas, handrails, external floor joists and beams, etc When freshly painted timber rot can be hard to detect through visual inspection.

**Lead Based Paint:** Older homes should be checked for lead based paint and should have all lead based paint removed by a professional painter due to safety concerns.

**Gas Fittings & Storage Cylinders:** All gas fittings and storage cylinders should be checked by a licensed installer for safe operation and operation of all fixtures.

**Maintenance/defect Inspection:** It is strongly recommended that a maintenance/defect building inspection be carried out to the building every 12 months.

### **IMPORTANT INFORMATION REGARDING THE SCOPE AND LIMITATIONS OF THE INSPECTION AND THIS REPORT**

**Important Information:** Any person who relies upon the contents of this report does so acknowledging that the following clauses, which define the Scope and Limitations of the inspection, form an integral part of the report.

1) This report is not an all encompassing report dealing with the building from every aspect. It is a reasonable attempt to identify any obvious or significant defects apparent at the time of the inspection. Whether or not a defect is considered significant or not, depends, to a large extent, upon the age and type of the building inspected. This report is not a Certificate of Compliance with the requirements of any Act, Regulation, Ordinance or By-law. It is not a structural report. Should you require any advice of a structural nature you should contact a structural engineer.

2) **THIS IS A VISUAL INSPECTION ONLY** limited to those areas and sections of the property fully accessible and visible to the Inspector on the date of Inspection. The inspection DID NOT include breaking apart, dismantling, removing or moving objects including, but not limited to, foliage, mouldings, roof insulation/ sisalation, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The inspector CANNOT see inside walls, between floors, inside skillion roofing,

behind stored goods in cupboards and other areas that are concealed or obstructed. The inspector DID NOT dig, gouge, force or perform any other invasive procedures. Visible timbers CANNOT be destructively probed or hit without the written permission of the property owner.

3) This Report does not and cannot make comment upon: defects that may have been concealed; the assessment or detection of defects (including rising damp and leaks) which may be subject to the prevailing weather conditions; whether or not services have been used for some time prior to the inspection and whether this will affect the detection of leaks or other defects (*eg. In the case of shower enclosures the absence of any dampness at the time of the inspection does not necessarily mean that the enclosure will not leak*); the presence or absence of timber pests; gas-fittings; common property areas; environmental concerns; the proximity of the property to flight paths, railways, or busy traffic; noise levels; health and safety issues; heritage concerns; security concerns; fire protection; site drainage (apart from surface water drainage); swimming pools and spas); detection and identification of illegal building work; detection and identification of illegal plumbing work; durability of exposed finishes; issues relating to neighbouring properties; document analysis; electrical installation; any matters that are solely regulated by statute; any area(s) or item(s) that could not be inspected by the consultant.

Furthermore this Report is not a guarantee that defects and/or damage does not exist in any inaccessible or partly inaccessible areas or sections of the property. **(NB Such matters may upon request be covered under the terms of a Special-purpose Property Report.)**

4) **CONSUMER COMPLAINTS PROCEDURE:** In the event of any dispute or claim arising out of, or relating to the inspection or the Report, You must notify Us as soon as possible of the dispute or claim by email, fax or mail. You must allow Us (which includes persons nominated by Us) to visit the property (which visit must occur within twenty-eight (28) days of your notification to Us) and give Us full access in order that We may fully investigate the complaint. You will be provided with a written response to your dispute or claim within twenty-eight (28) days of the date of the inspection.

If you are not satisfied with our response You must within twenty-one (21) days of Your receipt of Our written response refer the matter to a Mediator nominated by Us from the Institute of Arbitrators and Mediators of Australia. The cost of the Mediator will be borne equally by both parties or as agreed as part of the mediated settlement.

Should the dispute or claim not be resolved by mediation then the dispute or claim will proceed to arbitration. The Institute of Arbitrators and Mediators of Australia will appoint an Arbitrator who will hear and resolve the dispute. The arbitration, subject to any directions of Arbitrator, will proceed in the following manner:

- (a) The parties must submit all written submissions and evidence to the Arbitrator within twenty-one (21) days of the appointment of the Arbitrator; and
- (b) The arbitration will be held within twenty-one (21) days of the Arbitrator receiving the written submissions.

The Arbitrator will make a decision determining the dispute or claim within twenty-one (21) days of the final day of the arbitration. The Arbitrator may, as part of his determination, determine what costs, if any, each of the parties are to pay and the time by which the parties must be paid any settlement or costs.

The decision of the Arbitrator is final and binding on both parties. Should the Arbitrator order either party to pay any settlement amount or costs to the other party but not specify a time for payment then such payment shall be made within twenty-one (21) days of the order.

In the event You do not comply with the above Complaints Procedure and commence litigation against Us then You agree to fully indemnify Us against any awards, costs, legal fees and expenses incurred by Us in having your litigation set aside or adjourned to permit the foregoing Complaints Procedure to complete.

5) **ASBESTOS DISCLAIMER:** "No inspection for asbestos was carried out at the property and no report on the presence or absence of asbestos is provided. If during the course of the Inspection asbestos or materials containing asbestos happened to be noticed then this may be noted in the report. Buildings built prior to 1982 may have wall and/or ceiling sheeting and other products including roof sheeting that contains Asbestos. Even buildings built after this date up until the early 90s may contain some Asbestos. Sheeting should be fully sealed to prevent exposure. If concerned, or if the building was built prior to 1990 or if asbestos is noted as present within the property then you should seek advice from a qualified asbestos removal expert as to the amount and importance of the asbestos present and the cost of sealing or removal. Drilling, cutting or removing sheeting or products containing Asbestos is a high risk to peoples health. You should seek advice from a qualified asbestos removal expert. Asbestos material should not be disturbed or damaged and should only be removed or altered by a licensed asbestos removal contractor.

6) **Mould (Mildew and Non-Wood Decay Fungi) Disclaimer:** Mildew and non wood decay fungi is commonly known as Mould. However, Mould and their spores may cause health problems or allergic reactions such as asthma and dermatitis in some people. **No inspection for Mould was carried out at the property and no report on the presence or absence of Mould is provided.** If in the course of the Inspection, Mould happened to be noticed it may be noted in the **Additional Comments** section of the report. If Mould is noted as present within the property or if you notice Mould and you are concerned as to the possible health risk resulting from its presence then you should seek advice from your local Council, State or Commonwealth Government Health Department or a qualified expert such as an Industry Hygienist.

7) **MAGNESITE FLOORING DISCLAIMER:** No inspection for Magnesite Flooring was carried out at the property and no report on the presence or absence of Magnesite Flooring is provided. If the building was constructed between 1960 and 1990 it may well contain Magnesite Flooring. This is not visible during an inspection as generally floor coverings are placed over it. It is recommended that you seek written advice from the owner/s of the property about whether Magnesite Flooring is present in the dwelling. If it is uncertain, suspected or confirmed that Magnesite is present you should instruct a Structural Engineer to determine the extent, condition, and potential impact on the building.

8) **Conditions :-** This standard property report is conditional upon or conditional in relation to -

- the assessment of any apparent defect including rising damp and leaks, the detection of which may be subject to prevailing weather conditions;
- information provided by the person, the employees or agents of the person requesting the report;
- the specific areas of expertise of the consultant specified in the report;
- apparent concealment of possible defects; or
- any other factor limiting the preparation of the report.

### **IMPORTANT DISCLAIMER**

**Disclaimer of Liability:** No liability shall be accepted on an account of failure of the report to notify any problems in the area(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for inspection is denied by or to the inspector (including but not limited to or any area(s) or section(s) so specified by the report).

The inspection reports should be read in conjunction with the Purchaser viewing the property for themselves. We accept no responsibility for Purchasers who rely solely on the inspection reports without viewing the property for themselves before purchase. Purchasing a property sight unseen is not advisable.

**Disclaimer of Liability to Third Parties:** This report is made solely for the use and benefit of the client named on the front of this report. No liability or responsibility whatsoever, in contract or tort, is accepted to any third party who may rely on the report wholly or in part. Any third party acting or relying on this report in whole or part, does so at their own risk.

Note: This report should not be relied upon if the contract for sale becomes binding more than 30 days

after the date of the initial inspection - a re-inspection after this time is essential.

**CONTACT THE INSPECTOR**

Please feel free to contact the inspector who carried out this inspection. Often it is very difficult to fully explain situations, problems, access difficulties, building faults or their importance in a manner that is readily understandable by the reader. Should you have any difficulty in understanding anything contained within this report then you should immediately contact the inspector and have the matter explained to you. If you have any questions at all or require any clarification then contact the inspector prior to acting on this report.

The Inspection and Report was carried out by: Nathan Milburn

License: 1261163

Insurance Accreditation Number: 00114

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Signature: \_\_\_\_\_ Dated: 7th November 2024.  
SIGNED FOR AND ON BEHALF OF: Be Sure Building & Pest Inspections.



## Be Sure Building & Pest Inspections

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### Pest Inspection Report



**Inspected by: Nathan Milburn**  
**Inspection Date: 7th November 2024**

This report is the exclusive property of the inspection company and the client whose name appears herewith and its use by any unauthorized persons is prohibited.

# VISUAL TIMBER PEST INSPECTION & REPORT IN ACCORDANCE WITH AS 4349.3 - 2010

## CLIENT & SITE DETAILS

**Client:**

[Dysart Kindergarten.](#)

**Phone:**

[0437029381.](#)

**Email:**

[committeedysartkindy@gmail.com.](mailto:committeedysartkindy@gmail.com)

**Invoice No:**

BSBPI: 7489.

**Re: Structure at:**

Dysart Kindy.

**Inspection Date:**

7th November 2024.

**Report Prepared Date:**

7th November 2024.

Note: The report should not be relied upon if the contract for sale becomes binding more than 30 days after the date of the initial inspection. A re-inspection after this time is essential.

The Purpose of the inspection: is to give advice about the condition of the property with regard to timber pests.

**Agreement No:**

BSBPI: 7489.

**Date of Agreement:**

7th November 2024.

**Specific Requirements/Conditions Required by You were:**

Not applicable.

**Weather Conditions at the time of the Inspection:**

Fine.

**Comments:**

Not applicable.

**Contact the Inspector:** Should you have any difficulty in understanding anything contained within this report then you should immediately contact the inspector and have the matter explained to you prior to acting on this report.

## SUMMARY ONLY

**Important Disclaimer**

- \* This Summary is supplied to allow a quick and superficial overview of the inspection results.
- \* This Summary is NOT the Report and cannot be relied upon on its own.
- \* This Summary must be read in conjunction with the full report and not in isolation from the report.
- \* If there should happen to be any discrepancy between anything in the Report and anything in this Summary, the information in the Report shall override that in this Summary.
- \* The Report is subject to conditions and limitations. Your attention is particularly drawn to the Clauses, Disclaimer of Liability to Third Parties, Limited Liability to a Purchaser within the Australian Capital Territory and to the Notice of the Purchaser at the back of this Report.

## **ACCESS**

**Are there any area(s) and/or section(s) to which Access should be gained?**

Yes, read the report in its entirety.

## **TIMBER PEST ACTIVITY**

**Were active subterranean termites (live specimens) found?**

No, read the report in its entirety.

**Was visible evidence of subterranean termite workings or damage found?**

No, read the report in its entirety.

**Was visible evidence of borers of seasoned timbers found?**

No, read the report in its entirety.

**Was evidence of damage caused by wood decay (rot) fungi found?**

Yes, read the report in its entirety.

**Are further inspections recommended?**

Yes, read the report in its entirety.

**Were any major safety hazards identified?**

No, read the report in its entirety.

**In our opinion, the susceptibility of this property to timber pests is considered to be:**

Extremely High - read the report in its entirety.

**For complete and accurate information you must refer to the following Complete Visual Timber Pest Report.**

**Important: We strongly recommend the client make inquiry from the vendor about Timber Pests and in particular Termites for this property.**

## **VISUAL TIMBER PEST REPORT**

**1. Brief Description of the Structure(s) Inspected:**

Main Building, Garden Shed/s, Sheds.

**1.1 Main Building type:**

Commercial.

**External walls constructed from:**

Brick veneer with timber frame. Timber frame with cladding. Timber frame with fibre cement sheeting.

**Roof Covering:**

Painted iron sheeting.

**Lower Floor:**

Concrete Slab.

**Piers:**

Timber. Steel.

**Strata:**

Not applicable.

Any building or part of a building that is constructed on a concrete slab is always more susceptible to termite attack because of possible concealed termite entry.



**1.2 Areas Inspected: Only structures, fences &/or trees within 30m of the building but within the property boundaries were inspected. The areas inspected were:**

The Building Interior. The Building Exterior. The Roof Space. The Site. To establish the way in which the property elements have been described with regards to their location, the front of the building is identified as that which faces the road. The location the property elements is then described as if the inspector/viewer is standing at the front of the building looking towards it.

**Areas NOT Inspected:**

Roof void because no access to raked ceilings due to roof design. Subfloor because not applicable due to slab on ground. No inspection was made, and no report is submitted, of inaccessible areas. These include, but may not be limited to, cavity walls, concealed frame timbers, eaves, flat roofs, fully enclosed patios subfloors, soil concealed by concrete floors, fireplace hearths, wall linings, landscaping, rubbish, floor coverings, furniture, pictures, appliances, stored items, insulation, hollow **blocks/posts, etc.** Furnishings, furniture and stored items were not inspected.

**1.3 Other Area(s)\* to which REASONABLE ACCESS for inspection WAS NOT AVAILABLE and the Reason(s) why include:**

Interior because of stored items, furniture, stored items to cupboards/cabinets, floor coverings, blinds/curtains to windows. Garage because stored items to sections. Wall exterior because of stored items abutting dwelling. Outbuildings because stored items to interiors. Roof void because of roof design and crawl space, inspection of roof space was conducted from top of ladder only from access hole, sisalation under roof covering, no access to raked ceilings due to roof design. Subfloor because not applicable due to slab on ground. Window jambs and architraves because blinds/curtains fitted to windows. Slab edge, which normally would be exposed because wall cladding is covering the slab edge and wall cladding to ground to sections. \* Since a complete inspection of the above areas was not possible, termite activity and/or damage may exist in these areas.

**1.4 Area(s) in which Visual Inspection was Obstructed or Restricted and the Reason(s) why include:**

Interior because of stored items, furniture, stored items to cupboards/cabinets, floor coverings, blinds/curtains to windows. Garage because stored items to sections. Wall exterior because of stored items abutting dwelling. Outbuildings because stored items to interiors. Roof void because of roof design and crawl space, inspection of roof space was conducted from top of ladder only from access hole, sisalation under roof covering, no access to raked ceilings due to roof design. Subfloor because not applicable due to slab on ground. Window jambs and architraves because blinds/curtains fitted to windows. Slab edge, which normally would be exposed because wall cladding is covering the slab edge and wall cladding to ground to sections. \* Since a complete inspection of the above areas was not possible, termite activity and/or damage may exist in these areas.

**1.5 High Risk Area(s) to which access SHOULD be gained, or fully gained, since they may show evidence of Timber Pests or damage include:**

Interior. All area/s which are visually obstructed when reasonable access is available.

**Important:** If a complete inspection of the above areas was not possible, timber pest activity and/or damage may exist in these areas.

Further Inspections are strongly recommended to areas where Reasonable Access is Unavailable, Obstructed or Restricted or a High Risk of possible Timber Pests and/or Damage exists.

**1.6 The following further inspections are recommended for the areas described above:**

Interior. All area/s which are visually obstructed when reasonable access is available.

**Furnished properties:** Where a property is furnished at the time of the inspection the furnishings and stored goods may be concealing evidence of Timber Pest Activity. This evidence may only be revealed when the property is vacated. A further inspection of the vacant property is strongly recommended in this case.

**1.7 Was the property furnished at the time of inspection?**

Yes. Where a property is furnished at the time of the inspection the furnishings and stored goods may be concealing evidence of Timber Pest Activity. This evidence may only be revealed when the property is vacated. A further inspection of the vacant property is strongly recommended in this case.

**1.8 Was there blinds/curtains installed to windows and doors?**

Yes. Where a property has blinds/curtains fitted at the time of the inspection then you must understand that they may be concealing evidence of Timber Pest Activity and/or Damage. This evidence may only be revealed when the blinds/curtains are removed. More invasive inspection is required.

**1.9 Was there floor coverings installed?**

Yes. Where a property has floor coverings installed at the time of the inspection then you must understand that they may be concealing evidence of Timber Pest Activity and/or Damage. This evidence may only be revealed when the floor coverings are removed.

**1.10 Was insulation present in roof void?**

Yes. Sisalation under roof covering.

**Note: Important Limitations for Safe and Reasonable Access**

Only areas where reasonable access was available were inspected. AS 4349.3 defines reasonable access and states that access will not be available where there are safety concerns, or obstructions, or the space available is less than the following:

**ROOF VOID** - the dimensions of the access hole must be at least 500mm x 400mm, and, reachable by a 3.6m ladder, and there is at least 600mm x 600mm of space to crawl;

**ROOF EXTERIOR** - must be accessible by a 3.6m ladder placed safely on the ground;

**SUBFLOOR** - Access is normally not available where dimensions are less than 500mm x 400mm for the access hole and less than 400mm of crawl space beneath the lowest bearer, or, less than 500mm beneath the lowest part of any concrete floor;

The inspector shall determine whether sufficient space is available to allow safe access to confined areas.

Reasonable access does not include the use of destructive or invasive inspection methods. Nor does reasonable access include cutting or making access traps, or moving heavy furniture or stored goods.

**2.0 SUBTERRANEAN TERMITES****2.1 Were active termites (live insects) present at the time of the inspection?**

No - read the report in its entirety. If the answer was 'none found at the time of the inspection' then the following termite description is not applicable. Go to 2.2.

**2.2 A termite nest was located in the following location(s):**

None Located. Read the report in its entirety. Recommend test drilling of trees/stumps.

**2.3 Visible evidence of subterranean termite workings and/or damage:**

was not found. Where workings and/or damage was found, it was in but not necessarily limited to the following areas: Not applicable. NOTE: Where evidence of termite activity was found in the grounds then the risk to buildings is very high. A treatment to eradicate the termites and to protect the building(s) should be carried out. Where the evidence of termite workings was found in the grounds or the building(s) then the risk of a further attack is very high.

**2.4 Was any evidence of timber damage visible?**

No. We claim no expertise in building and if any evidence or damage has been reported then you must have a building expert determine the full extent of damage and the estimated cost of repairs or timber replacement (See Terms & Limitations).

**2.5 Where activity or damage is reported above, does it present a major safety hazard?**

Not applicable.

**VERY IMPORTANT**

If live termites or any evidence of termite workings or damage was reported above within the building(s) or in the grounds and fences then it must be assumed that there may be concealed termite activity and/or timber damage. This concealed activity or damage may only be found when alterations are carried out such as when wall linings, cladding or insulation are removed or if you arrange for an invasive inspection. We claim no expertise in structural engineering or building. We strongly recommend that you have a qualified person such as a Builder, Engineer, Architect or other qualified expert in the building trade determine the full extent of the damage, if any. This may require an invasive inspection. We take no responsibility for the repair of any damage whether disclosed by this report or not (See Terms & Limitations).

Where visual evidence of termite workings and/or damage is reported above, but no live termites were present at the time of the inspection, you must realize that it is possible that termites are still active in the immediate vicinity and the termites may continue to cause further damage. It is not possible, without benefit of further investigation and a number of inspections over a period of time, to ascertain whether any infestation is active or inactive. Active termites may simply have not been present at the time of inspection due to a prior disturbance, climatic conditions, or they may have been utilising an alternative feeding source. Continued, regular inspections are essential. Unless written evidence of a termite protection program in accord with '*Australian Standard 3660*' with ongoing inspections is provided, you must arrange for a treatment in accord with '*Australian Standard 3660*' to be carried out immediately to reduce the risk of further attack.

**General Remarks:** A more thorough INVASIVE INSPECTION is available (refer to section 9). Where any current visible evidence of Timber Pest activity is found it is strongly recommended that a more invasive inspection is performed. Trees on the property with a diameter of more than 100mm have been visually inspected for evidence of termite activity to a height of 2m where access was possible and practical. It is very difficult, and generally impossible to locate termite nests since they are underground and evidence in trees is usually well concealed. We therefore strongly recommend that you arrange to have trees test drilled for evidence of termite nests.

**2.6 The following evidence of a termite treatment/management system was found:**

Grout plugs to concrete abutting dwelling.

**WARNING:** If evidence of drill holes/grout plugs in concrete or brickwork or other signs of a possible previous treatment is reported then the treatment was probably carried out because of an active termite attack. Extensive structural damage may exist in concealed areas. You should have an invasive inspection carried out and have a builder determine the full extent of any damage and the estimated cost of repairs as the damage may only be found when wall linings etc are removed.

Normally if a termite treatment has been carried out then a durable notice should be located in the meter box and/or kitchen cupboard indicating the type of the termite shield system, treated zone or combination has been installed.

**2.7 Was a durable sign or sticker (Termite Management Notice) located indicating a management program/system has been installed or is in place?**

No. **This firm can give no assurances with regard to work that may have been previously performed by other firms. It is Essential to obtain copies of all paperwork and make your own inquiries as to the quality of the treatment, when it was carried out and warranty information. In most cases you should arrange for a treatment in accord with '*Australian Standard 3660*' be carried out to reduce the risk of further attack. A management program/system in accordance with AS3660 to protect against subterranean termites is**

essential on all buildings in Queensland.

### **3.0 BORERS OF SEASONED TIMBER**

#### **Lyctus brunneus (powder post beetle)**

*Lyctus brunneus* (powder post beetle) is not considered a significant pest of timber. Damage is confined to the sapwood so treatment or timber replacement is not usually required. However, you should have a building expert investigate if any timber replacement is required.

#### **Anobium punctatum (furniture beetle) and Calymmaderus incisus (Queensland pine beetle)**

*Anobium punctatum* (furniture beetle) and *Calymmaderus incisus* (Queensland pine beetle) must always be considered active, unless proof of treatment is provided, because, unless the timber is ground up, one cannot determine conclusively if activity has ceased. Total timber replacement of all susceptible timbers is recommended. A secondary choice is treatment. However, the evidence and damage will remain and the treatment may need to be carried out each year for up to three years.

#### **3.1 Was visible evidence of borers found?**

No. We claim no expertise in building and if any evidence or damage has been reported then you must have a building expert determine the full extent of damage and the estimated cost of repairs or timber replacement (See Terms & Limitations).

Borer activity is usually determined by the presence of exit holes and/or frass. Since a delay exists between the time of initial infestation and the appearance of these signs, it is possible that some borer activity may exist that is not discernable at the time of the inspection.

#### **3.2 Where activity or damage is reported above, does its presence represent a major safety hazard?**

No.

#### **3.3 Borer Recommendations**

Replacement of all susceptible timbers is always preferred since, in the event of selling the property in the future it is probable that an inspector will report the borers as active (see above). A chemical treatment to control and/or protect against Furniture beetle and/or Queensland pine beetle can be considered as a less effective, low cost option. Before considering this option you should consult with a builder (See Terms & Limitations) to determine if the timbers are structurally sound. Following the initial treatment a further inspection is essential in twelve months time to determine if further treatment is needed. Treatments over a number of consecutive years may be required.

### **4.0 FUNGAL DECAY CAUSED BY WOOD DECAY FUNGI**

#### **4.1 Was evidence of wood decay fungi (wood rot) found?**

Yes. We claim no expertise in building and if any evidence of damage has been reported you must have a building expert to determine the full extent of damage and the estimated cost of repairs or timber replacement (See Terms & Limitations).

#### **4.2 Location of timber rot:**

Minor timber rot damage was found to the patio verandah 2, wall mouldings, garage door mouldings, timber skirting board to the toilet. With regards to timber rot (wood decay fungi) this should be read in conjunction with the building report. We claim no expertise in building and if any evidence of damage has been reported you must have a building expert to determine the full extent of damage and the estimated cost of repairs or timber replacement (See Terms & Limitations).

#### **4.3 Where damage is reported above, does its presence represent a major safety hazard?**

Not at the time of the inspection. Important Note: Where timber rot is noted above in high traffic areas ie: stairs, decks, patios etc the replacement of the affected timbers must be replaced immediately for safety reasons. **Important Note:** Where a Major Safety Hazard is identified above, it must be attended to and/or rectified to avoid the possibility of personal injury &/or death. We claim no expertise in building and if any evidence of fungal decay or damage has been reported you must have a building expert to determine the full extent of damage and the estimated cost of repairs or timber replacement (See Terms & Limitations).

## **5.0 CONDITIONS THAT ARE CONDUCTIVE TO TIMBER PESTS**

### **5.1 Water Leaks**

**Water leaks**, especially in or into the subfloor or against the external walls eg. leaking taps, water tanks, leaking roofs or down pipes and or guttering, increases the likelihood of termite attack. Leaking showers or leaks from other 'wet areas' also increases the likelihood of concealed termite attack. These conditions are also conducive to borer activity and wood decay.

At the time of the inspection, water leaks were found to be: not present. We claim no expertise in building and if any leaks were reported then you must have a plumber or other building expert determine the full extent of damage and the estimated cost of repairs.

### **5.2 Moisture**

High moisture readings can be caused by any one of the following: poor ventilation, ineffective drainage, leaking pipes, leaking roofs, defective flashing or by concealed termite activity. The areas of high moisture should be investigated by way of an invasive inspection. High moisture levels also increase the likelihood of termite attack and may also be conducive to borer activity and wood decay. If a high moisture was reported then you must have a building expert investigate the moisture and its cause and determine the full extent of damage and the estimated cost of repairs. At the time of the inspection moisture readings were considered normal. Where moisture is reported above, the finding was made using a moisture meter.

### **5.3 Drainage**

Poor drainage, especially in or into the subfloor or against the external walls, greatly increases the likelihood of wood decay and termite attack. We claim no expertise in plumbing and drainage, however it appears that the drainage is generally inadequate. Where drainage is considered inadequate a plumber, builder or other building expert must be consulted. The following items need attention: Hot water services and air conditioner units which release water alongside or near to building walls should be piped to a drain (if not possible then several meters away from the building) as the resulting wet area is highly conducive to termites. In ground drainage that is installed to move surface drainage would have to be kept open and clear to function. No calculations have been made as to whether the drain/s installed to rear of the building are adequate to move water in all situations. Make ground and/or paths abutting dwelling slope away from dwelling. Ensure all storm water lines, drains, gutters, etc are not blocked, do not hold water and are free flowing. **The general adequacy of site drainage is not included in the Standard Property Inspection Report. Comments on surface water drainage are limited as where there has been either little or no rainfall for a period of time, surface water drainage may appear to be adequate but then during periods of heavy rain, may be found to be inadequate. Any comments made in this section are relevant only in light of the conditions present at the time of the inspection.**

### **5.4 Hot Water Services and Air-conditioning Units**

**Hot water services and air-conditioning units** which release water alongside or near to building walls should be piped to a drain. If this is not possible then their water outlet needs to be piped several meters away from the building, as the resulting wet area is highly conducive to termites.

Is there any need for work to be carried out? Yes. Both hot water systems and air-conditioning units are dispersing water close to the building. Recommend diverting all discharge to a suitable drain.

### **5.5 Water Tanks**

**Water tanks** are required to be installed in new homes in some states and many homes have had them retroactively installed as a conservation measure. Tanks which release water alongside or near to building walls need to be connected to a drain. If this is not possible then their water outlet needs to be piped several meters away from the building, as the resulting wet area is highly conducive to termites.

Is there a need for this work to be carried out? Not applicable.

### 5.6 Ventilation

Ventilation, particularly to the subfloor region is important in minimising the opportunity for Timber Pests to establish themselves within a property.

We claim no expertise in building, however, the ventilation appears to be generally not applicable.

### 5.7 Mould

Mould on walls and ceilings etc; is an indicator of high moisture or very poor ventilation. If reported You need to have the reason investigated by a builder or an Industry Hygienist as its presence may indicate the presence of a water leak, wood decay or termites behind the wall or ceiling sheeting.

Was mould found at the time of the inspection? Yes. Mould was found to the roof area, external masonry, paths.

### 5.8 Timbers Exposed to Weather and/or Water

Some species of timber may be used in areas for which they are not suitable. Where this occurs, the timber may be damaged by Timber Pests, in particular termites and wood decay. In most cases, these timbers may be protected with normal maintenance, eg regular painting. However in some cases, you should consider replacing the timbers with a more suitable species or material.

The fitness for purpose of the visible structural timber exposed to weather and/or water appears adequate for the situation they have been used in. It is strongly recommended that you consult a Builder, Architect or other specialist in the field to inspect exposed timbers to give expert advice on their durability and suitability for the situation in which they are used.

### 5.9 Other areas and/or situations that appear conducive to (may attract) subterranean termite infestation:

- \* Poor surface drainage to perimeter of building (recommend improving). \* Ensure all storm water lines, drains, gutters etc are not blocked, do not hold water and are free flowing. \* Test drill trees/stumps to yard for termite activity. \* Wall cladding in contact with ground (recommend removal, chemically treating or make so as not to be in contact with ground). \* Timber/s to the side gate/s/fence/s returns attached to the main dwelling external walls may conceal termite entry points. Recommend minimum 100mm clearance from ground/soil or reconstructing. \* Weep holes obstructed (recommend 75mm clear visibility below all weep holes). \* Hot water systems, air-conditioners and/or taps dispersing water close to house (recommend diverting all overflow pipes to a suitable waste pipe or suitable drainage and/or dispersion pads be placed under all taps). \* Slab edge not exposed to perimeter of building (recommend exposing 75mm minimum of slab edge to perimeter of building). \* Recommend gaining all termite management documentation from owners.

### 5.10 Comments on other Conducive Conditions to timber pest infestation

All areas and/or situations that appear conducive to (may attract) subterranean termite infestation in '5.9' above must be addressed as a matter of urgency.

**Refer to Important Maintenance Advice below regarding what a property owner can do to help reduce risk of Timber Pest attack.**

## **6.0 CONDITIONS CONDUCTIVE TO UNDETECTED TERMITE ENTRY**

### 6.1 Slab Edge Exposure

Where external concrete slab edges are not exposed there is a high risk of concealed termite entry. In some buildings built since July 1995 the edge of the slab forms part of the termite shield system. In these buildings an inspection zone of at least 75mm should be maintained to permit detection of termite entry. The concrete edge should not be concealed by render, tiles, cladding, paint, flashings, adjoining structures, paving, soil, turf or landscaping etc. Where this is the case you should arrange to have the slab edge exposed for inspection. Concealed termite entry may already be taking place but could not be detected at the time of the inspection. This may have resulted in concealed timber damage.

Does the slab edge inspection zone fully comply? No. Arrange for the slab edge to be exposed.

**Note:** A very high proportion of termite attacks are over the edge of both infill and other concrete slab types. Covering the edge of a concrete slab makes concealed termite entry easy. Infill slab type construction has an even higher risk of concealed termite ingress as the slab edge is concealed due to the construction design and cannot be exposed. The type of slab may only be determined by assessment of the construction plans by a qualified person eg. Builder, Architect. Construction Plans may be obtainable by your conveyancer. Termite activity and/or damage may be present in concealed timbers of the building. **We strongly recommend** frequent regular inspections in accordance with AS 3660.2. Where the slab edge is not fully exposed or the slab is an infill slab or the slab type cannot be determined then we strongly recommend inspections every 3 to 6 months in accordance with AS 3660.2.

**Infill slab: A slab on the ground cast between walls. Other slabs should be in accordance with AS 2870 - 1996 and AS 3660.1 - 2000.**

### **6.2 Weep Holes in External Walls**

It is very important that soil, lawn, concrete paths or pavers do not cover the weep holes. Sometimes they have been covered during the rendering of the brickwork. They should be clean and free flowing. Covering the weep holes in part or in whole may allow undetected termite entry.

Were the weep holes clear allowing the free flow of air? No. Arrange for weep holes to be exposed.

### **6.3 Termite Shields (Ant Caps)**

Termite Shields (Ant Caps) should be in good order and condition so termite workings are exposed and visible. This helps stop termites gaining undetected entry. Joins in the shielding should have been soldered during the installation. Whenever it is observed that the joins in the shielding have not been soldered then the shielding must be reported as inadequate. It may be possible for a builder to repair the shielding. If not, a chemical treated zone may need to be installed to deter termites from gaining concealed access to the building. Missing, damaged or poor shields increase the risk of termite infestation.

We claim no expertise in building. However, in our opinion the termite shields appear to be not applicable.

### **6.4 Other areas and/or situations that may allow undetected subterranean termite entry:**

\* Timber wall/door mouldings low and in contact with ground (recommend removal, chemically treating or make so as not to be in contact with ground).

## **7.0 OTHER INFORMATION**

**Refer to Important Maintenance Advice regarding what a property owner can do to help reduce the risk of Timber Pest attack.**

Refer to 'Important Advice - Important Maintenance Advice Regarding Integrated Pest Management for Protecting Against Timber Pests'.

## **8.0 OVERALL ASSESSMENT OF THE PROPERTY**

Where the evidence of live termites or termite damage or termite workings (mudding) was found in the building(s) then the risk of a further attack is extremely high. Where evidence of live termites or termite damage or termite workings was found in the grounds by not in the building(s) then the risk to building(s) must be reported as high to extremely high.

**8.1 At the time of the inspection the DEGREE OF RISK OF SUBTERRANEAN TERMITE INFESTATION to the overall property was considered to be:**

Extremely High.

**8.2 Subterranean Termite Treatment Recommendation**

A management program in accord with AS 3660 - 2000 to protect against subterranean termites is considered to be essential. Read the report in its entirety.

**8.3 Future Inspections**

AS 3660.2 - 2000 recommends that inspections be carried out at intervals no greater than annually and where timber pest "pressure" is greater, this interval should be shortened.

Inspections WILL NOT stop timber pest infestations; however, the damage which may be caused will be reduced when the infestation is found at an early stage.

Due to the degree of risk to subterranean termite infestation noted above and all other findings of this report, we strongly recommend that a full inspection and written report in accord with AS 4349.3 or AS3660.2 - 2000 is conducted at this property every month until a full Termite Management system has been installed.

**A MORE INVASIVE PHYSICAL INSPECTION IS AVAILABLE AND RECOMMENDED**

As detailed above, there are many limitations to this visual inspection only. With the permission of the owner of the premises we WILL perform a more invasive physical inspection that involves moving or lifting: insulation, stored items, furniture or foliage during the inspection. We WILL physically touch, tap, test and when necessary force/gouge suspected accessible timbers. We WILL gain access to areas, where physically possible and considered practical and necessary, by way of cutting traps and access holes. This style of report is available by ordering with several days notice. Inspection time for this style of report will be greater than for a VISUAL INSPECTION. It involves disruption in the case of an occupied property, and some permanent marking is likely. You must arrange for the written permission of the owner who must acknowledge all the above information and confirm that our firm will not be held liable for any damage caused to the property. A price is available on request.

**IMPORTANT MAINTENANCE ADVICE REGARDING INTEGRATED PEST MANAGEMENT (IPM) FOR PROTECTING AGAINST TIMBER PESTS**

**Any structure can be attacked by Timber Pests.** Periodic maintenance should include measures to minimise possibilities of infestation in and around a property. Factors which may lead to infestation from Timber Pests include situations where the edge of the concrete slab is covered by soil or garden debris, filled areas, areas with less than 400mm clearance, foam insulation at foundations, earth/wood contact, damp areas, leaking pipes, etc; form-work timbers, scrap timber, trees stumps, mulch, tree branches touching the structure, wood rot, etc. Gardens, pathways or turf abutting or concealing the edge of a concrete slab will allow for concealed entry by timber pests. Any timber in contact with soil such as form-work, scrap timbers or stumps must be removed from under and around the buildings and any leaks repaired. You should endeavour to ensure such conditions DO NOT occur around your property.

We further advise that you engage a professional pest control firm to provide a suitable termite management program in accord with AS 3660 to minimise the risk of termite attack. There is no way of preventing termite attack. Even AS 3660 advises when a complete termite management system is installed in accordance with AS3660.1-2000 for pre-construction termite work or 3660.2-2000 for post-construction termite work and the Australian Pesticides and Veterinary Medicines Authority (APVMA) product label directions are followed precisely, termites may still bridge the management system. However, if the labels directions are followed and the Standard adhered to, and bridging occurs, evidence of the termite ingress will normally be evident to the inspector. Therefore regular inspections in line with the recommendations in this report are essential in addition to any suitable termite management system you install.

You should read and understand the following important information. It will help explain what is involved in a timber pest inspection, the difficulties faced by a timber pest inspector and why it is not possible to guarantee that a property is free of timber pests. It also details important information about what you can



do to help protect your property from timber pests. This information forms an integral part of the report.

### **CONCRETE SLAB HOMES**

Homes constructed on concrete slab pose special problems with respect to termite attack. If the edge of the slab is concealed by concrete paths, patios, pavers, garden beds, lawns, foliage, etc then it is possible for termites to affect concealed entry into the property. They can then cause extensive damage to concealed framing timbers. Even the most experienced inspector may be unable to detect their presence due to the concealment of wall linings. Only when the termites attack timbers in the roof void, which may in turn be concealed by insulation, can their presence be detected. Where termite damage is located in the roof it should be expected that concealed framing timbers will be extensively damaged. With a concrete slab home it is imperative that you expose the edge of the slab and ensure that foliage and garden beds do not cover the slab edge. Weep holes must be kept free of obstructions. It is strongly recommended that you have a termite inspection in accordance with AS 3660.2 carried out as recommended in this report.

### **SUBTERRANEAN TERMITES**

**No property is safe from termites!** Termites are the cause of the greatest economic losses of timber in service in Australia. Independent data compiled by State Forestry shows 1 in every 5 homes is attacked by termites at some stage in its life. More recent data would indicate that this is now as high as 1 in every 3. Australia's subterranean termite species (white ants) are the most destructive timber pests in the world. In fact it can take "as little as 3 months for a termite colony to severely damage almost all the timber in a home".

**How Termites Attack your Home.** The most destructive species live in large underground nests containing several million timber destroying insects. The problem arises when a nest matures near your home. Your home provides natural shelter and a food source for the termites. The gallery system of a single colony may exploit food sources over as much as one hectare, with individual galleries extending up to 50 meters to enter your home, where there is a smorgasbord of timber to feast upon. Even concrete slabs do not act as a barrier; they can penetrate through cracks in the slab to gain access to your home. They even build mud tubes to gain access to above ground timbers. In rare cases termites may create their nest in the cavity wall of the property without making ground contact. In these cases it may be impossible to determine their presence until extensive damage occurs.

**Termite Damage.** Once in contact with the timber they excavate it often leaving only a thin veneer on the outside. If left undiscovered the economic species can cause many thousands of dollars damage and cost two to five thousand dollars (or more) to treat.

**Subterranean Termite Ecology.** These termites are social insects usually living in underground nests. Nests may be in trees or in rare instances they may be in above ground areas within the property. They tunnel underground to enter the building and then remain hidden within the timber making it very difficult to locate them. Where timbers are concealed, as in most modern homes, it makes it even more difficult to locate their presence. Especially if gardens have been built up around the home and termite barriers are either not in place or poorly maintained. Termites form nests in all sorts of locations and they are usually not visible. There may be more than one nest on a property. The diet of termites in the natural environment is the various hardwood and softwood species growing throughout Australia. These same timbers are used in buildings. Worker termites move out from their underground nest into surrounding areas where they obtain food and return to nurture the other casts of termites within the nest. Termites are extremely sensitive to temperature, humidity and light and hence can not move over ground like most insects. They travel in mud encrusted tunnels to the source of food. Detection of termites is usually by locating these mud tunnels rising from the ground into the affected structure. This takes an expert eye.

Termite barriers protect a building by forcing termites to show themselves. Termites can build mud tunnels around termite barriers to reach the timbers above. The presence of termite tracks or leads does not necessarily mean that termites have entered the timber though. A clear view of walls and piers and easy access to the subfloor means that detection should be fairly easy. However, many styles of construction do not lend themselves to ready detection of termites. The design of some properties is such that they may make detection by a pest inspector difficult, if not impossible.

The tapping and probing of walls and internal timbers is an adjunct or additional means of detection of termites but is not as reliable as locating tracks. The use of a moisture meter is a useful aid for determining the presence of termites concealed behind thin wall panels, but it only detects high levels of activity. Older damage that has dried out will not be recorded. It may also provide false readings. Termite tracks may be present in the ceiling space however some roofs of a low pitch and with the presence of sisalation, insulation, air-conditioning ductwork and hot water services may prevent a full inspection of the timbers in these areas. Therefore since foolproof and absolute detection is not possible the use of protective barriers and regular inspections is a necessary step in protecting timbers from termite attack.

### **BORERS OF SEASONED TIMBERS**

Borers are the larvae of various species of beetles. The adult beetles lay their eggs within the timber. The eggs hatch out into larvae (grubs) which bore through the timber and can cause significant structural damage. The larvae may reside totally concealed within the timber for a period of several years before passing into a dormant pupal stage. Within the pupal case they metamorphose (change) into the adult beetle which cuts a hole in the outer surface of the timber to emerge, mate and lay further eggs to continue the cycle. It is only through the presence of these emergence holes, and the frass formed when the beetles cut the exit holes that their presence can be detected. Where floors are covered by carpets, tiling, or other floor coverings and where no access to the under floor area is available it is not possible to determine whether borers are present or not. This is particularly the case with the upper floors of a dwelling.

Borers of 'green' unseasoned timber may also be present. However, these species will naturally die out as the timbers dry out in service. While some emergence holes may occur in a new property, it would be unusual for such a borer to cause structural damage, though the exit holes may be unsightly.

**Anobium borer (furniture beetle) and Queensland pine borer.** These beetles are responsible for instances of flooring collapse, often triggered by a heavy object being placed on the floor (or a person stepping on the affected area!) Pine timbers are favoured by this beetle and, whilst the sap wood is preferred, the heartwood is also sometimes attacked. Attack by this beetle is usually observed in timbers that have been in service for 10 to 20 years or more and mostly involves flooring and timber wall paneling. The *frass* from the flight holes (faeces and chewed wood) is fine and gritty. Wood attack by these borers is often honeycombed.

**Lyctus borer (powder post beetle).** These borers only attack the sapwood of certain susceptible species of hardwood timber. Since it is a requirement that structural timbers contain no more than 25% Lyctus susceptible sapwood these borers are not normally associated with structural damage. Replacement of affected timbers is not recommended and treatment is not approved. Where decorative timbers are affected the emergence holes may be considered unsightly in which case timber replacement is the only option. Powder post beetles mostly attack during the first 6 to 12 months of service life of timber. As only the sapwood is destroyed, larger dimensional timbers (such as rafters, bearers and joists) in a house are seldom weakened significantly to cause collapse. In small dimensional timbers (such as tiling and ceiling battens) the sapwood may be extensive, and its destruction may result in collapse. Replacement of these timbers is the only option available.

### **TIMBER DECAY FUNGI**

The fruiting bodies of wood decay fungi vary in size, shape and colour. The type of fungi encountered by pest controllers usually reside in poorly ventilated subfloors, below wet areas of the home, exterior timbers and in areas that retain water in the soil. The durability and type of timbers are factors along with the temperature and environment. Destruction of affected timbers varies with the symptoms involved. Removal of the moisture source usually alleviates the problem. Fungal decay is attractive to termites and if the problem is not rectified it may well lead to future termite attack.

### **TERMS & LIMITATIONS**

#### **Important Information**

Any person who relies on the contents of this report does so acknowledging that the following clauses which define the Scope and Limitations of the inspection form an integral part of the report.

**1. THIS IS A VISUAL INSPECTION ONLY:** In accord with the requirements of AS4349.3 Inspection of Buildings Part 3: Timber Pest Inspections. Visual inspection was limited to those areas and sections of the property to which reasonable access (See Definition) was both available and permitted on the date of inspection. The inspection DID NOT include breaking apart, dismantling, removing or moving coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The inspector CANNOT see inside walls, between floors, inside skillion roofing, inside the eaves, behind stored goods in cupboards, in other areas that are concealed or obstructed. The inspector DID NOT dig, gouge, force or perform any other invasive procedures. An invasive inspection will not be performed unless a separate contract is entered into. In an occupied property it must be understood that furnishings or household items may be concealing evidence of Timber Pests which may only be revealed when the items are moved or removed. In the case of Strata type properties only the interior of the unit is inspected.

**2. SCOPE OF REPORT:** This Report is confined to reporting on the discovery, or non-discovery, of infestation and/or damage caused by subterranean and dampwood termites (white ants), borers or seasoned timber and wood decay fungi (hereafter referred to as 'Timber Pests'), present on the date of the inspection. The inspection did not cover any other pests and this Report does not comment on them. Drywood termites (Family: *KALOTERMITADAE*) and European House Borer (*Hylotrupes bujulus Linnaeus*) were excluded from the inspection, but have been reported on if, in the course of the inspection, any visual evidence of infestation happened to be found. If *Cryptotermes brevis* (West Indian Dry Wood Termites) or *Hylotrupes bujulus Linnaeus* are discovered we are required by law to notify Government Authorities. If reported a special purpose report may be necessary.

**3. LIMITATIONS:** Nothing contained in the Report implies that any inaccessible or partly inaccessible areas or sections of the property being inspected by the Inspector on the date of the inspection were not, or have not been, infested by Timber Pests. Accordingly this Report is not a guarantee that an infestation and/or damage does not exist in any inaccessible or partly inaccessible areas or sections of the property. Nor is it a guarantee that a future infestation of Timber Pests will not occur or be found.

**4. DETERMINING EXTENT OF DAMAGE:** The Report is NOT a structural damage report. We claim no expertise in building and any observations or recommendations about timber damage should not be taken as expert opinion and CANNOT be relied upon. If any evidence of Timber Pest activity and/or damage resulting from Timber Pest activity is reported either in the structure(s) or the grounds of the property, then You must assume that there may be concealed structural damage within the building(s). This concealed damage may only be found when wall linings, cladding or insulation is removed to reveal previously concealed timbers. An invasive Timber Pest Inspection (for which a separate contractor is required) is strongly recommended and You should arrange for a qualified person such as a Builder, Engineer, or Architect to carry out a structural inspection to determine the full extent of the damage and the extent of repairs that may be required. You agree that neither We nor the individual conducting the inspection is responsible or liable for the repair of any damage whether disclosed by the report or not.

**5. MOULD:** Mildew and non wood decay fungi is commonly known as Mould and is not considered a Timber Pest but may be an indicator of poor ventilation or the presence of termites, wood decay or water leaks. Mould and their spores may cause health problems or allergic reactions such as asthma and dermatitis in some people.

**6. DISCLAIMER OF LIABILITY:** No liability shall be accepted on account of failure of this Report to notify any Termite activity and/or damage present at or prior to the date of the Report in any area(s) of the subject property physically inaccessible for inspection, or to which access for inspection is denied by or to the Licensed Inspector (including but not limited to any area(s) or section(s) so specified by the Report).

**7. DISCLAIMER OF LIABILITY TO THIRD PARTIES:** Compensation will only be payable for losses arising in contract or tort sustained by the Client named on the front of this report. Any third party acting or relying on this Report, in whole or in part, does so entirely at their own risk. However, if ordered by a Real Estate Agent or Vendor for the purpose of auctioning a property then the Inspection Report may be ordered up to seven (7) days prior to the auction, copies may be given out prior to the auction and the Report will have a life of 14 days during which time it may be transferred to the purchaser. Providing the

purchaser agrees to the terms of this agreement then they may rely on the report subject to the terms and conditions of this agreement and the Report itself.

**8. COMPLAINTS PROCEDURE:** In the event of any dispute or claim arising out of, or relating to the inspection or the Report, You must notify Us as soon as possible of the dispute or claim by email, fax or mail. You must allow Us (which includes persons nominated by Us) to visit the property (which visit must occur within twenty-eight (28) days of your notification to Us) and give Us full access in order that We may fully investigate the complaint. You will be provided with a written response to your dispute or claim within twenty-eight (28) days of the date of the inspection.

If you are not satisfied with our response You must within twenty-one (21) days of Your receipt of Our written response refer the matter to a Mediator nominated by Us from the Institute of Arbitrators and Mediators of Australia. The cost of the Mediator will be borne equally by both parties or as agreed as part of the mediated settlement.

Should the dispute or claim not be resolved by mediation then the dispute or claim will proceed to arbitration. The Institute of Arbitrators and Mediators of Australia will appoint an Arbitrator who will hear and resolve the dispute. The arbitration, subject to any directions of Arbitrator, will proceed in the following manner:

- (a) The parties must submit all written submissions and evidence to the Arbitrator within twenty-one (21) days of the appointment of the Arbitrator; and
- (b) The arbitration will be held within twenty-one (21) days of the Arbitrator receiving the written submissions.

The Arbitrator will make a decision determining the dispute or claim within twenty-one (21) days of the final day of the arbitration. The Arbitrator may, as part of his determination, determine what costs, if any, each of the parties are to pay and the time by which the parties must be paid any settlement or costs.

The decision of the Arbitrator is final and binding on both parties. Should the Arbitrator order either party to pay any settlement amount or costs to the other party but not specify a time for payment then such payment shall be made within twenty-one (21) days of the order.

In the event You do not comply with the above Complaints Procedure and commence litigation against Us then You agree to fully indemnify Us against any awards, costs, legal fees and expenses incurred by Us in having your litigation set aside or adjourned to permit the foregoing Complaints Procedure to complete.

### **CONTACT THE INSPECTOR**

Please feel free to contact the inspector who carried out the inspection. Often it is very difficult to fully explain situations, problems, access difficulties or timber pest activity and/or damage in a manner that is readily understandable by the reader. Should you have any difficulty in understanding anything contained within the report then you should immediately contact the inspector and have the matter explained to you. If you have any questions at all or require any clarification then contact the inspector prior to acting on this report.

The Inspection was carried out by Nathan Milburn  
Inspector's Contact Number: 0458 237 873

Insurance Accreditation Number: 00114  
State License Number: 1261163.



Signature: \_\_\_\_\_ Dated: 7th November 2024.  
SIGNED FOR AND ON BEHALF OF: Be Sure Building & Pest Inspections.

<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Jason Rivett
<b>AUTHOR POSITION</b>	Manager Financial Services

**9.1 ISAAC REGIONAL COUNCIL MONTHLY FINANCIAL REPORT AS AT 28 FEBRUARY 2025**

## 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. Receives the financial statements for the period ended 28 February 2025 pursuant to, and in accordance with, the Local Government Regulation 2021(s204).*

<b>Resolution No.:</b>	<b>CGFS0941</b>
<b>Moved:</b>	<b>Cr Jane Pickels</b>
<b>Seconded:</b>	<b>Cr Terry O'Neill</b>
<b>That the Committee recommends that Council:</b>	
<ol style="list-style-type: none"> <li><b>1. Receives the financial statements for the period ended 28 February 2025 pursuant to, and in accordance with, the <i>Local Government Regulation 2012 (s204)</i>.</b></li> </ol>	
<b>Carried</b>	

## BACKGROUND

### Statutory Obligation Table – Isaac Regional Council

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

<b>Requirement</b>	<b>Date</b>
Budget 2024/2025	Budget adopted 26 June 2024
Financial Statements 2023/2024	Financial Statements adopted 30 October 2024

## IMPLICATIONS

The operating result for February shows Council is ahead of the budgeted operating position by approximately \$5.55M. The positive outcome is due to the timing of operational expenditure and lower than budgeted employee expenses.

The February YTD result shows Council operating within budget overall and any budget variances are anticipated to come in line with budget over the remainder of the financial year. Note - actual amounts are compared against year to date adopted Revised Budget figures (noting 2nd Quarter Budget Review adopted at Special Council Meeting on 5 March 2025).

Capital expenditure of \$29.9M is under YTD budget excluding commitments, noting that when the \$39.2M of commitments are included, capital expenditure is \$69.1M or 101.1% of the full year program. It should be noted that \$20M of commitments relate to the Phillips Creek Bridge construction with most of this expenditure anticipated to occur in the 25/26 financial year. Excluding this project YTD actuals and commitments are at 77.8% of the annual budget. In addition, the Quarter 2 Budget Review deferred \$8.7M of budgeted funding to the 2025/2026 financial year

Year to date actual figures represent the position as at 26 February 2025 to meet the reporting timelines for the March Standing Committee Meeting.

## CONSULTATION

Financial Services.

## BASIS FOR RECOMMENDATION

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

## ACTION ACCOUNTABILITY

Not Applicable.

## KEY MESSAGES

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

<b>Report prepared by:</b>	<b>Report authorised by:</b>
JASON RIVETT	DARREN FETTELL
<b>Manager Financial Services</b>	<b>Director Corporate, Governance and Financial Services</b>
Date: 2 March 2025	Date: 4 March 2025

## ATTACHMENTS

- Attachment 1 - Monthly Financial Statements as at 28 February 2025

## REFERENCE DOCUMENT

- Nil

# FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 28 February 2025

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



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# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 28 FEBRUARY 2025

## EXECUTIVE SUMMARY

At the end of February, the operating result is \$5,547,838 ahead of the budgeted position. This positive outcome is due to the timing of operational expenditure and lower than budgeted employee expenses.

Capital revenue for February amounted to \$12,227,793 and when combined with the operating position, results in a net surplus of \$5,669,835, which is \$5,010,583 ahead of the YTD budgeted net result.

PRELIMINARY FEBRUARY FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	84,941,450	85,067,601	(126,151)	153,801,913	55.2%
Total operating expenses	91,499,409	97,173,397	5,673,988	150,412,807	60.8%
<b>Operating position</b>	<b>(6,557,959)</b>	<b>(12,105,796)</b>	<b>5,547,838</b>	<b>3,389,106</b>	<b>(193.5%)</b>
Capital revenue	12,227,793	12,765,048	(537,255)	28,360,604	43.1%
<b>Net result</b>	<b>5,669,835</b>	<b>659,252</b>	<b>5,010,583</b>	<b>31,749,710</b>	<b>17.9%</b>

## BACKGROUND

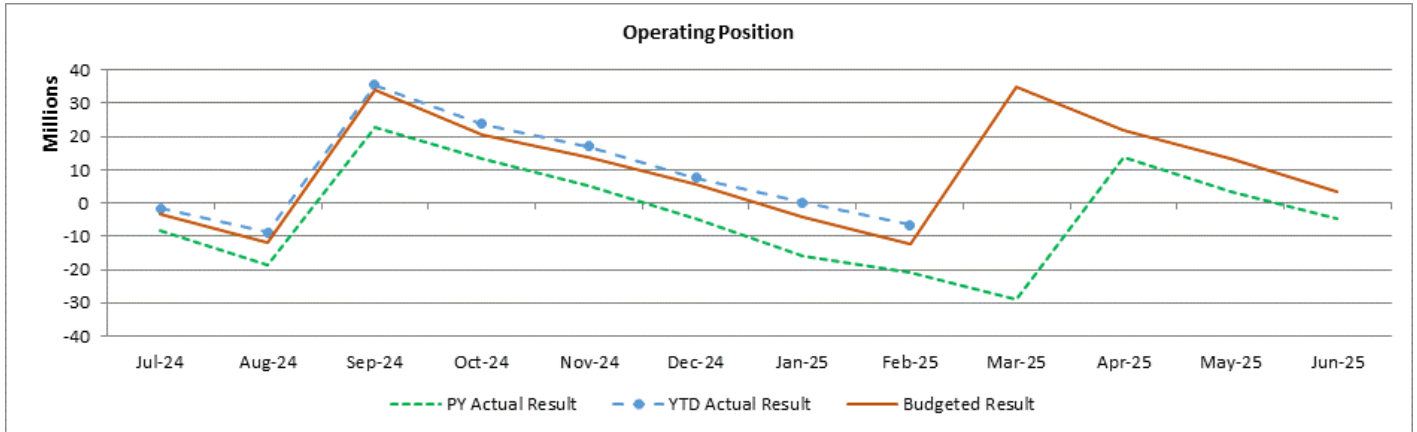
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 28 February 2025. Actual amounts are compared against year to date adopted Revised Budget figures (noting 2nd Quarter Budget Review adopted at Special Meeting 5th of March). See appendix 1 for detailed financial statements.

It is noted that to meet reporting timelines for statutory meetings that this reporting period has been closed earlier than normal (26 February 2025) which has a minor impact on YTD actual results throughout the report.

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

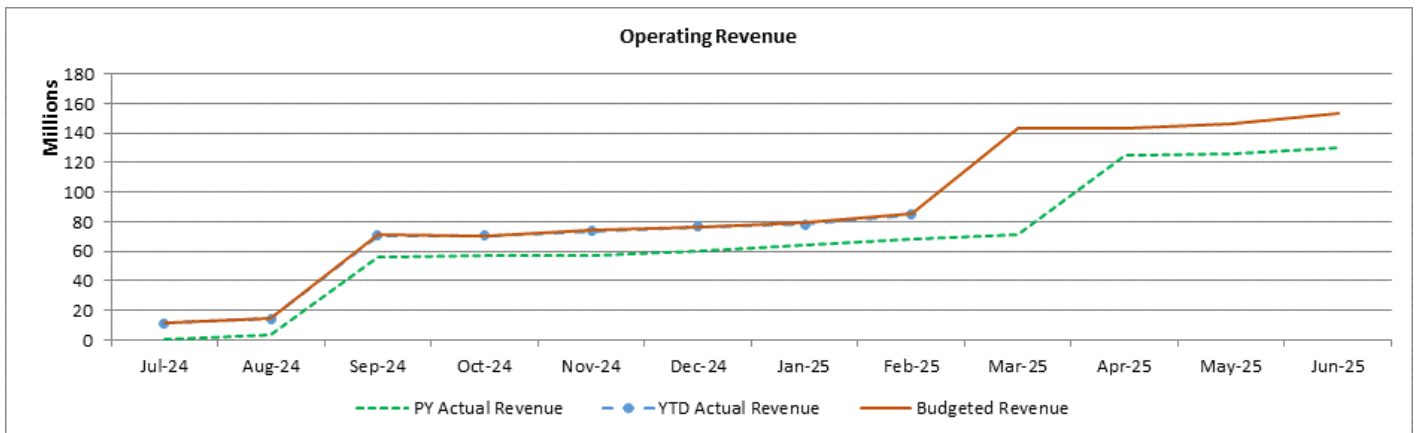
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

# OPERATING POSITION



The current operating position for February has resulted in a deficit of \$6,557,959. This is favourable when compared to the YTD budget by \$5,547,838. Operating Revenue is \$126,151 unfavourable compared to YTD budget which is offset by Operating Expenses which are \$5,673,988 favourable when compared to YTD budget.

# OPERATING REVENUE

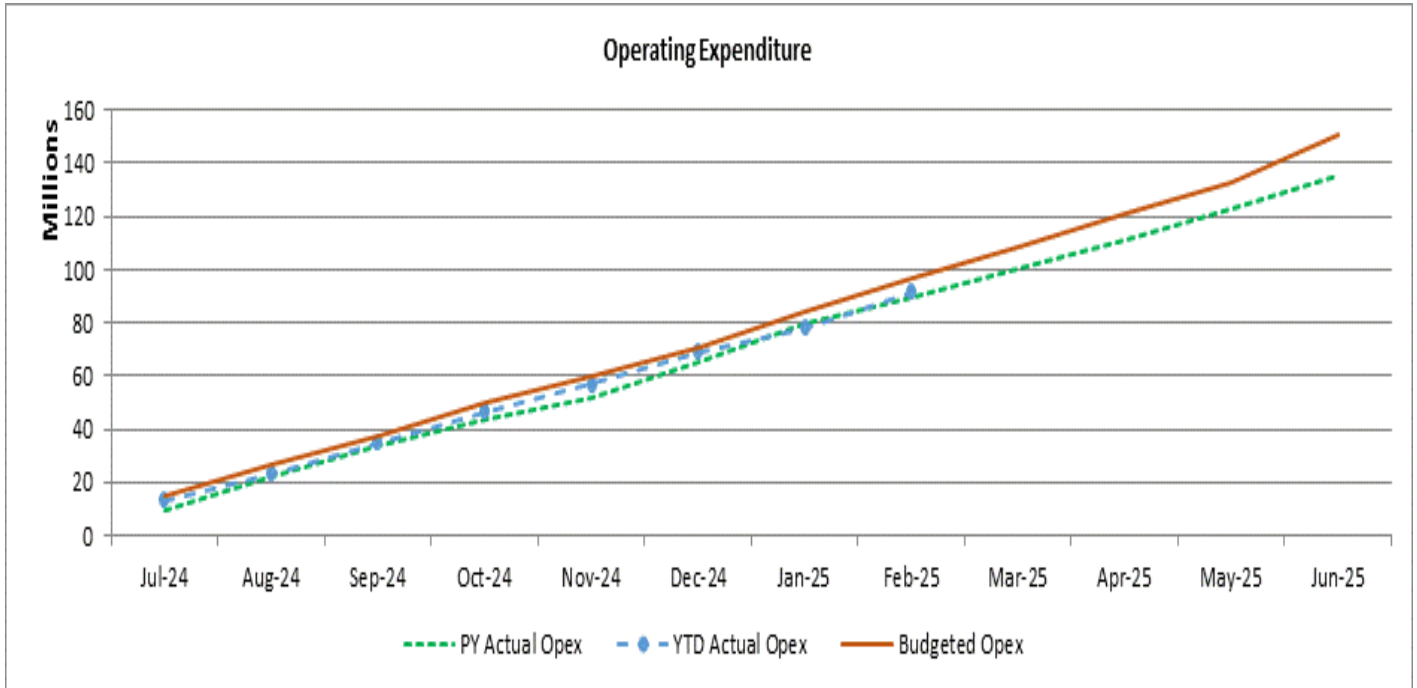


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

Operating revenue for February YTD was \$84,941,450 which is unfavourable when compared to budget by \$126,151. This unfavourable position is primarily due to the grant revenue for the DRFA November 2021 event, septic revenue (which is yet to issue invoices for January), and water consumption being lower than anticipated which are all partially offset by an additional contribution to the purchase of water and potable water sales.

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

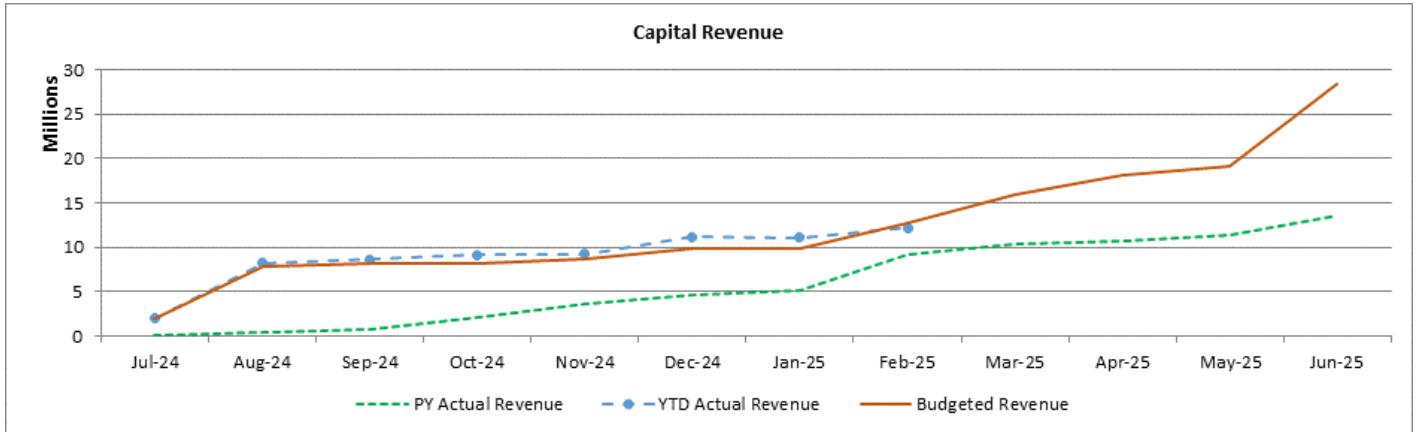


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for February YTD was \$91,499,409 which is favourable to budget by \$5,673,988. This favourable result is predominantly due to lower than budgeted employee expenses and timing differences due to the allocated cash flowing for materials and services expenditure.

It is noted that cash flowing 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

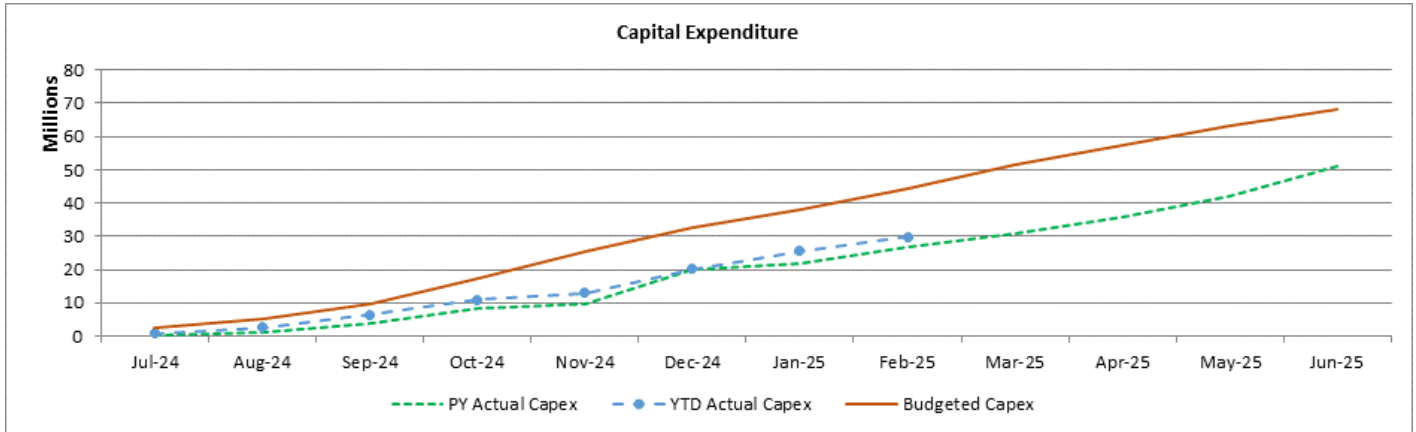


Capital Revenue for February YTD is \$12,227,793 which consists of grants, contributions and proceeds from the disposal of assets. This unfavourable variance is predominately due to the cash flowing of a progress payment for the Roads to Recovery program.

Budgeted capital revenue for 2024/2025 is detailed below:

Grants	Revised Budget	YTD Actuals
Resource Community Infrastructure Fund	6,896,356	2,000,000
Philips Creek Bridge	4,995,000	4,995,000
Roads of Significant Infrastructure	2,410,273	1,106,812
Bridges Renewal Program	2,009,073	-
Roads to Recovery Program	1,879,103	808,139
Nebo Showgrounds Masterplan Stage 1	1,625,745	-
Transport Infrastructure Development Scheme	1,477,707	522,914
Local Roads & Community Infrastructure Grants	1,455,754	-
W4QLD 24 - 27	1,180,000	190,000
Sale of Plant and Equipment	998,698	747,800
REFF	700,000	700,000
Local Government Grants and Subsidies Program	681,589	427,422
Building our Regions	612,258	244,690
Disaster Ready	376,500	-
Solar Grant	344,437	39,525
HVSPP	322,729	322,729
Contribution to Mabbin Road	250,000	-
STIP	22,609	-
Developer Contributions	122,773	122,773
Other various Minor Grants	-	-9
<b>Total</b>	<b>28,360,604</b>	<b>12,227,793</b>

# CAPITAL EXPENDITURE



Capital expenditure (\$29.9M) is under YTD budget (\$44.4M) excluding commitments, noting that when the \$39.2M of commitments are included, the capital expenditure is at 101.1% of annual budget. It should be noted that \$20M of commitments relate to the Phillips Creek Bridge construction with most of this expenditure anticipated to occur in the 25/26 financial year. Excluding this project YTD actuals and commitments are at 77.8% of the annual budget. The Quarter 2 Budget Review deferred approx. \$8.7M of budgeted funding to the 2025/2026 financial year

Major budgeted projects for 2024/2025 financial year are:

Project	Revised Budget	YTD Actuals	YTD Commitments
MBH Community Centre - Refurbishment	10,998,539	7,950,411	1,484,794
Phillips Creek Bridge Construction	5,550,000	240,643	19,962,584
REG Surface Renewal Program	3,781,500	3,549,260	233,931
Fleet / Plant replacement program	3,774,264	2,526,580	1,062,493
REG Resheeting Program	3,492,063	1,851,906	1,147,204
Cooroora Creek Bridge Replacement	2,511,342	91,211	2,610,236
Isaac Resources Excellence Precinct	2,000,000	383,335	1,319,455
NBO Showgrounds Masterplan Stage 1	1,683,452	162,181	7,229
REG Floodway Construction	1,676,000	1,116,035	527,901
Eaglefield Road- Pave and Seal (ROSI)	1,560,000	41,170	1,651,258
Peak Downs Mine Road Recon & Widen	1,535,414	159,486	89,110
Dysart-Clermont Road Upgrade- ROSI	1,452,841	1,409,465	17,632
ST LAW Water Storage & Raw Water Main	1,090,371	827,685	206,360
MBH WTP - roof replacement	991,177	590,392	274,869

# CAPITAL FUNDING AND PROJECT COMMITTALS

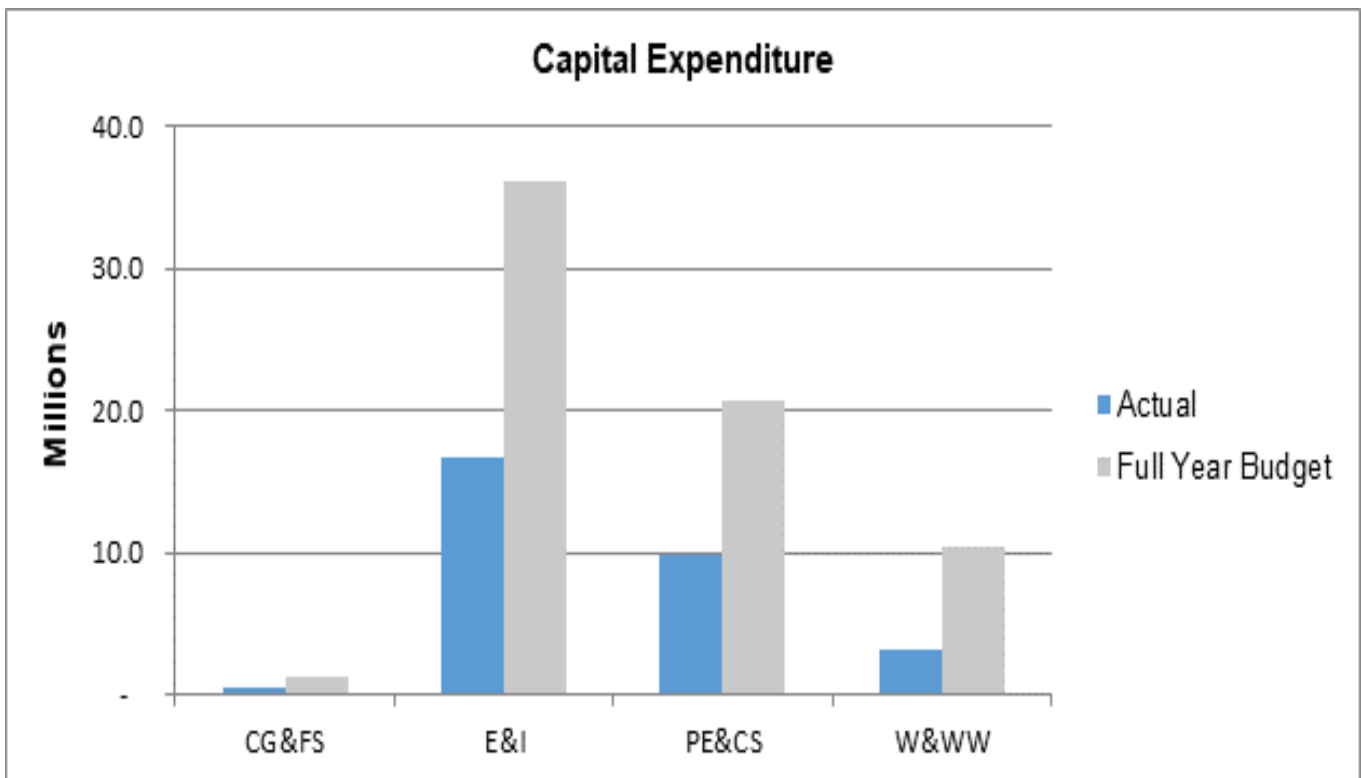
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 February 2025.

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	406,831	92,925	499,756	1,219,674	33.4%	41.0%
E&I	16,602,567	30,320,803	46,923,370	36,181,235	45.9%	129.7%
PE&CS	9,753,432	3,308,893	13,062,325	20,642,818	47.2%	63.3%
W&WW	3,150,407	5,452,170	8,602,577	10,317,304	30.5%	83.4%
<b>TOTAL</b>	<b>29,913,237</b>	<b>39,174,791</b>	<b>69,088,028</b>	<b>68,361,031</b>	<b>43.8%</b>	<b>101.1%</b>

The following graph illustrates the data above.



## 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	Overview	Target (Tier 4)	YTD Actual Result	5 Year Average Actual Result	FY Budget
<b>Financial Capacity</b>					
<b>Council Controlled Revenue Ratio</b>	Council's financial flexibility, ability to influence its operating income and capacity to respond to unexpected financial shocks.	N/A	75.40%	82.42%	85.03%
<b>Population Growth Ratio</b>	Key driver of a Council's operating income, service needs and infrastructure requirements into the future.	N/A	0.06%	1.25%	0.06%
<b>Operating Performance</b>					
<b>Operating Surplus Ratio</b>	Indicates operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.	> 0%	-7.80%	0.30%	0.92%
<b>Operating Cash Ratio</b>	Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.	> 0%	18.88%	25.77%	24.13%
<b>Liquidity</b>					
<b>Unrestricted Cash Expense Cover Ratio</b>	Indicator of the unconstrained liquidity available to a Council to meet ongoing and emergent financial demands, which is a key component to solvency.	> 4 months	3.57	NA	4.31
<b>Asset Management</b>					
<b>Asset Sustainability Ratio</b>	Indicates the infrastructure assets managed by a Council are being replaced as they reach the end of their useful lives.	> 80%	98.31%	88.71%	91.78%
<b>Asset Consumption Ratio</b>	Council's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.	> 60%	65.37%	68.23%	66.48%
<b>Debt Servicing Capacity</b>					
<b>Leverage Ratio</b>	Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.	0 - 3 times	1.01	0.73	0.74

- 1. Council Controlled Revenue Ratio** - Council controlled revenue is an indicator of a Council's ability to generate operating revenue without relying on external sources. A high ratio generally indicates a healthy rate base where Council is able to better respond to any unexpected financial obligations such as natural disaster recovery.

As Council controlled revenue is a contextual measure, there are no targets specified for this ratio. Currently, the ratio is 75.40%, which is lower than Council's budget (85.03%) and the five-year average (82.42%).

- 2. Population Growth Ratio** - Population growth is a key driver of a Council's operating income, service needs and infrastructure requirements into the future. A growing council population puts additional pressure on council to invest in new community infrastructure to support service needs.

As population growth is a contextual measure, there are no targets specified for this measure. The population estimates are sourced from Queensland Government Statistician's Office based on the official population estimate published by the Australian Bureau of Statistics.

- 3. 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 greater than 0% per annum for a tier 4 local government group. With a net operating loss of \$6,557,959 year to date, the ratio is currently negative 7.8%, which is below the benchmark range. This ratio is expected to improve after the issuing of rates in March and stay above the target range for the remainder of the financial year.

- 4. Operating Cash Ratio** - The operating cash ratio is a measure of a Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs. A positive operating cash ratio indicates that a council has the ability to self-fund its capital expenditure requirements.

The target result for this ratio is greater than 0% per annum for a tier 4 local government group. Currently, this ratio is positive 18.88%, which is above benchmark range (>0%), but lower than the annual budgeted 24.13%.

- 5. Unrestricted Cash Expense Cover Ratio** -The unrestricted cash expense cover ratio indicates whether Council has sufficient free cash available to contribute to the cost of future planned and unplanned expenditures such as infrastructure investment or disaster recovery. An excessively high ratio may be indicative of cash hoarding, poor cash management, or large upcoming capital investment requirements.

The target result for this ratio is greater than 4 months for a tier 4 local government group. The ratio is currently 3.57 months. This ratio is expected to improve with the receipt of the second run rates revenue in April and stay above the benchmark for the remainder of the financial year.

- 6. 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 80% per annum for a tier 4 local government group. At February, the ratio is at 98.31%, higher than the 80% benchmark and the budgeted 91.78%.

- 7. Asset Consumption Ratio** - The asset consumption ratio approximates the extent to which Council's infrastructure assets have been consumed compared to what it would cost to build a new asset with



the same benefit to the community. This ratio indicates whether Council assets are being maintained at a standard that will meet the needs of their communities.

The target result for this ratio is greater than 60% per annum for a tier 4 local government group. The ratio is currently positive 65.37%, which is above Council's benchmark but below the budget (66.48%) and the five-year average (68.23%).

- 8. Leverage Ratio** - The leverage ratio is an indicator of a Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance.

The target result for this ratio is between 0-3 times for a tier 4 local government group. The ratio is currently 1.01 times, within Council's benchmark (0-3 times), and higher than the budget (0.74) and the five-year average (0.73).

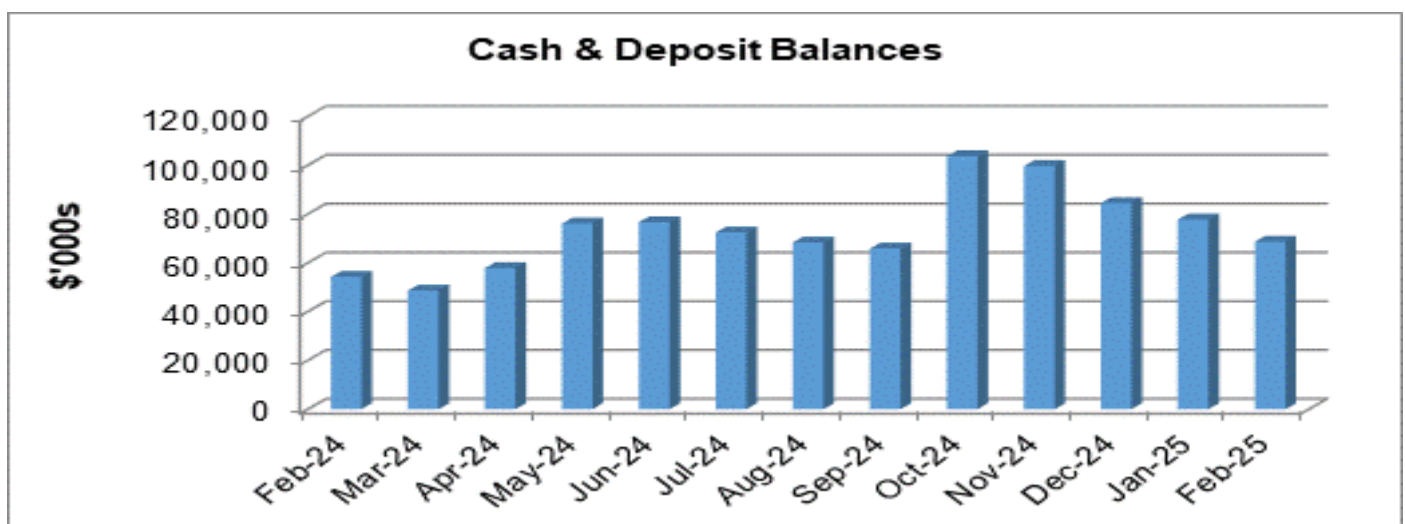
# INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 28 February 2025.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 28 February 2025					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
5014-001-1124	NAB Term Deposit	NAB	5,000,000		0.00%
5016-001-1124	Police & Nurses Ltd Term Deposit	PNU	2,000,000	45099	4.80%
6006-001-1124	Suncorp Term Deposit	SUNCORP	5,000,000		0.00%
10-000-1113	Cash at Bank - ANZ		22,634		
10-000-1114	Cash at Bank NAB		142,065		
10-000-1115	NAB Savings account		932,654		
10-000-1116	QTC Operating Fund		50,381,123		
10-000-1117	ANZ Business Premium Saver		0		
10-000-1118	Cash at Bank - NAB		5,097,829		
10-000-1131	Petty Cash		2,550		
10-000-1132	Floats		4,280		
Total Investments			68,583,136		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	78.70%	No Limit
National Australia Bank	AA-	8.01%	Maximum 60%
ANZ Banking Group	AA-	3.47%	Maximum 60%
Suncorp Bank	AA-	7.01%	Maximum 60%
Police & Nurses Ltd (P&N Bank)	A2	2.81%	Maximum 30%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 28 February 2025.



# LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 28 February 2025							
							Repayment Due 15 Mar 2025
Loan Name	Balance as at 28 February 2025	Rate as at 28 February 2025	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$8,912,817	5.1	20	7.80	\$227,316	\$113,616	\$340,932
Land Development Moranbah	\$6,886,539	4.37	20	8.30	\$168,343	\$75,235	\$243,578
Waste Loan	\$2,138,243	2.22	20	16.30	\$26,926	\$11,841	\$38,766
Moranbah Community Centre	\$5,914,485	5.32	20	19.30	\$43,613	\$78,737	\$122,350
<b>Total</b>	<b>\$23,852,084</b>				<b>\$466,198</b>	<b>\$279,429</b>	<b>\$745,627</b>

Debt service repayments are made quarterly. The second repayment for 2024/2025 financial year was made on 16 December 2024. The next repayment for the 2024/2025 financial year is due on 15 March 2025.

## ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 28 February 2025.

Accounts Receivable Ageing Analysis at 28 February 2025			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	162	2,289,108.77	39.56%
30 Day	20	241,074.62	4.17%
60 Day	4	1,258.95	0.02%
90 Day	118	3,254,449.21	56.25%
<b>Total</b>	<b>304</b>	<b>5,785,891.55</b>	<b>100.00%</b>

The Accounts Receivable balance at 28 February 2025 is \$5,785,891.55 which has increased from the 31 January 2025 balance of \$4,672,330.87. Note – 30, 60 and 90 day amounts have all reduced from last month:

- 30-day balance has decreased by \$350,512 this month due to large waste invoices being paid.
- 60-day balance has decreased by \$94,840 due to a large contribution invoice and a large water invoice being paid.
- 90 days and over receivables have decreased due to large contribution invoices being paid. There are 118 invoices totalling \$3,254,449.21 in 90 Days which are made up of the following charges:
  - 1 Invoice totalling \$2,000,000.00 relates to a large infrastructure grant invoice that was awaiting approval for a variation to the funding agreement from the grant body. Variation approval has now been received & invoice has been uploaded to the grant portal, payment should be paid within the next month.
  - 2 Invoices totalling \$591,900.72 relate to infrastructure access agreement invoices that are subject to a Dispute Notice issued under the agreement. Involved parties are working towards fully resolving the dispute. Part payment is expected within the next month.
  - 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 are currently being assessed by Liveability & Sustainability.
  - 4 Invoices totalling \$31,244.66 relate to Waste Management Facility invoices in various stages of recovery. Debtor accounts are on stop credit.
  - 33 Invoices totalling \$27,482.67 relate to Community Education & Compliance invoices in various stages of recovery.
  - 64 Invoices totalling \$17,963.95 relate to Housing invoices. The management & recovery of Housing invoices is the responsibility of Corporate Properties & Fleet.
  - 1 Invoice totalling \$8,341.48 relates to Planning charges which is currently being assessed by Liveability & Sustainability.
  - The remaining 11 Invoices totalling \$2,827.69 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 28 February 2025.

Accounts Payable Ageing Analysis at 28 February 2025			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	140	1,452,794.43	73.69%
30 Day	3	-2,180.73	-0.11%
60 Day	31	400,565.10	20.31%
90 Day	29	120,430.63	6.11%
<b>TOTAL</b>	<b>203</b>	<b>1,971,609.43</b>	<b>100.00%</b>

The outstanding Accounts Payable balance as at 28th February 2025 was \$1,971,609.43. The 30, 60 & 90 day aging accounts total \$518,815.00 which compares to \$494,654.73 as at 31 January 2025.

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

- 30-day balances – -\$2,180.73 (3 Ergon rebate credits) remain unallocated currently.
- 60-day balances – \$400,565.10 (31 invoices) remain unpaid of which 6 of these invoices totalling \$7,637.85 relate to suppliers within the IRC region. The 60 day balance consists of 20 invoices (\$57,826.71) awaiting approval, 7 invoices (\$336,539.84) under discussion with the supplier, 4 invoices (\$6,198.55) received from the supplier in February.
- 90-day balances – \$120,430.63 (18 invoices, 11 credit notes) remain unpaid with no invoices relating to a supplier within the IRC region. The 90 day balance consists of 2 invoices (\$62,711.23) awaiting approval and 16 invoices (\$62,017.75) under discussion with supplier and 11 credit notes (-\$4,298.35).

# YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 28 February 2025.

<b>Rates Balancing Report As At 28 February 2025</b>		
	<b>28 Feb 2025</b>	<b>YTD 28 Feb 2024</b>
Opening Balance	3,277,319	2,486,266
<b>Rates Charges</b>		
Rates Levied	59,713,313	57,037,135
Interest	330,541	257,658
Refunds	82,773	1,150,993
<b>Total Rates</b>	<b>60,126,627</b>	<b>58,445,786</b>
<b>Discounts and Receipts</b>		
Discounts	(3,698,831)	(3,672,147)
Receipts	(55,335,146)	(52,663,141)
Government Subsidy	(39,030)	(37,334)
Council Subsidy	(123,678)	(114,143)
Remissions	(21,812)	(43,429)
Write Offs	(106)	(180)
<b>Total Discounts &amp; Receipts</b>	<b>(59,218,602)</b>	<b>(56,530,376)</b>
Legal	44,624	47,145
<b>Closing Balance</b>	<b>4,229,967</b>	<b>4,448,822</b>

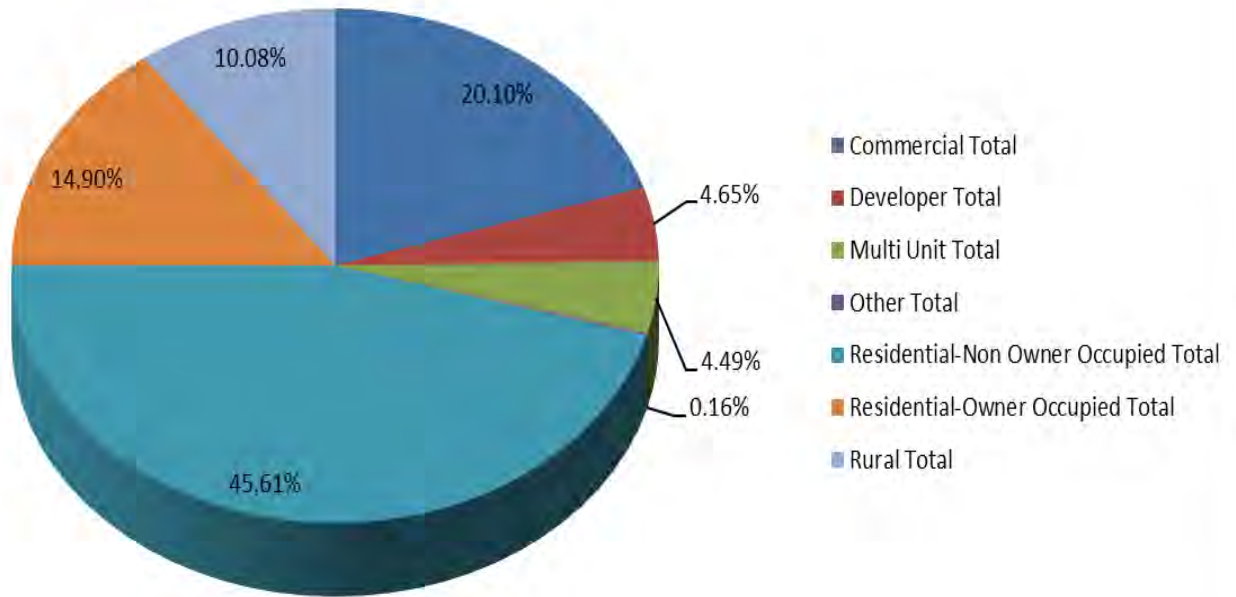
	<b>As At 28 Feb 2025</b>
<b>Rates Breakdown</b>	
Rates in Credit	(1,135,420)
Rates Not Due Yet	2,002,757
Rates In Arrears	3,362,630
<b>Total Rates Balance</b>	<b>4,229,967</b>

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

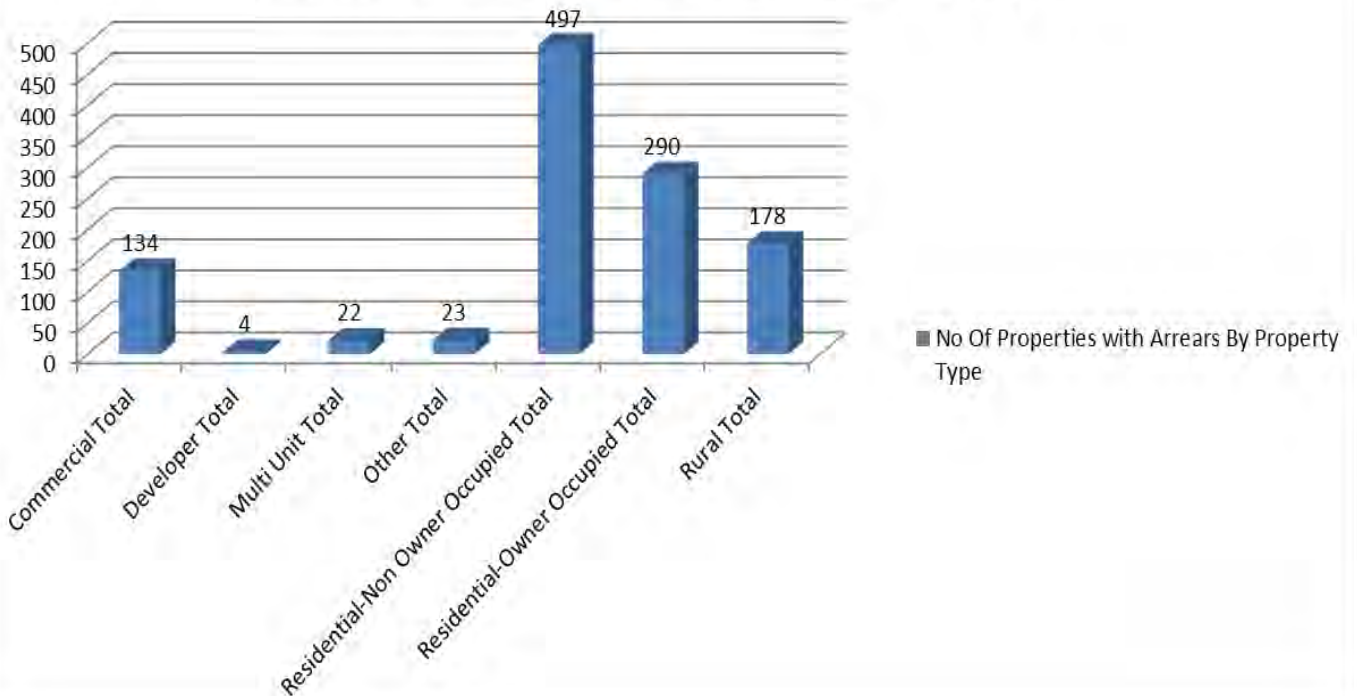
## Rate Arrears – Aged by Year

Prior 2021	2021/22	2022/23	2023/24	2024/25	TOTAL
1,576,167	244,191	338,797	474,157	729,317	3,362,630
46.87%	7.26%	10.08%	14.10%	21.69%	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 28 February 2025. 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 28 February 2025**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		53,213,015	-	53,213,015	53,286,158	(73,143)	105,042,315	50.7%
Fees & Charges	1	3,466,868	-	3,466,868	3,278,581	188,287	4,688,603	73.9%
Rental Income		1,262,898	-	1,262,898	1,298,540	(35,643)	2,000,995	63.1%
Interest Received	2	3,007,824	-	3,007,824	2,931,787	76,037	4,323,730	69.6%
Sales of Contract & Recoverable Works		1,723,565	-	1,723,565	1,727,510	(3,945)	7,799,723	22.1%
Operating Grants, Subsidies & Contributions		14,495,123	-	14,495,123	14,494,163	960	16,886,836	85.8%
Other Recurrent Revenue		7,772,157	-	7,772,157	8,050,861	(278,704)	13,059,711	59.5%
		<b>84,941,450</b>	<b>-</b>	<b>84,941,450</b>	<b>85,067,601</b>	<b>(126,151)</b>	<b>153,801,913</b>	<b>55.2%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	3	31,713,061	-	31,713,061	33,455,656	(1,742,595)	51,874,153	61.1%
Materials & Services	4	37,355,090	18,014,436	55,369,527	41,326,683	14,042,844	63,871,591	86.7%
Finance Costs		806,167	-	806,167	821,250	(15,083)	1,318,744	61.1%
Depreciation and Amortisation		21,625,090	-	21,625,090	21,569,808	55,282	33,348,319	64.8%
		<b>91,499,409</b>	<b>18,014,436</b>	<b>109,513,845</b>	<b>97,173,397</b>	<b>12,340,448</b>	<b>150,412,807</b>	<b>72.8%</b>
<b>Operating Position Before Capital Items</b>		<b>(6,557,959)</b>	<b>(18,014,436)</b>	<b>(24,572,395)</b>	<b>(12,105,796)</b>	<b>(12,466,599)</b>	<b>3,389,106</b>	<b>(725.0%)</b>
<b>Capital Revenue</b>								
Capital Revenue	5	11,479,994	-	11,479,994	12,212,048	(732,054)	27,361,906	42.0%
Proceeds from Sale of Land & PPE	6	747,800	-	747,800	553,000	194,800	998,698	74.9%
		<b>12,227,793</b>	<b>-</b>	<b>12,227,793</b>	<b>12,765,048</b>	<b>(537,255)</b>	<b>28,360,604</b>	<b>43.1%</b>
<b>Net Result Attributable to Council in Period</b>		<b>5,669,835</b>	<b>(18,014,436)</b>	<b>(12,344,602)</b>	<b>659,252</b>	<b>(13,003,853)</b>	<b>31,749,710</b>	<b>(38.9%)</b>
<b>Total Comprehensive Income</b>		<b>5,669,835</b>	<b>(18,014,436)</b>	<b>(12,344,602)</b>	<b>659,252</b>	<b>(13,003,853)</b>	<b>31,749,710</b>	<b>(38.9%)</b>

Council's operating position at month end is a \$6.6M deficit

1. **Fees & Charges** are \$188,287 favourable when comparing actuals to YTD budget. The predominant reason for this favourable variance is the higher than anticipated revenue from potable water sales. This revenue line item was adjusted during the Quarter 2 Budget Review with a cautious estimate that the increased activity will reduce over the remainder of the financial year. The budgeted amount for this revenue will be reviewed during the Quarter 3 Budget Review.
2. **Other Recurrent Revenue** for the year is \$7,772,157 being \$278,704 unfavourable to budget. This unfavourable variance is predominantly due to septic revenue which is yet to issues invoices for January.
3. **Employee Expenses** are favourable to the revised budget by \$1,742,595. This favourable variance is due to employee vacancies within Departments, some of which are currently being backfilled through Agency Temp Staff (current actuals \$1.3M and commitments of \$642K) and the taking of leave over the January period.
4. **Materials & Services** actual expenses for the year to date are \$37,355,090 with \$18,014,436 being recorded in commitments, resulting in an unfavourable variance to YTD budget by \$14,042,844. Excluding commitments YTD expenditure would be approximately \$4M below YTD budget. This unfavourable variance is due to the inclusion of commitments. Large commitments of note are \$4.6M Galilee and Bowen Basin recoverable works, \$1.5M RMPC works, \$1.5M Waste Levy, \$1.2M Water purchases, \$985K of IT expenses associated with the Digital Strategy and \$816K Contractor costs at Waste Management Facilities.
5. **Capital Revenue** for the financial year is \$732,054 unfavourable when compared to revised budget. This unfavourable variance is due to cash flowing of a progress payment for the Roads to Recovery program.
6. **Proceeds from Sale of Land & PPE** is currently favourable compared to the revised budget by \$194,800. This favourable variance is due to budgeted cashflow of receipt of funds from the sale of plant.

**ISAAC REGIONAL COUNCIL**  
**Statement of Financial Position**  
**For the Period Ended 28 February 2025**

	Notes	Actual YTD	30 June 2024	Variance
		\$	\$	%
<b>Current Assets</b>				
Cash & Cash Equivalents		68,583,136	76,337,945	(10.2%)
Receivables		10,385,615	9,434,248	10.1%
Inventories		1,078,541	1,065,249	1.2%
Contract assets		63,216	2,784,197	(97.7%)
Other assets		1,096,163	4,288,431	(74.4%)
<b>Total Current Assets</b>		<b>81,206,672</b>	<b>93,910,070</b>	<b>(13.5%)</b>
<b>Non-Current Assets</b>				
Receivables		5,606,492	4,000,171	40.2%
Inventories		18,406,298	18,406,298	0.0%
Contract assets		-	-	0.0%
Property, Plant and Equipment		1,226,554,842	1,219,383,744	0.6%
Intangible assets		-	501	(100.0%)
<b>Total Non-Current Assets</b>		<b>1,250,567,632</b>	<b>1,241,790,714</b>	<b>0.7%</b>
<b>TOTAL ASSETS</b>		<b>1,331,774,304</b>	<b>1,335,700,784</b>	<b>(0.3%)</b>
<b>Current Liabilities</b>				
Trade and other payables		4,212,964	11,054,970	(61.9%)
Provisions		9,500,148	9,981,009	(4.8%)
Borrowings		1,124,149	1,854,118	(39.4%)
Leases		81,007	81,007	0.0%
Contract liabilities		10,161,338	9,308,818	9.2%
Other liabilities		485,467	1,006,529	(51.8%)
<b>Total Current Liabilities</b>		<b>25,565,073</b>	<b>33,286,451</b>	<b>(23.2%)</b>
<b>Non-Current Liabilities</b>				
Trade and other payables		43,371	43,371	0.0%
Provisions		24,335,065	24,431,968	(0.4%)
Borrowings		22,914,221	22,914,221	0.0%
Leases		2,058,868	2,058,867	0.0%
Contract liabilities		63,250	63,250	0.0%
Other liabilities		1,698,240	1,698,240	0.0%
<b>Total Non-Current Liabilities</b>		<b>51,113,015</b>	<b>51,209,917</b>	<b>(0.2%)</b>
<b>TOTAL LIABILITIES</b>		<b>76,678,088</b>	<b>84,496,368</b>	<b>(9.3%)</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,255,096,216</b>	<b>1,251,204,416</b>	<b>0.3%</b>
<b>Community Equity</b>				
Retained surplus		891,888,852	900,320,045	(0.9%)
Asset revaluation reserve		300,139,914	300,044,713	0.0%
Other reserves		63,067,450	50,839,658	24.1%
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,255,096,216</b>	<b>1,251,204,416</b>	<b>0.3%</b>

<b>ISAAC REGIONAL COUNCIL</b>			
<b>Statement of Cash Flows</b>			
<b>For the Period Ended 28 February 2025</b>			
	<b>Actual YTD</b>	<b>30 June 2024</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Cash Flows from Operating Activities</b>			
Receipts from customers	85,822,728	143,372,416	59.9%
Payments to suppliers and employees	(77,118,656)	(104,097,063)	74.1%
Cash provided by / (used in) net result	8,704,072	39,275,353	22.2%
<b>Cash Flows from Investing Activities</b>			
Profit / (Loss) on sale of capital assets	(1,125,442)	(4,792,284)	23.5%
Grants, subsidies, contributions and donations	11,486,727	13,626,210	84.3%
Payments for property, plant and equipment	(26,090,197)	(49,623,835)	52.6%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(15,728,912)	(40,789,909)	38.6%
<b>Cash Flow from Financing Activities</b>			
Proceeds from borrowings	-	4,145,882	0.0%
Repayment of borrowings	(729,969)	292,497	(249.6%)
Net cash provided by financing activities	(729,969)	4,438,378	(16.4%)
<b>Net Increase / (Decrease) in Cash Held</b>	<b>(7,754,810)</b>	<b>2,923,822</b>	<b>(265.2%)</b>
Cash at the beginning of the period	76,337,945	73,414,123	104.0%
<b>Cash at the end of the Reporting Period</b>	<b>68,583,136</b>	<b>76,337,945</b>	<b>89.8%</b>



## Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each Directorate for the period ended 28 February.

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 28 February 2025**

Office of the CEO

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Operating Grants, Subsidies & Contributions		263,968	-	263,968	262,956	1,012	311,934	84.6%
		<b>263,968</b>	<b>-</b>	<b>263,968</b>	<b>262,956</b>	<b>1,012</b>	<b>311,934</b>	<b>84.6%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	2,948,497	-	2,948,497	3,091,296	(142,800)	4,800,626	61.4%
Materials & Services		1,173,899	393,604	1,567,503	1,560,131	7,372	2,101,852	74.6%
Corporate Overheads & Competitive Neutrality Costs		(3,624,735)	-	(3,624,735)	(3,624,735)	-	(5,437,102)	66.7%
		<b>497,661</b>	<b>393,604</b>	<b>891,264</b>	<b>1,026,692</b>	<b>(135,428)</b>	<b>1,465,376</b>	<b>60.8%</b>
<b>Operating Position Before Capital Items</b>		<b>(233,693)</b>	<b>(393,604)</b>	<b>(627,297)</b>	<b>(763,736)</b>	<b>136,440</b>	<b>(1,153,442)</b>	<b>54.4%</b>
<b>Capital Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(233,693)</b>	<b>(393,604)</b>	<b>(627,297)</b>	<b>(763,736)</b>	<b>136,440</b>	<b>(1,153,442)</b>	<b>54.4%</b>
<b>Total Comprehensive Income</b>		<b>(233,693)</b>	<b>(393,604)</b>	<b>(627,297)</b>	<b>(763,736)</b>	<b>136,440</b>	<b>(1,153,442)</b>	<b>54.4%</b>

**1. Employee Expenses** for the financial year are favourable compared to budget by \$142,800. This favourable variance is predominately due to employee vacancies within Brand Media and Communications Department.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 28 February 2025**

Corporate, Governance & Financial Service

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		35,800,526	-	35,800,526	35,793,588	6,938	71,587,176	50.0%
Fees & Charges		92,841	-	92,841	81,333	11,508	122,000	76.1%
Rental Income		-	-	-	900	(900)	1,350	0.0%
Interest Received		2,845,165	-	2,845,165	2,782,320	62,845	4,099,530	69.4%
Sales of Contract & Recoverable Works		182,110	-	182,110	160,000	22,110	160,000	113.8%
Operating Grants, Subsidies & Contributions		7,140,215	-	7,140,215	7,139,745	470	7,478,601	95.5%
Other Recurrent Revenue		87,363	-	87,363	88,790	(1,427)	143,185	61.0%
		<b>46,148,220</b>	<b>-</b>	<b>46,148,220</b>	<b>46,046,676</b>	<b>101,543</b>	<b>83,591,842</b>	<b>55.2%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	5,979,058	-	5,979,058	6,439,313	(460,255)	10,581,198	56.5%
Materials & Services	2	10,351,158	1,868,850	12,220,008	10,612,917	1,607,091	14,174,242	86.2%
Finance Costs		285,402	-	285,402	314,410	(29,008)	514,541	55.5%
Depreciation and Amortisation		531,799	-	531,799	509,258	22,541	1,264,562	42.1%
Corporate Overheads & Competitive Neutrality Costs		(11,218,568)	-	(11,218,568)	(11,218,568)	-	(16,827,852)	66.7%
		<b>5,928,848</b>	<b>1,868,850</b>	<b>7,797,698</b>	<b>6,657,330</b>	<b>1,140,369</b>	<b>9,706,690</b>	<b>80.3%</b>
<b>Operating Position Before Capital Items</b>		<b>40,219,371</b>	<b>(1,868,850)</b>	<b>38,350,521</b>	<b>39,389,347</b>	<b>(1,038,825)</b>	<b>73,885,152</b>	<b>51.9%</b>
<b>Capital Revenue</b>								
Capital Revenue		(9)	-	(9)	-	(9)	-	0.0%
Proceeds from Sale of Land & PPE		55	-	55	-	55	-	0.0%
		<b>45</b>	<b>-</b>	<b>45</b>	<b>-</b>	<b>45</b>	<b>-</b>	<b>0.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>40,219,417</b>	<b>(1,868,850)</b>	<b>38,350,567</b>	<b>39,389,347</b>	<b>(1,038,780)</b>	<b>73,885,152</b>	<b>51.9%</b>
<b>Total Comprehensive Income</b>		<b>40,219,417</b>	<b>(1,868,850)</b>	<b>38,350,567</b>	<b>39,389,347</b>	<b>(1,038,780)</b>	<b>73,885,152</b>	<b>51.9%</b>

**1. Employee Expenses** for the financial year are favourable compared to budget by \$460,255, due to Corporate Employee expenses which are consolidated for the whole of Council in this Directorate. Excluding Corporate Employee expenses, the position would be \$360,741 favourable. This favourable variance is predominantly due to employee vacancies and the taking of leave over the January period.

**2. Materials & Services** for the financial year to date are \$1,607,091 unfavourable with \$10,351,158 in actual expenditure and \$1,868,850 in commitments against the YTD budget of \$10,612,917. Excluding commitments YTD expenditure would be \$261,759 below YTD budget. Large commitments of note are \$985K of IT expenses associated with the Digital Strategy and \$256K for computer / software licence expenses.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 28 February 2025**

**Engineering & Infrastructure Services**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges		303,554	-	303,554	295,000	8,553	407,500	74.5%
Rental Income		1,079,274	-	1,079,274	1,100,445	(21,171)	1,710,668	63.1%
Sales of Contract & Recoverable Works		1,541,455	-	1,541,455	1,567,510	(26,055)	7,561,103	20.4%
Operating Grants, Subsidies & Contributions	1	5,228,057	-	5,228,057	5,738,177	(510,120)	7,160,349	73.0%
Other Recurrent Revenue		90,023	-	90,023	63,532	26,491	64,269	140.1%
		<b>8,242,363</b>	<b>-</b>	<b>8,242,363</b>	<b>8,764,665</b>	<b>(522,302)</b>	<b>16,903,888</b>	<b>48.8%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	10,067,580	-	10,067,580	10,574,794	(507,214)	16,157,266	62.3%
Materials & Services	3	10,108,454	8,149,504	18,257,958	11,327,303	6,930,655	17,759,507	102.8%
Depreciation and Amortisation		11,767,675	-	11,767,675	11,740,881	26,794	17,635,309	66.7%
Corporate Overheads & Competitive Neutrality Costs		8,535,826	-	8,535,826	8,535,826	-	12,803,739	66.7%
		<b>40,479,535</b>	<b>8,149,504</b>	<b>48,629,039</b>	<b>42,178,804</b>	<b>6,450,235</b>	<b>64,355,821</b>	<b>75.6%</b>
<b>Operating Position Before Capital Items</b>		<b>(32,237,172)</b>	<b>(8,149,504)</b>	<b>(40,386,676)</b>	<b>(33,414,139)</b>	<b>(6,972,537)</b>	<b>(47,451,932)</b>	<b>85.1%</b>
<b>Capital Revenue</b>								
Capital Revenue	4	8,032,958	-	8,032,958	8,675,004	(642,046)	15,282,347	52.6%
Proceeds from Sale of Land & PPE	5	747,489	-	747,489	553,000	194,489	998,698	74.8%
		<b>8,780,447</b>	<b>-</b>	<b>8,780,447</b>	<b>9,228,004</b>	<b>(447,557)</b>	<b>16,281,045</b>	<b>53.9%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(23,456,724)</b>	<b>(8,149,504)</b>	<b>(31,606,229)</b>	<b>(24,186,135)</b>	<b>(7,420,094)</b>	<b>(31,170,887)</b>	<b>101.4%</b>
<b>Total Comprehensive Income</b>		<b>(23,456,724)</b>	<b>(8,149,504)</b>	<b>(31,606,229)</b>	<b>(24,186,135)</b>	<b>(7,420,094)</b>	<b>(31,170,887)</b>	<b>101.4%</b>



- 1. Operating Grants, Subsidies & Contributions** are \$510,120 unfavourable compared to the YTD budget. This unfavourable variance is predominately due to cash flowing of revenue for the DRFA November 2021 event.
- 2. Employee Expenses** are favourable compared to the revised budget by \$507,214. This favourable variance is predominantly due to employee vacancies and the taking of leave over the January period.
- 3. Materials & Services** for the financial year to date are \$6,930,655 unfavourable with \$10,108,454 of actual expenditure and \$8,149,504 in commitments against YTD budget of \$11,327,303. Excluding commitments YTD expenditure would be \$1,218,849 below YTD budget. Large commitments of note are \$4.6M Galilee and Bowen Basin recoverable works and \$1.5M for RMPC works.
- 4. Capital Revenue** for the financial year is \$642,046 unfavourable when compared to revised budget. This unfavourable variance is due to cash flowing of a progress payment for the Roads to Recovery program.
- 5. Proceeds from Sale of Land & PPE** is currently favourable compared to the revised budget by \$194,489. This favourable variance is due to budgeted cashflow of receipt of funds from the sale of plant.

ISAAC REGIONAL COUNCIL								
Statement of Comprehensive Income								
For the Period Ended 28 February 2025								
Planning, Environment & Community Service								
Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion	
	\$	\$	\$	\$	\$	\$	\$	%
<b>Income</b>								
<b>Operating Revenue</b>								
Fees & Charges	2,189,948	-	2,189,948	2,167,398	22,550	2,896,903		75.6%
Rental Income	142,588	-	142,588	157,586	(14,998)	236,379		60.3%
Sales of Contract & Recoverable Works	-	-	-	-	-	78,620		0.0%
Operating Grants, Subsidies & Contributions	805,452	-	805,452	795,852	9,599	1,378,520		58.4%
Other Recurrent Revenue	16,329	-	16,329	9,986	6,344	54,979		29.7%
	<b>3,154,317</b>	<b>-</b>	<b>3,154,317</b>	<b>3,130,822</b>	<b>23,495</b>	<b>4,645,401</b>		<b>67.9%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1 7,393,541	-	7,393,541	7,977,641	(584,100)	12,244,635		60.4%
Materials & Services	2 5,249,240	2,070,109	7,319,349	6,185,158	1,134,191	9,312,033		78.6%
Finance Costs	490,725	-	490,725	476,972	13,753	756,546		64.9%
Depreciation and Amortisation	2,005,959	-	2,005,959	2,007,118	(1,159)	3,014,592		66.5%
Corporate Overheads & Competitive Neutrality Costs	2,225,243	-	2,225,243	2,225,243	-	3,337,865		66.7%
	<b>17,364,709</b>	<b>2,070,109</b>	<b>19,434,818</b>	<b>18,872,133</b>	<b>562,684</b>	<b>28,665,671</b>		<b>67.8%</b>
<b>Operating Position Before Capital Items</b>	<b>(14,210,392)</b>	<b>(2,070,109)</b>	<b>(16,280,501)</b>	<b>(15,741,311)</b>	<b>(539,190)</b>	<b>(24,020,270)</b>		<b>67.8%</b>
<b>Capital Revenue</b>								
Capital Revenue	2,739,525	-	2,739,525	2,829,525	(90,000)	10,750,304		25.5%
Proceeds from Sale of Land & PPE	256	-	256	-	256	-		0.0%
	<b>2,739,781</b>	<b>-</b>	<b>2,739,781</b>	<b>2,829,525</b>	<b>(89,744)</b>	<b>10,750,304</b>		<b>25.5%</b>
<b>Net Result Attributable to Council in Period</b>	<b>(11,470,611)</b>	<b>(2,070,109)</b>	<b>(13,540,719)</b>	<b>(12,911,786)</b>	<b>(628,933)</b>	<b>(13,269,966)</b>		<b>102.0%</b>
<b>Total Comprehensive Income</b>	<b>(11,470,611)</b>	<b>(2,070,109)</b>	<b>(13,540,719)</b>	<b>(12,911,786)</b>	<b>(628,933)</b>	<b>(13,269,966)</b>		<b>102.0%</b>

1. **Employee Expenses** are favourable compared to the YTD budget by \$584,100. This favourable variance is predominately due to employee vacancies and the taking of leave over the January period.

2. **Materials & Services** for the financial year to date are \$1,134,191 unfavourable with \$5,249,240 of actual expenditure and \$2,070,109 in commitments against YTD budget of \$6,185,158. Excluding commitments YTD expenditure would be \$935,918 below YTD budget. Significant commitments to note include \$560K for the management of facilities, \$504K for legal expenses, and \$225K for consultancy fees.

**SAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 28 February 2025**

**Water & Waste**

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
<b>Income</b>								
<b>Operating Revenue</b>								
Net Rates & Utility Charges		17,412,489	-	17,412,489	17,492,570	(80,081)	33,455,139	52.0%
Fees & Charges	1	880,525	-	880,525	734,850	145,675	1,262,200	69.8%
Rental Income		41,035	-	41,035	39,609	1,426	52,598	78.0%
Interest Received		162,659	-	162,659	149,466	13,192	224,200	72.6%
Operating Grants, Subsidies & Contributions	2	1,057,433	-	1,057,433	557,433	500,000	557,433	189.7%
Other Recurrent Revenue	3	7,578,442	-	7,578,442	7,888,553	(310,112)	12,797,278	59.2%
		<b>27,132,582</b>	<b>-</b>	<b>27,132,582</b>	<b>26,862,481</b>	<b>270,101</b>	<b>48,348,848</b>	<b>56.1%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses		5,324,385	-	5,324,385	5,372,612	(48,227)	8,090,429	65.8%
Materials & Services	4	10,472,339	5,532,370	16,004,709	11,641,174	4,363,535	20,523,957	78.0%
Finance Costs		30,040	-	30,040	29,867	173	47,657	63.0%
Depreciation and Amortisation		7,319,658	-	7,319,658	7,312,551	7,106	11,433,856	64.0%
Corporate Overheads & Competitive Neutrality Costs		4,082,234	-	4,082,234	4,082,234	-	6,123,351	66.7%
		<b>27,228,656</b>	<b>5,532,370</b>	<b>32,761,026</b>	<b>28,438,438</b>	<b>4,322,588</b>	<b>46,219,250</b>	<b>70.9%</b>
<b>Operating Position Before Capital Items</b>		<b>(96,074)</b>	<b>(5,532,370)</b>	<b>(5,628,443)</b>	<b>(1,575,956)</b>	<b>(4,052,487)</b>	<b>2,129,598</b>	<b>(264.3%)</b>
<b>Capital Revenue</b>								
Capital Revenue		707,520	-	707,520	707,519	1	1,329,255	53.2%
		<b>707,520</b>	<b>-</b>	<b>707,520</b>	<b>707,519</b>	<b>1</b>	<b>1,329,255</b>	<b>53.2%</b>
<b>Net Result Attributable to Council in Period</b>		<b>611,446</b>	<b>(5,532,370)</b>	<b>(4,920,924)</b>	<b>(868,437)</b>	<b>(4,052,487)</b>	<b>3,458,853</b>	<b>(142.3%)</b>
<b>Total Comprehensive Income</b>		<b>611,446</b>	<b>(5,532,370)</b>	<b>(4,920,924)</b>	<b>(868,437)</b>	<b>(4,052,487)</b>	<b>3,458,853</b>	<b>(142.3%)</b>

- 1. Fees & Charges** are \$880,525 compared to YTD budget of \$734,850 resulting in a favourable variance of \$145,675. This favourable variance is due to predominately due to higher than expected revenue for potable water sales. This revenue line item was adjusted during the Quarter 2 Budget Review with a cautious estimate that the increased activity will reduce over the remainder of the financial year. The budgeted amount for this revenue will be reviewed during the Quarter 3 Budget Review.
- 2. Operating Grants, Subsidies & Contributions** is favourable compared to budget by \$500,000. This favourable variance is due invoice for the 2025 FY contribution to offset the purchase of water in Moranbah (previously invoiced in arrears). This line item will be adjusted in the Quarter 3 Budget Review.
- 3. Other Recurrent Revenue** for the year to date is \$7,578,442 being \$310,112 unfavourable to budget. This unfavourable variance is predominantly due to septic revenue which is yet to issues invoices for January.
- 4. Materials & Services** for the financial year to date are \$4,363,535 unfavourable, with \$10,472,339 in actual expenditure and \$5,532,370 in commitments. Excluding commitments YTD expenditure would be \$1,168,835 below YTD budget. Large commitments to note include \$1.5M for the Waste Levy, \$1.2M for water purchases and \$816K for Contractor costs at Waste Management Facilities.

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Warren Clough
<b>AUTHOR POSITION</b>	Senior Safety and Resilience Partner

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## 9.2

## SAFETY AND RESILIENCE UPDATE

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

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

**Resolution No.: CGFS0942**

**Moved: Cr Vern Russell**

**Seconded: Cr Terry O'Neill**

**That the Committee recommends that Council:**

- 1. Notes the Safety and Resilience report provided on the current status of 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.

The main focus for the month has been:

- Facilitating Town Talks across the region, with a focus on Contractor Management.
- Assisting Water and Waste with their gap analysis of 45001; and
- Forward planning for current calendar year.

### 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

- Senior Safety and Resilience Partner
- Senior Wellbeing and Resilience Partner
- Senior Disaster and Emergency and Resilience Partner

## KEY MESSAGES

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

<b>Report prepared by:</b> WARREN CLOUGH <b>Senior Safety and Resilience Partner</b>  Date: 27 February 2025	<b>Report authorised by:</b> DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>  Date: 4 March 2025
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## ATTACHMENTS

- Attachment 1 – Safety and Resilience Monthly Report February 2025

## REFERENCE DOCUMENT

- Nil

# SAFETY AND RESILIENCE MONTHLY REPORT

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DATE	February 2025
TO	March 2025, Ordinary Council meeting
FROM	Senior Safety and Resilience Partners

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## 1. SUMMARY

S&R team have been conducting Town Talks across the region, with a focus on Contractor Management, promoting skin checks and voting for the overall Hazard Hunter award winner for 2024

Snr Safety Partner has been assisting Water and Waste with their gap analysis of 45001, as part of their IMS.

S&R team facilitating voting for the overall Hazard Hunter Winner for 2024.

Conducted HSW Operational Committee meeting during the month, with an expression of interest for new committee members to be communicated to all staff.

S&R team meeting held in Dysart, reviewing documentation, creating a schedule for audits/inspections and developing a schedule for safety communications.

### 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 be captured as an annual achievement

## 2. 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:** Ongoing document review continuing, with focus on staff engagement and consultation. **Noted** improvement in total overdue documents for review, down from 107 in January.

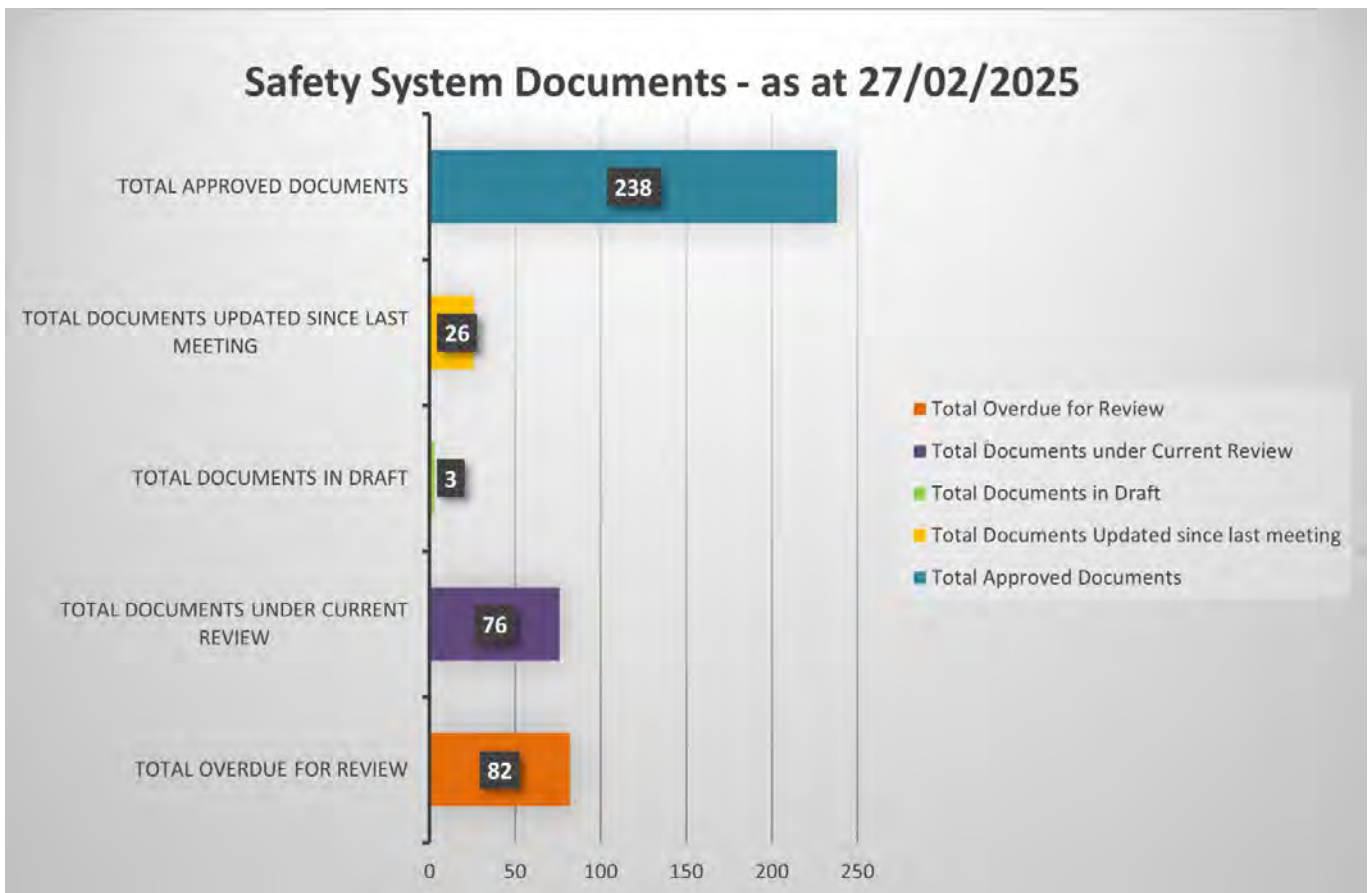
- Review all Policies, Procedures and work instructions biennially to maintain compliance against current legislative requirements.
- Policy reviewed as required by CEO. To ensure effective procedures and ensuring they comply with legislation. That there is a master document register to track updating
- 100% documents reviewed within timeframes

**BEST PRACTICE  
SYSTEM**



# SAFETY AND RESILIENCE MONTHLY REPORT

Document Type	238 Approved	82 Overdue	76 Reviewing	3 Draft	26 Updated
Checklists	7	5	2		3
Process / Flowcharts	17	8	10		4
Forms	60	15	17		16
Guidelines	64	29	13	1	2
Miscellaneous	3	2	1	1	
Plans	12	1	1		1
Policies	3	1	3		
Procedures	8	9	15		
SWMS	7	0	2		
Templates	11	10	1		
Terms of Reference	1	1	3		
Work Instructions	45	1	8	1	



\* It is noted that all documents remain in place until reviewed and updated as required. A number of documents are reviewed and updated as legislation/regulation or processes change rather than waiting for scheduled review time.



# SAFETY AND RESILIENCE MONTHLY REPORT

## 2.1 LEGISLATIVE OR OTHER CHANGES

Regulatory requirement under *Work Health and Safety Regulation 2011* (Qld) to develop a written prevention plan to manage any identified risk of sexual harassment and sex or gender-based harassment.

## 3. 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:** LPIs are being actively monitored refer to section 8 of this report for current compliance with LPIs.

- Establish annual KPI's which align to the policy to ensure leaders are meeting the objectives and targets
- Ensure that the objectives are embedded into Corporate documents.
- Updating the improvement plan and reporting
- Ensuring implementation of the improvements
- *Completion of Quarterly review and reporting against WHS improvement plan.*
- *Annual setting and review of KPI's*

### ESTABLISHING OBJECTIVES AND TARGETS



## 4. EFFECTIVE RISK MANAGEMENT

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

### 4.1 HAZARD HUNTER

**OBJECTIVE** to ensure risk management activities completed by identifying hazards.

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

**STATUS:** 16 hazards were identified for 01/02/25-27/02/25, and 4 have been fully managed and closed.

Improved reporting of hazards during February.

7 – Draft

5 – Approved

4 – Closed

0 – Complete

7 remain still at draft stage with no action taken within Lucidity. There was no Hazard Hunter presentation held during February, as the team are currently reviewing the January reports. Voting by staff is currently underway to select the overall Hazard Hunter award winner for 2024.

### 4.2 EVENT REVIEW

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

**TARGET** ZERO events in DRAFT after 7 Days (as EOM).

**STATUS:** 107 events still sitting at draft stage requiring attention. The Safety and Resilience team continuous review of "Draft" items have not revealed any high-risk items. The team are currently following up with responsible managers who have events in draft, helping if required, so these can be actioned.

- To ensure that risk management activities are undertaken to support our systems, investigate incident, hazard hunter program, development of Work Instruction, maintenance of risk assessments and registers

- *#incident open after 30 days*
- *record the # hazards per month*
- *Site based risk assessments to be established and revised biennially."*

### EFFECTIVE RISK MANAGEMENT



# SAFETY AND RESILIENCE MONTHLY REPORT

## 4.3 EVENTS RECORDED DURING FEBRUARY

There have been **58** events recorded during the month to **27 February**, of these:

**17** events still within draft waiting for action from the responsible manager

**11** at approved stage with actions assigned.

**27** closed out with actions assigned, then completed and event finalized.

**3** events at complete stage with actions closed out waiting for final review and closeout.

## 4.4 EMERGENCY MANAGEMENT COMMITTEE

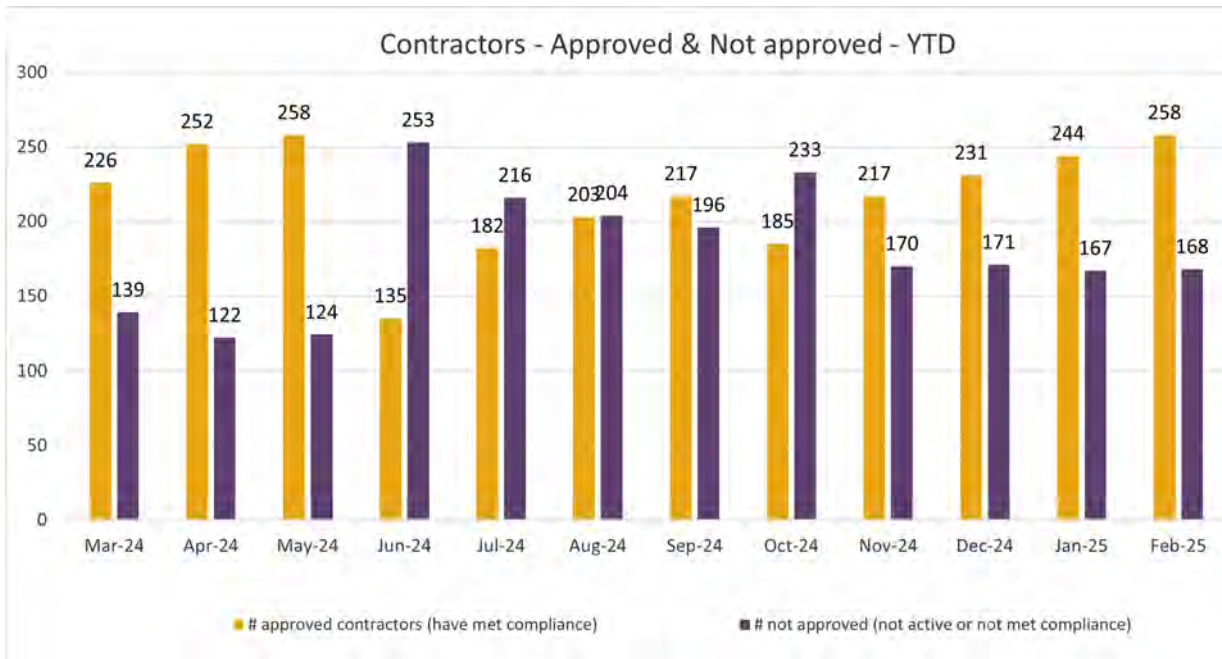
No meeting held during this period

## 4.5 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 **258** **NOT APPROVED – 168**



Noted ongoing improvement in the amount of approved contractors over the last quarter. The team will again be reviewing our current Not-Approved contractors wherever possible and archive those that haven't been engaged within the last financial year.

This will be done in collaboration with Finance to determine which of the Not-Approved contractors can be archived due to them not being engaged by council within the last financial year. There was a focus on contractor management during the February TownTalks.

## 5. IMPROVING WORKER CONSULTATION

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

### 5.1 HEALTH, SAFETY AND WELLBEING COMMITTEES

There was a HSW operational committee meeting held on the 18<sup>th</sup> of February.

A decision was made to seek expressions of interest for new Committee members along with advising staff of their ability to elect an HSR if a work group wishes to nominate and elect one.

**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

- Schedule for toolbox and WHS Committees. To ensure effective communication and consultation with worker.
- Continue to develop and evaluate the check in chat as another tool for communicating

• 95% of meetings against schedule completed

### IMPROVING WORKER CONSULTATION



## 6. WELLBEING & CAPACITY TO WORK

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

### 6.1 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.

**16** – Workers contacted to undergo work related vaccinations

**7** – In progress

**9** – Have not actioned

### 6.2 DRUG & ALCOHOL TESTING

No drug and Alcohol testing was undertaken during February.

### 6.3 WORKERS' COMPENSATION AND REHABILITATION

The Wellbeing and Resilience Partners actively monitor all work and non-work-related injuries and illnesses. Ongoing support is provided to staff rehabilitation cases.

**8** active (accepted) workers compensation cases.

**23** non-work-related cases.

**2** pending workers compensation cases awaiting a response from LGW.

### 6.4 Fluoride Testing

**10** – Workers contacted to complete Fluoride testing

**1** – Actioned

- To develop a strategy that supports staff in maintain physical and mental health.
- To ensure that we are able to retain staff through appropriate programs that deal with the worker holistically.
- Establish wellbeing programs through committees
- To provide early intervention and numbers of workers support engagement

• # check in chats  
• # staff engaged in worker support program

### WELLBEING AND CAPACITY TO WORK



# SAFETY AND RESILIENCE MONTHLY REPORT

## 7. AUDIT/ INSPECTIONS

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

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

TARGET 100% of audits completed against the plan.

**STATUS:** No WHS &/OR Environmental Audits completed for February against the plan.

## 8. CONTINUOUS IMPROVEMENT

*This is the ongoing verification of due diligence activities.*

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:** STATUS Total 89 overdue open actions as of 27 February 2025, with 60 of these being overdue >30 days.

- There are currently 89 overdue open actions as of the end of 27 February 2025.
- Of these 89 overdue open actions, 60 are overdue by greater than 30 days.
- These actions are aligned to incident (42), hazard (13), audit/inspections (25), improvement opportunity reports only (2), meetings and other (3), regulatory notification (1), non-conformity (3).
- The Safety and Resilience teams continuous review of assigned actions has not revealed any high-risk items, requiring immediate attention.

- Develop an audit and inspection schedule which includes sites audits, system audits and procedural audits.
- To ensure our systems are effectively implemented and understood at site levels.

- 100% of audits completed against schedule
- target for audits to be above 85%

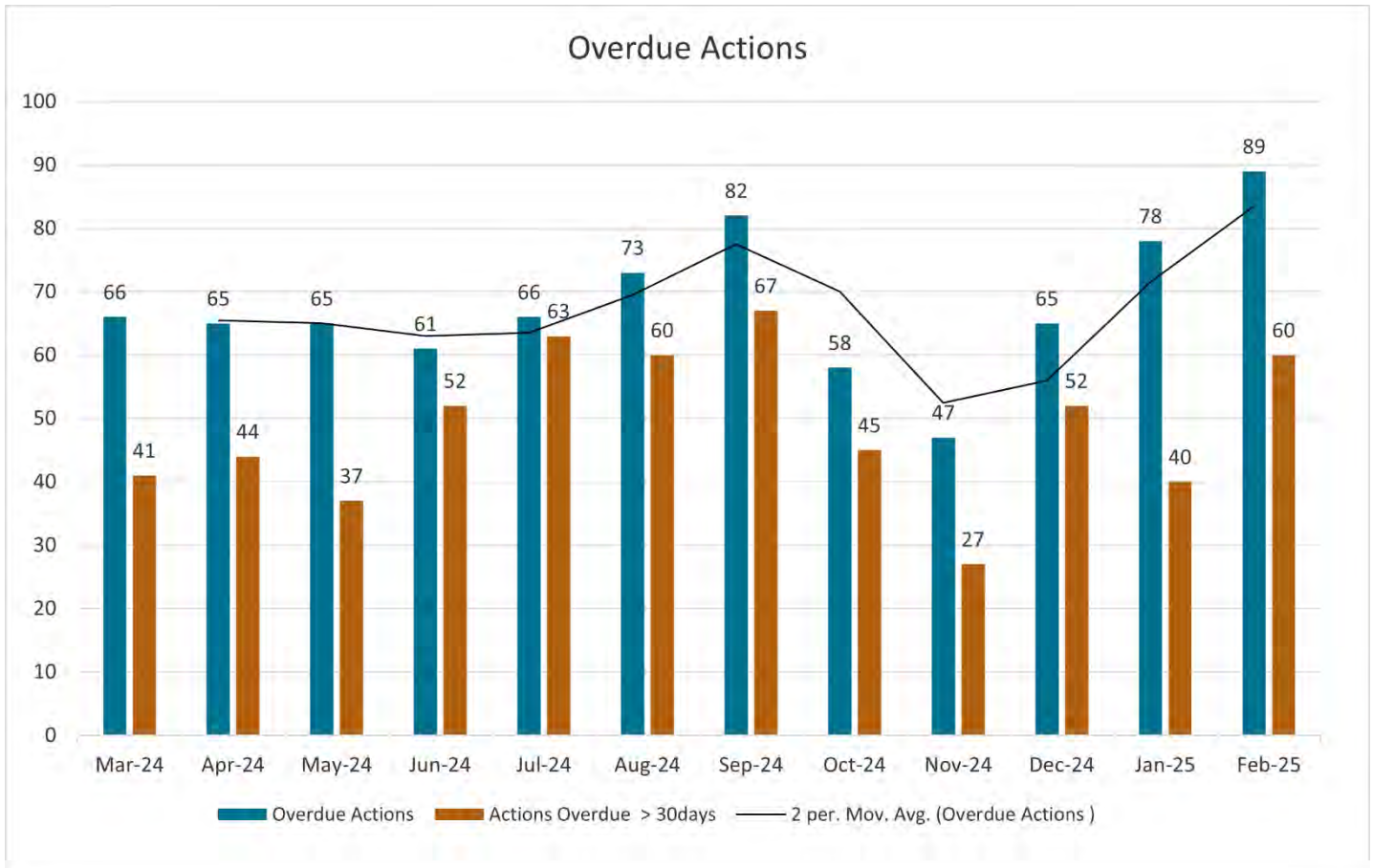
### MAINTAIN AUDITS AND INSPECTIONS



- Ensure that any identified corrective actions from incidents, hazards, audits have been entered and followed through to completion.
- Ensuring that actions raised are followed through to completion.
- Establish Change Management processes
- Ensuring that change is effectively consulted and managed to gain the greatest benefit.
- # corrective actions completed and open at EOM

### CONTINUOUS IMPROVEMENT





## 9. 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 LPIs, 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

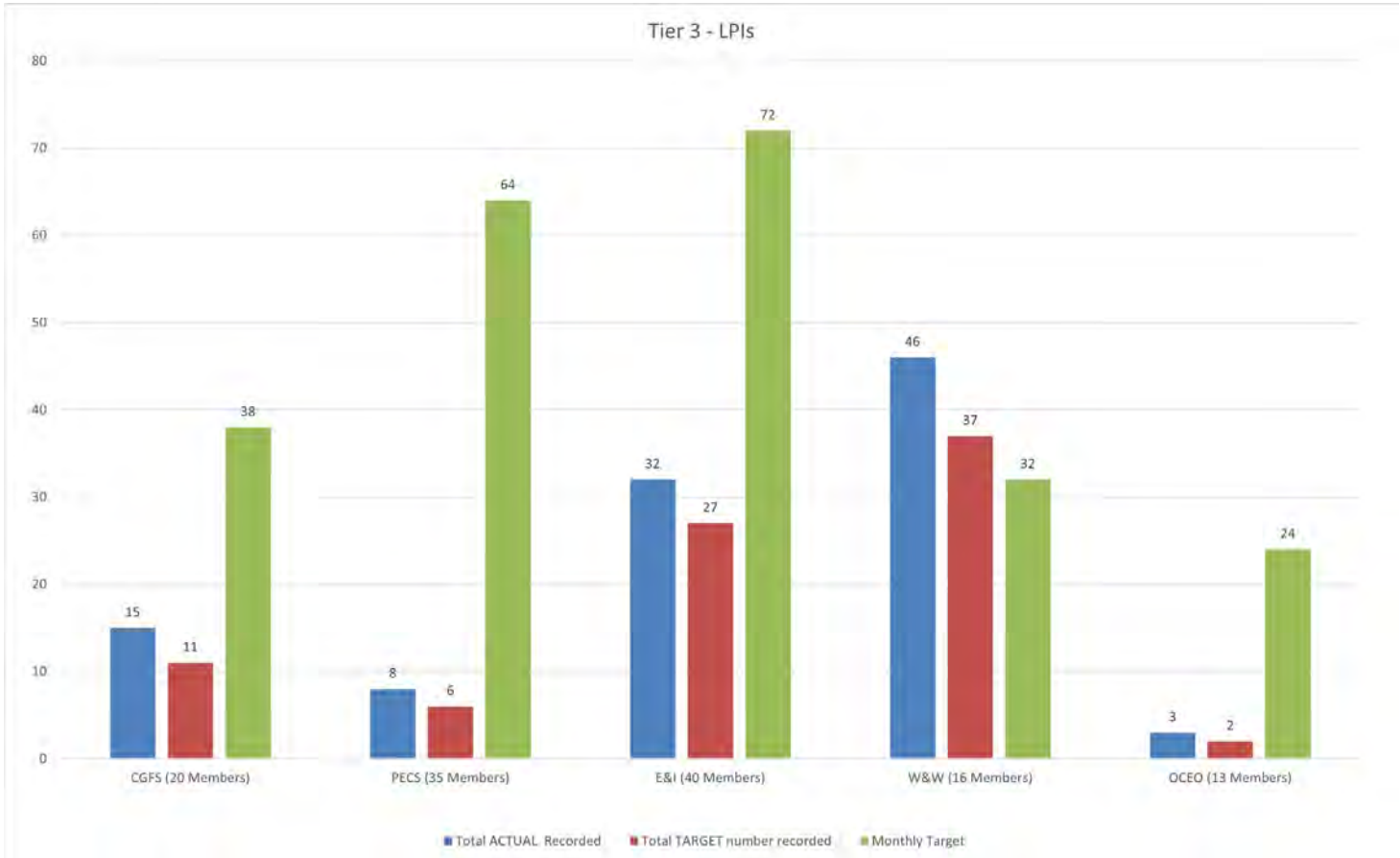
Each month, every ELT, SLT, and OLT member must complete two of the below LPIs.

- Providing leaders with knowledge and tools to effectively manage the wellbeing and risk resilience of our workers
  - Support supervisors in cultural leadership
- # 95% manager attendance at Safety leadership training

**EMPOWERING AND SUPPORTING LEADERSHIP**



# SAFETY AND RESILIENCE MONTHLY REPORT



**TIER 3 LEAD PERFORMANCE INDICATORS**  
ELT, SLT and OLT members - 2 per month - 24 per year

Lead a <b>Team Talk</b> with your team	Lead a <b>Prestart Talk</b> with your team	Conduct and record a <b>Safety Chat</b>	Provide <b>feedback on HSW</b> procedure or policy	Conduct and record a <b>Post Project Supplier Evaluation form</b>	Conduct and record a <b>Project Monitoring Inspection form</b>	Conduct and record a <b>Site Hazard Inspection</b>	Conduct and record a <b>Wellness Chat</b>	Conduct a <b>coaching session</b>	Conduct a <b>Leadership Activities Report</b>
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- The Safety and Resilience team will be collaborating with Directors to review the current way in which we report LPis and who are required to complete these.
- Continuing turnover, vacancies and training for new staff on LPis are noted as contributing factor for a drop in LPis being completed.

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Darren Fettell
<b>AUTHOR POSITION</b>	Director Corporate, Governance and Financial Services

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## 9.3

## DIGITAL STRATEGY UPDATE

### EXECUTIVE SUMMARY

This report is provided as an update to Council on the current status of the Digital Strategy Program.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

**1. Receives and notes the Digital Strategy Program update.**

**Resolution No.: CGFS0943**

**Moved: Cr Vern Russell**

**Seconded: Cr Jane Pickels**

**That the Committee recommends that Council:**

**1. Receives and notes the Digital Strategy Program update.**

**Carried**

### BACKGROUND

Following the previous update provided in September 2024, this report provides a further update on progress to date of the Digital Strategy Program (DSP). For context, key components/ excerpts from the previous update are outlined below:

#### **Restart Plan – Technology One upgrade (T30B)**

Following outcomes from the technical review and lessons learned a Restart Plan is being developed. It should be noted that input from the assurance review with the independent member of IRC Audit & Risk Committee is also being considered in the plan which generally aligns with actions from the lessons learned exercise.

The purpose of the T30B Restart Plan is to define the essential criteria and steps that are needed for the program to resume after the decision to disqualify the 1 July 2024 Go Live date and the decision on which option in relation to the Phasing & Sequencing Options Assessment by the Program Control Board (PCG).

This Restart Plan is designed to address existing Program Issues and Lessons Learned as part of Step 1 which must be met, before proceeding to Steps 2 and 3. The Critical Criteria includes:

- **Options Paper Decision:** The high-level modules, phasing of the program.
- **Lessons Learned:** Identify Start, Stop, Continue activities in the program.

- **Governance:** Protocols, roles & responsibilities for successful program management.
- **Program Resourcing:** Roles, skills and responsibilities to agreed approach.
- **Program Team:** Re-set the T30B Program team protocols working relationships.
- **Vendor Delivery:** Improvements in quality, delivery, response times and resourcing.
- **Current Modules:** Close out current module activities at an agreed appropriate stage.

From the previous update provided, the following action has been taken in relation to the T30B project.

## Planning

IRC have been progressing restart planning internally. Particular attention was paid to IRC improving understanding of the proposed module groups and component modules to inform business process / decisions required and appropriate IRC resourcing.

ELT, in consultation with their operations teams has worked to redefine what Phase 1 of the TechnologyOne Upgrade Project will include. Considerations included system functionality, business needs, resourcing and change impacts across council following lessons learnt exercise.

**Core:** As identified by TechnologyOne, minimum required for implementation of the solution.

**Non-Core:** As identified by TechnologyOne, can be implemented later or not at all, does not affect Core system functionality.

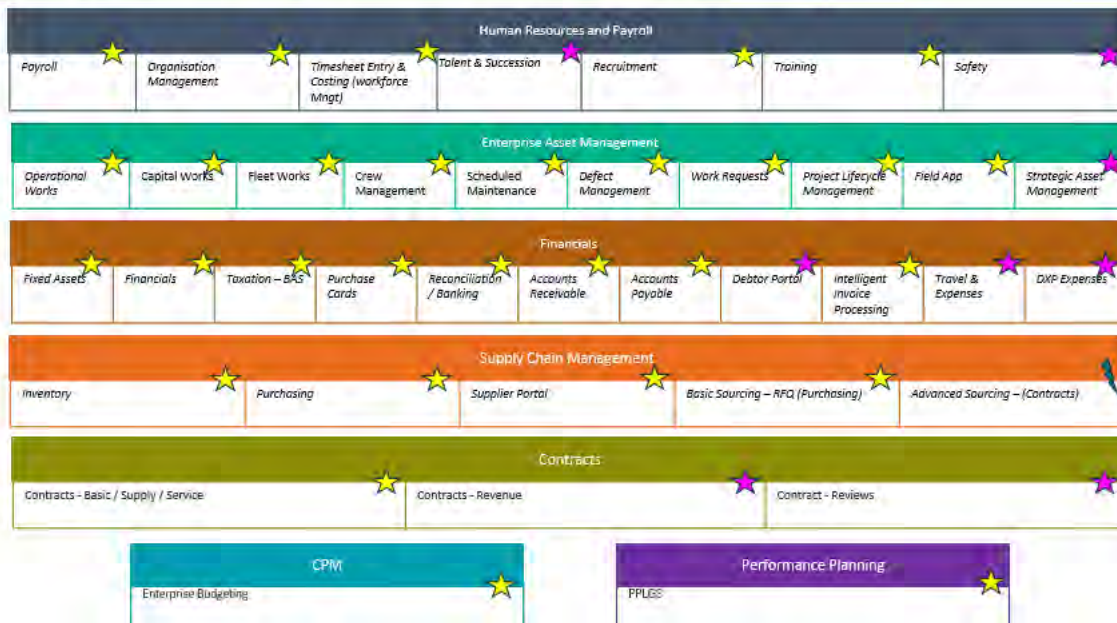
**Business Critical/pain points:** These are modules listed as "Optional" by TechnologyOne but are critical to Council.

Following are details of the modules now to be included within Phase 1 of the project. Also identified are the modules that may be developed after the initial go-live.



## Summary of Modules - ELT (Phase 1)

- ★ Phase 1 in scope
- ★ For consideration post-go-live
- ✍ In Discovery



It is acknowledged that significant time and effort has been taken for broad ranging discovery sessions in reviewing all of the above.

### Timing



Governance structures above the delivery team are to be reviewed through the Steering Committee with the first monthly meeting scheduled for 3 March.

Following recommendation from the independent member of the IRC Audit & Risk Committee, Council's internal auditor OCM has been approached to provide independent oversight of the project. Other recommendations around appropriate gateway criteria and reporting are also to be included.

In addition to the above planning, work has been progressing on continuing the following:

- Finance – review / development of improved chart of accounts
- Supply Chain – review of sourcing options with other Council's with specific analysis of TechOne offering VendorPanel product and potential for integration.

## Non T30B projects

In addition to the progression of the Technology One upgrade above, additional digital strategy projects have also progressed with brief overviews provided below:

### Service Now

The current helpdesk ticketing system at IRC lacks automation, efficiency and functionality that aligns with ICT industry standard and best practices in IT Service Management. Furthermore, it is also missing some important features that are valuable to ICT operations such as knowledge articles, asset management, mobility, and fundamental ITIL based processes and procedures.

- Initial scope reduced to focus on enabling help desk ticketing system developed and implemented
  - Organisation able to submit and track IT issues.
  - Issues can be entered through portal on computer or mobile phone.
  - Forms such as "request for hardware / software" replaced by workflows.
  - Set up ServiceNow's default and basic reporting and dashboard for ICT team members to monitor:
    - Volume of requests per type;
    - Average resolution times; and
    - Request statuses and assignment statistics

Aim to have help desk ticketing system implemented by Easter 2025

### Starlink

- A reduced focus for this project while an **Infrastructure review\*** is being worked through.
- A Project Brief has been developed focusing on mobile Remote Work Camps allowing workers at sites to connect to the internet for personal use, communication, safety & to enable remote work.
- Council has engaged NQBE as a provider for the roll out and management of Starlink capabilities.
- Revised project brief

- Provide a Wi-Fi connection to remote IRC work camps via Starlink that allows workers at the site to connect to the internet for personal use, communication & safety. The installation also needs to be mobile as the sites move approximately once a month.

Aim to have rollouts done and implemented by February/March 2025

*\*Note – infrastructure review underway to look at weaknesses in corporate network where starlink or other options may assist.*

## **Orbus Infinity**

System primarily used for centralisation of T30B Project documentation (capturing business process mapping and instruction manuals for testing, training and future inductions).

## **System Rationalisation**

- Exercise undertaken to identify all systems / apps
- Links between systems initially identified to inform potential for rationalisation

## **Next steps:**

- PCG have agreed to proceed on working through system ownership
- IRC Joeffrey Agbayani will complete the analysis on systems owners
- Whilst reviewing the system information, need to also consider the usability & potential future replacement by core / integrated system

Update to be provided to ELT / Project Steering Committee asap.

## **Digitisation of forms (convert paper forms to digital forms with workflows through Office 365)**

- Exercise undertaken to identify all current existing forms
- Identification of form owners and initial desktop review of use undertaken through ECM records
- Review of internal v external forms

Update to be provided to ELT / Project Steering Committee asap.

## **Drata**

### **Cybersecurity**

- Continued initial / incremental configuration of the Drata platform focusing on four main elements: core organisation information (eg roles/responsibilities), policy status, identity and personnel status and end user computing status
- Undertook a baseline Essential Eight assessment, now preparing a summary report as a part of baseline. Ongoing report will be implemented in Drata.
- Completed initial policy analysis and quantified gaps vs ISO 27001. While there are few (but critical) gaps, the bigger question is policy currency and relevancy, and policy ownership.
- Explored variances from described/desired end user computing state and identified root causes (multiple tools/contexts, inconsistent reporting).

- Commenced work on possible improvements, although aware of multiple overlapping/impactful programs of work that need careful coordination to consolidate direction and de-duplicate effort.

## IMPLICATIONS

### Budget

Note that through the restart plan and consideration of narrowing focus on core TechOne modules and other digital strategy work streams that this budget will be reviewed.

It should be noted that expenditure and progress to date remains valid and will not need to be repeated, including:

- Stage 1 lift and shift from on-premise to cloud – successfully implemented

Original Phase 1 key modules – Finance, Supply Chain Management – initial design and construct complete, available for key user testing and user acceptance testing. This will also enable more informed integration with Enterprise Asset Management which was a key consideration for the technical review

## CONSULTATION

- Chief Executive Officer
- GWI Digital
- TechnologyOne

## BASIS FOR RECOMMENDATION

Update provided to Council.

## ACTION ACCOUNTABILITY

Not applicable.

## KEY MESSAGES

Not applicable.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
DARREN FETTELL	CALE DENDLE
<b>Director Corporate, Governance and Financial Services</b>	<b>Chief Executive Officer</b>
Date: 4 March 2025	Date: 6 March 2025

## ATTACHMENTS

- Attachment 1 – T30B Restart Plan Update 14 February 2025
- Attachment 2 – Revised Timeline

## REFERENCE DOCUMENT

- Nil

# Restart Plan - Update

TechnologyOne Upgrade Project (T30B)  
14 Feb 2025

PURE PEOPLE POWER

[ISAAC.QLD.GOV.AU](http://ISAAC.QLD.GOV.AU)

 [isaacregionalcouncil](https://www.facebook.com/isaacregionalcouncil)

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HELPING TO ENERGISE THE WORLD

# Purpose

This document outlines the IRC review of modules, project delivery phasing and timing and IRC resourcing model to facilitate the restart of the TechnologyOne CiA project.

Review of Modules, clarification of modules included v excluded - see attachment 1.

- Based on original core v non-core advice from TechOne
- IRC “Business critical” components added with consideration to resourcing and whether can be implemented with minimal interaction for further development later.

Revised Project Phasing and Timeline - see attachment 2, allowing for:

- Amendment to original project phasing
- Review/clarification of Financials and Supply Chain already undertaken to date
- Removing CRM from original first phase
- Increasing original Org Management to full HRP
- Adding EAM, Enterprise Budgeting and Performance Planning to phase 1

## IRC Resourcing

- From lessons learnt exercise identification of technical support for IRC SME’s / working groups (Intention with technical specialist is to not only provide support to IRC officers but likely reduce the requirement to remove them from the organisation / fully dedicated to the project).
- Initial identification of relevant IRC officers for SME/working group roles
- Proposed role responsibilities & expectations for technical support and IRC officers

### \*Note

- Change management recognised as priority – role requirements to be developed to potentially include comms
- Training identified as requiring an external provider, where previous consideration was internal delivery.
- Governance structure above this indicative team to be further discussed with delivery partners.

# Resourcing – Delivery Team Structure

Change Manager

Business Analyst / project admin

Trainer - external provider

## Phase 1

Product Specialist and Lead

Spatial Working Group

Financials Working Group

SCM Working Group

## Stream 1 - HRP

Product Specialist and Lead

HRP Working Group

## Stream 2 - Assets

Product Specialist and Lead

Assets Working Group

Data Cleasing Assistance

## Stream 3 - Reporting

Product Specialist and Lead

Reporting Working Group

## Phase 2

Product Specialist and Lead

Planning

Animals

Rates

Facilities

Receivables

Product Specialist P&R



# Resourcing – Delivery Team Structure – Working Groups

## Financials Working Group

Product Specialist  
Finance - ???

Finance SME –  
Jason, Louise and  
Susan, Zoe  
Behrendt

SCM SME -  
John Squire

Assets SME - Rob  
Perna, Michael  
Mann

User Access - Kari

## Supply Chain Working Group

Product Specialist  
Supply Chain - ???

Finance SME –  
Jason, Louise and  
Susan

SCM SME -  
John Squire

Assets SME - Rob  
Perna, Scott  
Casey, Kirsty/Lisa

Working Group  
Members –  
Kylie, Debbie,  
Marsale, Zoe T,  
Narelle, Tricia,  
Hayley, Sean  
Robinson,

User Access - Kari

## Spatial Working Group

Product Specialist  
Spatial - Trent  
Phillips

Assets SME - Rob  
Perna and Stephen

P&R SME - Lisa  
Tonkin and Zoe  
Behrendt

Processing SME -  
Terese, Randall

# Resourcing – Delivery Team Structure – Working Groups

## HRP Working Group

Product Specialist  
HRP - ??????

Finance SME –  
Jason, Louise and  
Susan

Payroll SME -  
Sandra

Assets (timesheets)  
SME - Rob Perna,  
Michael Ericson,  
Scott, Lisa

HR policies SME -  
Trudi Liefefett,  
Emma Brookes,  
Kielly, Lucy and  
Kay

Org and Access  
Management - Kari

## Asset Management Working Group

Product Specialist  
EAM –  
????

Finance SME –  
Jason, Louise and  
Susan, Darren  
Fettell

Assets SME – Scott  
Casey, Rob Perna  
and Michael Mann,  
Dan Wagner

Product Specialist  
SCM and Finance -  
???

Working Group  
Members – Lauren  
B, Ledley Hume,  
Michael Erickson,  
Jill Cash, Ken  
Tucker, Lisa,  
Seungchan, Kirsty

## System Output and Reporting Working Group

Finance SME –  
Jason, Louise and  
Susan and Jabin

Product Specialist  
CPM - Trent  
Macleod

Product Specialist  
SCM and Finance -  
Phillip Martyn

# Resourcing – Delivery Team Roles - IRC

Role	Responsibilities
<b>Working Group Members</b>	<ul style="list-style-type: none"> <li>• Data Cleansing</li> <li>• Business Processes design and documentation</li> <li>• Perform Testing (Functional and UAT)</li> <li>• Contribute to CDD workshops and documentation</li> <li>• Engagement with Stakeholders ensuring all affected users are represented</li> <li>• Performing and supporting End User Training</li> </ul>
<b>Technical Specialist</b> <ul style="list-style-type: none"> <li>• <b>Fin</b></li> <li>• <b>SCM</b></li> <li>• <b>HRP</b></li> <li>• <b>EAM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Lead the relevant working group to facilitate meeting project objectives</li> <li>• Provide Project Management support for the module area including: <ul style="list-style-type: none"> <li>○ Maintain Risk and Issues Register</li> <li>○ Provide project updates</li> <li>○ Manage project timeframes</li> </ul> </li> <li>• Provide TechnologyOne systems advice</li> <li>• Provide product specific specialist knowledge</li> <li>• Provide Business Process advice</li> <li>• Perform Demonstrations of the TechnologyOne system and proposed solutions</li> <li>• Attend CDD workshops and any relevant demonstrations</li> <li>• Contribute to CDD</li> <li>• Assist in Testing</li> <li>• Provide system training</li> <li>• Prepare Project Documentation including <ul style="list-style-type: none"> <li>○ Test Scripts</li> <li>○ Training guides</li> <li>○ Business Process Maps</li> </ul> </li> <li>• Engagement with Stakeholders and Vendors</li> <li>• Assist with Data Cleansing and Migration</li> </ul>

# Resourcing – Delivery Team Tasks

Role	Tasks / Expectations				
	- Design	- Data	- Train	- Test	- Go Live
<b>Working Group Members</b>	<ul style="list-style-type: none"> <li>• Thorough knowledge of current business processes and requirements</li> <li>• Attend Design Workshops</li> <li>• Respond to Consultants questions</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough understanding of current Data</li> <li>• Participate in data cleansing activities</li> <li>• Contribute to Data Mapping activities</li> <li>• Ability to retrieve data from any external systems</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Key User Training</li> <li>• Support end user training</li> </ul>	<ul style="list-style-type: none"> <li>• Participate in Functional Testing</li> <li>• Participate in User Acceptance Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Provide End User Assistance</li> </ul>
<b>Technical Specialist</b>	<ul style="list-style-type: none"> <li>• Provide support and direction to stakeholders</li> <li>• Thorough knowledge of the TechnologyOne module functionality</li> <li>• Attend Design Workshops</li> <li>• Respond to Consultants Follow up questions</li> <li>• Provide Product demonstrations as required</li> <li>• Contribute to Project Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and direction to stakeholders</li> <li>• Thorough understanding of Data migration requirements</li> <li>• Direct data cleansing activities</li> <li>• Direct Data Mapping activities</li> <li>• Outcomes: <ul style="list-style-type: none"> <li>○ Data Migration Plan</li> <li>○ Data Mapping Document</li> <li>○ Data Import Templates</li> </ul> </li> <li>• Contribute to Project Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and direction to stakeholders</li> <li>• Direct End User Training</li> <li>• Provide Key User training assistance</li> <li>• Outcomes: <ul style="list-style-type: none"> <li>○ End User Training Plan</li> <li>○ Training Documentation / Workbook</li> <li>○ Quick Reference Guides</li> </ul> </li> <li>• Contribute to Project Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Provide support and direction to stakeholders</li> <li>• Direct Functional Testing</li> <li>• Direct User Acceptance Testing</li> <li>• Manage Test Outcomes incl. further actions/ redesign/ reconfiguration</li> <li>• Outcomes: <ul style="list-style-type: none"> <li>○ Test Plans</li> <li>○ Test Scripts</li> <li>○ Test Outcome Reports</li> </ul> </li> <li>• Contribute to Project Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Provide Go Live Assistance</li> </ul>

Phase	Workstreams	Year 3 - 2025												Year 4 - 2026												Year 5 - 2027											
		Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4		
		Jan 19	Feb 20	Mar 21	Apr 22	May 23	Jun 24	Jul 25	Aug 26	Sept 27	Oct 28	Nov 29	Dec 30	Jan 31	Feb 32	Mar 33	Apr 34	May 35	Jun 36	July 37	Aug 38	Sept 39	Oct 40	Nov 41	Dec 42	Jan 43	Feb 44	Mar 45	Apr 46	May 47	Jun 48	Jul 49	Aug 50	Sept 51	Oct 52	Nov 53	Dec 54
1	FIN			Config Verification and CDD Review						TRAIN KUT	UAT																										
	SCM			Config Verification and CDD Review					Workshops	Build			TRAIN KUT	UAT																							
	Payroll and Org Management		Workshops	Build	TRAIN KUT	UAT and Data	Parallel Runs																														
	Recruitment and Training				Workshops	Build		TRAIN KUT	UAT																												
	CPM-EB					Workshops	Build		Train KUT and UAT																												
	PPLGS						Workshops		TRAIN KUT	UAT																											
	EAM Saas+			Workshops		Build	Data		TRAIN KUT	UAT																											
	PLM Saas+				Workshops	Build		TRAIN KUT			UAT																										
Spatial				Workshops	Build		TRAIN KUT			UAT																											
2	P&R																																				
	ECM																																				
	ECR																																				
	CRM																																				
	DXP-LG																																				
SAM																																					

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Peta Eyschen
<b>AUTHOR POSITION</b>	Manager Governance and Corporate Services

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## 9.4

## GOVERNANCE AND CORPORATE SERVICE QUARTERLY UPDATE

### EXECUTIVE SUMMARY

The purpose of this report is to provide an overview and status update of the Governance and Corporate Services department's operations and key functions.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receive and note the content of the report which provides an overview and status update of the Governance and Corporate Services department's operations and key functions.**

**Resolution No.: CGFS0944**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Vern Russell**

**That the Committee recommends that Council:**

- 1. Receives and notes the content of the report which provides an overview and status update of the Governance and Corporate Services department's operations and key functions.**

**Carried**

### BACKGROUND

The Governance and Corporate Services department is responsible for providing supportive, corporate governance services to the organisation, and ensuring corporate compliance for internal and external stakeholders.

The department's key functions are outlined in the Draft FY25 Governance and Corporate Services Business Plan attached to this report. From January 2025, updates of these functions are provided to Council each quarter. This report outlines those updates.

### Audit and Risk Committee

The next meeting of the Committee is 17 March 2025. This meeting involves a review of the Audit and Risk Charter and commencement of the recruitment process for the Chair of the Committee position. The department is working with the Committee to provide a streamlined process for appointment.

The department has drafted proposed changes to the Audit and Risk Charter for initial consideration of the Committee. It is anticipated that the proposed changes will provide structure and flexibility for Council when making decisions regarding tenure of external and internal members.

## **2024/25 Annual Report**

The department will commence working on the next Annual Report from May 2025 and ongoing updates from that time will be provided to Council.

## **Quarterly Report**

It is proposed that future iterations of this report contain details of Council's progress in achieving its Operational Plan deliverables. Due to resourcing issues, data for the third quarter is not available to the author in sufficient time for inclusion in this report.

## **Policy Register Update**

Policy review is a priority for the department and the team has proposed a manageable roadmap for ongoing report to the Audit and Risk Committee. While significant work has occurred in the past, it is recommended that document control is addressed at the same time as policies are reviewed and updated to create a workable, organisation friendly approach to policy management.

The first body of work is to make recommendations for naming conventions, categorisations and risk ratings for our existing policies. While that task is being undertaken, the department is working towards directorate involvement to identify redundant policies.

Genuine policy reform is a complex task and involves engagement with numerous stakeholders. The department is committed to working with all levels of Council to achieve a workable solution. Regular updates will be provided to Council as the project progresses.

## **Document Control**

As mentioned above, a review of the department's document control processes has identified the need for the framework to be updated. The responsibility of Document Control sits with the department, however, as resources have shifted over the years, some Council areas have created their own processes to ensure compliance with external regulators. Quite properly, Water and Waste and Safety and Resilience are both teams that work outside of the corporate framework.

This issue is identified as a priority for the department and initial discussions with both Water and Waste and Safety and Resilience have commenced to determine an effective resolution. Regular updates will be provided to Council as the project progresses.

## **Complaint Management**

The department is currently managing three Administrative Action Complaints. These have been internally assessed as low risk.

The Complaints Management Framework is identified as an area which would benefit from an update and refresh. Considering current resources available to the department, this work will be undertaken in conjunction with, and complementary to, the Policy Register update.

## **Access to Information**

Legislative changes (the *Information Privacy and Other Legislation Act 2023* – 'IPOLA') to the way Council records, accesses and publishes information is due to commence on 1 July 2025. The department is prioritising internal training, with a view to developing learning materials for organisation-wide training. This will involve liaison with department managers to ensure training is delivered in a way which will be absorbed and embedded.

The IPOLA changes are linked to our current Right to Information, Information Privacy and Administrative Access to Information frameworks. Significant modifications are required to Council's existing policies, procedures, flowcharts, guidelines, and induction training materials.

It is recommended that prioritisation is given to this body of work. Ideally, training for the organisation should be largely completed by 30 June 2025. Regular updates will be provided to Council to advise of progress in this area.

## **Enterprise Risk Management**

Risk has been previously prioritised as an improvement area for Council and significant work has been undertaken by the Corporate, Governance and Financial Services directorate and O'Connor Marsden and Associates ('OCM'). As internal auditors, OCM have assessed the organisation's position and produced a roadmap to progress Council's risk maturity. The department will continue to work on Council's strategic and operational risk management.

## **Internal Audit and Outstanding Actions**

OCM attended onsite with officers the week commencing 17 February 2025. During that time, auditors met with responsible owners of outstanding actions and worked with them to capture progress on issues previously identified and reassess the status based on existing circumstances.

Initial feedback from officers has been positive. A progress report of the outstanding actions, and update to Council's Strategic Internal Plan is being produced by OCM for presentation to Council. There have been no significant issues with outstanding actions highlighted to Council at this time.

## **Delegations/Authorised Person Powers**

Significant updates were made to Council's delegations in December 2024. The department will continue to progress best practice of the corporate management of delegations and Authorised Person powers. Updates will be provided to Council.

## **Local Laws**

The department is aware that local law updating is a key deliverable for a number of stakeholders. A local law review has not yet commenced. There is ability to outsource this project, however, there has not yet been time to consider a plan which may reduce financial cost and utilise the knowledge held with internal stakeholders. The department is hopeful to have progressed this matter by 30 June 2025 and will provide an update to Council at that time, or as required.



## IMPLICATIONS

### Risks

No.	Risk	Controls	Treatments
1	<i>There is a risk that key projects will not be delivered, caused by a lack of human resources, which will result in additional regulatory scrutiny.</i>	<p>Money was allocated in the 24/25FYI budget to provide external resources if necessary.</p> <p>The Manager and Administration Officer roles have recently been filled.</p> <p>TechOne upgrades are proposed to have additional relevant functionality.</p>	<p>Consider flexible resource pool options, eg:</p> <ul style="list-style-type: none"> <li>resource pool transfer .5FTE from Financial Services and request an FTE to provide Insurance and Risk functions for the organisation,</li> <li>Local Government traineeship,</li> <li>feasibility of 'hire labour' fixed term project officer role to manage project delivery.</li> </ul> <p>Canvass existing corporate software solutions.</p>
2	<i>There is a risk that priority projects will not be adequately delivered, caused by a lack of corporate knowledge, which will result in reputational damage.</i>	<p>Money is allocated in the budget each year for training.</p> <p>Governance Legal Officer and Governance Administration Officer undertaking additional external governance training.</p> <p>Tech One consultants working on governance software capabilities due 26/27.</p>	<p>Document updated procedures as projects are undertaken.</p> <p>Take advantage of robust internal and external audit functions.</p> <p>Prioritise training opportunities for department staff.</p> <p>Engage with stakeholders to absorb existing knowledge base.</p>

### Opportunities

No.	Opportunities	Plans
1	<i>There is an opportunity that current governance projects can be effectively delivered which would result in effective compliance with regulators.</i>	<p>Include department stakeholders who are supportive of priority projects.</p> <p>Leverage capabilities of department staff motivated to make a productive contribution.</p> <p>Embrace existing corporate software for maximum integration.</p>
2	<i>There is an opportunity to create a corporate knowledge base by investing in</i>	Explore strategic human resourcing of department.

	<i>training which would result in improved organisation-wide knowledge retention.</i>	<p>Embrace existing corporate software for maximum integration.</p> <p>Utilise skills of department to create effective procedures for effective transfer of knowledge.</p>
--	---	---

## Service Overview

### Budget

The budget is currently being reviewed in the context of previous expenditure and current resources.

### Staff Resources

The department consists of the Manager, Governance Officer – Legal, and Governance Administration Officer.

There is currently one FTE vacancy. The Senior Governance Officer position has not commenced recruitment as short-term officer options are canvassed.

### KPI's/Deliverables

There are no formal KPI's for this department, however, the ongoing delivery of BAU, projects, and ad hoc initiatives is monitored by the Director, Corporate Governance and Financial Services. Performance Agreements are currently being discussed within the Directorate.

### Service Delivery

The efficient delivery of governance services is continually assessed as projects are identified and delivered. Due to the regulatory nature of the department's outputs, few services can be reduced. Streamlining processes and effective reporting is an important component of the department's key objective.

### Revenue and Costs

Opportunities for increasing revenue from the department are limited.

Costs can be reduced in the long term by increasingly use of internal resources where traditionally an external provider has been used. Assessment of these opportunities to cut costs is a rolling review.

## CONSULTATION

Director Corporate Governance and Financial Services  
 Governance and Corporate Services department  
 Manager Financial Services

## BASIS FOR RECOMMENDATION

The recommendation is to receive and note the content of this report which provides an accurate overview and status update of the Governance and Corporate Services department's operations and key functions.

---

## ACTION ACCOUNTABILITY

The Manager Governance and Corporate Services is responsible for the strategic direction and operational deliverables of the department, including reporting on delivery of its Business Plan and approved operational projects.

## KEY MESSAGES

The Manager Governance and Corporate Services will provide information on a quarterly basis to keep Council well informed of the performance and developing issues within the department's area of operations. The Governance and Corporate Services team is motivated to provide a meaningful contribution to Council's vision.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
PETA EYSCHEN <b>Manager Governance and Corporate Services</b>	DARREN FETTELL <b>Director Corporate, Governance and Financial Services</b>
Date: 1 March 2025	Date: 4 March 2025

## ATTACHMENTS

- Attachment 1 – DRAFT 2024/25 Governance and Corporate Services Business Plan

## REFERENCE DOCUMENT

Nil

# CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

## Governance & Corporate Services

### BUSINESS PLAN FINANCIAL YEAR – 2024/2025

DRAFT

**Prepared by:** Peta Eyschen  
**Current as at:** 27 February 2025



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## PURPOSE

The purpose of this Business Plan is to ensure the implementation of Isaac Regional Council's Corporate Plan through the programs, functions and services provided by the Governance and Corporate Services Department.

The Business Plan influences the development of the Annual Operational Plan and Budgeting, identifying the performance measures that will determine how the Corporate Plan's outcomes are being achieved.

The Business Plan identifies projects that require concept briefs for approval, new or unique capital and operational projects and issues which directly impact the operational and capital budgets.

## SCOPE

The business plan applies to all operational functions of the Governance and Corporate Services Department, supporting the strategic direction of the Corporate, Governance and Financial Services Directorate and Council as a whole.

## KEY FOCUS AREAS

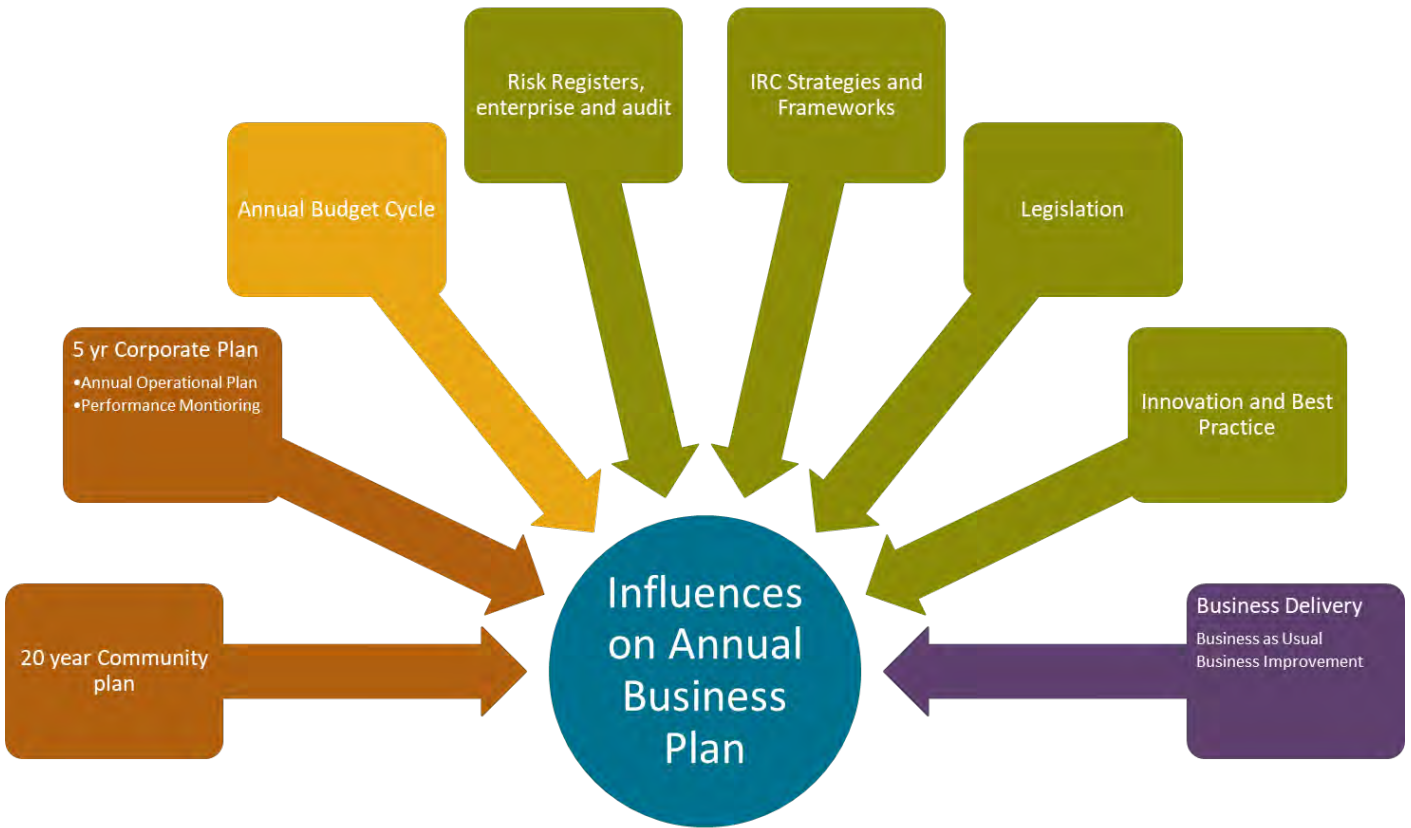
We're delivering in a changing world. At Isaac, the **how** matters.



## BUSINESS PLAN INFLUENCES

The Business Plan is influenced directly by Council's Strategic Planning Framework, Corporate Reporting Framework, legislative obligations, and the Department's role in Council's 'Business as Usual' activities.

These include:



# GOVERNANCE & CORPORATE SERVICES PLAN ON A PAGE

**DEPARTMENT NAME** Governance & Corporate Services

**DEPARTMENT OBJECTIVES** To provide effective corporate governance services which support our internal customers and ensure compliance with both internal and external regulators.

**KEY FUNCTIONS**

- Corporate Governance Framework
- Corporate Planning and Reporting
- Enterprise Risk Management
- Audit and Risk Committee Secretariat
- Administrative Complaint Management
- Public Information Access Management
- Corporate Document Control
- Organisational Legal Services Administration
- Delegations and Authorised Person Powers
- Local Law Management

**KEY STAKEHOLDERS**

- Council and Residents
- State Government Regulatory Agencies
- Audit and Risk Committee

**RESOURCES**

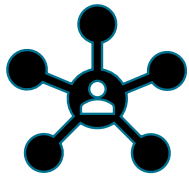
- 4 FTE positions based in Moranbah
- Technology 1 (ECM Document Management)

**KEY STRATEGIES**

- Corporate Plan 2023-2028
- Annual Operational Plan 2024/2025

**KEY LEGISLATION**

- Local Government Act 2009
- Local Government Regulation 2012
- Public Sector Ethics Act 1994
- Human Rights Act 2019
- Information Privacy Act 2009 (and IP Regulation 2009)
- Right to Information Act 2009 (and RTI Regulation 2009)
- Public Records Act 2002



## OVERVIEW



## STRATEGY





## INFLUENCES AND RISKS

### KEY INFLUENCES

Corporate Governance Principles  
State Government Oversight and Guidance  
Internal and External Audit Recommendations

### KEY RISKS

Staff Turnover  
Integrated Management Systems  
Access to Resources



## PRIORITIES & PROJECTS

### KEY BUSINESS AS USUAL

(TOP 5)

Internal and External Audit Recommended Actions  
Quality and timely reporting  
Complaint, Information and Review Decision Making  
Corporate Document Control  
Legal Services Advice and Liaison

### KEY OPERATIONAL PROJECTS

Enterprise Risk Management uplift  
Corporate Policy Framework uplift  
Department Restructure  
Information Access Organisational Training

### KEY CAPITAL PROJECTS

N/A

## DEPARTMENT OVERVIEW

### OUR OBJECTIVES

The Governance & Corporate Services Department is committed to:

- ensuring Council operates in a safe, legal, compliant, ethical and sustainable manner.
- employs 'best practice' when providing Department services, focusing on the timely, efficient and competent delivery of advice, reporting, planning and decision making.

The Governance & Corporate Services team delivers a range of services under the following programs:

### DEPARTMENT OUTPUTS

OUTPUT	FREQUENCY	INTERNAL/EXTERNAL FACING
Corporate Plan	Five yearly	Both
Operational Plan	Annually	Both
Annual Report	Annually	Both
Quarterly Report	Quarterly	Both
Legal Services Coordination	Ad hoc	Both
Audit and Risk Committee	5 meetings a year	Both

Internal Audits	Ongoing	Internal
Enterprise Risk Framework	Ongoing	Both
Policy management including Register	Ongoing	Internal
Right to Information /Information Privacy Applications	Application based, Ongoing	Both
Complaint Management (Administrative Actions)	Complaint based, Ongoing	Both
Business Continuity Planning	Ongoing	Both
Councillor Induction Program and Election related tasks	Four yearly	Both
Corporate Registers	Ongoing	Both
Local Law Administration	Ongoing	Both
Document Control (Master Register)	Ongoing	Both
Organisational Internal Review Obligations	Ongoing	Both
Governance Advice	Ongoing	Internal

#### PEOPLE RESOURCES (AS AT 27 FEBRUARY 2025):

POSITION	NUMBER OF STAFF	TENURE TYPE
Senior Governance Officer <sup>1</sup>	Recruitment on hold	Full time
Governance Officer - Legal	1	Full time
Governance Officer - Administration	1	Full time

<sup>1</sup> The Senior Governance Officer position has been vacant since 10 January 2025. There is current discussion on the merits of using the resource in an initial project role to address outdated corporate and compliance matters which require action.

## KEY CUSTOMERS/STAKEHOLDERS

INTERNAL	EXTERNAL
Elected members	State Government
Chief Executive Officer	Federal Government
Directors	Department of Local Government, Water and Volunteers
Managers	Department of Natural Resources and Mining
All staff	Queensland Ombudsman
	Queensland Audit Office
	Crime and Corruption Commission
	Information Commissioner (Office of the Information Commission)
	Legal Services Panel
	Internal Auditors (panel of prequalified suppliers)
	External Auditors
	Insurers – LGM & AON

## DEPARTMENT INFLUENCES AND RISKS

This section identifies the relevant legislation and internal Council strategies relevant to the day-to-day operations and long-term planning instruments for effective operations of the Department activities.

## STRATEGIC INFLUENCES ON DEPARTMENT

REFERENCE PLANS	DEPARTMENTAL LINKS
<b>Vision &amp; values</b>	We're delivering in a changing world. At Isaac, the how matters.
<b>Five-year Corporate Plan Themes</b>	Leading and Enabling, Engaged Communities, Progressive Economy, Urban design and Infrastructure, Natural Assets, Governance and Accountability
<b>Annual operational plan</b>	Includes the themes and strategies of the corporate plan and items in this business plan as to identifying priorities of projects and services
<b>Asset management plan</b>	Asset class plan
<b>Project management framework</b>	How the project will deliver on projects
<b>Enterprise risk management Framework</b>	How we identify and manage risks
<b>Management Plan and Objectives Procedure</b>	How the business planning process is managed at Isaac.

## LEGISLATIVE INFLUENCES ON DEPARTMENT

REGULATION	RELATED POLICIES
<i>Local Government Act 2009</i> (LGA 2009)	Quality Management Policy
<i>Local Government Regulation 2012</i>	Quality Management Policy
<i>Information Privacy Act 2009</i> (& IP Regulation 2009)	Information Privacy Policy
<i>Right to Information Act 2009</i> (& RTI Regulation 2009)	Administrative Access to Information Policy Right to Information Policy
<i>Public Interest Disclosure Act 2019</i>	Public Interest Disclosure Policy

## DEPARTMENT INFLUENCES/IMPACTS

The following table summarises the various current and emerging influences on the Department at this time, that will have an impact on the business.

INTERNAL/ EXTERNAL	INFLUENCE / IMPACT	RISK OR OPPORTUNITY
INTERNAL	Policy framework review and redevelopment	Risk
INTERNAL	Responses and participation in internal audits and progressing recommendations/business improvement activities	Opportunity
INTERNAL	Enterprise Risk Management Framework – Registers, education, training and artefacts	Opportunity
INTERNAL	Internal Audit Register	Risk and Opportunity
INTERNAL	Corporate Plan/Strategies	Risk and Opportunity
INTERNAL	Digital Strategy	Risk and Opportunity
EXTERNAL	State and Federal Government Policy and/or legislative amendments	Risk
EXTERNAL	Strong relationships with legal providers	Opportunity
EXTERNAL	Local Government networking and inter-council best practice workshops	Opportunity
EXTERNAL	Relationships with State Agencies – Queensland Ombudsman; Crime and Corruption Commission, Queensland Audit Office; Office of the Independent Assessor	Opportunity
EXTERNAL	Rise in Sovereign Citizen ‘Paper Terrorism’	Risk

## DEPARTMENT IDENTIFIED RISKS

The following matrix summarises the various current and emerging risks impacting on the deliverables of the Department.

REGISTER REFERENCE	DESCRIPTION OF RISK	RISK REGISTER REF #	MITIGATION ACTIVITIES REQUIRED
--------------------	---------------------	---------------------	--------------------------------

The governance and corporate services risk register is under review and will be updated in the 25/26 business plan.

## DEPARTMENT PRIORITIES AND PROJECTS

### KEY PRIORITIES OF DEPARTMENT OUTPUTS

The key priorities and outputs are to deliver the functions and services of department business and include **operational and capital projects and activities** against the corporate management plan.

#### Current Year

CORPORATE PLAN LINK	PROJECT OR BAU PRIORITY	OPS OR CAP BUDGET	MEASURE OF SUCCESS (KPI)
G2	Governance Frameworks		
G8	Risk Management and Internal Audit		
G8	Legal Services and Local Laws		
G8	Organisational Performance and Reporting		

#### Ongoing or Future Years

PROPOSED FY	CORPORATE PLAN LINK	PROJECT OR BAU PRIORITY	OPS OR CAP BUDGET
25/26	G1	Embed IPOLA and RTI framework throughout organisation	Ops
25/26	G1	Embed Strategic Risk Framework for senior leadership	Ops
25/26	G2	Continue Policy Framework upgrades	Ops

# PEOPLE AND CAPABILITY

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Trudi Liekefett
<b>AUTHOR POSITION</b>	Manager People and Capability

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## 9.5

## PEOPLE AND CAPABILITY MONTHLY REPORT

### EXECUTIVE SUMMARY

The purpose of this report is to provide information and highlights on the monthly activities of the People and Capability Department.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receives and notes the People and Capability monthly report.*

**Resolution No.:** CGFS0945

**Moved:** Cr Jane Pickels

**Seconded:** Cr Vern Russell

**That the Committee recommends that Council:**

1. **Receives and notes the People and Capability monthly report.**

**Carried**

### HIGHLIGHTS:

#### Completion of Traineeships and Onboarding

Isaac Regional Council had two (2) trainee employees from the 2024 trainee intake complete their respective qualifications (Certificate III Business Administration). One (1) of the employees have been successful in securing a permanent position within Isaac Regional Council. We congratulate these employees on completing their studies and continuing their employment with Council.

#### Water and Waste Directorate Recruitment

Isaac Regional Council have been faced with challenges surrounding permanent recruitment of Water and Wastewater Operators and Operators in Training across the region. In the month of February, the People and Capability team successfully recruited three (3) permanent Water & Waste employees, two (2) being Water and Wastewater Operators and one (1) being a Water and Wastewater Operator in Training.

#### Organisational Changes – Consultation

People and Capability have initiated consultation with Union representatives for two (2) departments. The two (2) departments are Moranbah Parks and Recreation and the Fleet Department. The consultation to date has been well received.

## Trademutt Wellness Wednesday Shirt

People and Capability and Trademutt are collaborating to design a unique Wellness Wednesday shirt, specifically tailored for Isaac Regional Council. A survey has been sent out to all staff as an engagement piece to understand what employees want to see on the shirt and how it can be improved.

## RECRUITMENT AND ONBOARDING UPDATE:

The People and Capability team successfully recruited and onboarded seventeen (17) new and existing employees up to 28 February 2025:

Directorate	Position Title	Work Location
OCEO	Learning and Development Officer	Moranbah
CGFS	Systems Coordinator	Moranbah
CGFS	Governance Officer - Administration	Moranbah
E&I	Labourer	Clermont
E&I	Leading Hand	Dysart
E&I	Trade Assistant	Moranbah
PECS	Departmental Administration Officer E&P	Moranbah
PECS	Program Leader - Development Assessment	Clermont
PECS	Digital Learning and Systems Officer	Moranbah
PECS	Community Hub Area Leader - Moranbah	Moranbah
PECS	Frontline Service Officer	Moranbah
PECS	Frontline Service Officer	Moranbah
PECS	Frontline Service Officer	Middlemount
PECS	Casual Flaggy Rock Labourer	Carmila
W&W	Water & Wastewater Operator	Clermont
W&W	Water & Wastewater Operator in Training	Moranbah
W&W	Water & Wastewater Operator	Dysart

There were seven (7) employee separations up to the 28 February 2025:

Directorate	Position Title	Work Location
E&I	Trainee - Administration	Clermont
PECS	Frontline Service Officer	Moranbah
PECS	Frontline Service Officer	Dysart
PECS	Manager Council Operated Community Facilities	Moranbah
W&W	Electrician	Moranbah
W&W	Waste Management Officer	Clermont
W&W	Team Leader - Customer Administration	Moranbah

## PEOPLE AND CAPABILITY LEARNING & DEVELOPMENT UPDATE:

Figure 1.0 Estimated Data - Employee Training February 2025

Directorate	OCEO	E&I	PECS	W&W	CGFS
Number of Employees - February 2025	10	9	27	2	1

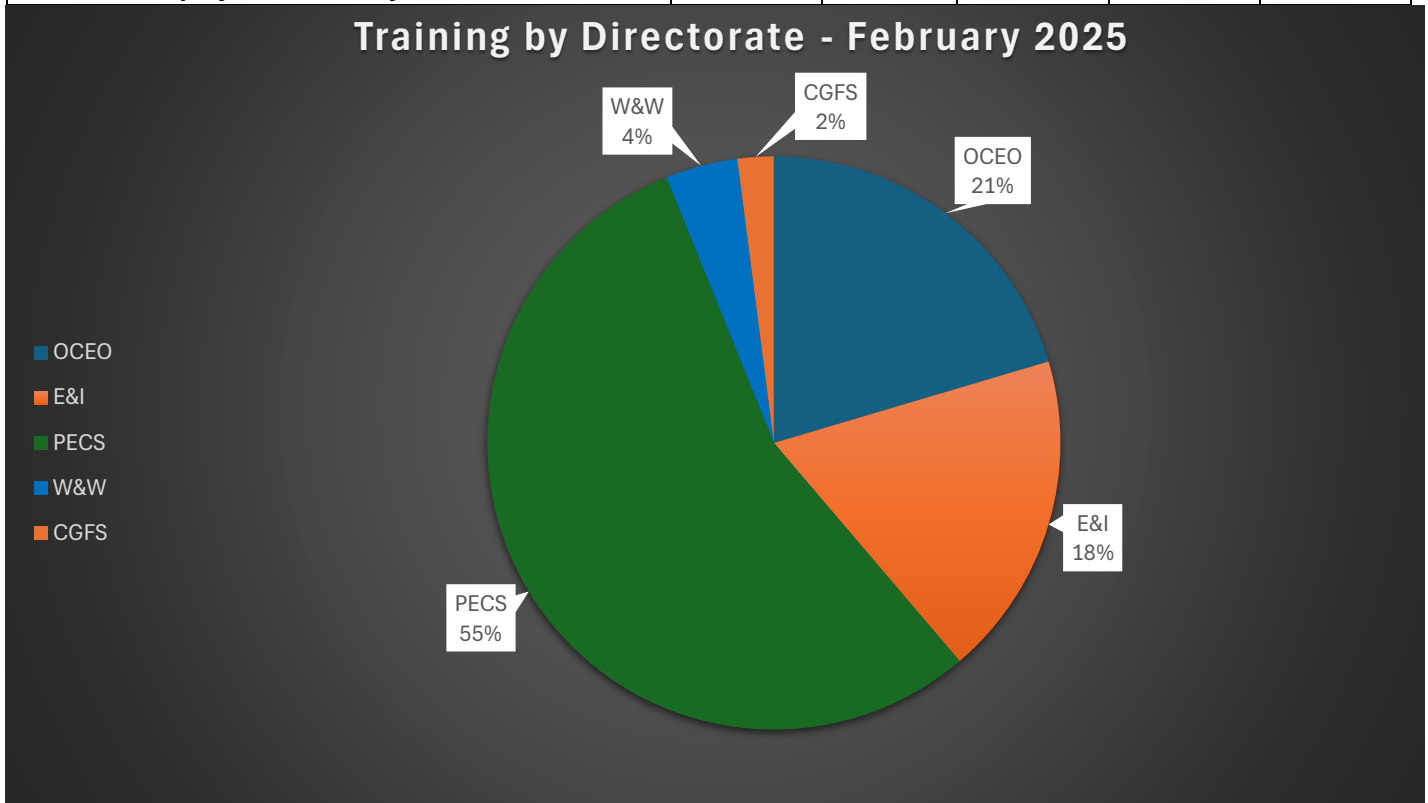


Figure 2.0 Estimated Data – Training Separated by Gender

Women	Men
37	12

Figure 3.0 Estimated Data - Total Hours of Training – February 2025

Training Course	Hours
Apprentice Block Training	185.00
Authorised Persons & Local Govt Worker	2.00
Bowen Basin Women in Leadership	35.00
Dealing with Confrontational People	60.00
Diploma of Business + Leadership & Management	8.00
Ignite Programme	15.00
LGMA Mastering Career Goals Webinar	3.00
LGMA Managing interruptions: regain focus and boost productivity Webinar	1.00
LGMA Super Essentials 101 Webinar	3.00
Provide CPR	9.00



# PEOPLE AND CAPABILITY

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Side-by-Side	24.00
Women in Leadership Summit	26.00
<b>Total</b>	<b>371.00</b>

## FINANCIAL REPORT:

People and Capability is tracking to budget for the month of February 2025.

## DEVIATION FROM BUDGET AND POLICY:

NIL.

<b>Report prepared by:</b> TRUDI LIEKEFETT <b>Manager People and Capability</b> Date: 3 March 2025	<b>Report authorised by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: 6 March 2025
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## ATTACHMENTS

- Attachment 1 - People and Capability Establishment Report

## REFERENCE DOCUMENT

- NIL

**DATE:** 04 March 2025

## PEOPLE AND CAPABILITY

### ESTABLISHMENT REPORT:

#### Establishment Report Notes:

<b>Approved FTE:</b>	Positions approved and endorsed by Council. Consist of full time, part time and casual.
<b>All Positions FTE:</b>	<ol style="list-style-type: none"><li>1. Positions approved and endorsed by Council. Consist of full time, part time and casual.</li><li>2. Temporary positions approved by the CEO for temporary fixed term engagement for a specific task or period. Consist of full time, part time and casual. Positions will be removed from the Organisations Structure upon completion of term.<ul style="list-style-type: none"><li>• Examples of Engagement:<ul style="list-style-type: none"><li>○ Filling a position due to known absences like approved long term leave, parental leave, secondment.</li><li>○ Project with a known end date, like Capital Works Projects, Community Support State Funding.</li><li>○ Filling short-term vacancy needs before finalisation of the recruitment process.</li><li>○ Handling unexpected short-term workload increases.</li></ul></li></ul></li></ol>

## APPROVED FTE

**OCEO**  
Approved FTE  
26

**CGFS**  
Approved FTE  
72.7

**E&I**  
Approved FTE  
190.7

**PECS**  
Approved FTE  
103.6

**W&WW**  
Approved FTE  
77.1

Department	
Chief Executive Officer	4
People & Capability	13
Brand Media & Communications	9

Department	
Director Corporate, Governance & Financial Services	3
Financial Services	24
Information Solutions	19.7
Governance & Corporate Services	4
Contracts & Procurement	8
Safety & Resilience	10
Enterprise Asset	4

Department	
Director Engineering & Infrastructure	2
Bowen Basin and Galilee Operations	5
Parks & Recreation	61.5
Infrastructure East	17
Infrastructure West	57
Corporate Properties & Fleet	29.2
Plant, Fleet & Workshop	14
Infrastructure Planning & Technical Svc	5

Department	
Director Planning, Environment & Community Services	6
Economy & Prosperity	11
Liveability & Sustainability	12.0
Community Education & Compliance	16
Engaged Communities	11.7
Community Hubs	30.8
Community Facilities	16.1

Department	
Director Water & Waste	2
Water & Wastewater Operations	43
Waste Management Operations	17.1
W&W Business Services	10
W&W Planning & Projects	5

**APPROVED FTE** 470.10  
**FILLED** 394.30  
**VACANT** 75.80

## ALL POSITIONS (FTE)

**OCEO**  
All Positions FTE  
30

**CGFS**  
All Positions FTE  
74.7

**E&I**  
All Positions FTE  
195.4

**PECS**  
All Positions FTE  
123.9

**W&WW**  
All Positions FTE  
80.3

Department	
Chief Executive Officer	4
People & Capability	17.0
Brand Media & Communications	9

Department	
Director Corporate, Governance & Financial Services	3
Financial Services	24
Information Solutions	20.7
Governance & Corporate Services	4
Contracts & Procurement	8
Safety & Resilience	11
Enterprise Asset	4

Department	
Director Engineering & Infrastructure	2
Bowen Basin and Galilee Operations	7
Parks & Recreation	62.5
Infrastructure East	17
Infrastructure West	58.7
Corporate Properties & Fleet	29.2
Plant, Fleet & Workshop	14
Infrastructure Planning & Technical Svc	5

Department	
Director Planning, Environment & Community Services	7
Economy & Prosperity	12
Liveability & Sustainability	12.5
Community Education & Compliance	17
Engaged Communities	12.7
Community Hubs	35.1
Community Facilities	27.6

Department	
Director Water & Waste	2
Water & Wastewater Operations	43
Waste Management Operations	18.6
W&W Business Services	11.7
W&W Planning & Projects	5

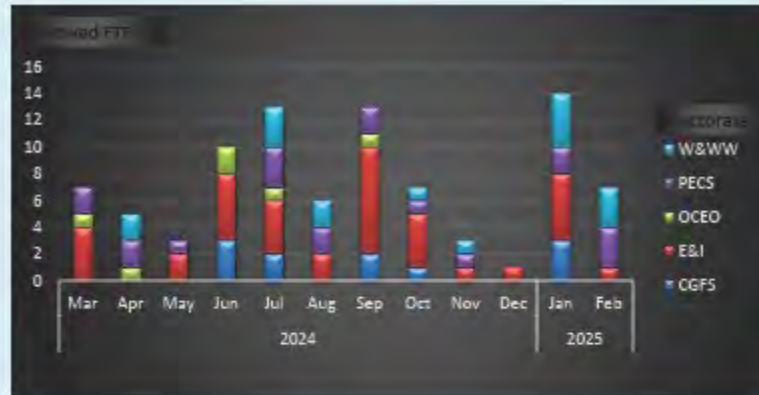
**ALL POSITIONS 504.30**  
**FILLED 422.80**  
**VACANT 81.50**

APPROVED FTE DASHBOARD - MARCH 2024 TO FEBRUARY 2025

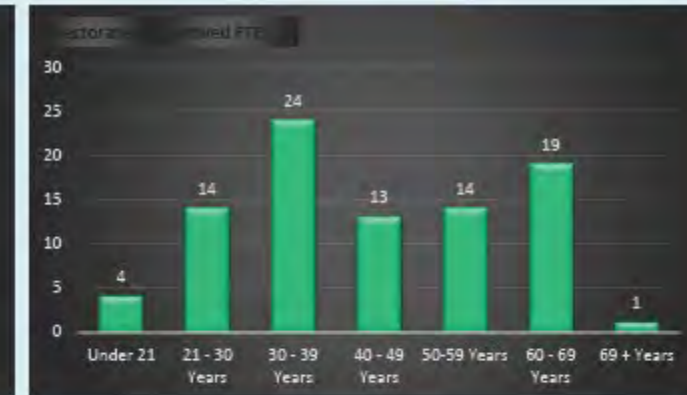
TURNOVER REASON



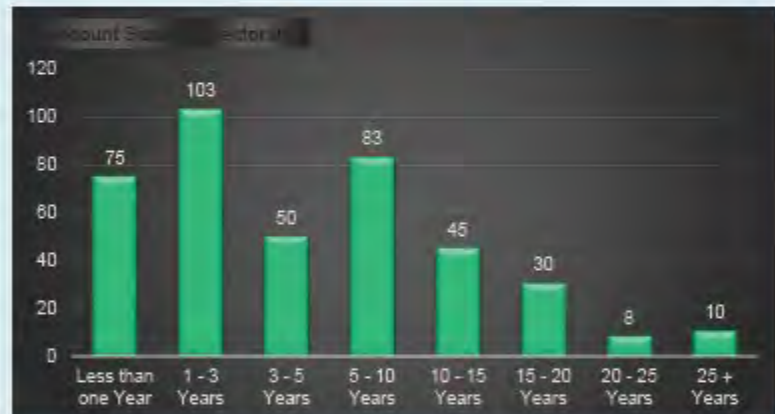
TURNOVER - 12 MONTHS



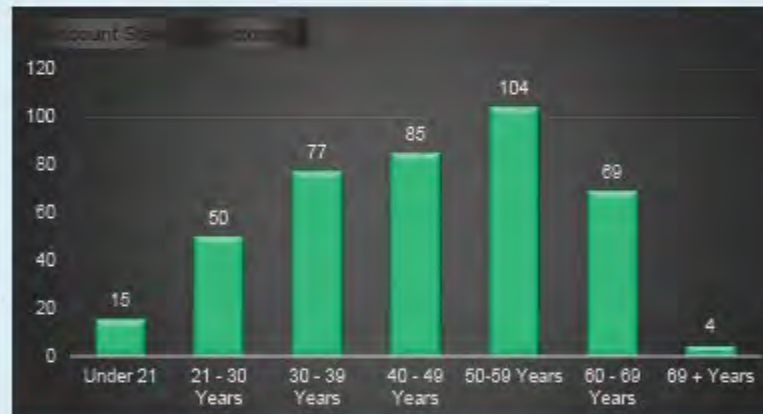
TURNOVER AGE DEMOGRAPHICS



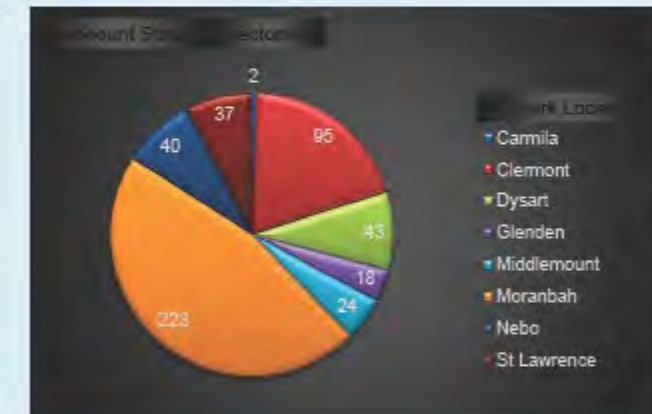
EMPLOYEE LENGTH OF SERVICE



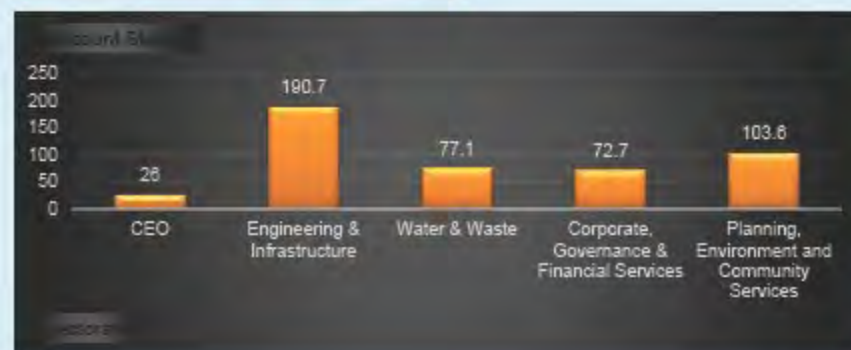
EMPLOYEE AGE DEMOGRAPHICS



POSITION LOCATION



APPROVED FTE BY DIRECTORATE



CURRENT EMPLOYEE DEMOGRAPHICS

**No. OF EMPLOYEES** 404  
**HIRING** 90  
**TURNOVER** 90



ANNUAL TURNOVER %

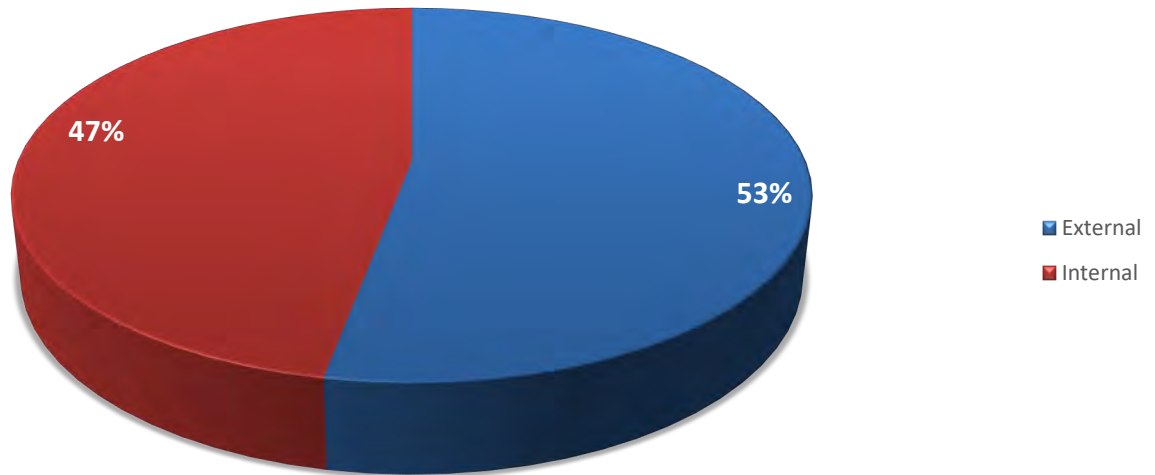
22.03%

## RECRUITMENT UPDATE

Positions Filled up to 28 February 2025.

Position No.	Position Title	Location	FTE	Effective
<b>CEO Office</b>				
11,110.00	Learning and Development Officer	Moranbah	1.00	24/02/2025
<b>Corporate Governance and Financial Services</b>				
44,220.00	Systems Coordinator	Moranbah	1.00	17/02/2025
45,015.00	Governance Officer - Administration	Moranbah	1.00	8/02/2025
<b>Engineering and Infrastructure</b>				
52,234.00	Labourer	Clermont	0.70	10/02/2025
52,275.00	Leading Hand	Dysart	1.00	3/02/2025
57,515.00	Trade Assistant	Moranbah	1.00	3/02/2025
<b>Planning, Environment and Community Services</b>				
62,506.00	Departmental Administration Officer E&P	Moranbah	1.00	22/01/2025
63,530.00	Program Leader - Development Assessment	Clermont	1.00	3/02/2025
66,704.00	Digital Learning and Systems Officer	Moranbah	1.00	3/02/2025
66,710.00	Community Hub Area Leader - Moranbah	Moranbah	1.00	24/02/2025
66,713.00	Frontline Service Officer	Moranbah	1.00	3/02/2025
66,714.00	Frontline Service Officer	Moranbah	1.00	24/02/2025
66,743.10	Frontline Service Officer	Middlemount	0.00	6/02/2025
67,626.00	Casual Flaggy Rock Labourer	Carmila	0.00	17/02/2025
<b>Water and Wastewater</b>				
81,060.00	Water & Wastewater Operator	Clermont	1.00	24/02/2025
81,068.00	Water & Wastewater Operator in Training	Moranbah	1.00	17/02/2025
81,086.00	Water & Wastewater Operator	Dysart	1.00	17/02/2025

## Internal & External Recruitment for the Month



## CURRENT VACANCIES

Recruitment Report – Current Vacancies as at 26 February 2025 – 85 Vacant Positions.

Position No.	Position Title	No of Days Vacant	Vacancy Status
<b>CEO Office</b>			
13,005.00	Brand, Media & Communications Coordinator	109	On Hold- Backfilled with acting duties
13,009.00	Renewable Energy Coordinator	29	Due to Start
13,010.00	Advocacy Coordinator	112	On Hold - Under review with management
<b>Corporate Governance and Financial Services</b>			
40,003.00	Business Transformation Manager	148	On Hold – Consultant Engaged
44,000.00	Chief Information Officer	101	Advertising
44,221.00	Senior Systems Officer	8	Advertising
45,003.00	Senior Governance Officer	34	On Hold- Backfilled with acting duties
47,000.00	Manager Safety & Resilience	19	On Hold – Backfilled with Acting Duties
47,004.00	Safety and Resilience Partner	94	On Hold - Under review with management
<b>Engineering and Infrastructure</b>			
51,506.00	Coordinator Capital Projects	153	Due to Start
51,507.00	Civil Engineering Student	168	Advertising
51,508.00	Project Support Officer	58	Shortlisting
52,206.00	Trainee – Administration	8	Advertising
52,211.00	Leading Hand	328	On Hold - Under review with management
52,214.00	Labourer	279	Shortlisting
52,223.00	Groundsman	361	On Hold - Under review with management
52,224.00	Parks Maintenance Officer	924	On Hold - Under review with management
52,227.00	Parks Maintenance Officer	268	On Hold - Under review with management
52,228.00	Apprentice Parks and Recreation	72	On Hold - Under review with management
52,242.00	Truck Driver	174	Advertising
52,264.00	Labourer	275	Medical
52,275.00	Leading Hand	123	Due to Start
55,204.00	Plant Operator	35	Medical
55,305.00	Loader Operator	18	On Hold - Under review with management
56,060.00	Senior Project & Administration Services Officer	37	Letter of Offer
56,065.00	Works Admin Officer	253	Advertising
56,204.00	Plant Operator	68	Medical
56,214.00	Grader Operator	24	On Hold - Under review with management
56,428.00	Grader Operator	231	On Hold - Under review with management
56,513.00	MR Truck Driver	88	Medical
56,611.00	Grader Operator	105	On Hold - Under review with management
56,612.00	Labourer	590	On Hold - Under review with management
56,613.00	Truck Driver	665	On Hold - Under review with management
56,614.00	Water Truck Driver	445	On Hold - Under review with management



Position No.	Position Title	No of Days Vacant	Vacancy Status
57,507.00	Apprentice Carpenter	186	On Hold - Under review with management
57,509.00	Electrician	183	On Hold - Under review with management
57,510.00	Apprentice Electrician	33	On Hold - Under review with management
57,513.00	Plumber - Commercial	79	On Hold - Under review with management
57,610.00	Maintenance Officer West	99	On Hold - Under review with management
57,612.00	Cleaner	274	Medical
57,622.00	Cleaner	287	On Hold - Under review with management
57,634.00	Cleaner	231	Medical
58,000.00	Manager Corporate Properties & Fleet	513	On Hold- Backfilled with acting duties
58,204.00	Overseer Maintenance	138	On Hold - Under review with management
58,205.00	Team Leader - West	435	On Hold - Under review with management
58,210.00	Trade Assistant	28	Advertising
58,213.00	Mobile Mechanical Fitter	98	Letter of Offer
59,000.00	Manager Infrastructure Planning and Technical Serv	188	On Hold - Under review with management
<b>Planning, Environment and Community Services</b>			
60,001.00	Team Leader - Business Services PECS	124	On Hold- Backfilled with acting duties
60,100.00	Manager Strategic Policy & Projects	23	On Hold - Under review with management
63,522.00	Land Protection Officer	28	Interview
63,523.00	Environment and Sustainability Officer	38	Shortlisting
64,501.00	Community Education Officer	441	On Hold - Under review with management
64,542.00	Community Compliance Officer	286	On Hold - Under review with management
64,544.00	Cadet Community Compliance Officer	470	Shortlisting
64,551.00	Environmental Health Officer	908	Advertising
65,510.00	Departmental Administration Officer - EC	74	Letter of Offer
65,611.00	Moranbah Community Relations Officer	130	On Hold - Under review with management
66,701.00	Program Leader - Library Services	114	Advertising
66,713.00	Frontline Service Officer	27	Advertising
66,732.00	Frontline Service Officer	17	Advertising
66,754.00	Frontline Service Officer	3	Advertising
66,756.00	Frontline Service Officer	191	Advertising
67,502.00	Departmental Administration Officer - CF	39	Interview
67,521.00	Casual Lifeguard	66	Reference Check
67,527.30	Casual Pool Lifeguard	23	Reference Check
67,630.00	Centre Operations Leader - Moranbah	520	Due to Start
67,631.00	Team Leader - Catering	1159	Advertising
67,634.00	Hospitality Casual	154	Interview
67,636.00	Hospitality Casual	838	Interview
<b>Water and Waste</b>			
81,013.00	Senior Water & Wastewater Operator	724	Advertising

Position No.	Position Title	No of Days Vacant	Vacancy Status
81,022.00	Electrician	18	Advertising
81,023.00	Water & Wastewater Operator	39	Advertising
81,024.00	Water & Wastewater Operator	39	Advertising
81,030.00	Senior Water & Wastewater Operator	380	Advertising
81,044.00	Water & Wastewater Operator In Training	314	Due to Start
81,057.00	Senior Water & Wastewater Operator	76	Advertising
81,060.00	Water & Wastewater Operator	162	Due to Start
81,063.00	Plumber	88	Due to Start
83,007.00	Waste Management Officer	28	Interview
83,008.00	Waste Management Officer	12	Advertising
84,401.00	Team Leader - Customer Administration	4	Advertising
84,411.00	Program Leader - Assets and Investment	88	Advertising
86,602.00	Planning Engineer	134	Interview
86,606.00	Project Manager	292	On Hold - Under review with management

## VACANT POSITIONS – LABOUR HIRE ENGAGEMENT

Position No.	Position Title	Vacancy Status
<b>Corporate Governance and Financial Services</b>		
46,201.00	Stores Officer	Long term leave coverage - Temporarily backfilled with LabourHire
<b>Engineering and Infrastructure</b>		
56,065.00	Works Admin Officer	On Hold - Temporarily backfilled with LabourHire
55,204.00	Plant Operator	On Hold - Temporarily backfilled with LabourHire
<b>Planning, Environment and Community Services</b>		
64,511.00	CEC Administration Officer	On Hold - Temporarily backfilled with LabourHire
<b>Water and Waste</b>		
84,401.00	Administration Officer	On Hold - Temporarily backfilled with LabourHire
81,068.00	Water and Wastewater Operator	On Hold - Temporarily backfilled with LabourHire
81,057.00	Water and Wastewater Operator	On Hold - Temporarily backfilled with LabourHire
81,023.00	Water and Wastewater Operator	On Hold - Temporarily backfilled with LabourHire
81,030.00	Senior Water and Wastewater Operator	On Hold - Temporarily backfilled with LabourHire
81,060.00	Water and Wastewater Operator	On Hold - Temporarily backfilled with LabourHire
81,024.00	Water and Wastewater Operator	On Hold - Temporarily backfilled with LabourHire

## TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – Reason for Turnover up to 28 February 2025.

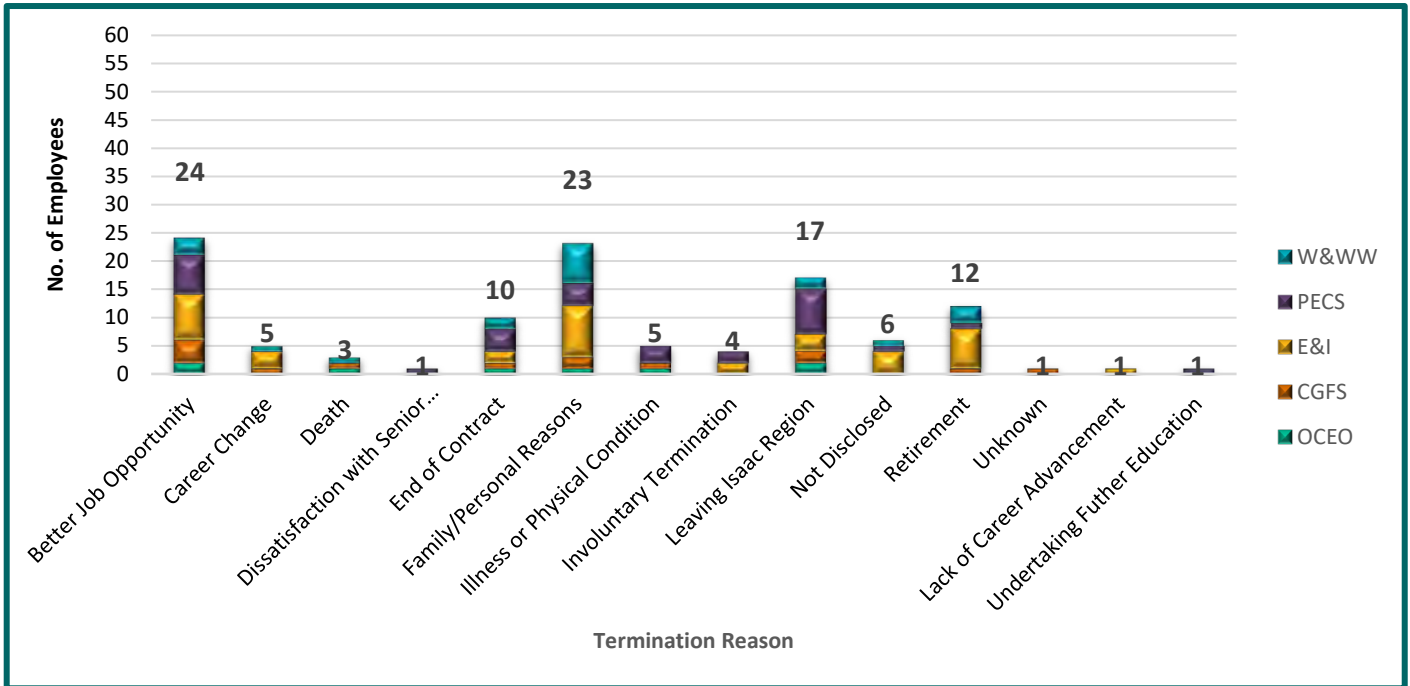


Figure 2.0 Turnover Demographics –Turnover by Months 12 months – 1 March 2024 to 28 February 2025.

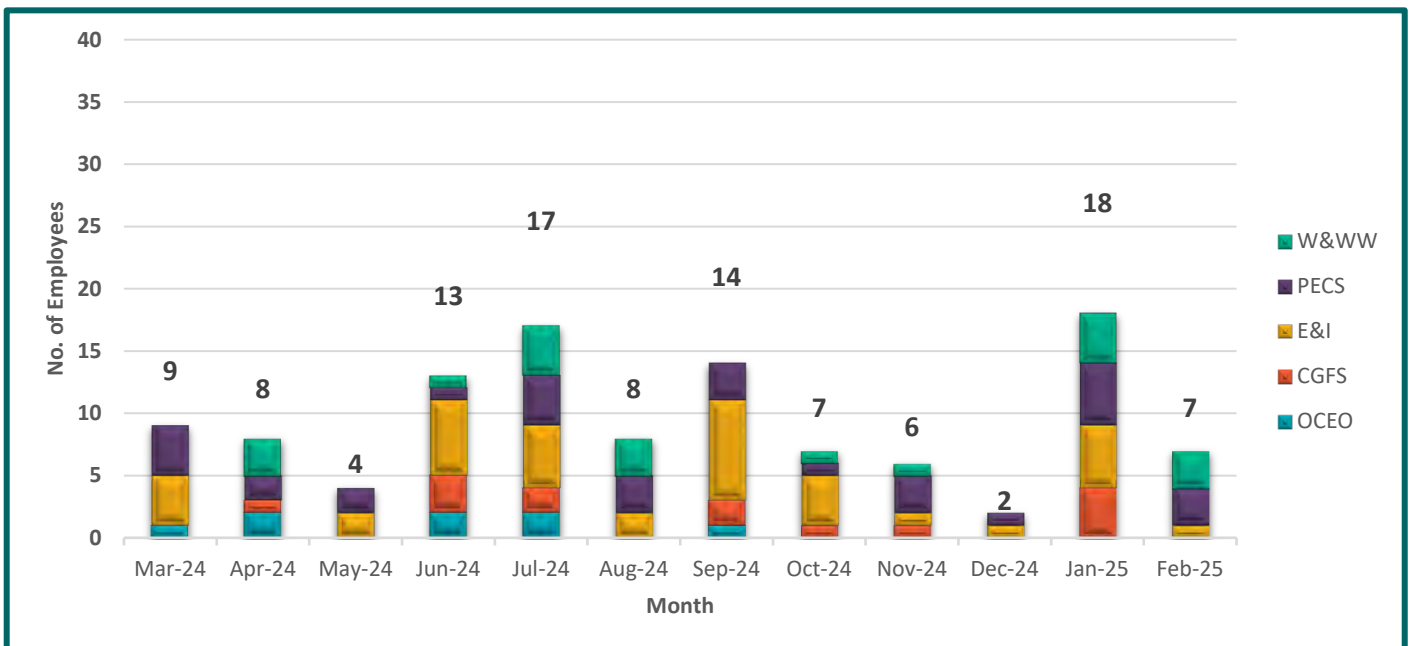



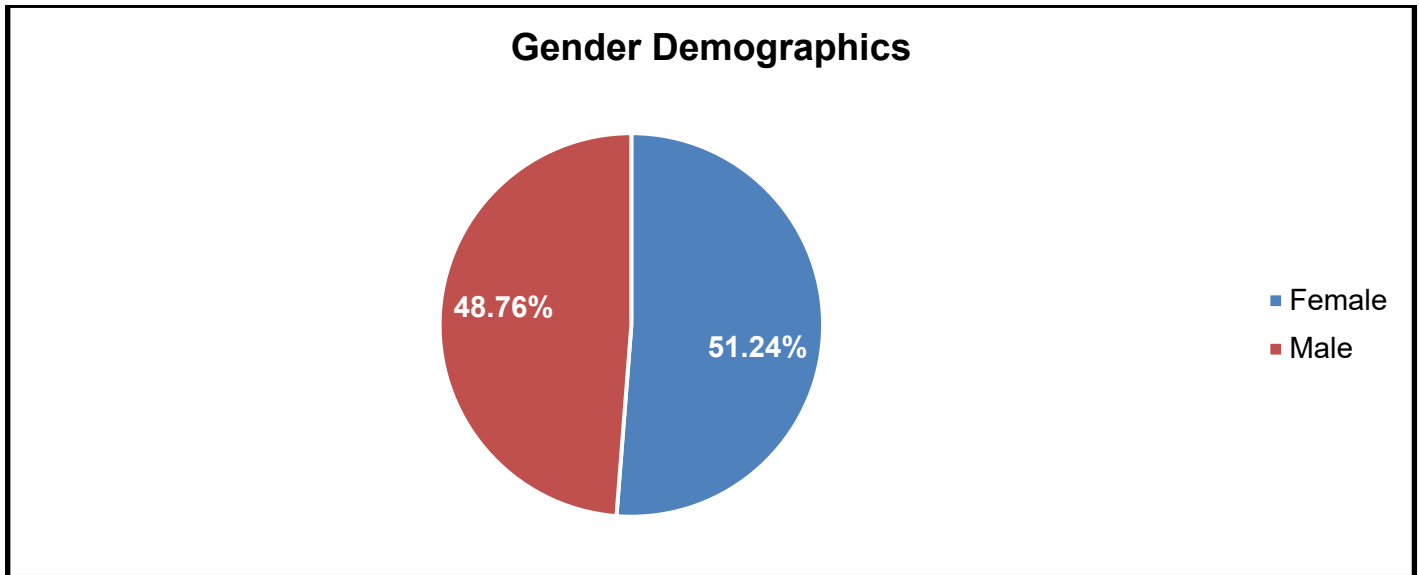
Figure 3.0 Turnover Demographics –Turnover by Directorate 12 months – 1 March 2024 to 28 February 2025.

Employee Turnover by Directorate Established Positions		From date	1/03/2024	To date	28/02/2025
<b>Directorate</b>	<b>Appointed</b>	<b>Turnover</b>	<b>Current</b>	<b>Percent (%)</b>	
Office of the CEO	6	6	23	26.09%	
Corporate, Governance & Financial Services	11	11	67	16.42%	
Engineering and Infrastructure	36	37	160	23.13%	
Planning, Environment and Community Services	20	19	90	21.11%	
Water and Waste	17	16	64	25.00%	
<b>TOTALS</b>	<b>90</b>	<b>89</b>	<b>404</b>	<b>22.03%</b>	



## WORKFORCE – DEMOGRAPHICS

Figure 1.0 Workforce Demographics – Male vs Female employees



## WORKFORCE - LEAVE

Figure 1.0 Workforce Demographics – Excess **Annual Leave** by Directorate up to Pay Period Ending (PPE) 21 February 2025.

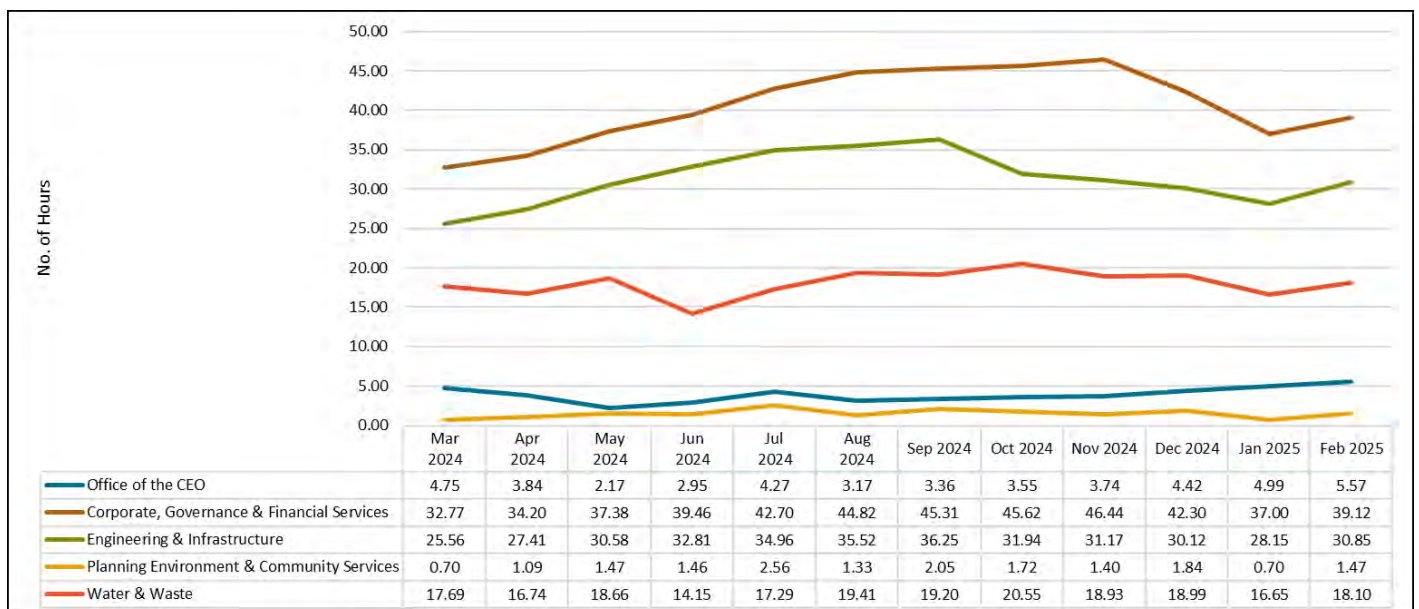
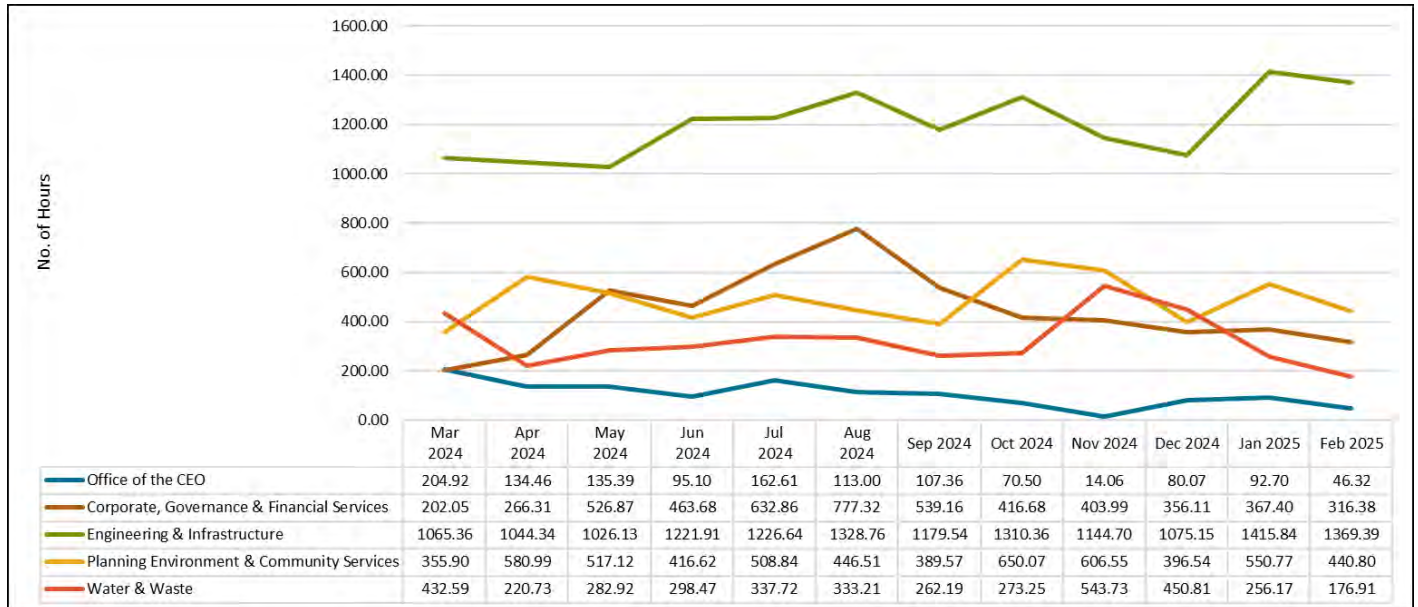


Figure 2.0 Workforce Demographics – **Sick Leave Taken** by Directorate up to Pay Period Ending (PPE) 21 February 2025.



**Report authorised by:**

CALE DENDLE

**Chief Executive Officer**

Date 04 March 2025

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Trudi Liekefett
<b>AUTHOR POSITION</b>	Manager People and Capability

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## 9.6

## ONBOARDING AND PATHWAYS OFFICER

### EXECUTIVE SUMMARY

The People and Capability department is seeking endorsement to create a permanent full-time position of Onboarding and Pathways Officer. This position will be responsible for ensuring smooth employee transitions, coordinating inductions, scheduling training, and improving onboarding processes. Additionally, the role will support the apprentices, trainees, and graduates' programs, and focus on improving processes for efficient management of employee development initiatives. There is nil impact to budget.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Endorses the creation of a new permanent, full-time position of Onboarding and Pathways Officer within the People and Capability department.**

**Resolution No.: CGFS0946**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Vern Russell**

**That the Committee recommends that Council:**

- 1. Endorses the creation of a new permanent, full-time position of Onboarding and Pathways Officer within the People and Capability department.**

**Carried**

### BACKGROUND

The People and Capability department is seeking endorsement to create a permanent full-time position of Onboarding and Pathways Officer. This position will be responsible for ensuring smooth employee transitions, coordinating inductions, scheduling training, and improving onboarding processes. Additionally, the role will support the apprentices, trainees, and graduates' programs, and focus on improving processes for efficient management of employee development initiatives.

Consultation has occurred with the Manager Financial Services and Manager Budgets and Statutory Reporting, which has identified sufficient budget from the modification of the M2 position to M3 level and the



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removal of the M4 Coordinator position to maintain budget neutrality. The creation of this position will only impact an increase to the full time equivalent (FTE) by 1.00.

The addition of this position will significantly alleviate the current and forecasted impact on learning and development functions from current staffing levels, enhance efficiencies and drive the increased focus on internal employee development initiatives. There has been a notable increase in learning and development operations, including:

- Expansion of mandatory training
- Implementation of online learning systems
- Establishment of leadership development programs
- Introduction of graduate and mentor programs
- Conducting training needs analysis
- Increased focus on apprentice and trainee opportunities and development

This increase has led to a higher demand for learning and development capacity within the organisation. The Onboarding and Pathways Officer will be crucial in supporting these expanded responsibilities, ensuring that all programs are effectively supported, designed, and implemented in alignment with the Council's vision and values. The position will provide a vital role in managing new employee onboarding and dedicated apprentice, trainee and graduate support. This will elevate our new starter experience and promote a robust program for our apprentices, trainees and graduates.

## **IMPLICATIONS**

Increase to Council's organisational structure by 1.00 full time equivalent (FTE).

No impact to budget.

## **CONSULTATION**

Chief Executive Officer

Senior People and Capability Business Partner – Learning and Development

Manager Financial Services

Manager Statutory Budgets and Reporting

## **BASIS FOR RECOMMENDATION**

The Onboarding and Pathways Officer ensures a smooth transition for new employees, elevating their initial experience with the Council, coordinate apprentices, trainees and graduates, and ensures compliance with statutory training requirements.

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<b>Report prepared by:</b> TRUDI LIEKEFETT <b>Manager People and Capability</b> Date: 4 March 2025	<b>Report authorised by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: 6 March 2025
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## ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Position - Organisation Changes for P&C 20.01.2025 V1
- 11,117.00 - Position Description - Onboarding and Pathways Officer - February 2025

## REFERENCE

- Nil

THIS PAGE HAS INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



## POSITION DESCRIPTION



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Onboarding and Pathways Officer	<b>CLASSIFICATION</b>	Level Four (4)
<b>DIRECTORATE</b>	Office of the CEO	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream A
<b>DEPARTMENT</b>	People and Capability	<b>REPORTS TO</b>	Senior P&C Business Partner – Learning & Development
<b>POSITION NO.</b>	11,117.00	<b>LAST REVIEW DATE</b>	January 2025

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. To address these challenges, the organisation is heavily invested in growing our cultural leadership capability 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. DEPARTMENT SUMMARY:

The People and Capability Department is responsible for the Human Resources and Learning and Development functions within Isaac Regional Council (Council). The People and Capability Department ensures an integrated approach to internal services across the organisation.

## C. POSITION SUMMARY:

The Onboarding and Pathways Officer position is responsible for supporting the Senior P&C Business Partner – Learning & Development, management, staff and stakeholders in the area of onboarding, training and development across Isaac Regional Council.

## D. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

#### Onboarding & Pathways

- Provide high level administrative support to the People & Capability Learning & Development department.
- Support IRC programs including apprentices, trainees, graduates and work experience placement.

# POSITION DESCRIPTION



- Assist with the development, facilitation/delivery and administration of onboarding, apprentice and trainee and graduate programs.
- Co-ordinate the delivery of Council's induction program for all new and existing employees, ensuring content is reviewed and updated continually in line with Council requirements and feedback received.
- Follow-up, schedule and coordinate elapsed training bookings with employees.
- Action all training requests within role scope, inclusive of researching training providers, identifying in-house training opportunities, coordinating training and ensuring quality and costs are considered.
- Administer statutory training requirements through regular reporting and scheduling of training to meet legislative requirements.
- Maintain awareness of Local Government funding opportunities for apprentice and trainee programs.
- Develop and promote onboarding initiatives including Council inductions.
- Lead and monitor the progression of the RTO training plan, online enrolments and other relevant documentation throughout the apprentice and trainee lifecycle, including transitioning/updated/superseded qualifications.
- Review and implement onboarding and career pathways initiatives and processes.
- Promote career opportunities within council through activities such as work experience, careers day and local school engagements.
- Liaise with relevant teams for all onboarding employee housing and/or fleet requirements.

## Technical/Business Performance

- Ensure correct record management and integrity of all confidential and sensitive employee information.
- Schedule training for apprentice and trainees and monitor all training and qualification requirements to ensure training schedules are met for each stage of their qualification.
- Maintain confidential filing including maintaining management systems and registers.
- Assist with the preparation of reports, spreadsheets, databases and presentations pertaining to apprentice and trainees, onboarding and career pathways.
- Monitor logbooks, profiles and training record books in consultation with technical experts.
- Regular monitor and review the progress of trainees and apprentices through discussions with both apprentices/trainee and their direct supervisor/managers.
- Communicate directly with all apprentices and trainees regularly to monitor and support, performance and completion of their apprenticeship by carrying out onsite visits and other methods of communication.
- Coordinate travel and accommodation for apprentices on block training and assistance with acquiring appropriate resources (e.g. tools) where required.
- Maintain and update Isaac Regional Council's training database and training records.
- Update process pertaining to onboarding and pathways initiatives across council.
- Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.
- Ensure all learning and development programs are sourced, developed and implemented in line with Council's vision and values.
- Identify and implement new processes, procedures or systems to improve efficiency.

# POSITION DESCRIPTION



- Actively participate and contribute toward the integration of core services across Council.

## People Leadership

- Provide excellent customer service maintaining effective relationships with clients, customers, staff and stakeholders.
- Model Isaac Regional Council values and behaviours.
- Mentor apprentice, trainees and graduates through their career journey.
- Provide support to supervisors of apprentice and trainees, work placements, graduates, onboarding and other initiatives.
- Promote a positive workplace culture

## Operational

- Demonstrate initiative and autonomy in prioritisation and work organisation to achieve outcomes.
- Assist with the development and continuous improvement procedures and operational management standards to enhance the effective and efficient management of all Learning and Development processes.
- Continual communication with internal customers to ensure coordination of the development of policies, processes and implementation of new initiatives.
- Ensure compliance with relevant federal, state, local and statutory Acts, regulations and codes.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

## E. KEY COMPETENCIES:

### Knowledge and skills

#### Essential

- Efficient administration skills.
- Excellent interpersonal skills in the areas of creative problem-solving, conflict resolution and decision-making processes.
- Ability to handle matters with both confidentiality and sensitivity.
- High level of customer service, written and oral communication skills, with a demonstrated ability to communicate with a diverse range of people.
- Ability to work in a collaborative fast-paced team environment.
- Capability to plan effectively, prioritise and to deliver in a timely and efficient manner.
- Demonstrated ability to work both independently (act on own initiative, work unsupervised, take ownership of solutions and effectively prioritise workload) and in a team environment.
- Ability to work effectively under pressure whilst retaining a strong eye for detail.
- Self-motivated, customer focussed with a 'can do' attitude to meet varying work demands, including responding effectively to change.

### Experience

- Previous experience in an administrative or vocational education and training (VET) role within Human Resources and/or Local Government would be highly regarded.
- Experience in the use of Microsoft Applications and information management systems.

# POSITION DESCRIPTION



## Qualifications

- Qualifications in Business and/or previous experience in a relevant role would be highly regarded.
- Certificate IV in Training and Assessment would be highly regarded.
- 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 type="checkbox"/> Occasional           | <input checked="" type="checkbox"/> Occasional |
| <input checked="" type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs            | <input type="checkbox"/> 1 - 4 Hrs             |
| <input type="checkbox"/> 4 - 6 Hrs            | <input type="checkbox"/> 4 - 6 Hrs            | <input type="checkbox"/> 4 - 6 Hrs             |
| <input type="checkbox"/> 6 - 8 Hrs            | <input checked="" type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs             |

## Work Environment:

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

## Repetitive Motions:

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

## This Job Will Require:

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

## 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.

## I. RESPONSIBILITIES:

### Corporate Responsibilities

#### Code of Conduct

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

# POSITION DESCRIPTION



of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

## Other

- Commitment to Council's Community and Corporate Plans.
- 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.
- Responsible operation and use of council vehicle

## 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.

	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.

**CARING**   
We are committed to working safely and caring for the safety and wellbeing of our people and communities.  
We believe that people matter.

**TEAMWORK**   
We expect respectful relationships in our work together, to achieve.  
We cultivate commitment through shared purpose, to create value.

**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.**

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MEETING DETAILS	Ordinary Meeting Wednesday 26 March 2025
AUTHOR	Cale Dendle
AUTHOR POSITION	Chief Executive Officer

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9.7

QUARTERLY REPORT – ISAAC AFFORDABLE HOUSING TRUST

EXECUTIVE SUMMARY

Chief Executive Officer presenting Isaac Affordable Housing Trust’s Quarterly Report required by Shareholder Agreement.

OFFICER’S RECOMMENDATION

*That the Committee recommends that:*

1. *The Quarterly Report by Isaac Affordable Housing Trust be ‘received’ by Council.*

Resolution No.: CGFS0947

Moved: Cr Vern Russell

Seconded: Cr Jane Pickels

**That the Committee recommends that:**

1. **The Quarterly Report by Isaac Affordable Housing Trust be ‘received’ by Council.**

**Carried**

BACKGROUND

Isaac Affordable Housing Fund Pty Ltd was established in 2009/2010 and is the Trustee of the Isaac Affordable Housing Trust. Isaac Regional Council is the sole shareholder of the company and appoints majority Directors (four Councillors) to the company’s board.

On 27 November 2024, Council resolved to establish a Shareholder Agreement outlining financial and non-financial performance expectations of the company and also to increase the company’s independence, viz:

**“Resolution No.: 8934**

*Moved: Cr Vern Russell, Seconded: Cr Melissa Westcott*

*That the Committee recommends that Council:*

1. *Negotiate and finalise a simple Shareholder Agreement (or equivalent) with Isaac Affordable Housing Fund Pty Ltd that nominates financial and non-financial expectations that are to be reported to Council at intervals of no more than six months commencing March 2025.*

- 
2. *Finalise a replacement Loan Agreement with Isaac Affordable Housing Fund Pty Ltd to replace the existing agreement which expired on 30 June 2024.*
  3. *Restore property management fees for relevant Isaac Affordable Housing Trust properties.*
  4. *Request Isaac Affordable Housing Fund Pty Ltd to:*
    - a. *Appoint suitably-qualified and independent directors (using modest remuneration if necessary) to the two vacancies on the board.*
    - b. *Consider whether the current operating model of Isaac Affordable Housing Fund Pty Ltd is suitable for planned expansions of the housing portfolio?*
    - c. *Prepare a Capability Statement (or equivalent to complement IAHT Prospectus) for use by Council (as community advocate) referring corporate investment prospects.”*

**Carried**

## IMPLICATIONS

This is the first Quarterly Report presented by Isaac Affordable Housing Trust to its shareholder. The author notes the following matters from the report:

1. IAHT offers varying standards of accommodation across the region varying in price from >50% to <80% of market rates.
2. Some under occupancy at the new Moranbah units and Dysart.
3. Development pipeline is: 14 more dwellings coming online in Moranbah in 2025, with DA's approved for Clermont (23 units, mid-2027) and Moranbah (4 x duplex, Bushlark Grove – subject to funding).
4. IAHT looking to appoint CEO to increase capability for the company. Corporate partnerships continue to be secured, but appointment of CEO will enable pursuit of these opportunities.
5. The company trades in deficit (when capital funding is deducted), but these are diminishing and the 10-year forecast suggests trading in surplus in future. The commitment to employee overhead will need to be monitored.
6. The company's Balance Sheet is relatively strong, but does have a rather accommodating banker (council).

## CONSULTATION

Company Secretary and CEO developed the Shareholder Agreement (since adopted by Council) and remain the liaison contacts for each organisation.

## BASIS FOR RECOMMENDATION

The Chief Executive Officer provides a report to Council on matters of likely interest to members.

## ACTION ACCOUNTABILITY

Not Applicable.

## KEY MESSAGES

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

<b>Report prepared by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: 5 March 2025	<b>Report authorised by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: 5 March 2025
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## ATTACHMENTS

- Attachment 1 – IAHT Quarterly Report to Council – March 2025
- Attachment 2 – Isaac Affordable Housing Fund Pty Ltd Financial Statements for the year ended 30 June 2024
- Attachment 3 - IAHT Financial Statements - January 2025

## REFERENCE DOCUMENT

- Nil

# **Isaac Affordable Housing Trust**

## **Quarterly Report to Isaac Regional Council**

**March 2025**

## Attachments

- Financial report for February 2025
- Enquiries Spreadsheet since 1<sup>st</sup> July 2024

## Agreed Performance Measures

### 1. Rental rate as percent at market

Township	Current Rent	Market Rent	Rent as Percent of Market
Moranbah – old properties	\$350	\$600	58%
Moranbah – RCIF Arkana Terrace	\$530	\$650	81%
Moranbah – Bushlark RCIF	\$500	\$700	71%
Moranbah – Bushlark HIF	\$400	\$700	57%
Dysart	\$200	\$375	53%
Clermont	\$260	\$350	74%

### 2. Occupancy rate

Township	Number of Units	Number of Units Occupied	Occupancy Rate	Reason for Unoccupied Dwellings
Moranbah – old properties	12	12	100%	
Moranbah – RCIF Arkana Terrace	16	12	75%	Still applications being assessed but looks like at least two more units left.
Moranbah – Bushlark RCIF				
Moranbah – Bushlark HIF				
Dysart	4	2	50%	Drug cleaning and renovations taking place. Have just been put back into the pool recently.
Clermont	3	3	100%	



### 3. Application wait time

As you can see from the attached enquiry spreadsheet since 1<sup>st</sup> July 2024, we have had a considerable number of applications. Unfortunately, we have no additional stock at this stage until the 14 units in Bushlark Grove complete in July to September this year.

Our enquiries are coming through two areas, being our traditional enquiries through word of mouth but also through the website and Squarespace application forms.

We do notice a significant increase of enquiries when IRC social media mention us.

**Please note** we are working on a new enquiry spreadsheet to start capturing additional details about all enquiries to try and satisfy reporting requirements. This will obviously take some time, and this will probably not provide useful information for at least 12 months.

### 4. Number of people denied admission

**Please note** we are working on a new enquiry spreadsheet to start capturing additional details about all enquiries to try and satisfy reporting requirements. This will obviously take some time, and this will probably not provide useful information for at least 12 months.

### 5. Conversion of IAHT clients to market properties

**Please note** we are working on a new enquiry spreadsheet to start capturing additional details about all enquiries to try and satisfy reporting requirements. This will obviously take some time, and this will probably not provide useful information for at least 12 months.

### 6. Tenant profile

This needs to be discussed with IRC CEO in line with confidentiality and what information is required.

### 7. Development outlook and pipeline

- Triplex at 62 Bushlark Drive should be completed in July 2025.
- Triplex at 1 Rosella Court should be completed in August 2025.
- Eight two-bedroom units at 27-29 Rosella Drive should be completed in September 2025.
- We have four duplex lots in Bushlark Grove which we have Development Applications for and require funding.
- Clermont development of 23 units should be going to contract in March with an anticipated start date late 2025 and completion date of mid-2027.

- Currently liaising with IRC and others in regard to applicable development land in the region.

#### 8. Value of corporate and other partnerships

- Currently negotiating with Moranbah STAC for funding through BMA to appoint a CEO to further progress our strategic plan and overall housing action plan for the area.
- Currently discussing with Jellinbah Mining a yearly sum over 10-12 years to build duplexes in Dysart.
- Whitehaven Coal are to provide \$500,000 over the life of the project, however, there has been pushback to confirm and see if they will do this upfront.
- Olive Downs had to make an initial contribution of \$400,000 at year three of operations.
- Company Secretary still has ongoing discussions with Caval Ridge, Broadsound Solar, CS Energy and Moranbah Solar.

#### 9. Financial ratios

##### Surplus as percent of revenue

- In all instances, we are operating at a loss.
- For the purposes of these figures, I have included only rental income in the scenarios and not grant income. I have not included depreciation or interest expense in the expenses.
- Year ended 2023 loss \$106,036 (56% loss on revenue).
- Year ended 2024 loss \$96,942 (46% loss on revenue).
- January 2025 loss \$16,988 (11% loss on revenue).

##### Percentage growth in equity

<b>Year Ended</b>	<b>Total Equity</b>	<b>Percentage Increase/Decrease on Previous Year</b>
2021	\$2,760,675	Nil
2022	\$2,737,027	1% decrease
2023	\$4,741,852	73% increase
2024	\$11,440,052	241% increase
YTD (January 2025)	\$12,635,477	11% increase

Borrowings as percentage of cash reserves

Year Ended	Percentage (%)
2021	223%
2022	239%
2023	160%
2024	194%
YTD (January 2025)	169%

**Please note** I expect that once our current building program is done and we are receiving no more grants, this percentage of borrowings as a percent of cash reserves will increase significantly.

Asset Consumption Ratio

- The asset consumption ratio approximates the extent to which IAHT's infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.
- The minimum target of 60% indicates that IAHT's assets are being broadly consumed in line with their estimated useful lives. Organisations with lower than target ration will need to invest more in those assets in terms of replacement or maintenance, to ensure they are maintained at a standard that will meet the needs of the communities.

Calculation

*E.g.,*

$$\frac{\begin{array}{c} \textit{Written Down Replacement} \\ \textit{Cost of Depreciable Infrastructure Asset} \end{array}}{\begin{array}{c} \textit{Current Replacement} \\ \textit{Cost of Depreciable Infrastructure Assets} \end{array}}$$

**Please note** we are currently undertaking asset management plans for all properties in line with IRC's property department and their asset management plans for their properties as well. This will provide us with significant information which may enhance the current report with actual up to date figures.

ISAAC AFFORDABLE HOUSING FUND PTY LTD  
ACN: 147 492 993

FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2024

**ISAAC AFFORDABLE HOUSING FUND PTY LTD**  
**ACN: 147 492 993**

**CONTENTS**

Directors Report  
Statement of Comprehensive Income  
Statement of Financial Position  
Notes to the Financial Statements  
Directors Declaration  
Independent Audit Report

**ISAAC AFFORDABLE HOUSING FUND PTY LTD**  
**ACN: 147 492 993**

**DIRECTORS REPORT**

Your directors present their report on the company for the financial year ended 30 June 2024.

**Directors**

The names of the directors in office at any time during, or since the end of, the year are:

- Mrs Anne M Baker (Resigned 08/05/2024)
- Mrs Gina T Lacey (Resigned 08/05/2024)
- Ms Sandra F Moffat (Resigned 08/05/2024)
- Ms Carolyn Therese Moriarty (Resigned 08/05/2024)
- Mrs Melissa Westcott (Appointed 08/05/2024)
- Mrs Jane Pickels (Appointed 08/05/2024)
- Ms Simon West (Appointed 08/05/2024)
- Ms Verniece Russell (Appointed 08/05/2024)

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

**Review of Operations**

The profit of the company for the year after providing for income tax amounted to \$Nil (2023:\$Nil).

**Significant changes in the State of Affairs**

No significant changes in the company's state of affairs occurred during the year.

**Principle Activity**

The principle activity of the company during the year was to act as trustee of the Isaac Affordable Housing Trust.

No significant change in the nature of these activities occurred during the year.

**Events Subsequent to the End of the Reporting Period**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the company, the results of those operations, or the state of affairs of the company in the future years.

**Environmental Regulation**

The company's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

**Dividends**

There were no dividends paid throughout the year (2023:Nil).

**Options**

No options over issued shares or interests in the company were granted during or since the end of the financial year and there were no options outstanding at the date of this report.

No shares were issued during or since the end of the year as a result of the exercise of an option over unissued shares or interests.

ISAAC AFFORDABLE HOUSING FUND PTY LTD  
ACN: 147 492 993

DIRECTORS REPORT

Indemnification of Officers

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the company.

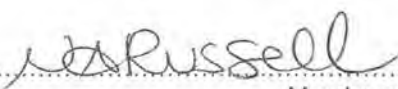
Proceedings on Behalf of the Company

No person has applied for leave of court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

The company was not a party to any such proceedings during the year.

Signed in accordance with a resolution of the Board of Directors:

Director:..........  
Mrs Melissa Westcott

Director:..........  
Mrs ~~Jane Pickels~~  
Verniece Russell

Dated this 9 day of December 2024.

ISAAC AFFORDABLE HOUSING FUND PTY LTD  
ACN: 147 492 993

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2024

	2024	2023
	\$	\$
Profit before income tax	-	-
Income tax expense	-	-
Profit after income tax	-	-
Total Comprehensive Income	-	-



ISAAC AFFORDABLE HOUSING FUND PTY LTD  
ACN: 147 492 993

STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2024

	2024	2023
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	1	1
<b>TOTAL CURRENT ASSETS</b>	<u>1</u>	<u>1</u>
<b>TOTAL ASSETS</b>	<u>1</u>	<u>1</u>
<b>NET ASSETS</b>	<u>1</u>	<u>1</u>
<b>EQUITY</b>		
Issued capital	1	1
<b>TOTAL EQUITY</b>	<u>1</u>	<u>1</u>

ISAAC AFFORDABLE HOUSING FUND PTY LTD  
ACN: 147 492 993

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2024

	\$	\$	\$
	Retained Earnings	Issued Capital	Total
Balance at 1 July 2022	-	1	1
Operating Surplus/(Deficit)	-	-	-
<b>Balance at 30 June 2023</b>	<b>-</b>	<b>1</b>	<b>1</b>
Balance at 1 July 2023	-	1	1
Operating Surplus/(Deficit)	-	-	-
<b>Balance at 30 June 2024</b>	<b>-</b>	<b>1</b>	<b>1</b>

ISAAC AFFORDABLE HOUSING FUND PTY LTD  
ACN: 147 492 993

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2024

	2024	2023
	\$	\$
Cash Flows from operating Activities		
Inflows	-	-
Outflows	-	-
Net Cash Provided By (used by) operating Activities	-	-
Net increase (decrease) in cash and cash equivalents	-	-
Cash at beginning of financial period	-	-
Cash at end of financial period	-	-

**ISAAC AFFORDABLE HOUSING FUND PTY LTD**  
**ACN: 147 492 993**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2024**

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**1 Summary of Significant Accounting Policies**

**Basis of Preparation**

The directors have determined that the company is not a reporting entity on the basis that, in the opinion of the directors, there are unlikely to exist users of the financial report who are unable to command the preparation of reports tailored so as to satisfy, specifically, all of their information needs. Accordingly, this is a special purpose financial report, which has been prepared to satisfy the company's financial reporting requirements to its members.

Isaac Affordable Housing Fund Pty Ltd is a company limited by shares, incorporated and domiciled in Australia. Isaac Affordable Housing Fund Pty Ltd is a not-for-profit entity for the purpose of preparing the financial statements.

The financial report was approved by the directors as at the date of the directors' declaration.

The financial report has been prepared in accordance with the recognition and measurement requirements of all Australian Accounting Standards and Interpretations, and the disclosure requirements of:

- AASB 101: Presentation of Financial Statements
- AASB 107: Statement of Cash Flows
- AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors
- AASB 1048 Interpretation of Standards
- AASB 1054: Australian Additional Disclosures

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of the financial report.

The financial statements have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The accounting policies that have been adopted in the preparation of these statements are as follows:

**a. Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

**b. Trust Liabilities and Right of Indemnity**

The company acts solely as trustee of a trust and liabilities have been incurred on behalf of that trust in the company's capacity as corporate trustee.

Liabilities incurred on behalf of the trust are not recognised in the financial statements if it is not probable that the company will have to meet any of the trust liabilities from its own resources. If the company becomes obligated to meet trust liabilities, the trustee has a right to be indemnified from trust assets. If it is probable that there will be a deficiency in trust assets, a liability is recognised by the company to the extent of the deficiency. Details of the trust liabilities, the offsetting right of indemnity and any deficiency in the right of indemnity are disclosed by the way of notes to the financial statements.

**ISAAC AFFORDABLE HOUSING FUND PTY LTD**  
**ACN: 147 492 993**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2024**

**2 Trust Liabilities and Right of Indemnity**

Liabilities of Isaac Affordable Housing Trust not recorded in the financial statements of the company were:

	2024	2023
	\$	\$
<b>Current Liabilities</b>		
Accrued Expenses	12,000	12,000
Payables	39,879	716,925
RCIF Grant Revenue-Contract Liabilities	2,665,000	658,504
<b>Total Current Liabilities</b>	2,716,879	1,387,429
<b>Non Current Liabilities</b>		
Secured Loan	3,834,051	4,907,985
<b>Total Non Current Liabilities</b>	3,834,051	4,907,985
<b>Total Liabilities</b>	6,550,930	6,295,414
Rights of indemnity for liabilities incurred by the company on behalf of Isaac Affordable Housing Trust not recorded in the financial statements were:	6,550,930	6,295,414

The assets of the trust, which lie behind the right of indemnity, are not directly available to meet any liabilities of the company acting in its own right. The assets of the trust were sufficient to discharge all liabilities of the trust at 30 June 2024.

**3 Contingent Liabilities**

A contingent liability exists relative to any future claims which may be made against the company arising from dealings on behalf of the trust. No such claims have been made against the company as at the date of these financial statements.

**4 Related Party Transactions**

The company is a controlled entity of Isaac Regional Council. There were no related party transactions with this entity during the financial year.

**5 Remuneration of Directors**

The total remuneration of directors of the company during the year was nil. (2023: Nil)

**6 Entity Details**

The principal place of business is:

ISAAC AFFORDABLE HOUSING FUND PTY LTD  
 Batchelor Parade  
 Moranbah Qld 4744

ISAAC AFFORDABLE HOUSING FUND PTY LTD  
ACN: 147 492 993

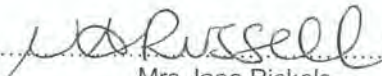
DIRECTORS DECLARATION

The directors have determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in note 1 to the financial statements.

1. In the directors opinion, the financial statements give a true and fair view of the company's financial position as at 30 June 2024 and performance for the year ended on that date in accordance with the accounting policies described in note 1 to the financial statements; and
2. In the directors' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

Director: .....  .....  
Mrs Melissa Westcott

Director: .....  .....  
~~Mrs Jane Pickels~~  
Verniece Russell

Dated this 9 day of December 2024.

## INDEPENDENT AUDITOR'S REPORT

To the Members of Isaac Affordable Housing Fund Pty Ltd

### Report on the audit of the financial report

#### Opinion

I have audited the accompanying financial report of Isaac Affordable Housing Fund Pty Ltd (the company).

The financial report comprises the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the directors' declaration.

In my opinion, the financial report:

- a) gives a true and fair view of the company's financial position as at 30 June 2024, and its financial performance and cash flows for the year then ended
- b) complies with the financial reporting framework described in Note 1.

#### Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the company in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Emphasis of matter – basis of accounting

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial accountability responsibilities. As a result, the financial report may not be suitable for another purpose. My opinion is not modified in respect of this matter.

#### Other information

The directors are responsible for the other information.

The other information comprises the information included in the company's directors' report for the year ended 30 June 2024, but does not include the financial report and my auditor's report thereon.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

#### **Responsibilities of the directors for the financial report**

The company's directors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the financial reporting framework described in Note 1, and for such internal control as the company's directors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In fulfilling this responsibility, the company's directors determined that the basis of preparation described in Note 1 is appropriate to meet their accountability requirements.

The company's directors are also responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:

[https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf)



Lisa Fraser  
as delegate of the Auditor-General

11 December 2024

Queensland Audit Office  
Brisbane







**ISAAC AFFORDABLE HOUSING TRUST**  
**FINANCIAL REPORT**  
**JANUARY 2025**

Attached is a seven month profit and loss and balance sheet detailing the trusts performance for the past period. Some of the main points of emphasis of the report are as follows:

**1. Profit & Loss**

- Profit/(Loss) of \$1,195,423.46 for the seven months.
- If adjusting for depreciation \$(39,964.00), interest \$(93,157.87) and grant income \$1,3000,000 a profit/(loss) of \$28,545.33

**2. Cash at Bank**

- The balance of the ANZ Cheque Account at 31 January 2025 is \$3,212,769.79
- Cash at Bank has increased since 30 June 2024 by \$1,237,887.44

**3. Loan and Interest**

- The current balance of the IRC loan is \$3,927,270.03

**4. Assets and Depreciation**

- Land and buildings as at 31 January 2025 total \$20,391,724.44. At this stage there are 19 properties completed and available for rent. These properties are currently being depreciated using their effective life rates as determined by the relevant accounting standards. The depreciation is being taken up on a monthly basis.
- You will note all vacant land owned by the trust is reported at the valuation price on the balance sheet as at 30 June 2023.

**5. Other**

- GST and Tax Obligations are lodged and up to date.
- The Operational report will be prepared by IRC.

## PROFIT & LOSS

<b>Isaac Affordable Housing Trust</b>		
PO Box 97		
Moranbah QLD 4744		
<b>01 Jul 2024 - 31 Jan 2025</b>		
		<b>Total</b>
<b>Income</b>		
Rental Income	161,666.27	
Grants Received	1,300,000.00	
NRAS Income	11,678.78	
<b>Total Income</b>		<b>1,473,345.05</b>
<b>Gross Profit</b>		<b>1,473,345.05</b>
<b>Expenses</b>		
Bank Fees		114.12
Depreciation Exp - Management		39,964.00
<b>Discounts</b>		
Freight	200.00	
<b>Total Discounts</b>		<b>200.00</b>
Dues & Subscriptions		64.53
Fees Paid		325.95
Insurance		23,184.81
Professional Fees		18,750.00
<b>Property Management</b>		
Cleaning	1,880.00	
Consulting - Valuers	12,400.00	
Electricity	3,593.81	
Maintenance & Repairs	16,840.68	
<b>Total Property Management</b>		<b>34,714.49</b>
Rates		64,125.54
Secretarial Fees		35,466.89
<b>Services</b>		
Water	737.75	
<b>Total Services</b>		<b>737.75</b>
Rubbish Removal		970.20
<b>Total Expenses</b>		<b>218,618.28</b>
<b>Operating Profit</b>		<b>1,254,726.77</b>
<b>Other Income</b>		

Interest Income	33,854.56	
<b>Total Other Income</b>		<b>33,854.56</b>
<b>Other Expenses</b>		
Interest Expense	93,157.87	
<b>Total Other Expenses</b>		<b>93,157.87</b>
<b>Net Profit</b>		<b>1,195,423.46</b>

## BALANCE SHEET

<b>Isaac Affordable Housing Trust</b>		
PO Box 97		
Moranbah QLD 4744		
<b>31 Jan 2025</b>		
		<b>Total</b>
<b>Assets</b>		
<b>Current Assets</b>		
<b>Cash On Hand</b>		
Cheque Account	3,212,769.79	
<b>Total Cash On Hand</b>		<b>3,212,769.79</b>
Trust Account		10.00
Rent in Arrears		2,962.86
<b>Total Current Assets</b>		<b>3,215,742.65</b>
<b>Property &amp; Buildings</b>		
<b>1/3 Powell Street</b>		
Dysart - Land Cost	90,000.00	
Building Cost	285,849.00	
Management Accum Dep	-2,224.00	
Asset Revaluation - Land	-75,500.00	
Asset Revaluation - Building	-95,849.00	
<b>Total 1/3 Powell Street</b>		<b>202,276.00</b>
<b>2/3 Powell Street</b>		
Dysart - Land Cost	90,000.00	
Building Cost	285,849.00	
Management Accum Dep	-2,224.00	
Asset Revaluation - Land	-75,500.00	
Asset Revaluation - Building	-95,849.00	
<b>Total 2/3 Powell Street</b>		<b>202,276.00</b>
<b>1/37 Hannay Street</b>		
Moranbah - Land Cost	100,000.00	
Building Cost	300,504.00	
Management Accum Dep	-1,950.00	
Asset Revaluation - Land	-69,000.00	
Asset Revaluation - Building	-75,504.00	
<b>Total 1/37 Hannay Street</b>		<b>254,050.00</b>
<b>2/37 Hannay Street</b>		
Moranbah - Land Cost	100,000.00	
Building Cost	300,504.00	
Management Accum Dep	-1,950.00	
Asset Revaluation - Land	-69,000.00	
Asset Revaluation - Building	-75,504.00	

<b>Total 2/37 Hannay Street</b>		<b>254,050.00</b>
<b>1/26 Hannay Street</b>		
Moranbah - Land Cost	100,000.00	
Building Cost	300,504.00	
Management Accum Dep	-2,125.00	
Asset Revaluation - Land	-70,000.00	
Asset Revaluation - Building	-25,504.00	
<b>Total 1/26 Hannay Street</b>		<b>302,875.00</b>
<b>2/26 Hannay Street</b>		
Moranbah - Land Cost	100,000.00	
Building Cost	300,504.00	
Management Accum Dep	-2,125.00	
Asset Revaluation - Land	-70,000.00	
Asset Revaluation - Building	-25,504.00	
<b>Total 2/26 Hannay Street</b>		<b>302,875.00</b>
<b>1/41 Lambert Drive</b>		
Moranbah - Land Cost	97,500.00	
Building Cost	300,504.00	
Management Accum Dep	-1,796.00	
Asset Revaluation - Land	-64,500.00	
Asset Revaluation - Building	-50,504.00	
<b>Total 1/41 Lambert Drive</b>		<b>281,204.00</b>
<b>2/41 Lambert Drive</b>		
Moranbah - Land Cost	97,500.00	
Building Cost	300,504.00	
Management Accum Dep	-1,796.00	
Asset Revaluation - Land	-64,500.00	
Asset Revaluation - Building	-25,504.00	
<b>Total 2/41 Lambert Drive</b>		<b>306,204.00</b>
<b>1/51 Hannay Street</b>		
Moranbah - Land Cost	66,667.00	
Building Cost	254,264.00	
Management Accum Dep	-2,233.00	
Asset Revaluation - Land	-42,667.00	
Asset Revaluation - Building	40,736.00	
<b>Total 1/51 Hannay Street</b>		<b>316,767.00</b>
<b>2/51 Hannay Street</b>		
Moranbah - Land Cost	66,667.00	
Building Cost	254,264.00	
Management Accum Dep	-2,260.00	
Asset Revaluation - Land	-42,667.00	
Asset Revaluation - Building	35,736.00	
<b>Total 2/51 Hannay Street</b>		<b>311,740.00</b>
<b>3/51 Hannay Street</b>		
Moranbah - Land Cost	66,667.00	
Building Cost	254,264.00	

Management Accum Dep	-2,260.00	
Asset Revaluation - Land	-42,667.00	
Asset Revaluation - Building	35,736.00	
<b>Total 3/51 Hannay Street</b>		<b>311,740.00</b>
<b>1/17 Spring Crescent</b>		
Dysart - Land Cost	95,000.00	
Building Cost	285,849.00	
Management Accum Dep	-2,046.00	
Asset Revaluation - Land	-81,000.00	
Asset Revaluation - Building	-105,849.00	
<b>Total 1/17 Spring Crescent</b>		<b>191,954.00</b>
<b>2/17 Spring Crescent</b>		
Dysart - Land Cost	95,000.00	
Building Cost	285,785.00	
Management Accum Dep	-2,046.00	
Asset Revaluation - Land	-81,000.00	
Asset Revaluation - Building	-105,785.00	
<b>Total 2/17 Spring Crescent</b>		<b>191,954.00</b>
<b>1/74 Lambert Drive</b>		
Moranbah - Land Cost	61,667.00	
Building Cost	254,264.00	
Management Accum Dep	-2,219.00	
Asset Revaluation - Land	-37,667.00	
Asset Revaluation - Building	40,736.00	
<b>Total 1/74 Lambert Drive</b>		<b>316,781.00</b>
<b>2/74 Lambert Drive</b>		
Moranbah - Land Cost	61,667.00	
Building Cost	254,264.00	
Management Accum Dep	-2,205.00	
Asset Revaluation - Land	-37,667.00	
Asset Revaluation - Building	36,038.00	
<b>Total 2/74 Lambert Drive</b>		<b>312,097.00</b>
<b>3/74 Lambert Drive</b>		
Moranbah - Land Cost	61,667.00	
Building Cost	254,264.00	
Management Accum Dep	-2,205.00	
Asset Revaluation - Land	-37,667.00	
Asset Revaluation - Building	36,038.00	
<b>Total 3/74 Lambert Drive</b>		<b>312,097.00</b>
<b>1/25-27 Sirius Street</b>		
Clermont - Land Cost	9,893.00	
Building Cost	308,526.00	
Management Accum Dep	-2,115.00	
Asset Revaluation - Land	18,440.33	
Asset Revaluation - Building	-128,526.00	
<b>Total 1/25-27 Sirius Street</b>		<b>206,218.33</b>

<b>2/25-27 Sirius Street</b>		
Clermont - Land Cost	9,893.00	
Building Cost	308,526.00	
Management Accum Dep	-2,070.00	
Asset Revaluation - Land	18,440.33	
Asset Revaluation - Building	-133,526.00	
<b>Total 2/25-27 Sirius Street</b>		<b>201,263.33</b>
<b>3/25-27 Sirius Street</b>		
Clermont - Land Cost	9,893.00	
Building Cost	308,526.00	
Management Accum Dep	-2,115.00	
Asset Revaluation - Land	18,440.33	
Asset Revaluation - Building	-128,526.00	
<b>Total 3/25-27 Sirius Street</b>		<b>206,218.33</b>
<b>49 Anne St (Lot 1 - 600m2)</b>		
Nebo - Land Cost	110,000.00	
Asset Revaluation	-88,000.00	
<b>Total 49 Anne St (Lot 1 - 600m2)</b>		<b>22,000.00</b>
<b>51 Anne St (Lot 2 - 600m2)</b>		
Nebo - Land Cost	110,000.00	
Asset Revaluation	-88,000.00	
<b>Total 51 Anne St (Lot 2 - 600m2)</b>		<b>22,000.00</b>
<b>53 Anne St (Lot 3 - 600m2)</b>		
Nebo - Land Cost	110,000.00	
Asset Revaluation	-88,000.00	
<b>Total 53 Anne St (Lot 3 - 600m2)</b>		<b>22,000.00</b>
<b>55 Anne St (Lot 4 - 683m2)</b>		
Nebo - Land Cost	110,000.00	
Asset Revaluation	-85,000.00	
<b>Total 55 Anne St (Lot 4 - 683m2)</b>		<b>25,000.00</b>
<b>12 Anne St (Lot 52 - 1191m2)</b>		
Nebo - Land Cost	125,000.00	
Asset Revaluation	-83,000.00	
<b>Total 12 Anne St (Lot 52 - 1191m2)</b>		<b>42,000.00</b>
<b>60 Anne St (Lot 17 - 1547m2)</b>		
Nebo - Land Cost	150,000.00	
Asset Revaluation	-104,000.00	
<b>Total 60 Anne St (Lot 17 - 1547m2)</b>		<b>46,000.00</b>
<b>51 Bushlark Dve (Lot 2-480m2)</b>		
Moranbah - Land Cost	232,113.00	
Asset Revaluation	-197,113.00	
<b>Total 51 Bushlark Dve (Lot 2-480m2)</b>		<b>35,000.00</b>
<b>1 Rosella Crt (Lot 35 - 683m2)</b>		
Moranbah - Land Cost	300,113.00	
Asset Revaluation	-252,113.00	
<b>Total 1 Rosella Crt (Lot 35 - 683m2)</b>		<b>48,000.00</b>



<b>62 Bushlark Dve(Lot 123-574m2)</b>		
Moranbah - Land Cost	286,113.00	
Asset Revaluation	-246,113.00	
<b>Total 62 Bushlark Dve(Lot 123-574m2)</b>		<b>40,000.00</b>
<b>56 Bushlark Dve(Lot 126-480m2)</b>		
Moranbah - Land Cost	234,113.00	
Asset Revaluation	-198,113.00	
<b>Total 56 Bushlark Dve(Lot 126-480m2)</b>		<b>36,000.00</b>
<b>22 Bushlark Dve(Lot 142-480m2)</b>		
Moranbah - Land Cost	232,913.00	
Asset Revaluation	-197,913.00	
<b>Total 22 Bushlark Dve(Lot 142-480m2)</b>		<b>35,000.00</b>
<b>17 Raven Crst (Lot 46-501m2)</b>		
Moranbah - Land Cost	234,113.00	
Asset Revaluation	-197,113.00	
<b>Total 17 Raven Crst (Lot 46-501m2)</b>		<b>37,000.00</b>
<b>27-29 Rosella (Lot 28-1033m2)</b>		
Moranbah - Land Cost	421,113.00	
Asset Revaluation	-359,113.00	
<b>Total 27-29 Rosella (Lot 28-1033m2)</b>		<b>62,000.00</b>
<b>24 Daintree Street</b>		
Clermont - Land Cost	48,837.00	
Asset Revaluation	36,163.00	
<b>Total 24 Daintree Street</b>		<b>85,000.00</b>
<b>26 Daintree Street</b>		
Clermont - Land Cost	48,837.00	
Asset Revaluation	2,163.00	
<b>Total 26 Daintree Street</b>		<b>51,000.00</b>
<b>21 Sirius Street</b>		
Clermont - Land Cost	48,837.00	
Asset Revaluation	2,163.00	
<b>Total 21 Sirius Street</b>		<b>51,000.00</b>
<b>23 Sirius Street</b>		
Clermont - Land Cost	14,840.00	
Asset Revaluation	36,160.00	
<b>Total 23 Sirius Street</b>		<b>51,000.00</b>
<b>121 Mills Avenue</b>		
Land & Costs	176,675.34	
Asset Revaluation - Land	93,324.66	
Project & Construction Costs	11,093,704.68	
<b>Total 121 Mills Avenue</b>		<b>11,363,704.68</b>
<b>Project &amp; Development Costs</b>		
1 Rosella Court MORANBAH	1,042,868.93	
27-29 Rosella Court MORANBAH	1,106,367.30	
17 Raven Crescent MORANBAH	14,357.23	
22 Bushlark Drive MORANBAH	13,113.23	

51 Bushlark Drive MORANBAH	13,113.23	
56 Bushlark Drive MORANBAH	16,713.23	
62 Bushlark Drive MORANBAH	1,030,922.89	
Griffin Plc CLERMONT Developme	95,923.73	
<b>Total Project &amp; Development Costs</b>		<b>3,333,379.77</b>
<b>Total Property &amp; Buildings</b>		<b>20,391,724.44</b>
<b>Total Assets</b>		<b>23,607,467.09</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade Creditors		383,889.80
Audit Fees Payable		12,000.00
<b>GST Liabilities</b>		
GST Collected	232,749.73	
GST Paid	-81,902.57	
<b>Total GST Liabilities</b>		<b>150,847.16</b>
Rent Recieved in Advance		7,982.30
<b>Total Current Liabilities</b>		<b>554,719.26</b>
<b>Long-Term Liabilities</b>		
Loan IRC	3,927,270.03	
IRC Loan - Mills Avenue	1,500,000.00	
HIF Grant Revenue - Rosella Court	3,990,000.00	
RCIF Grant 3 Revenue - 62 Bushlark	1,000,000.00	
<b>Total Long-Term Liabilities</b>		<b>10,417,270.03</b>
<b>Total Liabilities</b>		<b>10,971,989.29</b>
<b>Net Assets</b>		<b>12,635,477.80</b>
<b>Equity</b>		
Settlement	10.00	
Retained Earnings	11,440,044.34	
Current Year Earnings	1,195,423.46	
<b>Total Equity</b>		<b>12,635,477.80</b>

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Jessica Bugeja
<b>AUTHOR POSITION</b>	Research and Policy Advisor

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**9.8 2025 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY - ISAAC REGIONAL COUNCIL MOTIONS**

## EXECUTIVE SUMMARY

The Australian Local Government Association (ALGA) National General Assembly (NGA) is Australia's largest and most influential gathering of Local Government Councillors, Mayors, Chairs and Officials.

The 2025 (NGA) will be held on 24-27 June 2025 in Canberra.

Two core issues have been identified for consideration by Council. A resolution is sought from Council for in-principle support of the issues and delegate authority so they can be developed into motions and submitted to the ALGA NGA by 31 March 2025.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Provide in-principle support for the following two issues to be developed into motions in preparation for the 2025 Australian Local Government Association National General Assembly:***
  - To (a) expand the remit of the Net Zero Economy Authority (NZEA) so it assists all local governments impacted by the energy transition and (b) appoint a local government voice to the NZEA board to champion locally led solutions.***
  - For the Australian Government to enact the collection of nationwide data on full-time equivalent populations in regions to improve community planning and distribution of funding allocations.***
- 2. Delegate authority to the Mayor and CEO to finalise the motion submission in consultation with Councillors.***

**Resolution No.: CGFS0948**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Jane Pickels**

**That the Committee recommends that Council:**

- 1. Provides in-principle support for the following two issues to be developed into motions in preparation for the 2025 Australian Local Government Association National General Assembly:**

- i. To (a) expand the remit of the Net Zero Economy Authority (NZEA) so it assists all local governments impacted by the energy transition and (b) appoint a local government voice to the NZEA board to champion locally led solutions.
  - ii. For the Australian Government to enact the collection of nationwide data on full-time equivalent populations in regions to improve community planning and distribution of funding allocations.
2. Delegates authority to the Mayor and Chief Executive Officer to finalise the motion submission in consultation with Councillors.

Carried

## BACKGROUND

The National General Assembly (NGA) of Local Government is an important opportunity for Councils to influence the national policy agenda. The conference is convened annually by the Australian Local Government Association (ALGA) and is a peak annual event on the Local Government calendar, attracting in

excess of 800 Mayors and Councillors each year.

The 2025 National General Assembly of Local Government will be held from 24-27 June 2025 in Canberra.

The theme for the 2025 NGA is **National Priorities Need Local Solutions**. It highlights the unique role Australia's 437 councils can play delivering local, place-based solutions that meet the needs of their communities, while addressing broader national priorities.

The attached National General Assembly Discussion paper contains all the information required for council's submitting motions for debate at the 2025 NGA. In summary, motions for this year's NGA should consider:

- Any new practical programs or policy changes that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and/or
- New program ideas that would help the local government sector to deliver place-based solutions to national priorities.

Motions must also relate to one or more of the following twelve priority areas:

1. Intergovernmental relations;
2. Financial sustainability;
3. Roads and infrastructure;
4. Emergency management;
5. Housing and homelessness;

6. Jobs and skills;
7. Community services;
8. Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
9. Data, digital technology and cyber security;
10. Climate change and renewable energy;
11. Environment;
12. Circular economy.

Two core issues for Isaac Regional Council have been identified for development into motions and subsequent consideration at the NGA.

Issue one aligns with priority area 10 *Climate change and renewable energy* and seeks to (a) expand the remit of the Net Zero Economy Authority (NZEA) so it assists all local governments impacted by the energy transition and (b) appoint a local government voice to the NZEA board to champion locally led solutions.

The Net Zero Economy Authority focus on:

- a) Providing support to workers impacted by the transition to net zero
- b) Catalyse investment, particularly in emissions-intensive regions, to create new opportunities
- c) Build community engagement, understanding and confidence in transition to net zero

Most of this work by the NZEA is informed and facilitated through Community Transition Plans. Opportunities for a Community Transition Plan has only been extended to 4 regions including Gladstone, Latrobe Valley, Hunter and Collie.

As we head towards Net Zero, implement new decarbonisation strategies, explore critical minerals and develop new energy projects, the role of local government becomes increasingly crucial. Many councils dealing with these projects must dedicate resources to specifically manage community impact – and there is a clear need for specialised resources dedicated to supporting these efforts, to avoid more cost-shifting onto local government.

The intent behind this issue is to encourage the Federal Government to extend the remit of the NZEA so it provides support to all local governments impacted by the energy transition and appoints a local government voice on the NZEA board.

Issue two aligns with priority area 2 *Financial sustainability* and seeks the Australian Government to recognise the impact of full-time equivalent populations when considering federal funding applications and the distribution of funding allocations.

Isaac's infrastructure and services (along with many other local governments across Australia) is significantly impacted by non-residential populations. The increasing trend towards transient workforce policies is only going to exacerbate the financial burden on local government. This combined with a federal funding model that hasn't changed since the 70s means local governments are having to absorb the unfair financial

implications. Everyone in our region, regardless of residential status, deserves the right to access and use adequate infrastructure and services including healthcare.

While the Queensland Government considers FTE populations in the allocation of state funds, the Australian government does not. The intent behind this issue is to pressure the federal government to review their numerous funding models and ensure the impacts of an LGA's FTE population is considered valid and accepted in grant applications and funding allocations.

## IMPLICATIONS

It is essential that Council continue to advocate to all levels of government to provide facilities and services to its communities and to ensure appropriate future focussed planning and funding is in place to support communities who host industries supporting net zero initiatives.

## CONSULTATION

Opportunity was extended to the ELT to raise potential issues for consideration as motions. Direct consultation has been held with the Mayor to define issues for motions. A discussion was had with LGAQ's Head of Advocacy regarding potential motions. Further engagement will occur with the Mayor, CEO and Councillors in the finalisation of the motions prior to submission on the 31 March 2025.

## BASIS FOR RECOMMENDATION

The two issues are consistent with previous advocacy undertaken by Isaac Regional Council.

## ACTION ACCOUNTABILITY

The Executive Manager of Advocacy and External Affairs and Research and Policy Advisor have accountability for working with the Mayor, Chief Executive Officer and Councillors to finalise the motions and background documentation. Advocacy and External Affairs are responsible for submitting the motions via the online portal to ALGA for consideration at the National General Assembly.

## KEY MESSAGES

The National General Assembly provides opportunities for direct advocacy at a Federal level on key issues common for regional Australia.

The two motions build upon the strong advocacy undertaken by Council in respect of continued fair and equitable funding to our region and ongoing assistance and leadership regarding Australia's journey towards Net Zero.

**Report prepared by:**

JESSICA BUGEJA  
**Research and Policy Officer**

Date: 7 March 2025

**Report authorised by:**

CALE DENDLE  
**Chief Executive Officer**

Date: 7 March 2025

## ATTACHMENTS

- Attachment 1 - National General Assembly Discussion Paper 2025

## **REFERENCE DOCUMENT**

- Nil

*National Priorities  
Need Local Solutions*

24 - 27 June 2025 | National  
Convention Centre Canberra

# National General Assembly Discussion Paper



**ALGA**

Australian Local  
Government Association



## KEY DATES

18 December 2024 | Opening of Call for Motions

31 March 2025 | Acceptance of Motions closes

24 June 2025 | Regional Cooperation & Development Forum

25 - 27 June 2025 | National General Assembly

## TO SUBMIT YOUR MOTION

**VISIT: [ALGA.COM.AU](https://alga.com.au)**

The Australian Local Government Association (ALGA) is pleased to convene the 31st National General Assembly of Local Government (NGA), to be held in Canberra from 24-27 June 2025.

As convenor of the NGA, the ALGA Board cordially invites all councils to send representatives to this important national event.

The NGA is the premier national gathering of local governments, and provides councils with the opportunity to come together, share ideas, debate motions, and most importantly unite and further build on the relationship between local government and the Australian Government.

This discussion paper contains essential information for Australian councils considering submitting motions for debate at the 2025 National General Assembly of Local Government (NGA).

It is recommended that all councils and delegates intending to attend the 2025 NGA familiarise themselves with the guidelines for motions contained in this paper on page 6.

## **BACKGROUND TO ALGA AND THE NGA**

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ALGA was established 1947. In structure, ALGA is a federation of member state and territory associations. Its mission is to achieve outcomes for local government through advocacy with impact, and maximise the economic, environmental and social wellbeing of councils and our communities.

Since 1994, the NGA has built the profile of local government on the national stage, showcased the value of councils, and most importantly demonstrated – particularly to the Australian Government – the strength and value of working with local government to help deliver on national priorities.

Debate on motions was introduced to the NGA as a vehicle for councils from across the nation to canvas ideas. Outcomes of debate on motions (NGA Resolutions) could be used by participating councils to inform their own policies and priorities, as well as their advocacy when dealing with federal politicians.

At the same time, they help ALGA and its member state and territory associations gain valuable insight into council priorities, emerging national issues, and the level of need and support for new policy and program initiatives.

Given the structure of ALGA, its Constitution, and level of resources, the NGA does not bind the ALGA Board. However, the Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda.

This is your NGA and ALGA is pleased to act as the convenor. ALGA's policies and priorities will continue to be determined by the ALGA Board in the interests of all councils.

**The ALGA Board thanks all councils for attending the NGA and those that will take the time to reflect on the purpose of debate on motions outlined in this paper, and to submit motions for debate at the 2025 NGA.**

# SUBMITTING MOTIONS

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The theme of the 2025 NGA is – *National Priorities Need Local Solutions*

In June 2025, Australia will either have a re-elected Labor Government, or a new Coalition or minority government.

The 31st National General Assembly of Local Government will focus on opportunities for councils to work with the next Federal Government to deliver local solutions that will help them deliver on their vision for the nation.

As the closest government to communities, councils understand local challenges and opportunities. They are a willing partner in government, and sustainably funded can provide place-based solutions to a range of national priorities including affordable housing, energy transition, road safety, increasing productivity, and improved health and wellbeing.


This discussion paper is a call for councils to submit motions for debate at the 2025 NGA to be held in Canberra from 24-27 June 2025.

Motions for this year's NGA should consider:

- Any new practical programs or policy changes that can strengthen the system of local government nationally to provide the services and infrastructure required to support and strengthen our communities; and/or
- New program ideas that that would help the local government sector to deliver place-based solutions to national priorities.

Motions should be concise, practical and implementable and meet the guidelines for motions set out in the paper.

You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s must address one or more of the issues identified in the discussion paper.



Motions must be lodged electronically using the online form available on the NGA website at: [www.alga.asn.au](http://www.alga.asn.au) and received no later than 11:59pm AEST on Monday 31 March 2025.

All notices of motions will be reviewed by the ALGA Board's NGA Sub-committee prior to publishing the NGA Business Paper to ensure that they meet these guidelines. This sub-committee reserves the right to select, edit or amend notices of motions to facilitate the efficient and effective management of debate on motions at the NGA. For example, the sub-committee may recommend an overarching strategic motion to encompass several motions on the same topic.

All NGA resolutions will be published on [www.nationalgeneralassembly.com.au](http://www.nationalgeneralassembly.com.au).

As the host of the NGA, ALGA will communicate resolutions to the relevant Australian Government Minister and publish Ministerial responses as they are received on this website.

Please note that if your council does submit a motion, there is an expectation that a council representative will be present at the NGA to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2025 NGA.

# CRITERIA FOR MOTIONS

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To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. Be relevant to the work of local government nationally.
2. Not be focused on a specific jurisdiction, location or region – unless the project or issue has national implications.
3. Be consistent with the themes of the NGA.
4. Complement or build on the policy objectives of ALGA and your state or territory local government association.
5. Be submitted by a council which is a financial member of their state or territory local government association.
6. Propose a clear action and outcome ie call on the Australian Government to act on something.
7. Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.
8. Address issues that will directly improve the capacity of local government to deliver services and infrastructure for the benefit of all Australian communities.
9. Not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
10. Be supported by sufficient evidence and demonstrate the relevance and significance of the matter to local government nationally.

Motions must commence with the following wording:

***This National General Assembly calls on the Australian Government to***

...

**Please note:** that resolutions of the NGA do not automatically become ALGA's national policy positions.

The ALGA Board carefully considers NGA resolutions as it determines ALGA's policies, priorities and strategies to advance local governments within the national agenda, but the resolutions are not binding.

## OTHER THINGS TO CONSIDER

It is important to complete the background section of the submission form. Submitters of motions should not assume that NGA delegates will have background knowledge of the proposal. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note, motions should NOT be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and capable of implementation to ensure that relevant Australian Government Ministers provide considered, thoughtful and timely responses.

Try to avoid motions that are complex, contain multi-dot points and require complex cross-portfolio implementation.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers.

When reviewing motions, the Sub-committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government.

If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate, where there are numerous motions on a similar issue, the NGA Sub-committee will group these motions together under an overarching strategic motion. The strategic motions will have either been drafted by ALGA or will be based on a motion submitted by a council which best summarises the subject matter.

Debate will occur in accordance with the rules for debate published in the Business Papers and will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

All motions require:

- a contact officer;
- a clear national objective;
- a summary of the key arguments in support of the motion; and
- endorsement of your council

Motions should be lodged electronically using the online form available at [www.alga.com.au](http://www.alga.com.au).

Motions should be received no later than 11:59pm AEST on Monday 31 March 2025.



# SETTING THE SCENE

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The theme for the 2025 NGA – **National Priorities Need Local Solutions** – highlights the unique role Australia’s 537 councils can play delivering local, place-based solutions that meet the needs of their communities, while addressing broader national priorities.

The 2025 NGA provides you - the elected representatives of Australia’s local councils and communities - with the opportunity to engage with the Federal Government and key Ministers.

Further, it is your opportunity to advocate for new or expanded programs and key policy initiatives that could strengthen local governments and its capacity to deliver services and infrastructure to local communities across the nation.

This year’s call for motion focusses on twelve priority areas:

- Intergovernmental relations;
- Financial sustainability;
- Roads and infrastructure;
- Emergency management;
- Housing and homelessness;
- Jobs and skills;
- Community services;
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation;
- Data, digital technology and cyber security;
- Climate change and renewable energy;
- Environment;
- Circular economy



# 1. INTERGOVERNMENTAL RELATIONS

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For almost 30 years, local government was represented by ALGA on the Council of Australian Governments (COAG), providing local input into national decision making. However, when COAG was replaced by National Cabinet in March 2020, local government was not included.

National Cabinet is a forum for the Prime Minister, Premiers and Chief Ministers to meet and work collaboratively; and is a key mechanism in Australia's intergovernmental architecture. A representative of local government, the President of ALGA, is invited to meet with National Cabinet once each year, as well as one meeting of the Council on Federal Financial Relations comprising the Commonwealth Treasurer as Chair and all state and territory treasurers.

While National Cabinet was established to support a coordinated national response to the COVID-19 pandemic, the lack of local representation to this body has unfortunately impacted on decision making.

The Government's review into the COVID-19 response – published in October 2024 – found that Australia's 537 councils were critical for the implementation of National Cabinet decisions during the pandemic.

The inquiry also recommended National Cabinet would benefit from having more structured engagement and active consultation with local government to ensure future decision-making is informed at a local level.

In addition to attending one meeting per year of National Cabinet and CFFR, ALGA also represents local government on a range of Ministerial Councils and Forums, including the Infrastructure and Transport Ministers Meeting, National Emergency Management Ministers Meeting, Local Government Ministers Forum, Joint Council on Closing the Gap, Planning Ministers Meeting, Environment Ministers Meeting, Cultural Ministers Meeting, Energy and Climate Change Ministers Meeting, Road Safety Ministers Meeting, and Building Ministers Meeting.

*Given the important role councils play delivering local solutions to national priorities, how can intergovernmental arrangements be further improved in Australia?*

*Are there new initiatives and programs that could be adopted to improve the level of cooperation and collaboration between the Australian Government and local government?*

## 2. FINANCIAL SUSTAINABILITY

Sustainably funded, councils can play a key role delivering local solutions to national priorities. However, across the country many councils are facing significant financial challenges and are struggling to fund the delivery of core community services.

Every year councils are being asked to do more with less as a result of cost shifting, inadequate state and federal funding and, in some jurisdictions, rate pegging.

In 2024/25 councils will receive \$3.27 billion in federal Financial Assistance Grants. This is approximately 0.5% of Commonwealth taxation revenue, which is half the amount it was in 1996. The Australian Parliament is currently undertaking an Inquiry into local government sustainability, to which ALGA, State and Territory associations and many councils provided submissions

ALGA's submission to this inquiry highlighted that:

- If local government were provided annually with an additional \$350 million for the maintenance and delivery of quality open space, Australia's gross domestic product (GDP) would increase by \$858.9 million each year.
- If local government were able to effectively increase its capacity to perform regulatory services in planning and building, there would be an annual saving of \$859 million for development proponents and would generate an additional \$1.67 billion in GDP each year.
- Increased block transfers of Commonwealth funds to local governments can deliver greater efficiency and administrative cost savings of \$236 million and would generate increase GDP by \$330.8 million each year
- Reducing local government staff turnover can save \$425 million in avoided costs and lead to a \$619.9 million increase in GDP each year.
- Investing an additional \$1 billion each year into the maintenance of local government roads would increase GDP by \$354.6 million annually.

ALGA also stressed that the inquiry should not recommend any actions that will improve the financial sustainability of some councils to the detriment of others.

*What are the opportunities to address financial sustainability across councils, and support their capacity to deliver local solutions to national priorities?*

*Are there improvements to be made to existing federal funding programs and arrangements that would support improved local government financial sustainability?*

## 3. ROADS AND INFRASTRUCTURE

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Local governments are responsible for around 75% of Australia's road network by length, and play an important role supporting productivity and improving road safety.

However, many councils are not resourced to effectively maintain their local roads, and independent research from the Grattan Institute in 2023 identified a \$1 billion annual local government road maintenance funding gap.

In November 2023 the Government announced that Roads to Funding would be progressively increased from \$500 million to \$1 billion per year over the forward estimates, effectively halving the current funding gap.

In addition to local roads, councils build and maintain community facilities and infrastructure worth more than \$100 billion nationally.

In 2020 the Australian Government introduced a new Local Roads and Community Infrastructure Program, which saw \$3.25 billion provided to all councils for local projects on a formula basis. ALGA's 2024 National State of the Assets highlighted the success of this federal funding program, reporting a \$1 billion improvement in the condition of local government facilities since the 2021 report.

*Are there new programs or initiatives that the Australian Government could adopt to improve the long-term sustainability of local government roads and community infrastructure?*

*Are there programs or initiatives that the Australian Government could provide to improve the sector's capacity to manage local government infrastructure and to integrate these plans into long-term financial plans?*

*Are there opportunities for the Australian Government to support councils to invest in local infrastructure that will help address national priorities?*

## 4. EMERGENCY MANAGEMENT

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Australia is experiencing weather events of greater intensity and frequency – which leads to increased impacts on communities and council resources. Over the past two years, more than 60 per cent of local government areas have been declared natural disaster areas, many of them multiple times.

In 2022 ALGA successfully advocated for a new \$200 million per year Disaster Ready Fund, and to date two rounds of funding have been provided through this program. This program has been legislated to run for five years.

Both rounds of the Disaster Ready Fund have been significantly oversubscribed, and ALGA is advocating for a significant increase in federal funding to improve the emergency management capability and capacity of local government.

The Royal Commission on National Natural Disaster Arrangements made two important recommendations for local government – calling for State and Territory Governments to take responsibility for the capacity and capability of local government for the functions which are delegated to them (recommendation 11.1), and recommending States and Territory Governments review arrangements for resource sharing between local governments (recommendation 11.2).

Released in November 2024, the Colvin Review (Independent Review of Commonwealth Disaster Funding) and Glasser Review (Independent Review of National Natural Disaster Governance Arrangements) both support a strategic shift towards disaster risk reduction and resilience. The Colvin Review also supports a major capacity uplift for local government and an enhanced national training and exercise regime which tests and builds local government capacity.

Councils are encouraged to draw on their practical experience of the improvements that could be made to managing emergencies.

Please note that many aspects of emergency management are state or territory responsibilities, and your motions should focus on how the Australian Government could assist.

*What new programs, or improvements to existing programs, could the Australian Government develop to partner with local government to improve the current natural disaster management systems to further assist in recovery and build resilience?*

*How can the Government best support Australian councils to prepare for, respond to and recover from natural disasters?*

## 5. HOUSING AND HOMELESSNESS

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Australia is currently facing a housing crisis which is resulting in more people experiencing housing insecurity and homelessness, while also preventing required worker movement across the country.

Councils are not responsible for building housing. Many councils do, however, play a key role in facilitating housing supply by appropriately zoning land and approving development. Others are going above and beyond to address the housing crisis, albeit without adequate resourcing.

One of the biggest issues is a lack of funding for infrastructure such as roads, water and power connections that are necessary for new housing developments.

The National Housing Accord – which ALGA is a signatory to on behalf of local government - sets an ambitious target of 1.2 million new, well-located homes over the next five years.

Research commissioned by ALGA, and delivered by Equity Economics, showed that there is currently a \$5.7 billion funding shortfall for the enabling infrastructure required to bridge the gap between current constructions and Australia's housing targets.

Another significant issue is local government's lack of input into setting housing policy at both a state, territory and federal level, While ALGA represents councils on a wide range of ministerial councils, it is not currently a member of the Housing and Homelessness Ministerial Council or National Cabinet.

A key focus for councils is ensuring that any new housing developments are not just supported by enabling infrastructure, but also the local facilities and services that are vital for healthy, productive and resilient communities.

*What new programs and policies could the Australian Government develop to partner with local government to support the provision of more affordable housing?*

*How can the Australian Government work with councils to address the causes and impacts of homelessness?*



## 6. JOBS AND SKILLS

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Local government is a major employer in Australia providing employment, career advancement and training opportunities for more than 200,000 Australians, across an estimated 400 occupations.

However, councils – like many employers across the nation – are experiencing skill shortages that hinder their ability to meet community needs.

The 2022 Local Government Workforce Skills and Capability Survey show nine out of every ten Australian councils are facing jobs and skills shortages.

65% of respondent local governments said that project delivery had been impacted or delayed by vacancies, skills shortages, skills gaps or training needs.

The top five most cited skill shortages that local governments experienced were engineers (as noted by 46% of 2022 survey respondents), urban and town planners (40%), building surveyors (36%), environmental health inspectors (30%) and human resources professionals (29%).

Drivers of skill shortages include difficulty attracting young people to local government jobs, lack of available training courses, wage competition, and lack of resources to upskill the current workforce such as access to training facilities for rural/remote councils, workplace supervisors, subject matter experts, and contextualised training resources.

National priorities, such as increasing housing supply, cannot be achieved without support from local government and the right people to do the work.

*Are there programs or initiatives that the Australian Government could implement that would enhance local government's capacity to attract and retain appropriately skilled staff now and into the future?*

*Are there programs or changes to existing programs that would increase local government's ability to employ apprentices and trainees?*

*Are there other initiatives that the Australian Government could provide to improve the sector's ability to plan and develop skills fit for the future?*

# 7. COMMUNITY SERVICES

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Councils provide a wide range of services based on local characteristics, needs, priorities, and the resources of their community.

Some of these services are provided to address market failure, and many of them are provided by councils on behalf of other levels of government.

It is important to note that nationally local government is more than 83% self-sufficient ie funded at the local level either through rates, fees and charges, sale of goods and services, or interest. The Australian Bureau of Statistics data shows that total local government annual expenditure in 2022-23 was \$48 billion.

Only 17% comes from grants and subsidies from other levels of government. Unfortunately, many of these grants and subsidies are tied, or competitive funding programs, or require matching funding which restricts the ability to address local priorities in the way the council and community might need.

Local government community services are broadly defined, and may include but are not limited to:

- environmental health including food safety;
- childcare, early childhood education, municipal health;
- aged care, senior citizens;
- services to people living with disability;
- programs to address disadvantage, to reduce poverty and homelessness;
- sporting and recreational programs;
- arts and cultural activities, programs and festivals;
- tourism and economic development activities;
- library services

*Noting the funding arrangements for the provision of local government community services are there programs and initiatives that the Australian Government could implement to improve the delivery of these services?*

*Are there reforms or improvements in national community services program that would help local governments support the Australian Government to deliver on its national objectives?*



## 8. CLOSING THE GAP AND ABORIGINAL AND TORRES STRAIT ISLANDER RECONCILIATION

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In 2021, ALGA co-signed a landmark national agreement to close the gap between Indigenous and non-Indigenous Australians. At the heart of the National Agreement on Closing the Gap Partnership are four agreed priority reform targets and 19 socio-economic targets in areas including education, employment, health and wellbeing, justice, safety, housing, land and waters, and Aboriginal and Torres Strait Islander languages.

Local governments are uniquely placed to support partnerships to address long term service gaps and support their delivery. Councils are elected by their communities and have the longitudinal scope to develop a community's economic, skills, and infrastructure needs.

Local governments already play a significant role in helping their communities and the Closing the Gap outcomes. However, councils need appropriate resourcing, be it through place-based initiatives, or broader programs, to better facilitate and meet program objectives in their communities.

*Are there programs or initiatives that the Australian Government could adopt to assist local government to advance reconciliation and close the gap?*

*Are there practical programs or initiatives that local government and the Australian Government could introduce to maintain, build and strengthen partnerships between Aboriginal and Torres Strait Islanders and governments?*



# 9. DATA, DIGITAL TECHNOLOGY AND CYBER SECURITY

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Provision of information technology to all Australians is vital to innovation, economic growth, and social equity. However, it is potentially even more important to regional Australia where the tyranny of distance increases the inequity of services available – including education, health, economic and social. Innovative technology is becoming more broadly available and could boost productivity and economic growth.

Councils around Australia continue to embrace new technologies to improve their service delivery standards and broaden consultation and engagement with their local communities. However, implementation can be hindered without access to basic technological infrastructure and the necessary IT skills and resources.

In recent times, cyber-attacks on major corporations and other businesses have resulted in significant data breaches. It is a timely reminder as digital information, services and products become an increasing feature of modern business operation including in local government.

Like all risks, local government must manage the risk of cyber-attacks and address cyber security.

While this is primarily a responsibility of the sector itself, governments at all levels must work together to ensure that the public have confidence in government information management systems and its security.

*Drawing upon your council's experience, and your knowledge of other councils within your state or territory, are there programs and initiatives that the Australian Government could implement to help local government develop its digital technology services and infrastructure?*

*Are there actions the Australian Government could take to improve cyber security within the local government sector?*

# 10. CLIMATE CHANGE AND RENEWABLE ENERGY

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Climate change is resulting in more frequent and severe disasters, coastal erosion, and rising heat, which are all impacting on the liveability of Australian communities.

Local governments play a role in emissions reduction through reducing their corporate emissions and supporting broader national processes of decarbonisation through community engagement, and provision of services and infrastructure.

The 2024 Local Government Climate Review found that 89% of councils have set or planned ambitious corporate emissions reduction targets.

Councils also play a critical role supporting their communities through change, helping them to adapt and build their resilience. The latest Local Government Climate Review found that two-thirds have done a climate risk assessment and 72% are implementing initiatives.

Barriers to adaptation include internal resourcing (70%), funding (67%), complexity and not knowing how to respond (53%), and limited technical expertise and capacity (48%).

Councils need support to adequately assess climate risk and vulnerabilities and adequately address them in plans, policies investment decisions and engagement with communities. Unfortunately, funding and support from other levels of government has failed to keep pace, placing an inequitable burden on the sector.

The rapid increase in renewable energy projects in regions across Australia is resulting in uneven and inconsistent community benefits being offered and delivered to communities. It is also placing significant pressure on local governments to plan, negotiate and secure an enduring constructive legacy associated with renewable energy projects.

Local governments are the only local democratic institution in a position to convene local interests and broker long term social and economic benefits from renewables projects, and should be recognised and supported for their role in maintaining social license for renewables projects.

*Noting the Australian Government's approach to reducing emissions, are there partnerships, programs, and initiatives that local government and the Australian Government can form to achieve Australia's 2050 net zero emissions target?*

*What are the opportunities to support councils to increase community resilience to the impacts of climate change?*

*What support do councils need to ensure that renewable energy projects deliver lasting benefits to the communities that house them?*

# 11. ENVIRONMENT

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The Australian Government's Nature Positive Plan states "Almost half of Australia's gross domestic product (GDP) has a moderate to very high direct dependence on nature. The rate at which we are eroding the environment poses tangible risks to Australia's economic, financial and social stability."

Australia's 537 local governments undertake broad and diverse work to support environmental outcomes.

However, councils do not receive adequate support for this work, which includes managing pests, weeds, and biosecurity threats, contributing to water security and management, managing parklands and reserves, and community education.

In recent years the National General Assembly has considered a range of environmental issues, and passed resolutions on biodiversity, biosecurity, conservation, climate change and water security.

*How could the Australian Government partner with local government to strengthen Australia's environmental services and infrastructure?*

*What new programs could the Australian Government partner with local government in to progress local regional and national objectives?*

## 12. CIRCULAR ECONOMY

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Australia's volume of waste continues to increase compared with population growth and GDP, even with rates of recycling improving over the past decades.

The 2022 National Waste Report showed that waste generation has increased by 20% over the last 15 years (8.3% from municipal waste). Since 2006-07, recycling and recovery of Australia's core waste has increased by 57% (+22% in municipal) however Australia continues to have one of the lowest rates of recycling among OCED countries.

Local governments are under pressure to respond to community demand for addressing pollution, while at-capacity landfills and emerging problematic materials pose serious operational challenges.

Collecting, treating, and disposing of waste costs local governments an estimated \$3.5 billion annually.

ALGA believes the onus for waste reduction should be borne by industry, not local governments. Mandatory product stewardship approaches, including payments to local governments for their resource recovery services, would ensure the principle of producer responsibility is operationalised and the cost and risk burden on local governments is rebalanced.

*How could the Australian Government further strengthen product stewardship arrangements to support local governments in their endeavours to increase recycling and reduce the volume of waste?*

*How could the Australian Government partner with local government to advance the circular economy?*



# CONCLUSION

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Thank you for taking the time to read this discussion paper and your support for the 2025 National General Assembly of Local Government.

A final reminder:

- Motions should be lodged electronically at [www.alga.com.au](http://www.alga.com.au) and received no later than 11.59pm on Monday 31 March 2025.
- Motions must meet the criteria published in this paper.
- Motions should commence with the following wording: 'This National General Assembly calls on the Australian Government to...'
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- It is important to complete the background section on the form.
- Motions must not seek to advance an outcome that would result in a benefit to one group of councils to the detriment of another.
- When your council submits a motion there is an expectation that a council representative will be present at the 2025 National General Assembly to move and speak to that motion if required.
- Resolutions of the National General Assembly do not automatically become ALGA's national policy positions. The resolutions are used by the ALGA Board to inform policies, priorities and strategies to advance local governments within the national agenda.

We look forward to hearing from you and seeing you at the 2025 National General Assembly in Canberra.



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**MEETING DETAILS****Ordinary Meeting**

Wednesday 26 March 2025

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**AUTHOR**

Megan Scott

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**AUTHOR POSITION**Acting Departmental Administration Officer, Engaged Communities

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**9.9****MINOR COMMUNITY GRANTS SUMMARY FEBRUARY 2025****EXECUTIVE SUMMARY**

This report summarises the minor community grants approved under delegation for the period 1 February to 28 February 2025.

**OFFICER'S RECOMMENDATION*****That Council:***

- Notes the minor community grants approved under delegation for the period 1 February to 28 February 2025.***

**Resolution No.: PECS1245****Moved: Cr Vern Russell****Seconded: Cr Melissa Westcott****That the Committee recommends that Council:**

- Notes the minor community grants approved under delegation for the period 1 February to 28 February 2025.**

**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. Seventeen (17) minor grant applications (inclusive of individual, school bursaries and team development grants, Australia Day grants and Glenden activation grants) were received and approved for the period *1 February to 28 February 2025*, summarised in the following table.

The table below outlines minor grants approved and funded from Community Grants operational budget/s for the applicable division/s for the period 1 February to 28 February 2025.



## 2024/25 MINOR GRANTS

DIVISION	APPLICANT	VALUE	PURPOSE	BREAKDOWN
6	Greater Whitsunday Alliance 5325581	\$1,000.00	Greater Whitsunday Alliance are seeking Council's support for the Clermont Connections Expo on the 10/06/2025	Funds will contribute to the cost of Morning Tea catering for the high school students on the day of the event, The total cost of the event of the day is \$7557.00
DIVISION	APPLICANT	VALUE	PURPOSE	BREAKDOWN
3,4,5	Hinterland Community Care 5332040	\$1,000.00	Hinterland Community Care are seeking Council's support for the Seniors Connections Lunch for St Patricks Day on the 17 March 2025	Funds will contribute to the cost of catering for the event. The event will also include Triva and bingo on the day. The cost of the event of the day is \$5000.00
7	CTM Links 5329637	\$1,000.00	CTM Links are seeking Council's support for the Middlemount NAIDOC celebrations. <i>(Date To be confirmed.)</i>	Funds will contribute to the purchase of NADIOC Logo merchandise for the children to take home on the day of the event. The cost for the event \$1033.50

## IMPLICATIONS

### 2024/25 Divisional Budgets

The divisional budgets were consolidated on 29 January 2025 resolution number #8997.

The figures below were reconciled with Financial Services as of 28 February 2025, which does not include the major grant recommendations yet to be resolved by Council or resolutions not yet published.

DIVISION	ALLOCATION	TOTAL ACTUAL SPEND	REMAINING ALLOCATION
1	\$42,000.00	\$23,310.00	\$18,690.00
2	\$42,000.00	\$10,857.00	\$31,143.00
3	\$42,000.00	\$33,813.00	\$6,520.00
4	\$42,000.00	\$33,813.00	\$6,520.00
5	\$42,000.00	\$33,813.00	\$6,520.00
6	\$42,000.00	\$33,967.00	\$8,033.00
7	\$42,000.00	\$46,453.00	-\$4,453.00

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<b>8</b>	\$42,000.00	\$41,750.00	\$ 250.00
<b>Total</b>	\$336,000.00	\$257,776.00	\$73,244.00

## CONSULTATION

Divisional Councillors

Director Planning, Environment and Community Services

Manager Engaged Communities

Engaged Communities Grants Officer

Engaged Communities Departmental Administration Officer

## 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.

### Report prepared by:

**MEGAN SCOTT**  
Acting Departmental Administration Assistant  
Engaged Communities

Date: 24 February 2025

### Report authorised by:

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

Date: 24 February 2025

## ATTACHMENTS

- NIL

## REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Megan Scott
<b>AUTHOR POSITION</b>	Acting Departmental Administration Officer, Engaged Communities

## 5.2 MAJOR COMMUNITY GRANTS OUT OF ROUND APPLICATION – MORANBAH PONY CLUB

### EXECUTIVE SUMMARY

The purpose of this report is to consider an out of round application to the Major Grants Program from the Moranbah Pony Club (Governing body for Mackay Zone 10 Pony Club inc.)

### OFFICER RECOMMENDATION

*That Council:*

- Approves the following out of round application for Council's Major Community Grants Program as follows:**

Application 1	MORANBAH PONY CLUB GOVERNING BODY MACKAY ZONE 10 PONY CLUB
<b>Project</b>	Mackay Zone 10 Pony Club (governing body for Moranbah Pony Club) is seeking Council's support for costs associated with the local Pony Club Children's Camp. The overall cost for the project is \$29,500.00 This meets the co-contribution requirements.
<b>Officer Recommendation</b>	
<b>Details</b>	Approve \$5,000.00 (excluding GST)
<b>Proposed Budget Source</b>	Divisional split between 3, 4 and 5

- Advises the applicant the grant constitutes sponsorship of the project 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.**

<b>Resolution No.:</b>	<b>PECS1246</b>		
<b>Moved:</b>	<b>Cr Vern Russell</b>	<b>Seconded:</b>	<b>Cr Terry O'Neill</b>
<b>That the Committee recommends that Council:</b>			
<b>1. Approves the following out of round application for Council's Major Community Grants Program as follows:</b>			
<b>Application 1</b>	<b>Moranbah Pony Club Governing Body Mackay Zone 10 Pony Club</b>		

<b>Project</b>	<b>Mackay Zone 10 Pony Club (governing body for Moranbah Pony Club) is seeking Council's support for costs associated with the local Pony Club Children's Camp. The overall cost for the project is \$29,500.00 This meets the co-contribution requirements.</b>
<b>Details</b>	<b>Approve \$5,000.00 (excluding GST)</b>
<b>Proposed Budget Source</b>	<b>Divisional split between 3, 4 and 5</b>

**2. Advises the applicant the grant constitutes sponsorship of the project 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.

Round two of the Major Community Grants Program closed on 12 December 2024 with this application from Moranbah Pony (Governing Body Mackay Zone 10 Pony Club) being received outside the administrative timeframes for inclusion in the Major Grant report presented to the 29 January 2025 Ordinary Meeting of Council.

Moranbah Pony Club (Governing body Mackay Zone 10 Pony Club Inc) are seeking Council's support to hold the annual Children's Development Camp.

Mackay Zone 10 Pony Club is the governing body for six Pony Clubs in the region: Moranbah Pony Club, Nebo Pony Club, Mackay Hack & Pony Club, Mackay North Pony Club, Pioneer River Valley Hack & Pony Club and Sarina Pony Club. The Annual Children's Camp offers a unique opportunity to support young riders as they develop their riding and horsemanship skills while building lasting friendships. Riders gain invaluable knowledge from experienced coaches over the three days. This event is open to Pony Club members, equestrian riders and the general community.

The application has been assessed by the Panel 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
- Financial management/accountability

## LEVEL OF FINANCIAL ASSISTANCE AVAILABLE

Officer recommendations for Major Grants will align with the Isaac Community Grants Guidelines and not exceed \$5,000.00 (excluding GST). Applications requesting funding over \$5,000.00 must be approved by Council resolution.

GRANT TYPE	AMOUNT
MINOR GRANT	Up to \$1,000 (excluding GST)
MAJOR GRANT	Up to \$5,000 (excluding GST) Unless otherwise approved by Council resolution

## CO-FUNDING

Council cannot be the sole funder for every project, event or activity. Depending on the amount requested, funds from other sources may be required. Co-funding is required for requests over \$1,000.00. The table below outlines co-funding requirements.

AMOUNT REQUESTED FROM COUNCIL	MINIMUM CO-FUNDING REQUIREMENT
UP TO \$1,000	N/A
BETWEEN \$1,001 TO \$2,500	20% of total project costs
BETWEEN \$2,501 TO \$5,000	30% of total project costs
\$5,001+	40% of total project costs

The following table summarises the application details - further details are provided in Attachment 1

Community Group/Organisation	Amount Applied (excluding GST)	Amount Recommended (excluding GST)	Breakdown
Moranbah Pony Club (Governing Body Mackay Zone 10 Pony Club Inc) 5335666	\$5,000.00	\$5,000.00	Quotes are for the entire Children's Development Camp for coaching, venue hire, catering and equipment total \$29,500.00

## IMPLICATIONS

The figures below were reconciled with Financial Services as of 28 February 2025, which does not include the major grant recommendations yet to be resolved by Council or resolutions not yet published.

DIVISION	ALLOCATION	TOTAL ACTUAL SPEND	REMAINING ALLOCATION
1	\$42,000.00	\$23,310.00	\$18,690.00
2	\$42,000.00	\$10,857.00	\$31,143.00

<b>3</b>	\$42,000.00	\$33,813.00	\$6,520.00
<b>4</b>	\$42,000.00	\$33,813.00	\$6,520.00
<b>5</b>	\$42,000.00	\$33,813.00	\$6,520.00
<b>6</b>	\$42,000.00	\$33,967.00	\$8,033.00
<b>7</b>	\$42,000.00	\$46,453.00	-\$4,453.00
<b>8</b>	\$42,000.00	\$41,750.00	\$ 250.00
<b>Total</b>	\$336,000.00	\$257,776.00	\$73,244.00

## CONSULTATION

### Internal

Divisional Councillors relevant to each application

Director Planning, Environment and Community Services

Manager Engaged Communities

Engaged Communities Grants Officer

Engaged Communities Departmental Administration Officer

Manager Budgets and Statutory Reporting

## BASIS FOR RECOMMENDATION

Application 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.

<p><b>Report prepared by:</b> MEGAN SCOTT <b>Acting Departmental Administration Officer, Engaged Communities</b> Date: 11 March 2025</p>	<p><b>Report authorised by:</b> DANIEL WAGNER <b>Director Planning, Environment and Community Services</b> Date: 11 March 2025</p>
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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	Moranbah Pony Club (Governed by Mackay Zone 10)	<p>Moranbah Pony Club (Governed by Mackay Zone 10) are hosting a Kids Development Camp on 11-13 April 2025.</p> <p>They are seeking Councils support of \$5,000 to go towards the cost of equipment and coaching.</p> <p>Quotes are as follows:            Gemma Creighton- \$2,970            Granlea- \$2,310            Mrs Jody Burrows- \$2,200            Toni Harper Purcell- \$2,970            Total of quotes= \$10,450.00            Total cost of event- \$29,500</p>	Division 3, 4, 5	No previous funding	Yes	Yes	80/100	\$5,000	\$5,000.00	To approve	Complete application	



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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Kelly Shepherd
<b>AUTHOR POSITION</b>	Senior Community Leasing Officer

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9.11

## ST LAWRENCE RECREATION GROUP INCORPORATED – TENURE ARRANGEMENTS

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 to dispose of part of Lot 105 on MC532, located at 593 St Lawrence Connection Road, St Lawrence, by way of a three (3) year Licence to Occupy plus two (2) x three (3) year options to St Lawrence Recreation Group Incorporated.

### OFFICER'S RECOMMENDATION

*That the committee recommends that Council:*

- 1. Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 105 on MC532, located at 593 St Lawrence Connection Road, St Lawrence, by way of a three (3) year Licence to Occupy plus two (2) x three (3) year options to St Lawrence Recreation Group Incorporated.**
- 2. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into tenure by way of a three (3) year Licence to Occupy plus two (2) x three (3) year options to St Lawrence Recreation Group Incorporated.**
  - a. Tenure fees to be charged in accordance with 2024-2025 Fees & Charges – annual rent/usage fee \$968.00 incl GST, matrix attached.**
  - b. Acknowledging that all built assets onsite have been provided by both the St Lawrence Recreation Group Incorporated and Isaac Regional Council therefore repairs and maintenance will be the responsibility of the asset owner.**
- 3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 and 3 above.**

**Resolution No.:** PECS1247

**Moved:** Cr Melissa Westcott

**Seconded:** Cr Vern Russell

**That the Committee recommends that Council:**

1. Under the provisions of Section 236 (2) of the *Local Government Regulations 2012* resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 105 on MC532, located at 593 St Lawrence Connection Road, St Lawrence, by way of a three (3) year Licence to Occupy plus two (2) x three (3) year options to St Lawrence Recreation Group Incorporated.
2. Under the provisions of Section 236 (1)(b)(ii) of the *Local Government Regulations 2012* resolve to enter into tenure by way of a three (3) year Licence to Occupy plus two (2) x three (3) year options to St Lawrence Recreation Group Incorporated.
  - a. Tenure fees to be charged in accordance with 2024-2025 Fees and Charges – annual rent/usage fee \$880.00 ex GST, matrix attached.
  - b. Acknowledging that all built assets onsite have been provided by both the St Lawrence Recreation Group Incorporated and Isaac Regional Council therefore repairs and maintenance will be the responsibility of the asset owner.
3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 and 3 above.

**Carried**

## BACKGROUND

In February of 2008 the Broadsound Shire Council entered into a Memorandum of Agreement with the St Lawrence Recreation Group Incorporated providing access to and use of part of Lot 105 on MC532, located at 593 St Lawrence Connection Road, St Lawrence for the purpose of horse sports. The agreement was created for a period of ten years and expired in 2018.

During the term of the Memorandum of Agreement and since, the St Lawrence Recreation Group Incorporated has been utilising the land for Campdrafting and other horse related activities annually.

The land is utilised by the public for camping and recreation purposes and is a highlight of the St Lawrence Wetlands Weekend during which the group is a major contributor. The appropriate tenure for this group is a Licence to Occupy due to the shared nature of the land.

Leasing process followed:

- Meeting of Internal Stakeholders including the Division Councillor
- Meeting of all Stakeholders
- In-Principle Agreement prepared, presented and signed
- Report written for Standing Committee

## BUILDING INSPECTION

A Building Compliance Inspection was not required as there are limited built assets.

## IMPLICATIONS

Preparation of tenure to be completed internally by the Senior Community Leasing Officer.

Lease fees and conditions attached to the proposed tenure will be applied in accordance with the 2024-2025 Fees & Charges.

## CONSULTATION

### Internal

- Director PECS – In principle support
- Division 8 Councillor – In principle support
- Manager Community Facilities – In principle support
- Community Relations Officer – In principle support
- Senior Community Leasing Officer - In principle support

### External

- St Lawrence Recreation Group Incorporated - Committee

## BASIS FOR RECOMMENDATION

To enter into tenure with a long-term tenant that provides valuable access to activities to St Lawrence and the surrounding community; and at the same time provides Council with strong management capacity.

## ACTION ACCOUNTABILITY

Manager Community Facilities to progress tenure documentation.

## KEY MESSAGES

Council is committed to transparent decision making.

Council is committed to ensuring access to community facilities for clubs and groups to provide beneficial services to the region.

Council is taking a considered and logical approach to the long-term life cycle of the Region's Community Facilities.

### **Report prepared by:**

KEN TUCKER  
**Manager Community Facilities**

Date: 18 February 2025

### **Report authorised by:**

DANIEL WAGNER  
**Director Planning Environment and Community Services**

Date: 18 February 2025

## ATTACHMENTS

- Attachment 1 – In Principle Agreement – St Lawrence Recreation Group Incorporated – Redacted
- Attachment 2 – Tenure Fee Matrix
- Attachment 3 – Map with Club Assets Identified

## REFERENCE DOCUMENT

- PECS-POL-128 Community Tenures Policy for Council Owned and/or Controlled Facilities

## IN PRINCIPLE AGREEMENT

### SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE

**Type of Tenure:** 3-year Licence to Occupy with a 3-year Option  
**Address of Premises:** 593 St Lawrence Connection Road, St Lawrence, Qld 4707  
**Lot on Plan Description:** Part of Lot 105 on MC532  
**Areas (Subject to Survey):** Approximately 86.5 Ha

**Lessor:** Isaac Regional Council  
**Contact:** Senior Community Leasing Officer  
Telephone: 1300 ISAACS (472 227)  
Facsimile: 07 4941 8666  
Email: [records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au)

**Lessee:** St Lawrence Recreation Group Incorporated  
Incorporation #: IA17447  
ABN: 41 892 804 792  
**Contact for Lessee:** Attention: Secretary – Jill Cash  
Telephone: 0447 560 055  
Email: [recgroup@outlook.com](mailto:recgroup@outlook.com)  
[jillc1973@hotmail.com](mailto:jillc1973@hotmail.com)

### TENURE

**Commencement Date:** On Execution of Tenure  
**Term:** 3-year Licence to Occupy with a 3-year Option  
**Expiry Date:** TBA

## RENTAL

**Gross Rental:** \$880.00 ex GST per annum

**Rent Review:** Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date

**Terms and Conditions:** In accordance with the Standard Terms Document supplied to the Lessee.

**Maintenance:** The community group will remain responsible for all repairs and maintenance to their own assets.

Council has committed to undertaking the electrical wiring upgrade required at the shed.

Council remains responsible for all repairs and maintenance to their own assets. Council has committed to investigating future upgrades to the septic system.

Council remains responsible for all mowing/slashing/whipper snipping as required and removal of rubbish from the grounds.

**Outgoings:** If premises are not currently metered separately Council will provide a minimum of three (3) months' notice prior to charging user groups for electricity and water consumption.

## SPECIAL CONDITIONS

**Department of Resources Stated Use:** Recreation

**Intended Use:** Campdraft and other recreational pursuits

**Tenure Documentation:** Licence to Occupy

**Legal Fees:** Each party to pay their own

## INSURANCE

**Public Liability Insurance:** \$20,000,000 minimum

**Certificate of Currency:** To be supplied by applicant with a copy of the receipt showing payment.

**Damage Policy:**

Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items.

The Licensee indemnifies the Licensor against any losses – including financial losses, liabilities or legal costs incurred by the Licensor brought by the Licensee or anyone else, arising directly or indirectly out of or in connection with the Licensee’s breach or non-performance of its obligations under the Licence or the Licensee’s use of the facility.

**Workers Compensation:**

Insure under the Workers Compensation Act, all persons it employs to work upon the Premises.

**Make Good Clause:**

The lessee agrees to submit to the Lessor for approval a complete scope of works prior to installation for any additions or alterations to the site.

Return the premises to the Lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the Lessor, may include but not be limited to:

- removal of any structures erected by the Lessee;
- removal of any fittings and fixtures installed by the Lessee;
- repair of any surface damaged or altered by the Lessee; and
- any other rectification works as directed by the Lessor.

Ensure the land and buildings are clear of all waste, etc and is clean, tidy and in a reputable state.

**Information Update:**

The Lessee must complete a Community Group Annual Update each year and provide a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

**For & on behalf of:** St Lawrence Recreation Group Incorporated

**Name:** Pat Houghton

**Committee Position:** President

**Signature:** 

**Date:** 18/2/25



# ATTACHMENT 2 – TENURE FEE MATRIX

## COMMUNITY GROUP: ST LAWRENCE RECREATION GROUP INCORPORATED

LAND SIZE	POINTS	COMMENT	SCORE
Land < 500m2	1		
Land 501m2 – 5,000m2	2		
Land 5,0001m2 – 15,000m2	3		
Land 15,001m2 – 50,000m2	4		
Land > 50,001m2	5	~86,000M2	5
Facility/building provided by Council	5		5
<b>ON COSTS</b>			
Council pays electricity	5		5
Council pays water	5		5
Council maintains field/courts	5		0
<b>MEMBERSHIP</b>			
20 or less	1		1
21 – 50	2		
51 – 100	3		
101 – 200	4		
201 or more	5		
<b>COUNCIL CAPEX EXPENDITURE – NON BASE BUILDING</b>			
In past 3 years \$0 - \$5,000	1		
In past 3 years \$5,001 - \$10,000	2		
In past 3 years \$10,001 - \$15,000	3		
In past 3 years \$15,001 - \$20,000	4		
In past 3 years > \$20,000	5		
<b>RISK TO COUNCIL</b>			
Low – Fully compliant tenure holder	1		1
Medium – Compliant with outstanding works under management	2		
High – Non-compliant, unmanaged outstanding works, operating issues, new Incorporated Association, new lessee	3		
<b>TOTAL POINTS</b>			<b>22</b>
Category Fee Points Score 5 – 10	\$300.00		
Category Fee Points Score 11 - 15	\$450.00		
Category Fee Points Score 16 - 20	\$600.00		
Category Fee Points Score > 20	\$750.00		\$750.00
Base Fee (State Rent as per Part1, Section 37A, 2(a))	\$130.00		\$130.00
<b>Total Tenure Fee per annum excl GST</b>			<b>\$880.00</b>
<b>GST</b>			<b>\$88.00</b>
<b>Total Tenure Fee per annum incl GST</b>			<b>\$968.00</b>

# ATTACHMENT 3

## COMMUNITY GROUP: ST LAWRENCE RECREATION GROUP ASSETS



All the assets identified above are owned by St Lawrence Recreation Group Incorporated. Any unidentified assets are owned by Isaac Regional Council.

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Kelly Shepherd
<b>AUTHOR POSITION</b>	Senior Community Leasing Officer

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## 9.12

## DYSART LIFESTYLE CENTRE INC. – TENURE ARRANGEMENTS

### EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of an exception under the provisions of Section 236 (2) and 236 (1)(b)(ii) of the Local Government Regulations 2012 to dispose of part of Lot 1 on SP239822, located at 29 Queen Elizabeth Drive, Dysart, being the Dysart Recreation Centre by way of a five (5) year Licence to Occupy plus a five (5) year option to Dysart Lifestyle Centre Inc.

### OFFICER'S RECOMMENDATION

*That the committee recommends that council:*

- Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 1 on SP239822, located at 29 Queen Elizabeth Drive, Dysart, being the Dysart Recreation Centre by way of a five (5) year Licence to Occupy plus a five (5) year option to Dysart Lifestyle Centre Inc.***
- Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into tenure by way of a five (5) year Licence to Occupy plus a five (5) year option to Dysart Lifestyle Centre Inc.***
  - Tenure fees to be charged – weekly usage fee \$575.00 ex GST based on partial cost recovery for electricity usage.***
  - Acknowledging that all built assets are owned by Isaac Regional Council therefore repairs and maintenance responsibilities will be in accordance with the Base Building Inclusions and Exclusions over the area subject to the Licence to Occupy.***
- Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.***

Resolution No.: PECS1248

Moved: Cr Melissa Westcott

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

- Under the provisions of Section 236 (2) of the Local Government Regulations 2012 resolve that an exception from inviting written quotes or tenders is granted for tenure over part of Lot 1 on SP239822, located at 29 Queen Elizabeth Drive, Dysart, being the Dysart Recreation**

**Centre by way of a five (5) year Licence to Occupy plus a five (5) year option to Dysart Lifestyle Centre Inc.**

- 2. Under the provisions of Section 236 (1)(b)(ii) of the Local Government Regulations 2012 resolve to enter into tenure by way of a five (5) year Licence to Occupy plus a five (5) year option to Dysart Lifestyle Centre Inc.**
  - a. Tenure fees to be charged – weekly usage fee \$575.00 ex GST based on partial cost recovery for electricity usage.**
  - b. Acknowledging that all built assets are owned by Isaac Regional Council therefore repairs and maintenance responsibilities will be in accordance with the Base Building Inclusions and Exclusions over the area subject to the Licence to Occupy.**
- 3. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 2 above.**

**Carried**

## **BACKGROUND**

On 1 September 2013 the Dysart Lifestyle Centre Inc entered into their first tenure agreement with Isaac Regional Council. Dysart Lifestyle Centre Inc's current Licence to Occupy expires 30 July 2025.

The group has effectively managed the facility in the intervening years providing a valuable health and fitness opportunity for the Dysart community.

Dysart Lifestyle Centre Inc has remained compliant with previous tenure agreements, effectively providing all required information to Council as and when requested. They have additionally lodged Building Maintenance Requests with Council to notify of maintenance issues within the facility to bring to Council's attention issues that may otherwise have gone unnoticed.

The group has invested their own funds into the centre over the years with the provision and installation of a water cooler to provide their visitors the ability to hydrate while exercising, installation of closed-circuit television for security purposes, and recently repainting inside the gym.

Leasing Process Followed:

- Meeting of Internal Stakeholders including the Division Councillor
- Meeting of all Stakeholders
- In-Principle Agreement prepared, presented and signed
- Report written for Standing Committee

## **BUILDING INSPECTION**

A Building Compliance Inspection was not required as the tenure is over only part of the Dysart Recreation Centre which is a Council asset and is regularly maintained.

## **IMPLICATIONS**

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Preparation of tenure to be completed internally by the Senior Community Leasing Officer.

Tenure fees have remained at a fixed rate of \$550.00 per week for the past six (6) years. An increase of \$25 per week (approximately 4.5%) has been applied on this occasion. The tenure fee was originally worked out based on partial cost recovery for the electricity usage at the facility. The cost of electricity has increased significantly in the prevailing years since the inaugural tenure justifying this increase.

## CONSULTATION

### Internal

- Director PECS – In principle support
- Division 2 Councillor – In principle support
- Manager Community Facilities – In principle support
- Manager Council Operated Community Facilities - In principle support
- Community Relations Officer – In principle support
- Senior Community Leasing Officer - In principle support

### External

- Dysart Lifestyle Centre Inc Manager

## BASIS FOR RECOMMENDATION

To enter into tenure with a long-term tenant that provides valuable access to activities to Dysart and the surrounding community; and at the same time provides Council with strong management capacity.

## ACTION ACCOUNTABILITY

Manager Community Facilities to progress tenure documentation.

## KEY MESSAGES

Council is committed to transparent decision making.

Council is committed to ensuring access to community facilities for clubs and groups to provide beneficial services to the region.

Council is taking a considered and logical approach to the long-term life cycle of the Region's Community Facilities.

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

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<b>Report prepared by:</b> KEN TUCKER <b>Manager Community Facilities</b>  Date: 19 February 2025	<b>Report authorised by:</b> DANIEL WAGNER <b>Director Planning Environment and Community Services</b>  Date: 19 February 2025
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## ATTACHMENTS

- Attachment 1 – In Principle Agreement – Dysart Lifestyle Centre – Redacted
- Attachment 2 – Location Plan

## REFERENCE DOCUMENT

- PECS-POL-128 Community Tenures Policy for Council Owned and/or Controlled Facilities

**IN PRINCIPLE AGREEMENT****SUBJECT TO COUNCIL AND MINISTERIAL APPROVAL AND EXECUTION OF TENURE**

**Type of Tenure:** Licence to Occupy  
**Address of Premises:** 29 Queen Elizabeth Drive, Dysart, Qld 4745  
**Lot on Plan Description:** Part of Lot 1 on SP239822

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**Lessor:** Isaac Regional Council  
**Contact:** Senior Community Leasing Officer  
 Telephone: 1300 ISAACS (472 227)  
 Facsimile: 07 4941 8666  
 Email: [records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au)

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**Lessee:** Dysart Lifestyle Centre Inc.  
 Incorporation #: IA17118  
 ABN: 62 437 892 670  
**Contact for Lessee:** Attention: Ashleigh Stokes  
 Telephone: 0409 564 798  
 Email: [dysartgym@bigpond.com](mailto:dysartgym@bigpond.com)

**TENURE**

**Commencement Date:** 1 August 2025  
**Term:** 5 years + 5-year option  
**Expiry Date:** 31 July 2030

**RENTAL**

**Gross Rental:** \$575.00 ex GST per week  
**Rent Review:** Annual adjustment proportionate with CPI movement each anniversary of the Commencement Date

**Terms and Conditions:** In accordance with the Terms and Conditions contained in the Licence to Occupy.

**Maintenance:** The community group will remain responsible for all repairs and maintenance to their own assets.  
The community group will remain responsible for all repairs to rectify damage caused by the group and/or their guests.  
Council will maintain the structural integrity of the facility.

### SPECIAL CONDITIONS

**Department of Resources Stated Use:** Park, Sport & Recreation

**Intended Use:** Gymnasium

**Tenure Documentation:** Licence to Occupy

**Legal Fees:** Each party to pay their own

### INSURANCE

**Public Liability Insurance:** \$20,000,000

**Certificate of Currency:** To be supplied by applicant with a copy of the receipt showing payment

**Damage Policy:** Insure under a Damage Policy all insurable items located upon the Premises, including plate glass, irrespective of who owns the items

**Workers Compensation:** Insure under the Workers Compensation Act, all persons it employs to work upon the Premises

**Make Good Clause:** The lessee agrees to submit to the Lessor for approval a complete scope of works prior to installation for any fit-out works.

Return the premises to the Lessor in the same or better condition as was at the lease commencement date. Make good works, as specified by the Lessor, may include but not be limited to:

- removal of any structures erected by the Lessee;
  - commercial cleaning of the premises;
  - removal of any fittings and fixtures installed by the Lessee;
  - repair of any surface damaged or altered by the Lessee;
- and



- any other rectification works as directed by the Lessor.
- Ensure the land and buildings are clear of all waste, etc and is clean, tidy and in a reputable state.

**Information Update:**

The Lessee must complete a Community Group Annual Update each year and provide a copy of Annual General Meeting Minutes and Certificate of Currency for all policies held.

Additionally, if the Committee changes at a time other than at the Annual General Meeting this information must be provided to Council.

**For & on behalf of:**

Dysart Lifestyle Centre Inc.

**Name:**

**Committee Position:**

**Signature:**

**Date:**

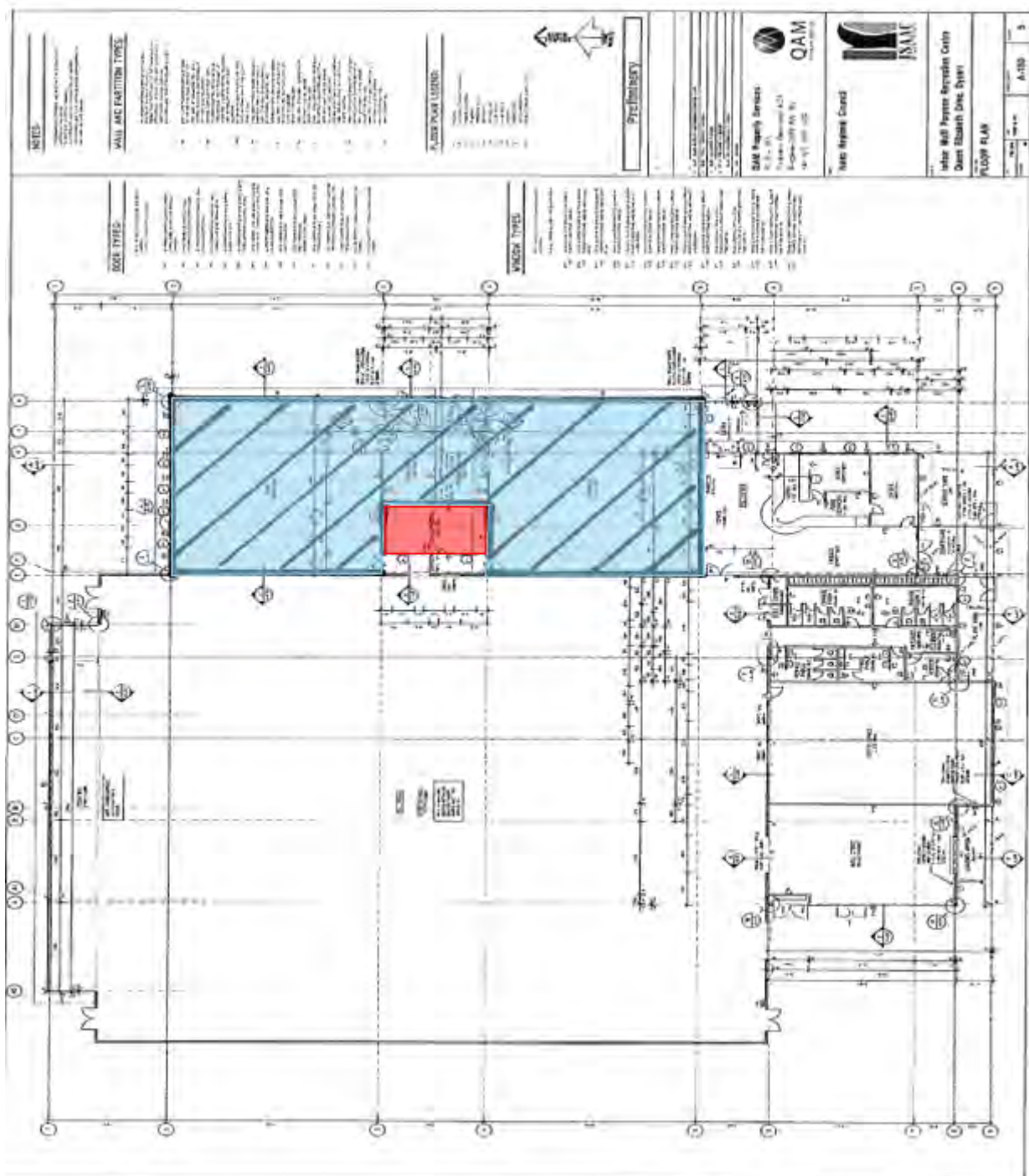
Bridget Kidcaff  
President  
[Redacted Signature]  
18-2-25

# ATTACHMENT 2

## COMMUNITY GROUP: DYSART LIFESTYLE CENTRE INC.

Plan of Dysart Recreation Centre. The area shaded blue is the part of the facility under tenure to the Dysart Lifestyle Centre Inc.

The area shaded in red is the creche which is available for hire separately from the gym.



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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Kelly Shepherd
<b>AUTHOR POSITION</b>	Senior Community Leasing Officer

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**9.13**

**EXPRESSION OF INTEREST – LEASE A BEING PART OF LOT 10  
ON SP237952, OLD SOUTHERN CROSS GROUNDS, 27 PONY  
CLUB ROAD, DYSART**

## EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement of the Expression of Interest lodged by Dysart Men's Shed Qld Inc. for the use of Lease A being part of Lot 10 on SP237952, Old Southern Cross Grounds, located at 27 Pony Club Road, Dysart.

## OFFICER'S RECOMMENDATION

*That Council:*

- Approve to enter into a ten (10) year trustee lease agreement with the Dysart Men's Shed Qld Inc. for the use of Lease A being part of Lot 10 on SP237952, Old Southern Cross Grounds, 27 Pony Club Road, Dysart.***
  - Tenure fees to be charged in accordance with 2024-2025 Fees & Charges – annual rent/usage fee \$473.00 inc GST, matrix attached.***
  - All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.***
  - Acknowledging that the Dysart Men's Shed Qld Inc., plans to repair and upgrade the existing facilities and as such all assets will be owned by Dysart Men's Shed Qld Inc. therefore all repairs and maintenance responsibilities will be the remit of the club.***
- Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.***

**Resolution No.: PECS1249**

**Moved: Cr Vern Russell      Seconded: Cr Melissa Westcott**

***That the Committee recommends that Council:***

- Approve to enter into a ten (10) year trustee lease agreement with the Dysart Men's Shed Qld Inc. for the use of Lease A being part of Lot 10 on SP237952, Old Southern Cross Grounds, 27 Pony Club Road, Dysart.***
  - Tenure fees to be charged in accordance with 2024-2025 Fees and Charges – annual rent/usage fee \$430.00 ex GST, matrix attached.***

***b. All outgoings will be at the expense of the Trustee Lessee as detailed in the Standard Terms Documents.***

***c. Acknowledging that the Dysart Men's Shed Qld Inc., plans to repair and upgrade the existing facilities and as such all assets will be owned by Dysart Men's Shed Qld Inc. therefore all repairs and maintenance responsibilities will be the remit of the club.***

***2. Authorises the Chief Executive Officer to negotiate, vary and execute the legal instruments to action clause 1 above.***

***Carried***

## BACKGROUND

Lease A being part of Lot 10 on SP237952, Old Southern Cross Grounds, located at 27 Pony Club Road, Dysart, was issued for Expressions of Interest for Community Tenure through the Speak Up Isaac platform. Council received one (1) submission from respondents, being the new Dysart Men's Shed Qld Inc.

- Well-respected local community group
- Intended usage – Men's Shed focusing on men's mental health
- Local community organisation – registered entity
- Sufficient governance
- Public Liability Insurance \$20M

## BUILDING INSPECTION

A Building Compliance Inspection was conducted by an external contractor. The facility was advertised for Expression of Interest on an as and where is basis with the successful respondent being responsible for:

- a) Refurbishment of the facility; or
- b) Demolition of the structure, and construction of a new facility at their own cost.

## IMPLICATIONS

Preparation of tenure to be completed internally by the Senior Community Leasing Officer.

Lease fees and conditions attached to the proposed tenure will be applied in accordance with the 2024-2025 Fees & Charges.

## CONSULTATION

Internal

- Director PECS – In principle support
- Manager Community Facilities – In principle support
- Manager Parks & Recreation - In principle support
- Technical Officer Parks & Recreation - In principle support
- Senior Community Leasing Officer – In principle support

## BASIS FOR RECOMMENDATION

To enter into a new tenure with a well-respected local community group that provides valuable access to activities to Dysart and the surrounding community with a focus on men's mental health; and at the same time provides Council with strong management capacity.

## **ACTION ACCOUNTABILITY**

Manager Community Facilities to progress tenure documentation.

## **KEY MESSAGES**

Council is committed to transparent decision making.

Council is committed to ensuring access to community facilities for clubs and groups to provide beneficial services to the region.

Council is taking a considered and logical approach to the long-term life cycle of the Region's Community Facilities.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
KEN TUCKER	DANIEL WAGNER
<b>Manager Community Facilities</b>	<b>Director Planning Environment and Community Services</b>
Date: 19 February 2025	Date: 19 February 2025

## **ATTACHMENTS**

- Attachment 1 – Tenure Fees Matrix
- Attachment 2 – Site Location Map
- Attachment 3 – Evaluation Scorecards

## **REFERENCE DOCUMENT**

- PECS-POL-128 Community Tenures Policy for Council Owned and/or Controlled Facilities

# ATTACHMENT 1 - TENURE FEE MATRIX

## COMMUNITY GROUP: DYSART MENS SHED QLD INC.

LAND SIZE	POINTS	COMMENT	SCORE
Land < 500m2	1		-
Land 501m2 – 5,000m2	2		-
Land 5,0001m2 – 15,000m2	3	~8,720m2	3
Land 15,001m2 – 50,000m2	4		-
Land > 50,001m2	5		-
Facility/building provided by Council	5		-
<b>ON COSTS</b>			
Council pays electricity	5		-
Council pays water	5		-
Council maintains field/courts	5		-
<b>MEMBERSHIP</b>			
20 or less	1		1
21 – 50	2		
51 – 100	3		
101 – 200	4		
201 or more	5		
<b>COUNCIL CAPEX EXPENDITURE – NON BASE BUILDING</b>			
In past 3 years \$0 - \$5,000	1		-
In past 3 years \$5,001 - \$10,000	2		-
In past 3 years \$10,001 - \$15,000	3		-
In past 3 years \$15,001 - \$20,000	4		-
In past 3 years > \$20,000	5		-
<b>RISK TO COUNCIL</b>			
Low – Fully compliant tenure holder	1		
Medium – Compliant with outstanding works under management	2		2
High – Non-compliant, unmanaged outstanding works, operating issues, new Incorporated Association, new lessee	3		
<b>TOTAL POINTS</b>			<b>6</b>
Category Fee Points Score 5 – 10	\$300.00		\$300.00
Category Fee Points Score 11 - 15	\$450.00		
Category Fee Points Score 16 - 20	\$600.00		
Category Fee Points Score > 20	\$750.00		
Base Fee (State Rent as per Part1, Section 37A, 2(a))	\$130.00		\$130.00
<b>Total Tenure Fee per annum excl GST</b>			<b>\$430.00</b>
<b>GST</b>			<b>\$43.00</b>
<b>Total Tenure Fee per annum incl GST</b>			<b>\$473.00</b>

## ATTACHMENT 2 – SITE LOCATION, SOUTHERN CROSS GROUNDS

LOT ON PLAN: PART OF LOT 10 ON SP237952

STREET, ADDRESS: 27 PONY ROAD, DYSART

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Shane Brandenburg
<b>AUTHOR POSITION</b>	Manager Economy and Prosperity

## 9.14 ST LAWRENCE WETLANDS WEEKEND 2025 FEES AND CHARGES

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of the 2025 St Lawrence Wetlands Weekend event fees and charges.

### OFFICER'S RECOMMENDATION

*That Council:*

- Adopts the following fees and charges listed below for the 2025 St Lawrence Wetlands Weekend ticket sales, inclusive of GST:**

Name	Cost Recovery or Non Cost Recovery	Head of Power	GST	2024/25 FY Fee
<b>Purchase of tickets vis ticket agencies will incur transaction and merchant fees, which are charged at the discretion of the ticketing platform provider</b>				
<b>GENERAL ADMISSION</b>				
General Weekend Admission – Adult	NCR		Y	30.00
General 1 day Admission – Adult (1 day ticket)	NCR		Y	17.50
General Weekend Admission – Child (5-16 years)	NCR		Y	10.00
General 1 day Admission – Child (5-16 years) (1 day ticket)	NCR		Y	5.00
General Weekend Admission – Child (under 5 years)	NCR		Y	0.00
General Weekend Admission – Volunteer	NCR		Y	0.00
General Weekend Admission – Local residing postcode 4707	NCR		Y	17.50
<b>CAMPING</b>				
Camping / Caravanning one night	NCR		Y	25.00
Camping / Caravanning two nights	NCR		Y	40.00
Camping / Caravanning three nights	NCR		Y	55.00
Camping / Caravanning four nights	NCR		Y	65.00
Note: includes a fifth night Free of Charge.				
<b>CREATIVE SPACES AND WORKSHOPS</b>				
Whittling with Mal Byrne	NCR		Y	40.00

Clay with Liz Raven	NCR		Y	40.00
Driftwood Jewellery with Agnes Durbet	NCR		Y	40.00
Botanical Illustration with Pamela Finger	NCR		Y	40.00
Lantern Making with Tracey Robb	NCR		Y	40.00
Wire Wrapping Jewelry Making with Nelida Avila	NCR		Y	40.00
Traditional and Contemporary Batik Techniques with Perry and Glenda Hobdell	NCR		Y	40.00
Printmaking Without Press with Brigitte Zimmerman	NCR		Y	40.00
<b>TOURS</b>				
Wetlands Bird Tours	NCR		Y	0.00
Freshwater meets Saltwater Wetlands Sunset Tour	NCR		Y	0.00
Historical Town Tours	NCR		Y	0.00
<b>FOOD EXPERIENCES</b>				
Matt Golinski Signature Local Produce Luncheon	NCR		Y	140.00
<b>STALLS</b>				
Stallholder Fee	NCR		Y	40.00
Food Vendor Site (weekend rate)	NCR		Y	100.00
<b>FESTIVAL MERCHANDISE</b>				
Festival T-Shirts	NCR		Y	35.00
<b>Return bus from Mackay</b>				
Pick up and return from Mackay designated pick up points or from any of the designated Isaac coastal communities' points	NCR		Y	0.00

2. Removes all regulated fees listed under the section 'St Lawrence Wetlands Weekend 2024' from Council's fees and charges schedule 2024/2025, adopted under Council resolution no. 8732.
3. Provide delegation to the Chief Executive Officer to set fees and charges for future St Lawrence Wetlands Weekend events beyond 2025, subject to prior consultation with councillors and notification of decisions via a public notice.

Resolution No.: PECS1250

Moved: Cr Terry O'Neill

Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. Adopts the following fees and charges listed below for the 2025 St Lawrence Wetlands Weekend ticket sales, inclusive of GST:

Name	Cost Recovery or Non Cost Recovery	Head of Power	GS T	2024/25 FY Fee
Purchase of tickets vis ticket agencies will incur transaction and merchant fees, which are charged at the discretion of the ticketing platform provider				
<b>GENERAL ADMISSION</b>				
General Weekend Admission – Adult	NCR		Y	30.00
General 1 day Admission – Adult (1 day ticket)	NCR		Y	17.50
General Weekend Admission – Child (5-16 years)	NCR		Y	10.00
General 1 day Admission – Child (5-16 years) (1 day ticket)	NCR		Y	5.00
General Weekend Admission – Child (under 5 years)	NCR		Y	0.00
General Weekend Admission – Volunteer	NCR		Y	0.00
General Weekend Admission – Local residing postcode 4707	NCR		Y	17.50
<b>CAMPING</b>				
Camping / Caravanning one night	NCR		Y	25.00
Camping / Caravanning two nights	NCR		Y	40.00
Camping / Caravanning three nights	NCR		Y	55.00
Camping / Caravanning four nights	NCR		Y	65.00
Note: includes a fifth night Free of Charge.				
<b>CREATIVE SPACES AND WORKSHOPS</b>				
Whittling with Mal Byrne	NCR		Y	40.00
Clay with Liz Raven	NCR		Y	40.00
Driftwood Jewellery with Agnes Durbet	NCR		Y	40.00
Botanical Illustration with Pamela Finger	NCR		Y	40.00
Lantern Making with Tracey Robb	NCR		Y	40.00
Wire Wrapping Jewelry Making with Nelida Avila	NCR		Y	40.00
Traditional and Contemporary Batik Techniques with Perry and Glenda Hobdell	NCR		Y	40.00
Printmaking Without Press with Brigitte Zimmerman	NCR		Y	40.00

<b>TOURS</b>				
Wetlands Bird Tours	NCR		Y	0.00
Freshwater meets Saltwater Wetlands Sunset Tour	NCR		Y	0.00
Historical Town Tours	NCR		Y	0.00
<b>FOOD EXPERIENCES</b>				
Matt Golinski Signature Local Produce Luncheon	NCR		Y	140.00
<b>STALLS</b>				
Stallholder Fee	NCR		Y	40.00
Food Vendor Site (weekend rate)	NCR		Y	100.00
<b>FESTIVAL MERCHANDISE</b>				
Festival T-Shirts	NCR		Y	35.00
<b>Return bus from Mackay</b>				
Pick up and return from Mackay designated pick up points or from any of the designated Isaac coastal communities' points	NCR		Y	0.00
<p>2. Removes all regulated fees listed under the section 'St Lawrence Wetlands Weekend 2024' from Council's fees and charges schedule 2024/2025, adopted under Council resolution no. 8732.</p> <p>3. Provide delegation to the Chief Executive Officer to set fees and charges for future St Lawrence Wetlands Weekend events beyond 2025, subject to prior consultation with councillors and notification of decisions via a public notice.</p>				
<b>Carried</b>				

**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.

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A strategic planning process commenced in 2018 to guide future efforts to grow the events profile as a premier tourism destination event and ensure ongoing benefits to the St Lawrence and the broader 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.

## **Fees and Charges**

Whilst it is to be noted the event has a number of external providers who deliver experiences and set their own fees and receipt income for such at the event, below is Council's primary fees and charges that are proposed wherein Council will receive the revenue and are listed as below.

The changes for this years' event include:

- a \$5.00 increase on the gate fee for weekend entry to the event,
- a new one-day entry fee of \$17.50 / \$5.00 for children,
- a \$10.00 reduction in the ticket price for the signature produce lunch, and
- a \$10.00 increase to the stallholder fees.

## ***Delegation request***

Delegation to the Chief Executive Officer is requested to set fees and charges for future St Lawrence Wetlands Weekend events is being requested as the event program is not normally finalised until four months prior to the event – meaning that a separate resolution is required every year at this time prior to tickets going on sale.

These fees and charges are set with consideration of the budget for the event, which is adopted by Council.

The Chief Executive (or delegate) is to consult with Councillors prior to a decision being made on fees and charges, with a public notice to be issued following a decision.

## **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 (2024 Qld Tourism Bonze award winner) 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 fees and charge structure will aid to reduce the financial impact.

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## Statutory Obligation

Council fees are obligated to be endorsed and published and the report will meet statutory requirements.

## **CONSULTATION**

### **Internal**

Director Planning Environment and Community Services  
St Lawrence Wetlands Weekend Strategic Planning Working Group  
Economy and Prosperity Department  
Manager Advocacy and External Affairs  
Arts and Cultural Programs Officer  
Manager Budgets and Statutory Reporting

## **BASIS FOR RECOMMENDATION**

The basis for recommendation is to ensure Councils compliance with legislation in setting and charging of fees at the St Lawrence Wetlands Weekend event.

## **ACTION ACCOUNTABILITY**

The Economy and Prosperity team to prepare the ticketing website for release of the tickets and work with the Brand Media and Communications team to deliver aligned marketing and communications for the event. The Finance department to add to the 2025 St Lawrence Wetlands Weekend event's Fees and Charges.

## **KEY MESSAGES**

Continuous improvement towards achieving return on investment for the St Lawrence Wetlands Weekend event coupled with ongoing strategic planning and review will improve delivery outcomes in maximising benefit and minimising impacts.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
SHANE BRANDENBURG Manager Economy and Prosperity	DANIEL WAGNER Director Planning, Environment and Community Services
Date: 21 February 2025	Date: 03 March 2025

## **ATTACHMENTS**

- Nil

## **REFERENCE DOCUMENT**

- 2025 St Lawrence Wetlands Event Management Framework



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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Michael Wallace
<b>AUTHOR POSITION</b>	Coordinator Property Development

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9.15

## **BUILDING ENCROACHMENT AND REQUEST FOR BOUNDARY REALIGNMENT – ISAAC EVENTS CENTRE**

### **EXECUTIVE SUMMARY**

The purpose of this report is for Council to consider actions required to address a building encroachment associated with the Isaac Events Centre, located at 89 Mills Avenue, Moranbah.

### **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Make application to the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development to realign the boundary between Lot 20 Crown Plan M97351 and Lot 21 Survey Plan 346090, in order to resolve building encroachment issues and ensure assets for the Isaac Events Centre are on the one title.*
- 2. Delegates authority to the Chief Executive Officer to undertake the necessary application processes to the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development on Council's behalf, and execute any legal instruments, to resolve the building encroachment and finalise the boundary realignment.*

**Resolution No.:** PECS1251

**Moved:** Cr Vern Russell

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

- 1. Make application to the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development to realign the boundary between Lot 20 Crown Plan M97351 and Lot 21 Survey Plan 346090, in order to resolve building encroachment issues and ensure assets for the Isaac Events Centre are on the one title.**
- 2. Delegates authority to the Chief Executive Officer to undertake the necessary application processes to the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development on Council's behalf, and execute any legal instruments, to resolve the building encroachment and finalise the boundary realignment.**

**Carried**

## BACKGROUND

The Moranbah Community Centre was originally constructed in 1973 on land now described as Lot 21 SP346090; being a *Reserve for Local Government*. The refurbishment project has reached practical completion, with the facility relaunched as the Isaac Events Centre (IEC) during March 2025.

In 1978, the Community Centre was expanded with the building extension being built over the boundary, creating an encroachment into Lot 20 M97351 (Ted Rolfe Oval). Both lots are State owned Reserves, with Council holding trusteeship over both Reserves since 1976. The Reserves though are different types in that Lot 21 is an *Operational Purpose - Reserve for Local Government* with a subpurpose of *Community Centre*, and Lot 20 is *Community Purpose Reserve* with a purpose of *Recreation*. In 1976, the current Kindergarten was also constructed on the currently described Lot 21 SP346090.

The encroachment (see *Figure 1*) was identified as a project risk during initial project planning, though is considered minor due to the fact that both lots are under Council's control. Substantial further action was not possible whilst awaiting resolution of another encroachment into Lot 21 - from the Black Nugget Hotel. This matter was not finalised until 2024.

Prelodgement discussions have occurred with the *Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development* (the "State"), who provided support for the boundary realignment without a need for Council to purchase the affected land.

No dedication of road reserve is required. Native title has formally been extinguished over both lots. An *Interim Certificate of Occupancy* has been applied for, which provides a mechanism to allow use, whilst rectification of the boundary encroachment issue is undertaken. A Purchase Order has been issued for required survey work, with Council awaiting survey field work to be undertaken and for provision of a survey plan suitable for registration.

*Figure 1: Site Overview*



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## WAY FORWARD / PROPOSED OUTCOMES

In order that the newly refurbished IEC is compliant for use with the issued Building Approval, an area of approximately 18 metres wide (2,015 m<sup>2</sup>) on the western edge of Ted Rolfe Oval is required to be excised from Lot 20 and added to Lot 21 (as per *Figure 2* below), requiring the following steps:

- 1) Council to consider delegating the Chief Executive Officer to take any necessary actions to achieve required compliance with the *Building Act 1975 (Qld)*.
- 2) Council to make application to the State, for amendment of the boundary between Lot 20 and Lot 21.
- 3) Council to lodge a new survey plan with the State.
- 4) State to process the following actions:
  - (i) Lot 21 SP346090 *Reserve for Local Government* to be formally amended (enlarged) by approximately 15 % to 1.329 hectares and changed to a *Community Purpose Reserve* with a purpose of *Community Facility*.
  - (ii) Lot 20 area to be reduced by approximately 10%, to a new area of approximately 1.8 hectares, with tenure unchanged as a *Community Purpose Reserve* with a purpose of *Recreation*.
- 5) Council to obtain a *Certificate of Occupancy* for completion of the building stage.
- 6) The land will remain as two separate lots, and Council will remain as Trustee of both lots.

***Figure 2: Boundary Realignment Plan***



**IMPLICATIONS**

*Financial*

After receiving initial advice from the State that the required land would need to be purchased for a consideration amount of 50% of market value, Council Officers have successfully negotiated that no expenditure will be required for land purchase. Survey costs and survey lodgement costs of approximately \$10,000 will be met from within existing project funding allocations.

*Service Levels and Compliance*

The requested Resolutions will ensure continuation of community access to the facility and compliance with the Building Approval, ensuring that the project can be finalised.

*Risks*

Non-compliance with the Building Approval and associated reputational risk.

*Conflict of Interests*

None identified.

**CONSULTATION**

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## Internal

Director Planning, Environment & Community Services  
Manager Community Facilities  
Manager Economy & Prosperity  
Manager Liveability & Sustainability  
Program Manager - Capital Delivery

## **BASIS FOR RECOMMENDATION**

In order that the IEC can be utilised, Council must comply with regulatory approvals given pursuant to the Building Act 1975 (Qld).

## **ACTION ACCOUNTABILITY**

The Coordinator Property Development is responsible to provide professional subject matter expertise and advice to a range of Council functions and teams, including reserve management.

## **KEY MESSAGES**

Council shall operate, maintain and utilise Council assets in order that services to the community are met and continuously improved.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
MICHAEL WALLACE	DANIEL WAGNER
<b>Coordinator Property Development</b>	<b>Director Planning, Environment &amp; Community Services</b>
Date: 24 February 2025	Date: 24 February 2025

## **ATTACHMENTS**

Nil

## **REFERENCE DOCUMENT**

Nil

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Mark Davey
<b>AUTHOR POSITION</b>	Program Manager – Capital Delivery

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9.16

**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
FY2024-2025 CAPITAL PROJECTS PROGRESS REPORT AS AT 05  
MARCH 2025**

## EXECUTIVE SUMMARY

This report is to provide an update to Council on the progress in the delivery of the Planning, Environment and Community Services 2024-2025 Capital Works Program.

## OFFICER'S RECOMMENDATION

*That Council:*

- 1. Receives and notes the monthly Planning, Environment and Community Services 2024-2025 Capital Progress Summary Report as at 05 March 2025.***

**Resolution No.:** PECS1252

**Moved:** Cr Melissa Westcott

**Seconded:** Cr Vern Russell

**That the Committee recommends that Council:**

- 1. Receives and notes the monthly Planning, Environment and Community Services 2024-2025 Capital Progress Summary Report as at 5 March 2025.**

**Carried**

## BACKGROUND

Progressive updates of the financial and physical position of projects in the 2024-2025 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.

Officers have previously reported an estimated carry-forward and multi-year budget commitment of circa \$6 million from 2023-24 financial year capital works budget.

An additional budget of circa \$9.7 million has been allocated to new works for the 2024-2025 financial year.

Major works for the forthcoming year include:

- Completion of the Moranbah Community Centre Revitalisation Project

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Revised completion date – 14 March 2025

- Completion of the Clermont Civic Centre roof replacement

Revised completion date 30 June 2025

- Completion of the Flaggy Rock Community Centre septic tank replacement

Project Complete

- Commencement of preliminary works for the Nebo Showgrounds revitalisation project Stage 1

Tender Pending evaluation, negotiation and award

- Commencement of solar installations funded under the Reef Guardian Councils program

Tender for Clermont awarded delivery dependent on completion of roof replacement.

- Commencement of planning and design for the Moranbah and Clermont Country University Centres

Moranbah Centre pending award

## IMPLICATIONS

The attached PECS 2024-2025 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

### Moranbah Community Centre

Works progressing with some unfortunate delays. All works are nearing completion and will be functional before the Community Open Day on 22 March 2025

### Isaac Country Universities Centre

Moranbah centre currently out for tender with responses anticipated. Project will require a variation to the funding agreement milestones as it is currently behind schedule.

## CONSULTATION

Director Planning, Environment and Community Services

Planning, Environment and Community Services Leadership Team

Aurecon

## 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.

# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

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## **ACTION ACCOUNTABILITY**

The Program Manager – Capital Delivery 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 2024-2025 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.



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<b>Report prepared by:</b> MARK DAVEY Program Manager – Capital Delivery  Date: 05 March 2025	<b>Report authorised by:</b> DANIEL WAGNER Director Planning, Environment and Community Services  Date: 05 March 2025
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## ATTACHMENTS

- Attachment 1 – PECS 2024-2025 Capital Projects Progress Summary as at 05 March 2025.

## REFERENCE DOCUMENT

- NIL

**PECS 2024\_2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025**

**2024/25 PECS Capital Budget Status and Completion Rate as at 5 March 2025**

Carry Forward Budget	\$ 6,003,232.00
Adopted Budget	\$ 14,639,586.00
<b>FY 2024/25 PECS Capital Budget</b>	<b>\$ 20,642,818.00</b>
Actual Expenditure	\$ 9,783,975.71
<b>Remaining Budget (Actual)</b>	<b>\$ 10,858,842.29</b>
Commitments	\$ 3,258,483.80
<b>Remaining Budget (uncommitted)</b>	<b>\$ 7,600,358.49</b>

47.4 Percent of Budget Spent - March (Excluding Commitments)



\$10,858,842 of YTD Budget Remaining - March (Excluding Commitments)

63.18 Percent of Budget Spent - March (Including Commitments)



\$7,600,358 of YTD Budget Remaining - March (Including Commitments)

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025

Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
CW212906	Equipotential bonding	83,441	83,440.65	0	0.35	Complete	2/09/2024	Project Complete	N/A	100%
CW222965	DYS Community Hub	383,766	20,452.22	4,400.00	358,913.78	Construction	30/06/2025	Externally funded project.  Please note that these works are being combined with CW253318 DYS Library External Works.  The tender has been awarded, with all works to be completed by 30 May allowing the month of June as contingency.	Low	20%
CW222966	STLAW Community Hub	143,173.00	0	25,100.00	118,073.00	Planning/ Design	30/06/2025	Undertaken site visits and staff consultation, leading to the creation of concept papers. Officers will plan a path to initiate community consultation sessions if deemed a requirement by divisional Councillors. Project is a risk of non-completion this financial year.	High	10%
CW223013	MBH Community Centre - Refurbishment	10,998,539	7,950,411.13	1,484,794.28	1,563,333.59	Construction	31/03/2025	Construction nearing completion.  Staged approached being used for PC with first stage to be handed over on 28 February	Low	90%

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
								Furniture was delivered on 18 February Opening day planned for 22 March 2025		
CW233122	CLM Aerodrome Refuelling Tank	67,118	75,109.90	0	-7,991.90	Complete	30/10/2024	Project Complete.	N/A	100%
CW233123	CLM Caravan Park Emergent Electrical Work	219,378	83,298.55	20,345.58	115,733.87	Planning/ Design	28/02/2026	This project is stage 2 in replacing main site board. Two sub boards planned for stage 3 were replaced in January due to sub mains fault and board condition risk and full submains base load testing occurring by end of March to review scope of project and any other emergent works. Stage 2 proposed replacement of the main board will need to occur low season ie. Nov-Feb 25/26. Full scope and budget estimate and any carry overs will be defined by end of April.	High	50%
CW233125	NBO Truck Wash Renewal	25,333	6,253.40	15,362.20	3,717.40	Construction	31/03/2025	Primary scope of works complete, remaining budget is for fabrication repairs with works awaiting	Low	90%
CW243164	MBH Animal Management Centre Renewal	99,182	54,578.96	0	44,603.04	Construction	30/04/2025	Further fencing required which has been ordered at no cost to council but this mistake by the contractor has extended the scheduled completion date.	Low	80%

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
 2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
								CCTV component of project may require additional funds at Q3 depending on final quotes and mobilisation costs		
CW243165	CLM Museum Drainage Rectification	97,914	97,274.00	657.80	-17.80	Construction	7/01/2025	Project Complete.	N/A	100%
CW243166	Flaggy Rock Septic - Partial replacement	214,315	214,315.09	0	-0.09	Complete	2/09/2024	Project Complete	N/A	100%
CW243170	CORP Pools Emergent and/or Prog Renewals	19,980	19,980.00	0	0	Complete	30/08/2024	Project Complete	N/A	100%
CW243171	CLM Swim Pool design and emergent works	4,750	4,750.00	0	0	Complete	30/09/2024	Project Complete	N/A	100%
CW243172	CLM Civic Centre Roof replacement	611,382	0	119,400.02	491,981.98	Procurement	30/06/2025	This project is a high priority. Tender documents have been released and due to close ... Works will commence in April with a Mid-June completion expected – weather dependant	Medium	10%
CW243175	CORP Halls/Centres	79,376	71,601.40	0	7,774.60	Complete	30/09/2024	Project Complete	N/A	100%

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
 2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
	Emergent and/or Prog									
CW243176	CLM Caravan Park Utilities Renewal	19,744	9,703.73	1,850.00	8,190.27	Construction	31/03/2025	Final works progressing	Low	90%
CW243227	DYS Miners Memorial	150,000	5,000.00	12,200.00	132,800.00	Planning/ Design	30/06/2025	Project working group has been meeting to enable the design of the Dysart Memorial, this is progressing with the key feature (laser-cut steel globe) completed and overall design in final stages. This project is at risk of non-delivery by June 30 as completion will be dependent on external parties providing additional capital investment for its completion. The required financial co-contributions will be calculated at the completion and adoption of the design.	Medium	20%
CW243241	NBO Showgrounds Stage 1	1,683,452	162,181.46	7,229.47	1,514,041.07	Procurement	30/06/2025	Externally funded project  Full tender package issued to market with high level of interest by local contractors. Some of the project budget is at risk of non-expenditure as works will need to be undertaken around signature events and may run into Q1/Q2 of FY25/26, this will still align with the external funding agreement but not Councils reporting periods. Tender	Medium	30%

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
								closed on 18 February with 9 responses. Evaluation process underway.		
CW243246	Isaac Solar	415,490	60,310.00	48,403.74	276,776.26	Procurement	30/06/2026	Externally funded project Clermont Solar has been awarded and working with contractor for commencement date. Moranbah Solar is being delivered by Corporate Properties. Expect tender to be released mid-March 2025.	Medium	10%
CW243250	CLM Showgrounds Main Arena Renewal	13,231	6,747.75	157.94	6,325.31	Construction	2/06/2025	Main surface renewal completed, remaining perimeter upgrades to occur Q3	Low	80%
CW253316	Isaac Country University Centres	700,000	0	48,100.00	651,900.00	Procurement	2/12/2025	Full budget expenditure by 30 June will be unachievable. Moranbah Centre design completed, and construction tender closed on 19 February with 4 responses. Evaluation is currently underway. Moranbah Centre will be completed on or before 30 May 2025. Initial design considerations for the Clermont Centre are underway. Revised completion date aligns with the executed funding agreement.	High	20%

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
CW253317	CORP Town Christmas Trees	88,776	88,829.88	0	-73.88	Complete	21/11/2024	Project Complete	N/A	100%
CW253319	CLM Saleyards pens renewal	185,000	174,775.69	3,126.00	7,098.31	Construction	31/03/2025	Main construction complete small remaining budget will be expended in fabrication repairs by end March	Low	80%
CW253320	CLM Showgrounds Electrical renewals	185,000	6,940.00	0	178,060.00	Planning/ Design	30/06/2025	Submains testing report completed and tender preparation during February 2025 for March release to market. Completion date to be determined following receipt of quotes.	Medium	20%
CW253321	MBH - GCAC 25m Thermal cover renewal	125,000	0	0	125,000	Planning/ Design	30/06/2025	Draft scope completed, final review to be undertaken before submitting to Procurement.	High	20%
CW253322	GLN - Pool amenity and grandstand area	180,417	0	0	180,417	Planning/ Design	30/06/2025	Site inspection completed, measured up and documented, scope to be developed.	High	20%
CW253323	MBH - GCAC Plant room rectification	348,380	0	0	348,380.00	Procurement	30/06/2025	Mandatory site was undertake on 20/01/2025. A contractor has requested that an alternate date for mandatory site visit for the 24/01/2025. Tender closes on 07/02/2025 with assessment expected by the end of February.	High	30%



PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
CW253324	CORP - Pools Emergent Renewals	118,733	68,754.26	27,426.87	22,551.87	Construction	30/06/2025	Purchasing of equipment has progressed as required.	Low	60%
CW253325	MBH - 50m pool expansion joint renewal	195,000	0	93,363.42	101,636.58	Construction	30/06/2025	Contract has been awarded and will commence in early May 2025 and be completed in late May 2025 allowing the month of June as contingency.	Medium	20%
CW253326	DYS - Pool Light Pole replacement	30,000	22,077.70	0	7,922.30	Construction	28/02/2025	Project Complete	N/A	100%
CW253327	GLN Rec Centre - Toilets Stump renewal	31,968	0	0	31,968.00	Planning/ Design	30/06/2025	Have deferred \$230k. Further scoping activities to be undertaken to determine risks and proposed methods of repair/replacement of existing stumps under squash courts/sports hall.	High	0%
CW253329	STL Hall - Kitchen upgrade	65,000	0	4,999.00	60,001.00	Planning/ Design	30/06/2025	Engaged consultant again for a site visit which will occur in early February.	High	30%
CW253330	CORP Halls Emergent and /or Prog renewal	120,000	86,891.44	21,260.94	11,847.62	Construction	30/06/2025	Camila Hall works have been completed, Flaggy Rock works are 30% completed.	Low	80%
CW253331	Isaac Resources Excellence Precinct	2,000,000	410,298.50	1,290,306.54	299,394.96	Construction	25/06/2027	Externally funded project. Multi-stage project.  Project Management has been awarded. Design tender waiting to be awarded.	Medium	10%

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
 2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
								Road works tender closed on 18 February after a request for extension with 3 responses. Water and sewer investigation ongoing.  Advice received from the consulting engineer's states that the road infrastructure will expend a high portion of the nominated budget and these works will be completed by 30 June 2025 – weather dependant.		
CW253334	MELC Expansion & Renovation Works	800,000	0	0	800,000.00	Planning	30/06/2025	Works are being managed by MELC with payments made on actual expenditure. Estimate of budget entered for the 2025 FY.  Total project budget of \$2.166M \$1.6M funded from LRCI \$300k Federal Gov grant \$266k MELC cash reserves  Initial invoice of circa \$600k received by Council.  Stage 1 works completed to date include demolition of bathroom basins and toilets, with reinstallation of new items by 28 February 2025. Tiling and flooring		

**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**  
**2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 5 MARCH 2025**



Code	Project Name	Approved Budget	YTD Actual expenditure	YTD Commitments	Remaining Uncommitted Budget	Current stage	Scheduled completion date	Status Commentary	Risk	Completion
								activities in bathrooms have commenced.  While initial demolition works were delayed, expected project completion date remains 30 June 2026.		
CW253337	MBH Childcare Sewer Mains Replacement	140,000	0	0	140,000	Planning	30/06/25	New Project		
<b>OVERALL</b>		<b>20,642,818</b>	<b>9,783,975.71</b>	<b>3,258,483.80</b>	<b>7,600,358.49</b>					

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Michael St Clair
<b>AUTHOR POSITION</b>	Manager Liveability and Sustainability

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**9.17 PLANNING ENVIRONMENT AND COMMUNITY SERVICES  
QUARTERLY DEPARTMENTAL REPORT – LIVEABILITY AND  
SUSTAINABILITY**

## EXECUTIVE SUMMARY

The purpose of this report is to provide an overview and status update of the Liveability and Sustainability Department's projects and operational commitments.

## OFFICER'S RECOMMENDATION

*That Council:*

- 1. Receives and note the content of the report which provides an overview and status update of the Liveability and Sustainability Department's projects and operational commitments.***

**Resolution No.:** PECS1253

**Moved:** Cr Vern Russell

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

- 1. Receives and note the content of the report which provides an overview and status update of the Liveability and Sustainability Department's projects and operational commitments.**

**Carried**

## BACKGROUND

The Liveability and Sustainability department is responsible for delivering a range of Council statutory and non-statutory services under the following programs:

- Land Use Planning
  - Development Assessment and Major Projects
  - Land Use and Infrastructure Planning
- Environment and Biodiversity
  - Biosecurity

- Natural Resource Management
- Sustainability and Partnerships
- Stock routes

*Attachment 1 – Liveability and Sustainability Department Quarterly Update March 2025* is attached to provide Council with an overview and status update of the Liveability and Sustainability Department’s key projects and operational commitments.

## IMPLICATIONS

The provision of departmental reports will provide Council visibility of the operational aspects of the Liveability and Sustainability department.

## CONSULTATION

Director Planning Environment and Community Services

Liveability and Sustainability Department

## BASIS FOR RECOMMENDATION

The recommendation is to receive and note the content of this report which provides an accurate overview and status update of the Liveability and Sustainability Department’s projects and operational commitments.

## ACTION ACCOUNTABILITY

The Manager Liveability and Sustainability is responsible for the strategic direction and operational deliverables of the Liveability and Sustainability Department, including reporting on delivery of its Business Plan and approved operational projects.

## KEY MESSAGES

The Manager Liveability and Sustainability will provide information on a regular basis to keep Council well informed of the performance and developing initiatives within the departments area of operations.

### Report prepared by:

MICHAEL ST CLAIR  
Manager Liveability and Sustainability

Date: 24 February 2025

### Report authorised by:

DANIEL WAGNER  
Director Planning, Environment and  
Community Services

Date: 24 February 2025

## ATTACHMENTS

- Attachment 1 – Liveability and Sustainability Department Quarterly Update March 2025
- Attachment 2 – Liveability and Sustainability Departmental Business Plan 2024/25

## REFERENCE DOCUMENT

Nil

# LIVEABILITY AND SUSTAINABILITY DEPARTMENT

QUARTERLY UPDATE  
MARCH 2025

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Current as at 24.02.2025

Presented by **Manager Liveability and Sustainability**



## **EXECUTIVE SUMMARY**

This report is a quarterly update for the Liveability and Sustainability Department presented in March 2025.

## **HIGHLIGHTS**

### **LAND USE PLANNING**

- Revocation of the Moranbah Priority Development Area has been completed with the revocation taking effect from 14 February 2025.
- The Ministerial Infrastructure Designation application for the Isaac Resources Excellence Precinct was submitted on 18 February 2025.

### **ENVIRONMENT AND SUSTAINABILITY**

- The E&B Team continue to manage an elevated workload and external and internal requests with a reduced workforce given two current vacant positions.

## **3-MONTH OUTLOOK**

### **LAND USE PLANNING**

- Commencement of statutory consultation for the Ministerial Infrastructure Designation for the Isaac Resources Excellence Precinct
- Commencement of statutory consultation on the Flood Study Amendment to the Isaac Regional Planning Scheme.

### **ENVIRONMENT AND SUSTAINABILITY**

- Presentation of the Emission Reduction Strategy for adoption by Council at future Ordinary Meeting.
- Council's Stock route Strategy and Biosecurity Plan Annual Implementation Plan are currently being drafted with Councillor Workshops to be scheduled in coming months for sharing and input.

## **EMERGING ISSUES**

- Round 1 of Council's 1080 baiting typically held in March / April has been cancelled due to recent resignations and lack of internal staff who hold the necessary qualification and experience to deliver the service. The Department has explored third-party providers who could deliver on Council's behalf however this has been unsuccessful. Training has been arranged from a certified training provider for April in which multiple council officers will be trained to hold the necessary qualifications to deliver the service in the future.
- The two vacant positions in the Environment and Sustainability Team, being the Land Protection Officer and Environment and Sustainability Officer, both remain vacant after one unsuccessful round of recruitment for each position. A second round of recruitment for each position is currently underway. If this second round is unsuccessful the Department will consider labour-hire options and/or contractor services.
- Resourcing challenges, notably the delays associated with recruitment of the Program Leader – Development Assessment and the resignation of the contract Principal Planner, have resulted in delays to the commencement of several Strategic Planning projects. A review of strategic planning project needs and priorities will be undertaken and resources and delivery timeframes allocated accordingly as part of the 25/26 Budget.

# LAND USE PLANNING



# 1. APPLICATION HIGHLIGHTS

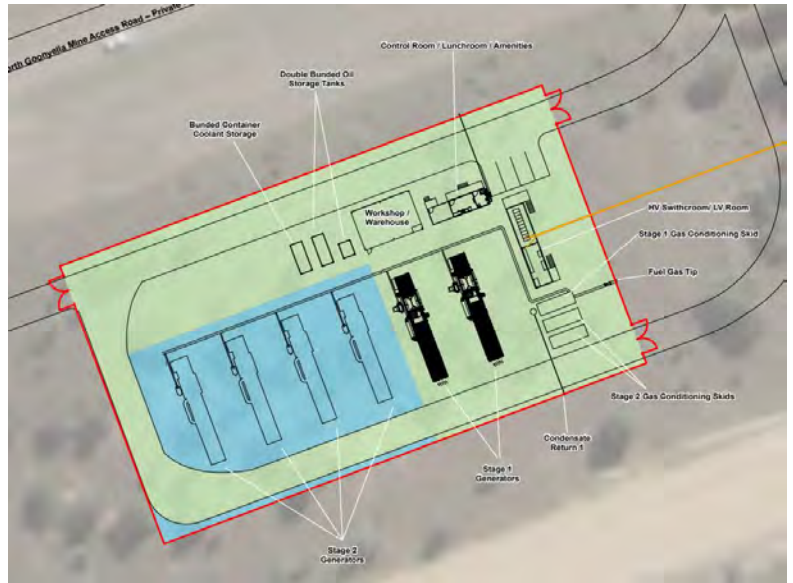
## NOTABLE APPLICATIONS RECEIVED

### Material Change of Use – Special Industry (25 MW (stage) gas-fired power station) and Reconfiguring a Lot (Lease Area)

Applicant –

Location – Centurion Coal Mine, 200 Mabbin Road, Moranbah

Lodgement Date – 31/01/2025



## NOTABLE APPLICATIONS APPROVED

### Material Change of Use – Medium Impact Industry, Warehouse and Ancillary Office

Applicant – ZMB Developments Pty Ltd

Location – 140 Goonyella Road, Moranbah

Approval Date – 24/02/2025



### Material Change of Use – Special Industry (Grain and fertiliser processing facility) and Reconfiguring a Lot (Boundary Realignment)

Applicant – Capricorn Bulk Haulage

Location – 1722 Old Blair Athol Mind Road, Clermont

Approval Date – 04/02/2025



**Material Change of Use – Short term accommodation**

Applicant – Future Hotels Pty Ltd

Location – 8 Reynolds Street, Nebo

Approval Date – 24/01/2025



## 2. VOLUME OF DEVELOPMENT ACTIVITY

Volume of Operations	Jan 25	Dec 24	Nov 24	Oct 24	Sep 24	Aug 24	July 24	Jun 24	May 24	Apr 24	Mar 24	YTD 24/25	FY 23/24	FY 22/23
<b>Applications Received</b>														
Development applications (MCU / ROL / OPW)	3	1	2	4	0	7	2	1	4	6	2	19	39	19
Building works siting concessions	1	1	1	2	5	2	1	2	0	0	1	13	13	13
Survey plans for endorsement	1	0	0	0	1	0	0	0	0	2	1	4	5	8
Change Requests, Extensions, Exemption Certificates	1	1	1	1	2	6	3	2	1	3	1	17	14	8
<b>Applications Decided</b>														
Developments Permits (MCU / ROL / OPW)	2	5	6	3	1	3	2	2	1	1	0	22	13	14
Building works siting concessions	1	0	3	4	1	3	2	0	0	2	2	14	6	14
Survey plan	1	0	0	1	0	0	0	0	1	1	0	2	7	7
Change Requests, Extensions and Exemption Certificates	1	0	4	4	4	2	1	0	2	1	3	17	11	3

Planning Certificates	0	2	5	1	1	1	2	0	0	1	0	11	8	33
<b>Request for Views</b>														
State Land Applications (i.e. conversions, lease renewals etc)	1	2	0	0	1	1	0	1	0	1	2	5	13	10
<b>Development Enquiries</b>														
Customer Request Module (CRM)	35	10	38	39	35	26	28	20	21	32	21	176	267	258

### 3. PRE-LODGEMENT MEETING DETAILS\*

Date	Proposal	Locality
04/11/2024	Extension to Extractive industry	May Downs
06/11/2024	Extension to Non-resident workforce accommodation	Burton
11/11/2024	Major electricity infrastructure (transmission lines)	Coppabella
13/11/2024	Major electricity infrastructure (gas-fired power station)	Moranbah
06/12/2024	Operational works for earthworks	Laglan
21/1/2025	Tyre reprocessing operation	Moranbah
25/2/2025	Battery energy storage system	Nebo
25/2/2025	Chemical storage	Moranbah
25/2/2025	Residential development – multiple sites	Moranbah
27/2/2025	Battery Energy Storage System	Coppabella

\*from 1 November 2024 – 28 February 2025

## 4. STRATEGIC PLANNING UPDATE

### P&E Court Appeal – Civeo

- Matter was last reviewed in P&E Court on 10 December 2024.
- Court orders related to the updating of timeframes for the development of a joint expert report and a 'meeting of experts' between Council's and Civeo's nominated economic need experts, visual amenity experts, and social planning experts.
- L&S Team will continue to prepare information as requested by solicitors for the purpose of responding to the court orders.
- L&S Team and others met with Social Planning expert in February.

### Next Steps:

The appeal is listed for review in the P&E Court next on 17 April 2025.

### Priority Development Area (PDA) Revocation

- Revocation of the Moranbah Priority Development Area has been completed with the revocation taking effect from 14 February 2025.
- All new development applications lodged in the former PDA area are now assessable against the Isaac Regional Planning Scheme.
- L&S Team supported Brand Media and Communications Team with media release, public notice and website updates.
- L&S Team wrote to all applicants and approval holders in the former PDA to advise them of the change. No feedback has been received from these stakeholders.

### Next Steps:

L&S to continue to respond to any further requests for information.

### Isaac Resource Excellence Precinct – Ministerial Infrastructure Designation

- The Ministerial Infrastructure Designation application for the Isaac Resources Excellence Precinct was submitted the State Government on 18 February 2025.
- The Minister will commence consultation by writing to the local government and the landowner/s, inviting submissions on the MID. The local government and landowner/s are typically provided 25 business days to make a submission. It is expected that this will occur in March – April 2025.
- Once this occurs council will undertake statutory 20 business day consultation currently which will involve targeted consultation with adjoining landowners and placement of a public notification sign on the site.

### Next Steps:

Council to undertake statutory 20 b.d public notification on the MID.

L&S Team to engage with BMC Team regarding website updates to ensure the most contemporary information is available to the public online.

### Flood Study Program

#### *Clermont Flood Study Update*

- GHD have been engaged to update the Clermont Flood Study to extend the boundaries of the flood study area to include the rural residential zoned land on the south-western extents of the Clermont township. This land was incorrectly excluded from the original flood study and is being added to ensure flood risk is better understood in these areas.
- Project is expected to be finalised by the end of February 2025.

### Next Steps:

L&S to continue to work with consultants to progress amendments to flood study.

#### *Upper Nogoa and Mackenzie River Flood Study*

- \$230,000 grant funding received from Queensland Reconstruction Authority to deliver a Flood Study for the Upper Nogoia and Mackenzie River catchment.
- Procurement of consultant to deliver project to commence in coming months.

L&S to commence procurement of consultant to deliver Upper Nogoia and Mackenzie River Flood Study by July 2025.

#### *Public Access to Information*

- L&S Department is continuing to work with GIS Program on establishing online access to flood information and flood reports to support development activity and flood awareness.

Flood Report template and processes to be established to align with timing of adoption of Planning Scheme Flood Amendment.

### **Isaac Region Planning Scheme - Flood Amendment**

- Council adopted resolution to commence amendment to the Isaac Regional Planning Scheme (the Planning Scheme) to amend the Flood hazard overlay code to reflect updated Flood Studies in October 2024.
- Progression of the statutory consultation required to facilitate this amendment is currently on hold until such time that the Clermont Flood Study is updated to include an additional rural residential area which was incorrectly excluded from the original study. The update to the flood study is currently being delivered by GHD and is expected to be completed by the end of Feb 2024.
- Statutory consultation will follow in April with adoption of the amendment to the Planning Scheme expected to be execute by the end of the Financial Year.

#### **Next Steps:**

L&S to commence statutory consultation for the amendment to the Planning Scheme following the finalisation of the expansion to the area covered by the Clermont Flood Study to correct an administrative error which saw this land previously excluded from the study.

### **Grant Application – Scheme Supply Fund**

- Funding application submitted to the State Government’s Scheme Supply Fund Project which is non-competitive grant funding intended to be used to support increased residential development and removal of regulatory barriers. Council is eligible to receive \$100,000 in funding which requires no co-contribution.
- Council’s application seeks to utilize the funding to undertake a review of the assessment benchmarks and zoning in the Isaac Regional Planning Scheme to seek opportunities to increase the housing capacity within the urban footprint.

#### **Next Steps:**

Await outcomes of funding application.

## 5. INFRASTRUCTURE PLANNING UPDATE

### Interim Amendment to Local Government Infrastructure Plan (LGIP) and Infrastructure Charging Resolution

#### Next Steps:

Schedule of Works and Extrinsic Material to be completed in coming months.

- Schedule of Works (SOW) is being finalised with support from internal network owners (roads, park, water, sewerage). The preparation of the SOW is an integral component of the LGIP as it must demonstrate financial sustainability and alignment with Council's capital works planning, asset planning and long-term financial forecasts.
- Integran (consultant) have been engaged to support delivery of the Interim Amendment to the LGIP. It is expected that the Interim Amendment will be adopted by Council by the end of the financial year.

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### Infrastructure Charges Audit and Register

#### Next Steps:

Present findings of Infrastructure Audit to Council via departmental briefing.

- Infrastructure Charges Audit is currently being finalised. Once finalised a revised Infrastructure Charges Register will be made available on website for public view.
  - Following finalisation of Infrastructure Charge Register, a pathway for recovery of any outstanding charges will be presented to Council for consideration. Officers are currently investigating outstanding invoices through historic records audit.
-

# ENVIRONMENT AND BIODIVERSITY



## 6. BIOSECURITY AND STOCKROUTE UPDATE

### Biosecurity Plan 2024-2027

- Biosecurity Plan 2024-2027 (Biosecurity Plan) was adopted by Council in 2024 and is currently being implemented through business-as-usual Council deliverables.
- Biosecurity Delivery Plan (Delivery Plan) is currently being drafted and due to be presented to ELT for consideration in March/April 2025. Delivery Plan is internal document used to guide Council's obligations and commitments to achieve successful delivery of Biosecurity Plan. Delivery Plan is based on the regional prioritisation identified in the Biosecurity Plan and will be reviewed and updated annually.
- Officers have identified an opportunity to generate focus on re-invigorating core tenancies of Council's obligations around biosecurity management, starting with first-principle review. Expected that this action (if supported by ELT) will be included in Delivery Plan and will be delivered across next Financial Year.

### Next Steps:

Biosecurity Delivery Plan to be presented to ELT in March/April 2025.

### Pest Management

#### *Feral Cats*

- Feral cat removal in Moranbah Town Square is currently being investigated. A removal program is currently being developed for Councilor consideration of associated costs, risks and opportunities. Officers have engaged with the asset owners to consider options.

### Next Steps:

#### *Feral cats*

Removal program to be finalised in March/April and provided to Council for consideration.

#### *1080 Baiting*

- Round 1 of Council's 1080 baiting typically held in March / April has been cancelled due to recent resignations and lack of internal staff who hold the necessary qualification and experience to deliver the service. The Department has explored third-party providers who could deliver on Council's behalf however this has been unsuccessful. Training has been arranged from a certified training provider for April in which multiple council officers will be trained to hold the necessary qualifications to deliver the service in the future.

#### *1080 Baiting*

Training to be held to enable to ongoing delivery of this council service. Continue to engage with property owners regarding this and alternative sources where they can obtain similar baits from commercial providers in the interim.

#### *Aerial Shooting*

- This project is funded by the Federal Government under the Reef Guardian Councils Program - Activating Local Councils' Reef Action Plans
- Round 2 of the Aerial Shooting Program was undertaken from 1 – 3 November 2024 across properties in the vicinity of Lotus and Clarke Creek.
- The round was very successful with 1,666 pigs, 12 wild dogs and 13 deer eradicated. Efforts were concentrated on locations of larger numbers from the first round and intel from landholders to maximize efficiency.
- Project costs exceeded those budgeted due to the volume of animals removed. Remaining budget is currently being considered

#### *Aerial Shooting*

Grant report to project funding partner to be prepared and remaining funding to be reviewed and allocated to future rounds. Future possible funding sources to be presented to Council for consideration at future Biosecurity Workshop.

with a project proposal to be presented to Council for consideration of future funding sources at future Biosecurity Workshop.

*Salvinia*

- Salvinia growth has not been identified in Hoods Lagoon so far this growing season (warmer months)
- Monthly meetings with Parks and Recreation Team B have been reformed to coordinate the ongoing management of Hood’s Lagoon

*Salvinia*

Ongoing proactive inspection of Hoods Lagoon and proactive engagement with Parks and Recreation Team.

*Bellyache Bush*

- Technical support provided to Parks Department and site visit held regarding treatment of Bellyache Bush on Sarachedon Drive, Moranbah.

*Bellyache Bush*

Ongoing technical advice to be provided to asset owners regarding management.

*Wild Dog Scalps*

Council continues to offer a Wild Dog Bounty where landholders are eligible to receive \$30.00 per scalp presented to Council. Scalp numbers are presented below.

	YTD 24/25	FY 23/24	FY 22/23	FY 21/22	FY 20/21	FY 19/20	FY 18/19	FY 17/18
<b>TOTAL SCALPS</b>	794	1055	499	475	762	572	509	361

**Stock Routes**

**Next Steps:**

*Permits*

- No travelling stock permits have been issued in the past quarter.

*Stock Route Management Plan*

*Management Plan*

- In accordance with *Stock Route Management Act 2002*, Council is required to have a stock route network management plan. Council’s current Stock Route Management Plan 2011-2015 (Management Plan) is out of date.
- The delivery of an updated Management Plan has been on hold in recent years due to amendments to stock route legislation by the State and more recently due to resourcing constraints and competing priorities.
- Officers are now commencing the drafting of a revised Stock Route Management Plan which will have a currency period of 5 years.

Progress drafting of a Stock Route Management Plan, with consideration to consultation activities to support development. Council to be engaged through future Council Workshop following drafting of early-stage Plan.

*Network Management*

*Network Management*

- Currently progressing a request for quote for the upgrade of water point facilities at Wolf Peak Water Point (approx. 30km from

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Clermont on Peak Downs Highway) and Mines Water Point (approx. 25 km from Clermont on Gregory Development Road).

Officers to complete RFQ and undertake works for water point facility upgrades.

- The works are undertaken by Council and refunded by the State Government who are the asset owner.
  - Upgrades include:
    - Wolf Peak - replacing water tanks, new taps and delivery lines.
    - Mines Water Point - new trough and foundations, float and taps.
-

## 7. ENVIRONMENT AND SUSTAINABILITY UPDATE

### Notch Point Reserve Management Project

- This project is funded by the Federal Government under the Reef Guardian Councils Program - Activating Local Councils' Reef Action Plans
- In October 2024 the contractor, Sarina Landcare, replaced old damaged bollards and fencing with new composite bollards and wire fencing to reduce foreshore damage and beach driving access. The eastern campsite was closed to public access over the month of October to complete these works. In coming months, plaques will be attached to bollards with information regarding turtles to encourage behaviour change of attitudes towards beach driving and to reduce structural damage to the bollards.
- Educational signage was also placed at the entrance gate, the boat ramp and eastern beach frontage providing information about turtle nesting, the endangered coastal thicket, campsite rules and other relevant information.

### Next Steps:

Sarina Landcare will commence vegetation planting in February and aim to be completed by end of March, with ongoing water and site maintenance to follow post-revegetation.

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### St Lawrence Wetland Restoration Project

- This project is funded by the Federal Government under the Reef Guardian Councils Program - Activating Local Councils' Reef Action Plans.
- Contractor Mark Robertson Earthmoving completed milestone 1 of the mechanical removal of aquatic weed *Hymenachne* over 2 weeks in October-November 2024.
- After follow-up consultation with traditional owners, Koinmerburra Aboriginal Corporation (KAC), a decision was made to undertake further remediation to the bare land now exposed from the *Hymenachne* removal. A new remediation plan was established to guide the actions of this task within the project in collaboration with Council, and KAC stakeholders and representatives.
- Project budget has been revised within the funding scope to engage KAC to incorporate further remediation actions in December 2024.
- A decision on future rounds of mechanical *Hymenachne* removal will be considered in collaboration with the project team and funding partner, following a review of the success of current remediation efforts.

### Next Steps:

Officers to meet KAC on-site in last week of February to meet with stakeholders and discuss future stages of the works. Review of works scheduling and timing required following recent wet weather and stakeholder engagement.

Update on future works to be provided to Council following this meeting.

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### Solar Installation

- This project is funded by the Federal Government under the Reef Guardian Councils Program - Activating Local Councils' Reef Action Plans
- PECS Capital Works Manager has progressed quote for solar installation at Clermont Administration Building has been finalized. Preferred supplier to be notified and works to be scheduled for delivery in late 2025 (following roof replacement).
- L&S Team is working in collaboration with E&I Property Team regarding the installation of solar at the Moranbah Administration Building. Investigations are currently ongoing by external consultants regarding this install.

### Next Steps:

Continue to engage with and support capital work delivery partners.

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### Emission Reduction Strategy

- Draft Emissions Reduction Strategy has been finalised by consultants Ironbark Sustainability. Draft Strategy was presented to Council for in late-2024. Officers are preparing an Implementation Plan to guide ongoing delivery of the project for council endorsement.
- Officers have also been engaging with the Department of State Development who are considering support options to assist local government with delivery of project.

### Next Steps:

Draft Strategy to be presented to Council, with an Implementation Plan provided for endorsement.

Officers to continue to engage with Department of State Development to utilise any funding/resourcing support for implementation.

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### Flying Fox Management

- The Hood's Lagoon Flying Fox Management Project which was funded by the State Government has been completed and grant acquittal finalized.
- Officers commenced Flying Fox monitoring in late August of flying fox camps identified in Moranbah, Clermont and Middlemount. Fortnightly briefings continue to be distributed to all relevant internal stakeholders.
- Officers have drafted a 12-month social media schedule for 2025 to be distributed starting January regarding flying fox education and empowering residents to undergo early management on properties.

### Next Steps:

Officers are to continue monitoring Flying-foxes until the end of the migratory season

Officers to distribute letters to residents that may be potentially affected in future Flying-fox seasons following departure of flying foxes this season.

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### Customer Service

Environment and Biodiversity enquiries received through CRM:

YTD 24/25	FY 23/24	FY 22/23	FY 21/22
79	83	114	121

# CORPORATE REPORTING

8. ANNUAL OPERATIONAL PLAN 2024/25

Item	Service area	Description	Measure of success	Measure of success (date)	Status	Comments
AOP14	Environmental Land Management	Finalise the Biosecurity Strategy 2024 – 2027	Biosecurity Strategy and Implementation Plan is adopted.	Q4	On Target	Biosecurity Plan adopted in February 2024. Biosecurity Implementation Plan currently being finalised and due to be presented to ELT for endorsement in February/March 2025.

## 9. DEPARTMENTAL BUSINESS PLAN 2024/25

Corporate Plan Link	Project of BAU PRIORITY	Op or Cap Budget	Measure of Success	Status
<b>LAND USE PLANNING</b>				
<b>Development Assessment and Major Project</b>				
Liveability through Design and Infrastructure	Delivery of Council's statutory development assessment responsibilities under the Planning Act and Economic Development Act (including development assessment, plan sealing, town planning certificates, exemption certificates etc)	Operational	100% of decisions issued within statutory timeframes (or extended timeframe with applicant agreement)	On Target
Liveability through Design and Infrastructure Vibrant Natural Assets	Coordination of Council's responses to State Land Applications (i.e. tenure renewals and conversions)	Operational	100% of responses provided within the requested timeframe.	On Target
Liveability through Design and Infrastructure	Administration and response to land use planning enquiries in CRM.	Operational	100% of customers contacted within 5 business days.	On Target
Liveability through Design and Infrastructure	Provision of input into Council's responses to Major Project Assessment (i.e. Mining Lease Applications, Terms of Reference, EIS Assessment, Social Impact Assessments)	Operational	Technical response provided to 100% of projects.	On Target
Liveability through Design and Infrastructure	Provide planning advice to internal Council stakeholders, including other Departments, ELT and Councillors	Operational	100% of enquiries responded to within 5 business days.	On Target

Governance for Accountability	Review of planning delegations.	Operational	Review completed and recommendations implemented	Below Target
Governance for Accountability	Delivery of Online Planning Module (RAMS)	Operational	Online Planning Module finalised and live.	Below Target
Governance for Accountability	Procedure Guide completed for development assessment functions and workflows.	Operational	Procedure guide completed.	Completed
Liveability through Design and Infrastructure  Leading and Enabling a Changing World	Obtain Ministerial Infrastructure Designation approval for the Isaac Resources Excellence Precinct	Operational	Ministerial Infrastructure Designation approved	On Target
<b>Strategic Planning</b>				
Liveability through Design and Infrastructure	<p>Delivery of continual improvements to the Isaac Regional Planning Scheme through the progression of Planning Scheme Amendments that respond to council, community, economic and environmental needs. Amendments to include:</p> <ul style="list-style-type: none"> <li>• Adoption of Minor Amendment (Flood overlay)</li> <li>• Adoption of Interim Amendment to Local Government Infrastructure Plan</li> <li>• Commencement of Major Amendment</li> <li>• Commencement of Qualified State Interest Amendment (non-resident workforce accommodation)</li> </ul>	Operational	Planning Scheme amendment process ongoing.	Monitor
Liveability through Design and Infrastructure	Finalisation of the Revocation of the Moranbah Priority Development Area.	Operational	Moranbah PDA revoked.	Completed
Liveability through Design and Infrastructure	Adoption of Flood Studies (Isaac River, Plane Creek South to Styx River, Moranbah, Clermont and Nebo)	Operational	Flood Studies adopted	Completed
Liveability through Design and Infrastructure	Partner with Barada Barna Group to support the development of a Master Plan for Curtin Street sites (BHP site and former Curtin House site)	Operational	Master Plan completed.	Completed



Liveability through Design and Infrastructure	Development of Structure Plan for Grosvenor Estate, Belyando Estate and Railway Station Road Precinct and	Operational	Structure Plan commenced.	Below Target
Liveability through Design and Infrastructure	Delivery of an Industrial Land Audit.	Operational	Industrial Land Audit completed.	Below Target
Inclusive Growth for a Progressive Economy	Delivery of a development incentivisation policy to facilitate the delivery of targeted development (i.e. multiple dwellings, subdivisions, aged care)	Operational	Development of Incentive Policy commenced.	Below Target
Liveability through Design and Infrastructure	Implementation of the Coastal Hazard Adaptation Strategy in accordance with Implementation Plan and available funding opportunities.	Operational	Funding successfully received for Implementation Plan delivery.	Below Target
<b>ENVIRONMENT AND BIODIVERSITY</b>				
<b>Biosecurity</b>				
Vibrant Natural Assets	Delivery of the 1080 Baiting Program	Operational	2 rounds per year; and 50 properties baited per round	Below Target
Vibrant Natural Assets	Delivery of the Dingo Bounty Program	Operational	12 bounty claim days per year	On Target
Vibrant Natural Assets	Undertake review of the Dingo Bounty Program with regards to future ongoing delivery and/or amendments to Program.	Operational	Review completed	On Target
Vibrant Natural Assets	Deliver aerial shooting in accordance with the funding agreement with the State Government through the Reef Guardian Council funding program.	Operational	3 shoots delivered.	On Target
Vibrant Natural Assets	Implementation of the Isaac Region Biosecurity Plan 2024-2027 and Biosecurity Implementation Strategy	Operational	Plan delivered in accordance with Biosecurity Implementation Strategy actions and timeframes.	On Target
Vibrant Natural Assets	Provide biosecurity advice to external and internal customers, including members of the community and Council stakeholders such as other Departments, ELT and Councillors	Operational	100% of enquiries responded to within 5 business days.	On Target
<b>Natural Resource Management</b>				

Vibrant Natural Assets	Deliver the first-year actions for coastal restoration works at Notch Point and St Lawrence Wetlands in accordance with the funding agreement with the State Government through the Reef Guardian Council funding program.	Operational	100% of restoration works delivered in accordance with Funding Agreement.	On Target
Vibrant Natural Assets	Finalise review of the Flying Fox Statement of Management Intent	Operational	Review completed and adopted by Council	Completed
Vibrant Natural Assets	Flying fox management – provide advice, education and actions in-line with the Statement of Management Intent	Operational	100% of enquiries responded to within 2 business days.	On Target
Vibrant Natural Assets	Deliver actions of the Hoods Lagoon Flying Fox Management Plan funded by the State Government through the Flying-Fox Roost Management in Queensland Program.	Operational	Actions delivered in accordance with Funding Agreement.	On Target
Vibrant Natural Assets	Undertake fortnightly flying monitoring during flying fox season for internal reporting.	Operational	Fortnightly flying fox reports.	On Target
Vibrant Natural Assets	Undertake water sampling of Hoods Lagoon	Operational	Two water samples tested per year.	On Target
Vibrant Natural Assets	Provide natural resource management related advice to external and internal customers, including members of the community and Council stakeholders such as other Departments, ELT and Councillors	Operational	100% of enquiries responded to within 5 business days.	On Target
<b>Environment and Sustainability</b>				
Vibrant Natural Assets  Governance for Accountability	Adoption of Council's Emission Reduction Strategy	Operational	Emission Reduction Strategy adopted.	On Target
Vibrant Natural Assets	Support delivery of the solar installation at Moranbah Administration Office and Clermont Administration Building in accordance with the funding agreement with the State Government through the Reef Guardian Council funding program.	Capital	Clermont Administration Building installation complete.	On Target
Vibrant Natural Assets	Deliver education programs to internal stakeholders.	Operational	Minimum 2 town talks and/or similar engagement methods per year	On Target

Vibrant Natural Assets	Facilitate and support Council's sustainability focused programs such as Mobile Muster Program and Battery Recycling.	Operational	Maintain existing program and explore opportunities for the delivery of one new program per year.	On Target
Vibrant Natural Assets	Support the delivery of environment / sustainability focused messaging at community events.	Operational	Attend and support the St Lawrence Wetland Weekend.	On Target
Vibrant Natural Assets	Engage with external stakeholders to progress initiatives and programs.	Operational	6 partnership meetings attended per year	On Target
<b>Stock Routes</b>				
Vibrant Natural Assets	Deliver the day-to-day administration and management (travel/agistment permits, including pasture assessment/compliance) of the region's Stock Route Network in accordance with the <i>Stock Route Management Act 2002</i> .	Operational	Permits issued within 14 days after receipt	On Target
Vibrant Natural Assets	Delivery of the Isaac Region Stock Route Management Plan	Operational	Management Plan commenced.	Monitor
Vibrant Natural Assets	Maintain stock route network facilities and identify capital projects in the Stock Route Management System	Operational	Stock route network assets inspected every 3 months; and Stock route network assets bids submitted into SRMS.	On Target
Vibrant Natural Assets	Ongoing provision of water agreement on stock routes water facilities	Operational	Permits forwarded to Department of Resources within 14 days after receipt	On Target

# PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

# LIVEABILITY AND SUSTAINABILITY

## BUSINESS PLAN FINANCIAL YEAR – 2024/2025

**Prepared by:** Michael St Clair  
**Current as at:** 31 May 2024



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## PURPOSE

The purpose of this Business Plan is to ensure the implementation of Isaac Regional Council's Community-Corporate Plan 2023-2028 (the Corporate Plan) through the programs, functions and services provided of the Liveability and Sustainability department.

Business plans will inform the development of the annual operations plan of council, as well as operational and capital budgets, to identify projects that require concept briefs for approval, for new or unique capital and operational projects.

The Business Plan influences the development of the Annual Operational Plan and Budgeting, identifying the performance measures that will determine how the Corporate Plan's outcomes are being achieved.

Business plans will inform the development of the annual operations plan of council, as well as operational and capital budgets, to identify projects that require concept briefs for approval, for new or unique capital and operational projects.

## SCOPE

The Business Plan applies to all operational functions of the department, supporting the strategic direction of the Directorate and Council.

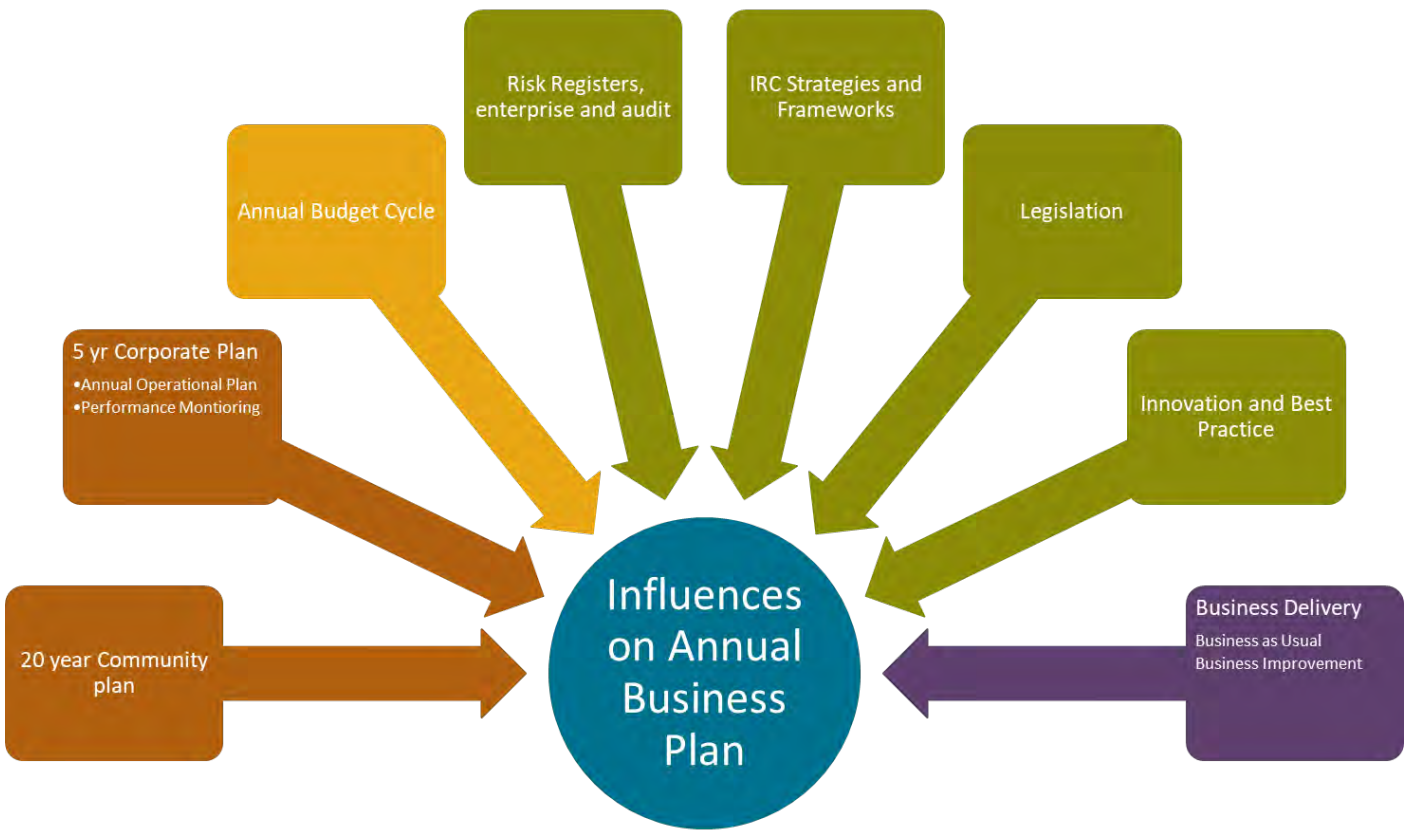
## KEY FOCUS AREAS

We're delivering and in changing world. At Isaac, the how matters



# BUSINESS PLAN INFLUENCES

How the Business plan is the key link to all business activities.



## LIVEABILITY AND SUSTAINABILITY - PLAN ON A PAGE

**DEPARTMENT NAME**

Liveability and Sustainability

**DEPARTMENT OBJECTIVES**

To support the delivery of a sustainable future for the Isaac Region, its communities and environment by providing consistent and reliable technical advice, decision-making and stewardship.

**KEY FUNCTIONS**

Development Assessment  
 Major Projects  
 State Land Applications  
 Land Use and Infrastructure Planning  
 Biosecurity  
 Natural Resource Management  
 Sustainability and Partnerships  
 Stock Routes

**KEY STAKEHOLDERS**

Elected members  
 ELT  
 PECS Directorate  
 IRC Directorates  
 IRC Communities  
 Developers and multinational corporations  
 Queensland and Federal Government  
 Peak bodies and advocacy networks



**RESOURCES**

Unit	Staff	Tenure
Manager	1	Contract
Land Use Planning	2	Full time
	2	Contract - Part time
Student Planner	1	Contract
Environment and Biodiversity	4	Full-time
	1	Contract
Department Administration	2	Fulltime

**KEY STRATEGIES**

Isaac Regional Planning Scheme  
 Isaac Region Biosecurity Plan 2024-2027





## STRATEGY

### KEY LEGISLATION

Coastal Hazard Adaptation Strategy  
 Flying Fox Statement of Management Intent  
 Isaac Regional Council Stock Route Management Plan

*Planning Act 2016*

*Economic Development Act 2012*

*Nature Conservation Act 1992*

*Biosecurity Act 2014*

*Stock Route Management Act 2002*

*Land Act 1994*



## INFLUENCES AND RISKS

### KEY INFLUENCES

Development assessment trends  
 Social and economic drivers and demographic change  
 Environmental and climate impacts and changes  
 Legislative changes at a regional, state and federal level

### KEY RISKS

Aging and resource-intensive systems  
 Skills shortage and staffing (recruitment) challenges  
 Legislative changes at a state and federal level leading to impacts on resources and budgets



## PRIORITIES & PROJECTS

### KEY BUSINESS AS USUAL

(TOP 5)

1. Development assessment and administration of land use customer service enquiries;
2. Strategic land use planning, infrastructure planning and policy development, including development and implementation of the Isaac Region Planning Scheme and supporting technical studies;
3. Invasive species control programs including feral animal eradication, weeds management, and implementation of the Isaac Region Biosecurity Plan 2020-2023.
4. Increasing environmental resilience and education within Council and its communities, including implementation and maintenance of the Flying Fox Statement of Management Intent (SoMI), conservation and revegetation projects.
5. Strategic environmental, sustainability and natural resource projects, partnerships, programs, and planning.

### KEY OPERATIONAL PROJECTS

- Revocation of the Moranbah Priority Development Area
- Planning Scheme Amendments:
  - Adoption of Minor Amendment (flood overlay)
  - Adoption of Interim Amendment to the Local Government Infrastructure Plan
  - Commencement of Major Amendment
  - Commencement of Qualified State Interest Amendment (non-resident workforce accommodation)
- Finalisation of Emission Reduction Strategy

- 
- Delivery of Year 1 projects of the Reef Guardian Council funded projects including Notch Point and St Lawrence Wetlands land management projects and aerial shooting program)
  - Approval of Ministerial Infrastructure Designation for the Isaac Resources Excellence Precinct
  - Delivery of Industrial Land Audit
- 

**KEY CAPITAL  
PROJECTS**

Nil

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## DEPARTMENT OVERVIEW

### OUR OBJECTIVES

*To support the delivery of a sustainable future for the Isaac Region, its communities and environment by providing consistent and reliable technical advice, decision-making and stewardship.*

### OUR FUNCTIONS AND SERVICES

The Liveability and Sustainability Department delivers a range of services under the following programs:

#### Land Use Planning

- Development Assessment and Major Projects
  - Development assessment and administration of land use customer service inquiries.
  - Leading Isaac Regional Council's operational review and response to environmental and social impact assessment processes for major projects.
- Land Use and Infrastructure Planning
  - Strategic land use planning and policy, including development and implementation of the Isaac Region Planning Scheme and supporting technical studies (i.e. flood studies), Urban Design Frameworks, precinct, neighbourhood, and cultural heritage planning activities.
  - Strategic infrastructure planning and administration of the Isaac Regional Planning Scheme's Local Government Infrastructure Plan and infrastructure charging framework for development contributions.
  - Reflection of Indigenous heritage and Native Title considerations in our land-use planning processes.
  - Regional community sustainability initiatives and planning, including the Isaac Coastal Hazard Adaptation Strategy.
  - Land and resource management activities, including coordination of Council's responses to State Government land development applications.

#### Environment and Biodiversity

- Biosecurity
  - Invasive species control programs including feral animal eradication, weeds management, and implementation of the Isaac Region Biosecurity Plan 2020-2023.
- Natural Resource Management
  - Increasing environmental resilience within council and its communities, including implementation and maintenance of the Flying Fox Statement of Management Intent (SoMI), conservation and revegetation projects.
- Sustainability and Partnerships
  - Strategic environmental and natural resources sustainability partnerships, programs, and planning.
  - Administration of the Isaac Regional Council Emission Reduction Strategy
- Stock Routes
  - Administration of the Isaac Stock Route network and development of a Stock Route Management Plan.

## DEPARTMENT OUTPUTS

OUTPUT	FREQUENCY	INTERNAL/EXTERNAL
Development Assessment	Ongoing	Both
Duty Planner Helpdesk	Ongoing	Both
Development Advisory to Internal Clients	Ad-hoc	Internal
Strategic Planning	Ongoing	Both
Development Compliance Support	Ongoing	Both
Assistance to Legal Advisors	Ongoing	External
Native Title Administration	Ongoing	Both
Social Impact Advice	Ongoing	Both
Coordination and Input into Major Project Assessment	Ongoing	Both
Strategic Environmental and Biodiversity Management	Ongoing	Both
Land and Pest Management Activities	Ongoing	Both
Integrated Planning Projects and Strategies	Ongoing	Both
Social Development Advocacy	Ongoing	Both

## PEOPLE RESOURCES (AS AT FEBRUARY 2023):

UNIT	NUMBER OF STAFF	TENURE TYPE
Manager	1	Contract
Land Use Planning	2	Full time
	2	Contract - Part time
Student Planner	1	Contract
Environment and Biodiversity	4	Full-time
	1	Part-time
Department Administration	2	Fulltime

## KEY CUSTOMERS/STAKEHOLDERS

INTERNAL	EXTERNAL
<p>Elected Members:</p> <ul style="list-style-type: none"> <li>- Mayor</li> <li>- Chair Planning, Environment, and Community Services Standing Committee</li> </ul>	<p>Community:</p> <ul style="list-style-type: none"> <li>- Isaac Regional Council Communities</li> <li>- Community groups</li> <li>- Landowners</li> <li>- Small business owners</li> </ul>

<ul style="list-style-type: none"> <li>- Planning, Environment, and Community Services Standing Committee Members</li> <li>- Councillors</li> </ul>	
<p>Chief Executive Officer and Office of the CEO</p>	<p>Developers and Multinational Corporations:</p> <ul style="list-style-type: none"> <li>- Resource sector companies</li> <li>- Social impact consultants</li> <li>- Non-resident workforce accommodation providers</li> <li>- Civil construction companies and land developers</li> <li>- Isaac Affordable Housing Trust</li> <li>- Development and planning consultancies</li> <li>- Major regional employers</li> <li>- Emerging industry proponents <ul style="list-style-type: none"> <li>o Renewable energy</li> <li>o Value-adding industries</li> <li>o Agribusiness industries</li> </ul> </li> </ul>
<p>Director PECS and Office of Director PECS</p>	<p>Queensland Government:</p> <ul style="list-style-type: none"> <li>- Department of State Development, Infrastructure, Local Government and Planning</li> <li>- Economic Development Queensland</li> <li>- Office of the Coordinator-General</li> <li>- Department of Resources</li> <li>- Department of Environment and Science</li> <li>- Department of Agriculture and Fisheries</li> <li>- Department of Transport and Main Roads</li> <li>- Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships</li> <li>- Department of Communities, Housing, and Digital Economy</li> <li>- Queensland Health</li> <li>- Department of Education</li> <li>- Queensland Fire and Emergency Services</li> </ul>
<p>PECS Directorate</p>	<p>Local Government:</p> <ul style="list-style-type: none"> <li>- Local Government Association of Queensland</li> <li>- Adjoining Local Governments <ul style="list-style-type: none"> <li>o Charters Towers</li> <li>o Barcaldine</li> <li>o Central Highlands</li> <li>o Livingstone</li> <li>o Mackay</li> <li>o Whitsunday</li> </ul> </li> </ul>
<p>Other Council Directorates as technical experts and development advisors and asset custodians</p>	<p>Peak bodies and advocacy networks:</p> <ul style="list-style-type: none"> <li>- Planning Institute of Australia</li> <li>- Urban Development Institute of Australia</li> <li>- Reef Catchments, Fitzroy Basin Association, North Queensland Dry Tropics</li> <li>- North Queensland Pest Management Group, Mackay-Whitsunday Pest Management Group</li> <li>- Great Barrier Reef Marine Park Authority</li> </ul>

	<ul style="list-style-type: none"> <li>- Healthy Rivers to Reef Partnership</li> <li>- Reef Guardian Councils Program</li> <li>- Greater Whitsunday Communities</li> <li>- Smart Transformation Advisory Council</li> </ul>
Consultant town planners and technical experts	
Legal representation	

## STRATEGIES, POLICIES AND INFLUENCES ON DEPARTMENT

This section identifies the relevant legislation and internal Council strategies relevant to the day-to-day operations and long-term planning instruments for effective operations of the Department activities.

### ORGANISATIONAL INFLUENCES TO DEPARTMENT

REFERENCE PLANS	DEPARTMENTAL LINKS
<b>Vision &amp; values</b>	We're delivering and in changing world. At Isaac, the how matters.
<b>2023 – 2028 Community-Corporate Plan</b>	Leading and enabling a changing world, Engaged communities, Inclusive growth for a progressive economy, Liveability through design and infrastructure, Vibrant natural assets, Governance for accountability
<b>Annual operational plan</b>	Includes the themes and strategies of the corporate plan and items in this business plan as to identifying priorities of projects and services
<b>Asset management plans</b>	Asset plans for assets
<b>Project management framework</b>	How the project will deliver on projects
<b>Enterprise risk management framework</b>	How we identify and manage risks

### COUNCIL STRATEGY INFLUENCING DEPARTMENT

REFERENCE PLANS	DEPARTMENTAL LINKS
<b>Isaac Regional Planning Scheme</b>	Local government planning legislation
<b>Isaac Regional Council Charges Resolution (No.3) 2021</b>	Legislative charging mechanism for the recovery of infrastructure chargers
<b>Isaac Region Biosecurity Plan 2020-2024</b>	Local government legislation for biosecurity management
<b>Coastal Hazard Adaptation Strategy</b>	Strategy for the adaptation of coastal hazards
<b>Stock route Management Plan</b>	Local government legislative management plan for stock routes
<b>Statement of Flying Fox Management Intent</b>	Statement of Management Intent for management of flying foxes in urban areas.
<b>Hoods Lagoon Flying Fox Roost Management Plan</b>	Management Plan for Hoods Lagoon Flying Fox Roost

## COUNCIL POLICY INFLUENCING DEPARTMENT

REFERENCE PLANS	DEPARTMENTAL LINKS
<b>Climate Change Response Policy</b>	Policy objectives to promote and apply Council's commitment to improve its knowledge and capability to appropriately respond to climate change risks and opportunities through meaningful and inclusive actions which simultaneously foster the conditions which create positive and socially sustainable futures for our communities.
<b>Environment Policy</b>	Policy objective to outline Council's commitment to the protection, preservation and enhancement of our natural assets and environments for future generations, and commitment to the avoidance, minimisation and management of environmental impacts as part of Council's operations and activities.
<b>Social Sustainability Policy</b>	Policy objective to promote and apply a contemporary position on social sustainability in Council's dealings on major projects, regional investment and forward planning and delivery of works, services and infrastructure.

## LEGISLATIVE INFLUENCES ON DEPARTMENT

REGULATION	RELATED POLICIES
Local Government Act 2009 (LGA 2009)	Quality Management Policy
Local Government Regulation 2012	
Information Privacy Act 2009 (& IP Regulation 2009)	
Public Records Act 2002	
Right to Information Act 2009 (& RTI Regulation 2009)	
Work Health and Safety Act Queensland 2011	WHS Policy Statement and Health and Wellbeing Policy Statement
Environmental	Environmental Management Policy
Planning Act 2016 (and subordinate legislation/policy)	
Economic Development Act 2012	
Biosecurity Act 2014 (and subordinate legislation/policy)	
Stock Route Management Act 2002 (and subordinate legislation/policy)	
Environmental Protection Act 1994 (and subordinate legislation/policy)	
Nature Conservation Act 1992	
Vegetation Management Act 1999	
Water Act 2000	
Environmental Protection and Biodiversity Conservation Act 1999	



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Land Act 1994

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Native Title Act 1993 (Cth)

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Aboriginal Cultural Heritage Act 2003

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State Development and Public Works Organisation Act 1971

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Strong and Sustainable Resource Communities Act 2017

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Transport Infrastructure Act 1994

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## DEPARTMENTAL INFLUENCES AND RISKS

### DEPARTMENT INFLUENCES/IMPACTS

The following table summarises the various current and emerging influences on the Department at this time, that will have an impact on the business

INTERNAL/ EXTERNAL	POTENTIAL IMPACT	RISK OR OPPORTUNITY
INTERNAL	Elected member and ELT support for initiatives and expectations of deliverables	RISK & OPPORTUNITY
INTERNAL	Succession Planning and staff turnover	RISK
INTERNAL	Skills shortage and challenges to recruit and retain key positions and skill sets	RISK
INTERNAL	Aging and resource-intensive systems	RISK
INTERNAL	Challenges in maintaining inter-directorate and interdepartmental engagement	RISK & OPPORTUNITY
EXTERNAL	Social and economic drivers and demographic change	RISK & OPPORTUNITY
EXTERNAL	State and Federal Government Policy and/or legislative change	RISK & OPPORTUNITY
EXTERNAL	Environmental and climate impacts and changes	RISK
EXTERNAL	Community sentiments, values, and drivers	RISK & OPPORTUNITY
EXTERNAL	Development assessment activity trends	RISK
EXTERNAL	Unforeseen biosecurity risks	RISK
EXTERNAL	Development assessment legal challenges and associated budgeting and reputational risks	RISK

### DEPARTMENT IDENTIFIED RISKS

The following matrix summarises the various current and emerging risks impacting on the deliverables of the Department.

REGISTER REFERENCE	DESCRIPTION OF RISK	RISK REGISTER REF #	MITIGATION ACTIVITIES REQUIRED
Operational risk register	Non-compliance with LG Act and Regulation	PECS0009	<ul style="list-style-type: none"> <li>• Authorised Officers training and register</li> <li>• Training</li> <li>• Application of Council delegated authorities</li> <li>• Declaration of conflicts of interest process</li> </ul>

			<ul style="list-style-type: none"> <li>• PECS Noble Purpose and corresponding Do's and Don'ts behaviours.</li> <li>• Code of Conduct</li> </ul>
	IT challenges including connectivity, interruptions and service access	PECS0015	Several controls are being investigated to improve communications and system contingency.
	Council lacks established standards, procedures and best practice guidelines for delivery of Council's regulatory and enforcement functional areas such as food safety, environmental standards, local laws, building, plumbing and development	PECS0020	<ul style="list-style-type: none"> <li>• Delivery of initiatives in accordance with the Development Assessment Improvement Roadmap. Actions include: <ul style="list-style-type: none"> <li>- Standard conditions</li> <li>- Standards report templates and correspondence</li> <li>- Delegation review</li> <li>- Preferred supplier arrangements for technical suppliers</li> <li>- Use of TechOne for management of planning workflows.</li> </ul> </li> </ul>
Internal audit risk register		Nil	
External audit risk register		Nil	

## DEPARTMENT PRIORITIES AND PROJECTS

### KEY PRIORITIES OF DEPARTMENT OUTPUTS

The key priorities and outputs are to deliver the functions and services of department business and include **operational and capital projects and activities** against the corporate management plan.

#### Current Year

CORPORATE PLAN LINK	PROJECT OR BAU PRIORITY	OP OR CAP BUDGET	MEASURE OF SUCCESS (KPI)
<b>LAND USE PLANNING</b>			
<b>Development Assessment and Major Project</b>			
Liveability through Design and Infrastructure	Delivery of Council's statutory development assessment responsibilities under the Planning Act and Economic Development Act (including development assessment, plan sealing, town planning certificates, exemption certificates etc)	Operational	100% of decisions issued within statutory timeframes (or extended timeframe with applicant agreement)
Liveability through Design and Infrastructure Vibrant Natural Assets	Coordination of Council's responses to State Land Applications (i.e. tenure renewals and conversions)	Operational	100% of responses provided within the requested timeframe.
Liveability through Design and Infrastructure	Administration and response to land use planning enquiries in CRM.	Operational	100% of customers contacted within 5 business days.
Liveability through Design and Infrastructure Leading and Enabling a Changing World	Provision of input into Council's responses to Major Project Assessment (i.e. Mining Lease Applications, Terms of Reference, EIS Assessment, Social Impact Assessments)	Operational	Technical response provided to 100% of projects.
Liveability through Design and Infrastructure	Provide planning advice to internal Council stakeholders, including other Departments, ELT and Councillors	Operational	100% of enquiries responded to within 5 business days.
Governance for Accountability	Review of planning delegations.	Operational	Review completed and recommendations implemented

Governance for Accountability	Delivery of Online Planning Module (RAMS)	Operational	Online Planning Module finalised and live.
Governance for Accountability	Procedure Guide completed for development assessment functions and workflows.	Operational	Procedure guide completed.
Liveability through Design and Infrastructure  Leading and Enabling a Changing World	Obtain Ministerial Infrastructure Designation approval for the Isaac Resources Excellence Precinct	Operational	Ministerial Infrastructure Designation approved
<b>Strategic Planning</b>			
Liveability through Design and Infrastructure	<p>Delivery of continual improvements to the Isaac Regional Planning Scheme through the progression of Planning Scheme Amendments that respond to council, community, economic and environmental needs. Amendments to include:</p> <ul style="list-style-type: none"> <li>• Adoption of Minor Amendment (Flood overlay)</li> <li>• Adoption of Interim Amendment to Local Government Infrastructure Plan</li> <li>• Commencement of Major Amendment</li> <li>• Commencement of Qualified State Interest Amendment (non-resident workforce accommodation)</li> </ul>	Operational	Planning Scheme amendment process ongoing.
Liveability through Design and Infrastructure	Finalisation of the Revocation of the Moranbah Priority Development Area.	Operational	Moranbah PDA revoked.
Liveability through Design and Infrastructure	Adoption of Flood Studies (Isaac River, Plane Creek South to Styx River, Moranbah, Clermont and Nebo)	Operational	Flood Studies adopted
Liveability through Design and Infrastructure	Partner with Barada Barna Group to support the development of a Master Plan for Curtin Street sites (BHP site and former Curtin House site)	Operational	Master Plan completed.
Liveability through Design and Infrastructure	Development of Structure Plan for Grosvenor Estate, Belyando Estate and Railway Station Road Precinct and	Operational	Structure Plan commenced.
Liveability through Design and Infrastructure	Delivery of an Industrial Land Audit.	Operational	Industrial Land Audit completed.

Inclusive Growth for a Progressive Economy	Delivery of a development incentivisation policy to facilitate the delivery of targeted development (i.e. multiple dwellings, subdivisions, aged care)	Operational	Development of Incentive Policy commenced.
Liveability through Design and Infrastructure	Implementation of the Coastal Hazard Adaptation Strategy in accordance with Implementation Plan and available funding opportunities.	Operational	Funding successfully received for Implementation Plan delivery.
<b>ENVIRONMENT AND BIODIVERSITY</b>			
<b>Biosecurity</b>			
Vibrant Natural Assets	Delivery of the 1080 Baiting Program	Operational	2 rounds per year; and 50 properties baited per round
Vibrant Natural Assets	Delivery of the Dingo Bounty Program	Operational	12 bounty claim days per year
Vibrant Natural Assets	Undertake review of the Dingo Bounty Program with regards to future ongoing delivery and/or amendments to Program.	Operational	Review completed
Vibrant Natural Assets	Deliver aerial shooting in accordance with the funding agreement with the State Government through the Reef Guardian Council funding program.	Operational	3 shoots delivered.
Vibrant Natural Assets	Implementation of the Isaac Region Biosecurity Plan 2024-2027 and Biosecurity Implementation Strategy	Operational	Plan delivered in accordance with Biosecurity Implementation Strategy actions and timeframes.
Vibrant Natural Assets	Provide biosecurity advice to external and internal customers, including members of the community and Council stakeholders such as other Departments, ELT and Councillors	Operational	100% of enquiries responded to within 5 business days.
<b>Natural Resource Management</b>			
Vibrant Natural Assets	Deliver the first-year actions for coastal restoration works at Notch Point and St Lawrence Wetlands in accordance with the funding agreement with the State Government through the Reef Guardian Council funding program.	Operational	100% of restoration works delivered in accordance with Funding Agreement.
Vibrant Natural Assets	Finalise review of the Flying Fox Statement of Management Intent	Operational	Review completed and adopted by Council
Vibrant Natural Assets	Flying fox management – provide advice, education and actions in-line with the Statement of Management Intent	Operational	100% of enquiries responded to within 2 business days.

Vibrant Natural Assets	Deliver actions of the Hoods Lagoon Flying Fox Management Plan funded by the State Government through the Flying-Fox Roost Management in Queensland Program.	Operational	Actions delivered in accordance with Funding Agreement.
Vibrant Natural Assets	Undertake fortnightly flying monitoring during flying fox season for internal reporting.	Operational	Fortnightly flying fox reports.
Vibrant Natural Assets	Undertake water sampling of Hoods Lagoon	Operational	Two water samples tested per year.
Vibrant Natural Assets	Provide natural resource management related advice to external and internal customers, including members of the community and Council stakeholders such as other Departments, ELT and Councillors	Operational	100% of enquiries responded to within 5 business days.
<b>Sustainability and Partnerships</b>			
Vibrant Natural Assets  Governance for Accountability	Adoption of Council's Emission Reduction Strategy	Operational	Emission Reduction Strategy adopted.
Vibrant Natural Assets	Support delivery of the solar installation at Moranbah Administration Office and Clermont Administration Building in accordance with the funding agreement with the State Government through the Reef Guardian Council funding program.	Capital	Clermont Administration Building installation complete.
Vibrant Natural Assets	Deliver education programs to internal stakeholders.	Operational	Minimum 2 town talks and/or similar engagement methods per year
Vibrant Natural Assets	Facilitate and support Council's sustainability focused programs such as Mobile Muster Program and Battery Recycling.	Operational	Maintain existing program and explore opportunities for the delivery of one new program per year.
Vibrant Natural Assets	Support the delivery of environment / sustainability focused messaging at community events.	Operational	Attend and support the St Lawrence Wetland Weekend.
Vibrant Natural Assets	Engage with external stakeholders to progress initiatives and programs.	Operational	6 partnership meetings attended per year
<b>Stock Routes</b>			

Vibrant Natural Assets	Deliver the day-to-day administration and management (travel/agistment permits, including pasture assessment/compliance) of the region's Stock Route Network in accordance with the <i>Stock Route Management Act 2002</i> .	Operational	Permits issued within 14 days after receipt
Vibrant Natural Assets	Delivery of the Isaac Region Stock Route Management Plan	Operational	Management Plan commenced.
Vibrant Natural Assets	Maintain stock route network facilities and identify capital projects in the Stock Route Management System	Operational	Stock route network assets inspected every 3 months; and Stock route network assets bids submitted into SRMS.
Vibrant Natural Assets	Ongoing provision of water agreement on stock routes water facilities	Operational	Permits forwarded to Department of Resources within 14 days after receipt



## Ongoing or Future Years

PROPOSED FY	CORPORATE PLAN LINK	PROJECT OR BAU PRIORITY	OP OR CAP BUDGET
25-26	Governance for Accountability	Upskilling and training opportunities for social impact assessment to be undertaken by the Department.	Operational
25-26	Liveability through Design and Infrastructure	Review of Urban Design Frameworks and incorporation into the Isaac Regional Planning Scheme.	Operational
25-26	Liveability through Design and Infrastructure	Delivery of Structure Planning for further industrial precincts.	Operational
25-26	Liveability through Design and Infrastructure	Review of Planning Scheme (Assessment Benchmarks and Mapping) to explore opportunities for increased infill development.	Operational
25-26	Vibrant Natural Assets	Implementation of Council Emissions Reduction Strategy with cross-organisational input	Operational
25-26	Liveability through Design and Infrastructure	Commence statutory 5-year review of Local Government Infrastructure Plan	Operational
26-27	Liveability through Design and Infrastructure	Review of Local Government Heritage Register.	Operational
Ongoing	Governance for Accountability	Maintenance of the non-resident workforce accommodation register, and catchment mapping related to major project workforce accommodation.	Operational
Ongoing	Governance for Accountability	Maintenance of the renewable energy facilities register.	Operational
Ongoing	Governance for Accountability	Review and enhancement of Council's development assessment program and systems to generate corporate efficiencies and improve customer outcomes.	Operational
Ongoing	Liveability through Design and Infrastructure	Delivery of continual improvements to the Isaac Regional Planning Scheme through the progression of Planning Scheme Amendments that respond to council, community, economic and environmental needs.	Operational



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**MEETING DETAILS****Ordinary Meeting**

Wednesday 26 March 2025

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**AUTHOR**

Robert Perna

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**AUTHOR POSITION**Director Engineering and Infrastructure

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**9.18****ENGINEERING AND INFRASTRUCTURE 2024/2025 CAPITAL  
PROJECTS PROGRESS REPORT – FEBRUARY 2025****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 2024/2025 Capital Works Program.

**OFFICER'S RECOMMENDATION**

*That the Committee recommends Council:*

- 1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report for February 2025.***

**Resolution No.: E&I0798****Moved: Cr Terry O'Neill****Seconded: Cr Alaina Earl****That the Committee recommends that Council:**

- 1. Receives and notes the monthly Engineering and Infrastructure 2024/2025 Capital Projects Progress Summary Report for February 2025.**

**Carried****BACKGROUND**

Progressive updates of the financial and physical position of projects in the 2024/2025 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 2024/2025 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects.

**Compliance**

To ensure that the Engineering and Infrastructure 2024/2025 Capital Works Program is achieved within the identified timeframes of the 2024/2025 financial year.

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## Benefits

Council can see a monthly progress report detailing progress of projects in the Engineering and Infrastructure 2024/2025 Capital Program. This report communicates risks/failures/delays that have been identified within the Engineering and Infrastructure 2024/2025 Capital Works program.

## Project Highlights

The commencement of works on the Phillips Creek Bridge replacement and the Pave and Sealing of Eaglefield Road are major highlights this month. Progress is ahead of schedule for the bathroom repairs contract which will allow some properties to be returned to service much sooner than expected. A number of new light vehicles have been received however there are still a number outstanding, but suppliers have indicated they will be delivered prior to the end of the financial year.

## CONSULTATION

- Director Engineering and Infrastructure
- Acting Manager Fleet
- Acting Manager Corporate Properties
- 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 Managers and the Director Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2024/2025 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 2024/2025 Capital Works Program, to ensure Isaac will have effective and sustainable infrastructure that supports the needs of the region's communities and economic sectors.

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**Report prepared by:**

ROBERT PERNA  
**Director Engineering and Infrastructure**

Date: 4 March 2025

**Report authorised by:**

CALE DENDLE  
**Chief Executive Officer**

Date: 5 March 2025

## ATTACHMENTS

- CONFIDENTIAL Attachment 1 – E&I Capital Project Progress Summary February 2025

## REFERENCE DOCUMENT

- Nil

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**MEETING DETAILS****Ordinary Meeting**

Wednesday 26 March 2025

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**AUTHOR**

Sean Robinson

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**AUTHOR POSITION**

Manager Galilee and Bowen Basin Operations

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**9.19****ASSET INSTALLATION AND MAINTENANCE LICENCE –  
WATERWAY CROSSING OFF ELLENSFIELD ROAD****EXECUTIVE SUMMARY**

The report seeks to delegate the authority to the Chief Executive Officer to execute a Licence for the installation, use and maintenance of an existing waterway crossing and access track within the stock route 831ISAA adjoining the Burton Dam wall.

**OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Delegates authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence – Waterway Crossing off Ellensfield Road for the installation, use and maintenance of an existing waterway crossing and access track within the stock route 831ISAA adjoining the Burton Dam wall in accordance with the terms attached.***

**Resolution No.:** E&I0799

**Moved:** Cr Rachel Anderson **Seconded:** Cr Terry O'Neill

*That the Committee recommends that Council:*

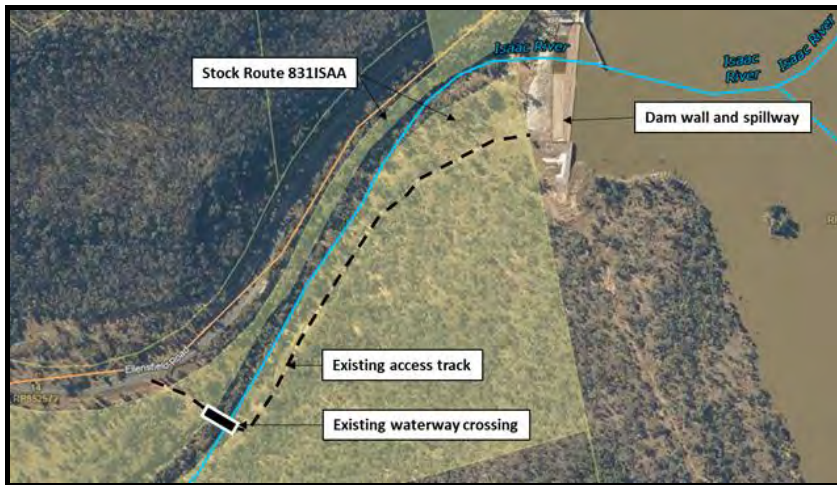
- 1. Delegates authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence – Waterway Crossing off Ellensfield Road for the installation, use and maintenance of an existing waterway crossing and access track within the stock route 831ISAA adjoining the Burton Dam wall in accordance with the terms attached in the report.***

**Carried**

**BACKGROUND**

Centurion Coal Mining Pty Ltd, (Centurion) has taken ownership and control of a constructed 'at level' waterway crossing (Causeway) and access track (Access Track) within the Council controlled stock route 831ISAA adjoining the Burton Dam wall. The Causeway is within a waterway that flows when the dam spills over, and with the Access Track, provides Centurion access from Ellensfield Road to the far side of the Burton Dam wall and infrastructure under its care and control related to the Burton Dam.





Centurion have advised Council that the Causeway and Access Track (collectively referred to as the “Assets”) have become damaged and are presently unpassable. Centurion has approached Council, to undertake the necessary works within the stock route to repair and maintain the Causeway and Access Track for access to the southern portion of the dam wall area for inspections and other operational requirements. As these privately owned assets are not currently under any secured tenure arrangement, Centurion has been requested to enter into a licence arrangement with Council to formalise the obligations and liability arrangements between the parties.

## LICENCE

The licence is based on Council’s template licence document utilised for private assets within the road corridor, modified as necessary to address the stock route. No external legal assistance has been engaged.

The licence contains the following key terms –

- The licence applies to the Causeway and Access Track as detailed in the licence and at the locations identified in Schedule 1.
- Centurion are responsible for the maintenance and removal of the Assets with specific works identified in Schedule 2 of the Licence.
- A security to the value of \$5,000 to be received upon execution and held to secure the obligations under this licence as detailed in clause 20.
- Clause 3.2 – Provides that Council may require Centurion to relocate the Causeway and/or all or part of the Access Track at their cost to a different location, upon suitable notice and at Centurions cost, if required.
- Clause 4 - Requirement to obtain a Works Approval before commencement of installation and removal works onsite.
- Clause 5 – requirement to carry out necessary maintenance to the Assets and remedy any defects caused by the Assets to the stock route.
- Clauses 8 and 9 - Indemnity and insurance provisions in the terms standard in other recently executed Council licences.

- 
- Clause 10 and 11- Dispute resolution provisions including clauses for external expert determination of a dispute.
  - Clause 18 – Centurion is liable for Council’s costs of preparation and execution of the licence and any reasonable costs of project managing the obligations.

## IMPLICATIONS

The Galilee and Bowen Basin Operations Department shall ensure obligations under the Licence are met, facilitate processing of necessary works approvals and provide ongoing monitoring of those obligations.

Centurion shall undertake the works required to maintain and ultimately remove the Assets.

## CONSULTATION

- Manager Governance and Corporate Services
- Manager Liveability and Sustainability
- Program Leader - Environment and Sustainability
- Environment and Sustainability Officer
- Galilee and Bowen Basin Operations Officer
- Centurion Coal Mining Pty Ltd

## BASIS FOR RECOMMENDATION

Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities.

## ACTION ACCOUNTABILITY

Galilee and Bowen Basin Operations department to lead negotiations under the guidance of Director Engineering and Infrastructure and Chief Executive Officer.

Chief Executive Officer to execute the Licence.

Manager Galilee and Bowen Basin Operations to ensure a copy of the executed document is provided to the proponent and obligations under the Licence are adhered to.

## KEY MESSAGES

Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities.

<b>Report prepared by:</b> ROBERT PERNA <b>Director Engineering and Infrastructure</b> Date: 4 March 2025	<b>Report authorised by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: 4 March 2025
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## ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Draft Asset Installation and Maintenance Licence – Waterway Crossing off Ellensfield Road

## **REFERENCE DOCUMENT**

- Capricorn Municipal Development Guidelines

PAGES 516 TO 567 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

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**MEETING DETAILS****Ordinary Meeting**

Wednesday 26 March 2025

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**AUTHOR**

Michael Buckley

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**AUTHOR POSITION**

Manager Parks and Recreation

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**9.20****AUSTRALIAN CRICKET INFRASTRUCTURE FUND – CLERMONT  
JUNIOR CRICKET FIELD IRRIGATION****EXECUTIVE SUMMARY**

This report seeks approval of Isaac Regional Councils submission to the Australian Cricket Infrastructure Fund (Major Grant) for financial contribution in the 2024-2025 financial year. Successful applicants will be notified prior to end of financial year.

**OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Approves Isaac Regional Council submitting an application to the Australian Cricket Infrastructure Fund (Major Grant) for the installation of an irrigation system at the Clermont Junior Cricket Fields including:**
  - a. Restoration of a Clermont bore**
  - b. Installation of power supply and underground irrigation mains**
  - c. Purchase of travelling irrigators**
- 2. Approves a co-contribution of an estimated \$150,000. The submitted application, if approved, would be funded through capital budget and commence in the 2025-2026 financial year with all funds to be used within a 2-year period.**

**Resolution No.: E&I0800****Moved: Cr Viv Coleman****Seconded: Cr Rachel Anderson****That the Committee recommends that Council:**

- 1. Approves Isaac Regional Council submitting an application to the Australian Cricket Infrastructure Fund (Major Grant) for the installation of an irrigation system at the Clermont Junior Cricket Fields including:**
  - a. Restoration of a Clermont bore**
  - b. Installation of power supply and underground irrigation mains**
  - c. Purchase of travelling irrigators**

2. Approves a co-contribution of an estimated \$150,000. The submitted application, if approved, would be funded through capital budget and commence in the 2025-2026 financial year with all funds to be used within a 2-year period.

**Carried**

## BACKGROUND

Queensland Cricket is investing strategically in community cricket facility projects through the Australian Cricket Infrastructure Fund (ACIF).

Through the ACIF, Queensland Cricket and Cricket Australia provide clubs, associations, schools, councils, and other cricket facility managers with the opportunity to apply for seed funding for cricket facility projects that are prioritised under the Queensland Cricket Infrastructure Strategy 2023-2028.

The Major Grants funding is for projects such as new practice facilities, significant oval upgrades, sports lighting, change facility/pavilion upgrade and major refurbishments with a funding amount ranging from \$15,001 - \$40,000 excluding GST.

The primary objective of the ACIF is to improve the provision and quality of cricket infrastructure across all levels of community cricket in line with Australian Cricket's strategic priorities. On this basis, Council wishes



to submit a grant application for an irrigation system to provide adequate irrigation of the cricket field. Currently, there is no irrigation on the field which has caused issues such as prickles and weeds and raised safety concerns.

## Clermont Junior Cricket Fields

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The fields are currently occupied by the Clermont Bulls Junior Cricket Team who have had a large increase in participation and host regional matches and most of the season's games. This includes participants from surrounding townships such as Dysart, Middlemount and Capella. The location attracts both locals and visitors.

## **PROPOSAL**

Delivery of a new irrigation system. Scope of works includes bore reinstatement, supply and installation of power, variable speed pumps, mainline supply and installation and purchase of travelling irrigators. Council through, through Water and Waste have sufficient existing underground allocation to provide water for irrigation.

## **IMPLICATIONS**

### **Financial**

The ACIF release 90% of grant funding to the successful applicant upon commencement of works with the remainder on completion. Cost exceeding the grant remain a co-contributed by Council.

## Project Costs

	Council Cash Contribution	Australian Cricket Infrastructure Fund)
Estimated Cost (ex GST)	\$150,000	\$40,000
Total Project Cost (ex GST)	\$190,000	

## Benefits

Should the grant be successful it will provide budget for the installation of irrigators and bring the cricket fields back to a standard the community and clubs can be proud of.

## CONSULTATION

- Director Engineering and Infrastructure
- Program Leader – Compliance and IMS – Water and Waste
- Clermont Bulls Junior Cricket Team Cricket Club
- Manager Budgets and Statutory Reporting

## BASIS FOR RECOMMENDATION

To ensure renewal of significant community assets.

## ACTION ACCOUNTABILITY

Manager Parks and Recreation to oversee submission and if successful, deliver the works.

## KEY MESSAGES

Isaac Regional Council is committed to the health and wellbeing of the Clermont youth and having irrigated sporting fields in conjunction encouraging junior sports and optimising opportunities.

### Report prepared by:

MICHAEL BUCKLEY  
Manager Parks and Recreation

Date: 4 March 2025

### Report authorised by:

ROBERT PERNA  
Director Engineering and Infrastructure

Date: 4 March 2025

## ATTACHMENTS

- Attachment 1 – Australian Cricket Infrastructure Fund Guidelines 2024-25

## REFERENCE DOCUMENT

- Nil





**CRICKET**  
AUSTRALIA

# AUSTRALIAN CRICKET INFRASTRUCTURE FUND

2024/25 Funding Guidelines



# FUND OVERVIEW

**Cricket Australia, in partnership with State and Territory Cricket Associations, is committed to developing high quality facilities that provide a welcoming environment for all players, officials, volunteers and fans.**

The Australian Cricket Infrastructure Fund (ACIF) provides funding for community cricket facility projects, with a focus on growing participation, promoting accessibility and inclusivity and delivering upon Australian Cricket's strategic priorities.

The ACIF will contribute approximately \$5 million in 2024/25 into community facility projects, representing Cricket's continued commitment to infrastructure funding.

The ACIF is open to all clubs, associations, schools, councils and cricket facility managers, acknowledging the important role that these partners play in providing facilities for community cricket across Australia.

# FUND OBJECTIVES

The objectives of the ACIF are to:

- Improve the provision and quality of cricket infrastructure across all levels of community cricket in line with Australian Cricket's strategic priorities
- Create inclusive and accessible environments for cricket participants and the broader community
- Collaborate with all levels of government and funding partners to invest in strategic cricket infrastructure priorities.

## FUNDING CATEGORIES

The ACIF provides funding in the following two categories:

Category	Funding Amount	Types of Projects	Maximum Grant Amount
Community Cricket Infrastructure Grants — Minor	\$500 — \$15,000	Pitches, practice facility refurbishment, minor change facility/pavilion refurbishment, supporting infrastructure (e.g. shade/shelter)	Up to 50% of the total project cost
Community Cricket Infrastructure Grants — Major	\$15,001 — \$40,000	New practice facilities*, significant oval upgrades, sports lighting, change facility/ pavilion upgrade, major refurbishments	Up to 50% of the total project cost

**Note 1:** Australian Cricket reserves the right to propose an amended funding amount based on the proposed outcomes of the project and available funding.

**Note 2:** Grants from the ACIF are subject to GST. If your club/organisation is registered for GST, you will be paid the grant amount, plus GST. If your club/organisation is not registered for GST, you will be paid the grant amount only (no GST applies). Please take this into consideration when calculating your funding request.

Applications for more than \$40,000 will be considered on a case-by-case basis under the Strategic Cricket Infrastructure Funding category. In addition to aligning to ACIF funding conditions, projects under this category will generally be multi-faceted, provide a broad regional benefit for cricket and/or be recognised in an existing strategic planning document (e.g. State Cricket Infrastructure Strategy, Local Government Master Plan, Open Space Strategy etc).

Contact the Infrastructure Manager (or equivalent) in your state or territory to discuss any proposals for Strategic Cricket Infrastructure Funding.



### TIP

**Prior to submitting any new/upgraded practice facility applications, it is recommended you contact your State/Territory Infrastructure Manager (or equivalent) to discuss your project's scope, overall cost and potential funding amount.**

# FUNDING CONDITIONS

Projects submitted to the ACIF must meet the following conditions:

Align with Cricket Australia's [Community Cricket Facility Guidelines](#)\*

Projects must be able to demonstrate alignment with Australian Cricket and state/territory strategic infrastructure priorities

Applications must relate to permanent facility development or upgrade projects. Equipment, temporary facilities and/or planning projects are not generally eligible for funding

Cricket lighting projects (outdoor and indoor facilities) must align with AS 2560.2 (Australian Standard for cricket lighting).

New/upgraded synthetic pitches (including centre pitches and training net pitches) must include junior cricket pitch markings in line with Cricket Australia's recommended guidelines

Retrospective proposals will not be supported (i.e. projects that have already commenced)\*\*

Correspondence from the local council or land manager must be provided acknowledging their consent for the project

Adoption of Australian Cricket's Child Safety Framework

Funding beneficiary must provide a post-completion acquittal on the funded project/s

*\*Please contact your State or Territory Infrastructure Manager (or equivalent) prior to submitting your application if your project does not/is unable to meet recommended facility guidelines.*

*\*\*The ACIF does not generally support projects that have already commenced construction, however, should circumstances require prior commencement (e.g. the facility has been damaged and requires immediate rectification works) it is recommended applicants contact your State or Territory Infrastructure Manager (or equivalent) to discuss project eligibility.*

Projects submitted by applicants with the following will be **highly regarded and prioritised**:

- Clear demonstration of how the project will support both the attraction and retention 5–12-year-old participants
- Female teams and participation programs (e.g. aspiration to establish new/additional teams)
- Embedded Australian Junior Cricket Pathway:
  - Woolworths Cricket Blast Program
  - Junior cricket stages 1-3
- Reference(s) to specific environmentally friendly initiatives within project scope and/or methodology

If your project does not meet the funding guidelines, please make contact with your relevant State or Territory Infrastructure Manager (or equivalent) to discuss how we may be able to assist you to develop your project or seek other funding opportunities.

# WHAT WILL/WILL NOT BE CONSIDERED FOR FUNDING

The 2024-25 ACIF program is focused on supporting projects that will help attract and grow participation in cricket and delivering upon Australian Cricket's strategic priorities. Providing a safe, accessible, welcoming and fit for purpose environment is central to the ACIF. The table below provides an overview of the types of projects that will/will not be considered for funding:

<b>Primary Supported Projects</b>	Synthetic pitches (including junior cricket pitch markings) Synthetic practice facilities/nets (including junior cricket pitch markings) Inclusive change rooms and supporting amenity upgrades (players and umpires) Pavilions / clubrooms Playing field surface upgrade/redevelopment works (including drainage and irrigation) Lighting (playing field or practice facilities) Turf pitch/table rejuvenation works Turf practice facilities (nets) rejuvenation works Permanent shade/shelter structures Water harvesting Solar panel installation
<b>Secondary Supported Projects</b>	New/additional turf pitches/table New/additional turf practice facilities (nets) Portable irrigation systems Storage facilities (\$15,000 maximum grant amount) Permanent scoreboard structures* (\$15,000 maximum grant amount) Synthetic pitch covers**
<b>Non-eligible projects</b>	Sporting equipment e.g. temporary nets, stumps, turf pitch covers Field of play fencing Sight screens Temporary facilities e.g. temporary shade, temporary storage Projects that have already commenced construction*** Routine maintenance works and/or maintenance equipment e.g. rollers, mowers Facilities that have been previously funded (unless delivering a new facility component/separate stage of works) Projects where works have been covered by insurance Facilities with none or limited public use Projects unable to demonstrate how they will support the overall growth of community cricket

*\*Funding for permanent scoreboard structures will only be considered if the project:*

- Can clearly demonstrate community cricket participation growth outcomes
- Has partner funding (e.g. local Council, co-tenant club/sporting code)

- Has the appropriate IT functionality (and power supply) to support Cricket's scoring requirements

*\*\*Synthetic cricket pitch covers will only be funded if linked to a new/upgraded synthetic cricket pitch project.*

*\*\*\*The ACIF does not generally support projects that have already commenced construction, however, should circumstances require prior commencement (e.g. the facility has been damaged and requires immediate rectification works) it is recommended applicants contact your State or Territory Infrastructure Manager (or equivalent) to discuss project eligibility.*

# ASSESSMENT CRITERIA

The ACIF assessment criteria provides a framework for assessing infrastructure projects. Applicants should ensure all assessment criteria is addressed when submitting an application.

No.	Criteria	Weighting
1	The proposal aligns with both Australian Cricket and State/Territory Strategic Infrastructure Priorities	30%
2	The project specifically supports increased participation in cricket, particularly in priority segments such as 5–12-year-olds, women and girls and culturally and linguistically diverse (CALD) community members	30%
3	The project’s scope and methodology is well defined	20%
4	The proposal demonstrates support by partners, including local government and other land managers, and confirms financial contributions	15%
5	The project delivers a strong return on investment	5%



Tanunda Recreation Park  
Highly Commended, Cricket Australia Community Facility Project of the Year (2023/24)  
Image Courtesy of Sam Cox (Tanunda Cricket Club)

# HOW TO APPLY

Applications to the ACIF must be submitted to your relevant State or Territory Cricket Association via an online application form. Your State and Territory Association will announce when the ACIF is open for applications.

The level of documentation expected to be provided with your application varies for minor and major funding categories. The minimum documentation in addition to the completed application form is:

- Minor category – cost estimate/quote, photos of the existing facility, consent from the local council/land manager
- Major category – plans/design documentation, cost estimates/quotes, photos of the existing facility, letters of support, confirmation of funding sources, consent from the local council/land manager

Applications that don't provide the minimum required documentation will not be considered for funding. For further information, contact your relevant State or Territory Infrastructure Manager (or equivalent):

State / Territory	Name	Email	Website
Australian Capital Territory	Lauren Coates	Lauren.Coates@cricketact.com.au	<a href="http://www.cricketact.com.au">www.cricketact.com.au</a>
New South Wales	Dean Hunter	Dean.Hunter@cricketnsw.com.au	<a href="http://www.cricketnsw.com.au">www.cricketnsw.com.au</a>
Northern Territory	Tim Shaw	Tim.Shaw@ntcricket.com.au	<a href="http://www.ntcricket.com.au">www.ntcricket.com.au</a>
Queensland	Tom Gibson	Tom.Gibson@qldcricket.com.au	<a href="http://www.qldcricket.com.au">www.qldcricket.com.au</a>
South Australia	Alicia Clutterham	AClutterham@saca.com.au	<a href="http://www.saca.com.au">www.saca.com.au</a>
Tasmania	Alison Turner	Alison.Turner@cricket.com.au	<a href="http://www.crickettas.com.au">www.crickettas.com.au</a>
Victoria	Callum Dean	CDean@cricketvictoria.com.au	<a href="http://www.cricketvictoria.com.au">www.cricketvictoria.com.au</a>
Western Australia	Brodie Green	Brodie.Green@wacricknet.com.au	<a href="http://www.wacricknet.com.au">www.wacricknet.com.au</a>

It is a condition of funding that all projects submitted to the ACIF align with Cricket Australia's **Community Cricket Facility Guidelines**.



Maroondah Edge, Jubilee Park (Ringwood)  
Winner, Cricket Australia Community Facility Project of the Year (2023/24)  
Image Courtesy of Maroondah City Council



# AUSTRALIAN CRICKET INFRASTRUCTURE FUND

Revised August 2024

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 12 March 2025
<b>AUTHOR</b>	Robert Perna
<b>AUTHOR POSITION</b>	Director Engineering and Infrastructure

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9.21

## MEMORIALS AND PLAQUES ON COUNCIL OWNED OR MANAGED LAND POLICY UPDATE

### EXECUTIVE SUMMARY

This report seeks Council's consideration to review and adopt the updated Memorials and Plaques on Council Owned or Managed Land Policy EI-POL-144.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Repeals Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-144) version 1.*
- 2. Adopts the revised Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-144) version 2.*

**Resolution No.:** E&I0801

**Moved:** Cr Alaina Earl

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

- 1. Repeals Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-144) version 1.**
- 2. Adopts the revised Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-144) version 2.**

**Carried**

### BACKGROUND

Council adopted the Policy in October 2024. With use and feedback from internal departments amendments have been identified.

Resolution No.: 8918

Moved: Cr Viv Coleman

Seconded: Cr Rachel Anderson

That Council:

1. Adopts the Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-xxx) subject to amendment of removal of restrictions of twelve months from deceased date.
2. Adopts the amended Roadside Burning Policy (EI-POL-143).
  - a. Notes the Roadside Burning Guideline.
  - b. Notes the Application to Burn Roadside Reserves.

Carried

The policy has been updated to include the removal of the twelve-month restriction as per Resolution No. 8918 and also reflects the internal discussions and feedback with minor and major changes outlined below.

## MINOR CHANGES

### Objective

- Omission of “community” to incorporate all requests
- Inclusion of “facilities” to incorporate all Council owned or managed assets

### Relocation and Removal

- Amendment of wording to include safety as rationale for removal or relocation of memorial/plaques and the process that will be followed by Council

### Legislation and Related Guidelines

- Inclusion of reference to *Land Regulation 2020*

### Other

- Various minor changes to provide clarity but not alter the intent of the overall policy

## SIGNIFICANT CHANGES

### Scope

- Inclusion of additional matters that are not covered by the policy:
  - Naming of roads/streets and Council-owned and managed infrastructure assets as this is covered under Council’s Naming of Roads and Community Infrastructure Policy
  - Upgrades or additional plaque installations covered under Council’s Moranbah Miners’ Memorial Policy
  - Donations covered under Council’s Original Material Collection Policy

### Definitions

- Inclusion of additional definitions and amendments to existing entries to remove ambiguity

## **Eligibility Criteria**

- Amended to include use of clearer language following consultation with internal departments
- Inclusion of additional criteria provide a basis for objective decision-making

## **Commemorative Trees and Plantings**

- Inclusion of favourable considerations for planting of memorial trees in suitable locations to reflect Council's commitment to the environment

## **Donated Assets**

- Inclusion of manner by which a recognition of donation may be made to minimise onsite forms of recognition
- Inclusion of a clause to outlining Councils right to refuse any proposal or accept under the Original Materials Collection Policy.

## **Application and Installation/Requests and Installation**

- Clarification of application process and Council's assessment process

## **IMPLICATIONS**

The policies will assist Council in ensuring requests and works meet design standards and legislative obligations.

The policies have no financial implications to Council.

## **CONSULTATION**

- Manager Infrastructure
- Manager Galilee and Bowen Basin Operations
- Manager Engaged Communities
- Manager Community Education and Compliance
- Manager Waste Services
- Safety Officers

## **BASIS FOR RECOMMENDATION**

The policy has been updated to align with current processes, best practices and standards.

It provides clear direction to community and council and its staff in the management of Infrastructure Planning and Technical Services processes.

## **ACTION ACCOUNTABILITY**

Director Engineering and Infrastructure is responsible for implementation of the policy.



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Manager Governance and Corporate Services to update the Policy Register, ECM, IRIS and external website.

## KEY MESSAGES

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

<b>Report prepared by:</b>	<b>Report authorised by:</b>
ROBERT PERNA	CALE DENDLE
<b>Director Engineering and Infrastructure</b>	<b>Chief Executive Officer</b>
Date: 4 March 2025	Date: 6 March 2025

## ATTACHMENTS

- Attachment 1 – Draft Memorials and Plaques on Council Owned or Managed Land Policy EI-POL-144 - version 2
- Attachment 2 – Memorials and Plaques on Council Owned or Managed Land Policy – version 1

## REFERENCE DOCUMENT

- Nil

## MEMORIALS AND PLAQUES ON COUNCIL-OWNED OR MANAGED LAND

### APPROVALS

<b>POLICY NUMBER</b>	EI-POL-144	<b>DOC.ID</b>	5281647
<b>CATEGORY</b>	Council Policy		
<b>POLICY OWNER</b>	Manager Infrastructure Planning and Technical Services		
<b>APPROVAL DATE</b>	30 October 2024	<b>RESOLUTION NUMBER</b>	8918

DRAFT

## OBJECTIVE

The objective of this policy is to provide a framework that sensitively deals with the approval, installation and management of requests for plaques and memorials that publicly commemorate the life of a deceased person, a group of people, association or event on facilities or land owned or managed by Council.

## SCOPE

This policy sets out guidelines for the installation, placement and management of plaques or memorials on Council-owned or managed facilities and land. This policy does not apply to:

- Significant cultural heritage sites defined under the *Aboriginal Cultural Heritage Act 2003* or *Torres Strait Islander Cultural Heritage Act 2003*.
- Memorials covered under Council's Roadside Memorials Policy.
- Naming of roads/streets and Council-owned and managed infrastructure or assets covered under Council's Naming of Roads and Community Infrastructure Policy.
- Public artwork such as statues, sculptures or murals.
- Plaques or memorials in Council-owned cemeteries including headstones monuments, inscription plates, gravestones, cenotaphs, tombstones or any other structure of physical object.
- Plaques or memorials to be installed in relation to a Council or Government-funded project.
- War memorials, sites and remembrance plinths established in conjunction with ex-service organisations (e.g. Royal Services League).
- Upgrades or additional plaque installations covered under Council's Moranbah Miners Memorial Policy.
- Donations covered under Council's Original Materials Collection Policy.

Council may, at its discretion, install a plaque or memorial on Council-owned or managed land outside the scope of this policy.

## DEFINITIONS

### TERM / ACRONYM

### MEANING

Council	Isaac Regional Council
Donated Asset	<p>A physical object, item or artefact of enduring and significant interest and benefit to the community that represents, is related to, and commemorates the contribution made to the region's heritage, civic, cultural or political history by a person, group, place or event.</p> <p>Donated assets are voluntarily and irrevocably transferred by an individual, group or organisation to Council without any expectation of compensation or benefit</p>

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	The installed item is usually accompanied by a plaque or inscription which explains its presence.
Memorial	<p>A two or three-dimensional object or feature designed to commemorate a person, group, place or event, including but not limited to:</p> <ul style="list-style-type: none"><li>• a sculptural or artistic work;</li><li>• a water, horticultural or landscape element;</li><li>• bust or statue; or</li><li>• donated asset.</li></ul> <p>A memorial is usually accompanied by a plaque or inscription which explains its presence.</p>
Plaque	A flat piece of metal, stone or other durable material with a two-dimensional face displaying text and/or images to commemorate a person, group, place or event. Plaques are fixed to inanimate objects such as pavements, buildings, outdoor furniture, poles, etc.

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## POLICY STATEMENT

Council recognises that members of the community may wish to publicly and visibly commemorate the life of a deceased person, a group of people, association, event or place. Additionally, Council is equally committed to minimising the risks and environmental impact of plaques or memorials and through this policy will ensure that public open spaces serve their intended purpose and do not become dominated by plaques or memorials.

This policy has been developed to ensure plaques and memorials are placed in a safe location, can be easily maintained, do not cause issues for adjacent property owners and will cause minimum distraction or create hazards for others.

## ELIGIBILITY CRITERIA

In assessing proposals Council will consider the following factors in determining whether a proposal will be approved:

- The number of existing plaques or memorials at the location.
- Any masterplans, concept plans or future development of the location.
- Planning, building or other legislative requirements.

Council will apply the following principles when considering whether to commemorate an individual or association:

- If the proposal is to commemorate an individual, that individual must have been held in strong regard by the community (evidenced by supporting documents supplied with the proposal).

- Individuals that are still alive should not be commemorated as community attitudes and opinions can change over time.
- Plaque or memorial installations solely for personal or family-related purposes, or pets are not permitted.
- The plaque or memorial must relate to unique, significant contributions made to the region's heritage, civic, cultural or political history and must be of enduring interest to the community across generations. Such contributions must not have been directly enabled by any special advantage of paid employment, allowance while in office, other financial reimbursement, or similar payment.
- The subject of commemoration must have a strong association or significance to the proposed location of the memorial.
- The plaque or memorial must have direct historic, cultural, social or geographic relevance to the site where the installation is proposed and be in a place that enables it to be reflected on and allow for communities to gather.
- The commemoration must not identify a corporate, commercial or business entity.
- A financial contribution alone is not grounds for recognition.
- The person, group or event has not already been commemorated elsewhere in the region.
- The approval of a proposal does not result in any one location reaching saturation point
- The plaque or memorial preserves, contributes or enhances (and does not interfere with or detract from) the amenity, purpose or function of the proposed location.
- Council operations and community access can continue to occur in a safe, secure and efficient manner.
- Adverse impacts to the surrounding environment, businesses and residents are mitigated.
- The plaque or memorial does not, in the opinion of Council, have the potential to be offensive or have religious or political affiliation, discriminate or be offensive.
- Plaques or memorials may be considered for commemoration of the following:
  - An individual who is a member of, and made substantial contribution to, the region and their contribution was considered as significant, beyond what would be reasonably expected through paid or voluntary work and one that stands out from others who make or have made a valuable contribution.
  - A group or association in the region who have made an outstanding and substantial contribution to the region as described above.
  - A heritage or cultural event which has a deep connection to the community or is of national or state significance.

## DESIGN

The design, colour and size of plaques and memorials are required to:

- Be aesthetically suitable to the location and relate to the proposed site or contribute to the design or function of the building, space or site;
- Conserve the cultural character and natural environment of the building, space or site;
- Be free from logos or branding; and
- Be compliant with planning and/or building permit requirements, where applicable.

## COMMEMORATIVE TREES AND PLANTINGS

Favourable consideration will be given to the planting of memorial trees in suitable locations (as determined by Council) across the region (i.e. parks, reserves etc.) in keeping with Council's direction for responsible management of the region's natural environment.

Where a new planting is proposed, Council reserves the right to select the tree species in accordance with the planting scheme at the requested site and timing of the planting will be scheduled in line with Council's works program. No more than one plaque per tree will be approved and will not be directly attached to the tree but placed in close proximity.

Proposals incorporating an existing tree or grove of trees will be managed as a proposal for a plaque.

Council will not be responsible for the establishment and ongoing maintenance of trees or plantings and cannot guarantee their longevity. Any future replacement of commemorative trees or plantings required will be at the applicant's cost.

## DONATED ASSETS

From time to time, Council may consider proposals for donated assets that serve a commemorative and/or community purpose. Such proposals will be considered in the following circumstances:

- The donation aligns with Council's service standards, strategies, plans and policies.
- The provision and installation does not present a considerable cost to Council.
- The location is to be determined at Council's sole discretion having regard for the circumstances and intent of the proposal.
- The asset is acceptable for inclusion in Council's asset management processes and system.

Recognition of all donations may be made by direct acknowledgment to the donor (e.g. letter of acknowledgment, social media post, etc) to minimise on-site forms of recognition. A donor's request for anonymity included within their proposal will be respected with only direct acknowledgement.

Council may choose to refuse any proposal due to the whole of life costs, relevance to the region, existing and/or similar assets, available space associated with provision of the asset. Council reserves the right to request to receive the proposed donation under its Original Materials Collection Policy where they deem it more appropriate to manage the asset under that policy and principles.

Council does not guarantee the retention of any asset beyond its serviceable life.

## REQUESTS AND INSTALLATION

Applicants should submit a proposal in writing and include supporting documentation to Council for approval. The request should include the following:

- Background information on the proposed memorial or plaque, justification for such an installation and addressing the principles within this policy;
- Evidence of strong community support through consultation on the proposal (e.g. letters of support);
- Preferred location plans and/or photographs of the surrounding location so that it may be accurately located by Council;
- Specific details of design, size, wording, shape, construction materials and installation requirements;
- Written consent from the association or the individual's next of kin;
- Any other pertinent information.

Factual information associated with the proposal must be thoroughly researched by the applicant, broadly accepted by the community and able to be easily verified by Council. Any request for the placement of a plaque or memorial within public space that is managed by but not owned by Council will initially be assessed by Council referring to this policy. If assessed by Council as conforming to this policy, the request will be referred to the landowner for final approval. Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation

Council may install or assist in the installation of approved memorials or plaques to ensure its placement is in accordance with Council requirements and consideration is given for the safety of others. Council accepts in good faith that information provided by the applicant is true and correct and that they are acting in accordance with family/organisations wishes. Therefore, Council accepts no responsibility for any dispute between relatives or the community over approvals, content, wording, location, etc.

Council reserves the right to impose certain conditions on any approval upon assessment and consideration of the proposal.

Where there are existing plaques or memorials in the region that predate this policy, the existence of an existing plaque or memorial should not be taken as a precedent for the approval of any future plaques or memorials.

## MANAGEMENT OF PLAQUES AND MEMORIALS

Upon installation the plaque or memorial becomes the property of Council. Council will not accept responsibility for the maintenance or replacement of any memorial or plaque, or the loss, damage, removal or relocation that may occur due to operations, maintenance, construction activities, theft or vandalism.

Plaques and memorials deemed to present a safety hazard will immediately be removed by Council.

Plaques and memorials and their location are not set in perpetuity but remain effective until such time as it is deemed that they should be relocated or removed (see following section).

## RELOCATION AND REMOVAL

Council has authority to relocate, remove or retain plaques and memorials at their discretion. Reasons for relocation and/or permanent removal includes (but is not limited to):

- Poor condition, vandalism, theft or other malicious acts.
- A safety concern, objection, complaint or issue arises regarding any aspect of the plaque or memorial, including the activity of visitors to the site.
- The asset to which the plaque or memorial is attached to has reached the end of its useful life.
- Ongoing maintenance or restoration costs have become prohibitive.
- The use of the overall site has changed significantly.
- The person/body/entity being commemorated has been discredited or dishonoured.
- There is very strong community desire to remove.
- The acknowledgement is duplicated elsewhere in the region.
- Any other reason deemed appropriate at Council's discretion.

All circumstances surrounding the potential relocation or removal of plaques or memorials will be carefully considered. If the plaque or memorial is required to be removed, Council will make every endeavour to contact the donor to return plaques and memorials but cannot guarantee that this will be possible in all cases.

There may be times when works are required at the location of a memorial or plaque. When this is needed, Council will safely and carefully relocate the plaque or memorial for the duration of the works and then replace it, where possible (the plaque or memorial still meets the eligibility criteria post-works).

## LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009* (LGA)
- *Land Act (Qld) 1994*
- *Land Regulation 2020*
- Local Law No. 4 (Local Government Controlled Areas, Facilities & Roads)

## DOCUMENT ID/NAME

NIL



## MEMORIALS AND PLAQUES ON COUNCIL OWNED OR MANAGED LAND

### APPROVALS

<b>POLICY NUMBER</b>	EI-POL-144	<b>DOC.ID</b>	5281647
<b>CATEGORY</b>	Council Policy		
<b>POLICY OWNER</b>	Manager Infrastructure Planning and Technical Services		
<b>APPROVAL DATE</b>	XXXX	<b>RESOLUTION NUMBER</b>	XXXX

VERSION

## OBJECTIVE

The objective of this policy is to provide a framework that sensitively deals with the approval, installation and management of community requests for commemorative plaques and memorials that publicly commemorate the life of a deceased person, a group of people, association or event on land owned and managed by Council.

## SCOPE

This policy sets out guidelines for the for installation, placement, maintenance and removal of plaques and memorials on Council owned or managed land. This policy does not apply to:

- Significant cultural heritage sites defined under the *Aboriginal Cultural Heritage Act 2003* or *Torres Strait Islander Cultural Heritage Act 2003*.
- Memorials covered under Council's Roadside Memorials Policy.
- Public artwork such as statues, sculptures or murals.
- Plaques, memorials or monuments in Council-owned cemeteries.
- Plaques or memorials to be installed in relation to a Council or Government funded project.
- War memorials, sites and remembrance plinths established in conjunction with ex-service organisations (e.g. RSL).
- The Moranbah Miners Memorial.

Council can at its discretion install a memorial or plaque on Council-owned or managed land outside the scope of this policy.

## DEFINITIONS

TERM / ACRONYM	MEANING
Council	Isaac Regional Council
Plaque or Memorial	An object or feature designed to recognise a person, group or event.

## POLICY STATEMENT

Council recognises that members of the community may wish to publicly commemorate the life of a deceased person, a group of people, association or event through the provision of a memorial or plaque. Additionally, Council is equally committed to minimising the risks and environmental impact of memorials and plaques and through this policy will ensure that public open spaces serve their intended purpose and do not become dominated by memorials.

This policy has been developed to ensure memorials and plaques are placed in a safe location, can be easily maintained, do not cause issues for adjacent property owners and will cause minimum distraction or create hazards for others.

## ELIGIBILITY CRITERIA

When considering whether to commemorate an individual or association, Council will apply the following principles:

- Ensuring that if the proposal is to commemorate an individual, that individual must have been held in strong regard by the community.
- Avoiding commemorating individuals that are still alive because community attitudes and opinions can change over time.
- Commemorations of individuals that have been deceased for less than twelve (12) months will generally not be considered except under exceptional circumstances.
- The approval of a proposals does not result in any one location reaching saturation point or interfering with the intended purpose of the region's parks, gardens, facilities, open spaces or reserves.
- There is no negative impact on future land use planning or maintenance expenditure of Council.
- Council operations and community access should be able to occur in a safe, secure and efficient manner.
- Adverse impacts to the surrounding environment, businesses and residents are mitigated.
- The name must not identify a corporate, commercial or business entity and financial contribution alone is not grounds for recognition.
- The person, group or event has not already been commemorated elsewhere in the region.
- The commemoration does not have the potential to be offensive or have religious or political affiliation, discriminate or be offensive.

## DESIGN

Design of memorials and plaques are required to:

- Be aesthetically suitable to the location;
- Relate to the proposed site or contribute to the design or function of the building/space;
- Conserve the cultural character and natural environment of the building/space;
- Where applicable be compliant with planning and/or building permit requirements

## COMMEMORATIVE TREES AND PLANTINGS

Council reserves the right to select the tree species in accordance with the planting scheme at the requested site and timing of planting will be in line with Council's works program. No more than one plaque per tree will be approved and will not be directly attached to the tree but placed in close proximity.

Council will not be responsible for the establishment and ongoing maintenance of trees or plantings and cannot guarantee their longevity. Replacement of commemorative trees or plantings will be at the applicant's cost.

## DONATED ASSETS

From time to time, Council may consider proposals for donated assets that serve a commemorative and/or community purpose. Such proposals will be considered in the following circumstances:

- The donation aligns with Council's service standards, strategies, plans and policies.
- The provision and installation does not present a cost to Council.
- The location is to be determined at Council's sole discretion having regard for the circumstances and intent of the proposal.
- The asset is acceptable for inclusion in Council's asset management processes and system.

Council may choose to refuse any proposal due to the whole of life costs associated with provision of the asset. Council does not guarantee the retention of any asset beyond its serviceable life.

## APPLICATION & INSTALLATION

Applicants shall submit documentation in writing to Council for approval. This documentation should include:

- Background information on the proposed memorial or plaque and justification for such an installation;
- Evidence of community support through consultation for the application (e.g. letters of support);
- Location plans and photographs of the surrounding location so that it may be accurately located by Council;
- Details of design, wording, construction materials and installation requirements; and
- Written consent from the association or from the family (next of kin) of the individual.

In assessing applications Council will consider the following factors in determining whether an application will be approved:

- The number of existing memorials or plaques at the location.
- Any future development of the location.
- Planning, building or other legislative requirements.

Council may install or assist in the installation of approved memorials or plaques to ensure its placement is in accordance with Council requirements and consideration is given for the safety of others.

Council will not consider applications under this policy that commemorates a person, event or occasion already memorialised in the region or one which will interfere with the purpose and use of the proposed location.

## RESPONSIBILITIES

Council will not accept responsibility for the maintenance of any memorial or plaque, or the loss, damage, removal or relocation that may occur due to operations, maintenance, construction activities or vandalism.

Memorials and plaques presenting a safety hazard will immediately be removed by Council.

Any objection or complaint regarding an aspect of a memorial, including the activity of visitors to the memorial, will be carefully considered and if necessary, the memorial may be relocated or removed by Council.

## RELOCATION AND REMOVAL

There may be times when works are required at the location of a memorial or plaque. When this is needed, Council will safely and carefully relocate the memorial/plaque for the duration of the works and then replace it if practicable. Every attempt will be made by Council to contact and consult those affected prior to the removal or relocation.

Approved plaques, memorials may be permanently removed due to:

- Poor condition, vandalism, theft or other malicious acts.
- The asset to which the plaque or memorial is attached to has reached the end of its useful life.
- Ongoing maintenance or restoration costs have become prohibitive.
- The use of the overall site has changed significantly.
- The person/body/entity being commemorated has been discredited or dishonored.
- There is very strong community desire to remove.
- The acknowledgement is duplicated elsewhere in the region.
- Any other reason deemed appropriate at Council's discretion

## LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009* (LGA)
- Local Law No. 4 (Local Government Controlled Areas, Facilities & Roads)

## DOCUMENT ID/NAME

NIL

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Darrin Anderson
<b>AUTHOR POSITION</b>	Acting Manager Corporate Properties

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**9.22**

**CORPORATE PROPERTIES DEPARTMENT OPERATIONAL  
UPDATE – DECEMBER 2024 TO FEBRUARY 2025**

## EXECUTIVE SUMMARY

This report is to provide Council with an update on the Corporate Properties operational program.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Notes the Corporate Properties Department Operational Update – December 2024 – February 2025.**

**Resolution No.: E&I0802**

**Moved: Cr Viv Coleman**

**Seconded: Cr Alaina Earl**

**That the Committee recommends that Council:**

- 1. Notes the Corporate Properties Department Operational Update – December 2024 – February 2025.**

**Carried**

## BACKGROUND

The below information highlights the operational activities of the Corporate Properties Department.

## MANAGER HIGHLIGHTS

Special congratulations to the dedicated team who have been working diligently to ensure the ongoing operation of our services notwithstanding our staff shortages. The attitude and achievements are a credit to them all.

Our team has successfully managed to maintain control over the BMR (Building Maintenance Requests) lists and ensure that our maintenance contracts are organised and scheduled. They have also been proactive in addressing maintenance contracts that are nearing expiration by going out to market for renewals. The following are some examples of the teams recent works:

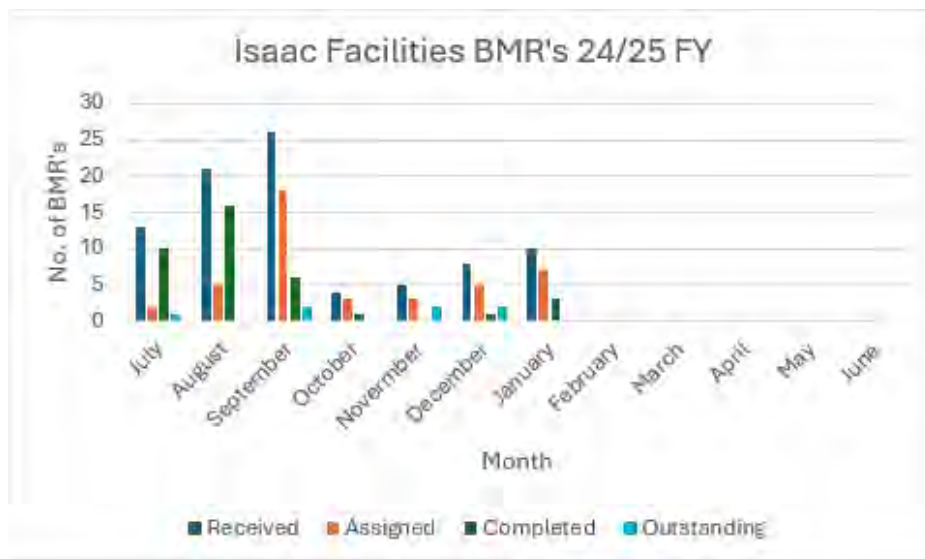
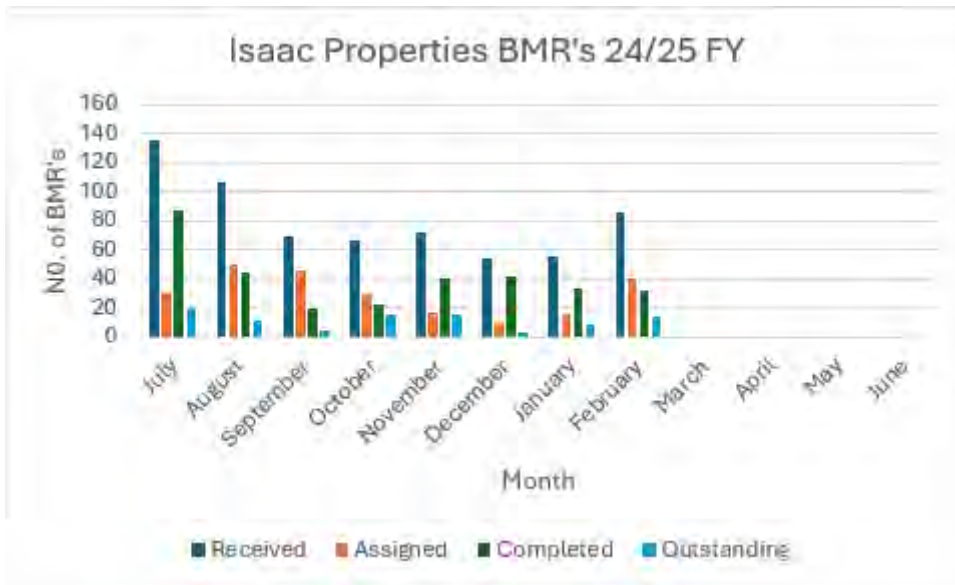
- 1. RCD Testing and Tagging:** The testing and tagging of Residual Current Devices (RCDs) at our facilities, these are being completed through the collaborative efforts of the team. This critical work ensures the safety and compliance of our facilities.

- 
- Air Conditioner Maintenance:** The team has been handling numerous BMRs related to air conditioner breakdowns in both our housing stock and facilities buildings. The absence of a preventative maintenance program for air conditioners has led to multiple units failing during the hotter months. Industry standards recommend servicing air conditioning units every 1-2 years. We have requested additional funds in next year's budget to facilitate this servicing.
  - Roof Gutter Maintenance:** There has been a noticeable increase in roof gutter leaks, likely due to debris accumulation. This issue has also been attributed to the lack of a preventative maintenance program. We have submitted a PAG (Project Approval Group) bid for next year's capital program to engage a contractor to clean, inspect, and report on the condition of our gutters. This will enable us to develop a scope of work for necessary repairs or replacements. Our ultimate goal is to install high-quality gutter guards to prevent debris buildup, thereby reducing BMR requests.
  - Remediation water damaged office in P&C area:** An air conditioner drainpipe was blocked and water overflowed into wall frame. The team organised for a contractor to attend and complete this job.



## BUILDING MAINTENANCE REQUESTS

Below are two charts illustrating the BMR activity.

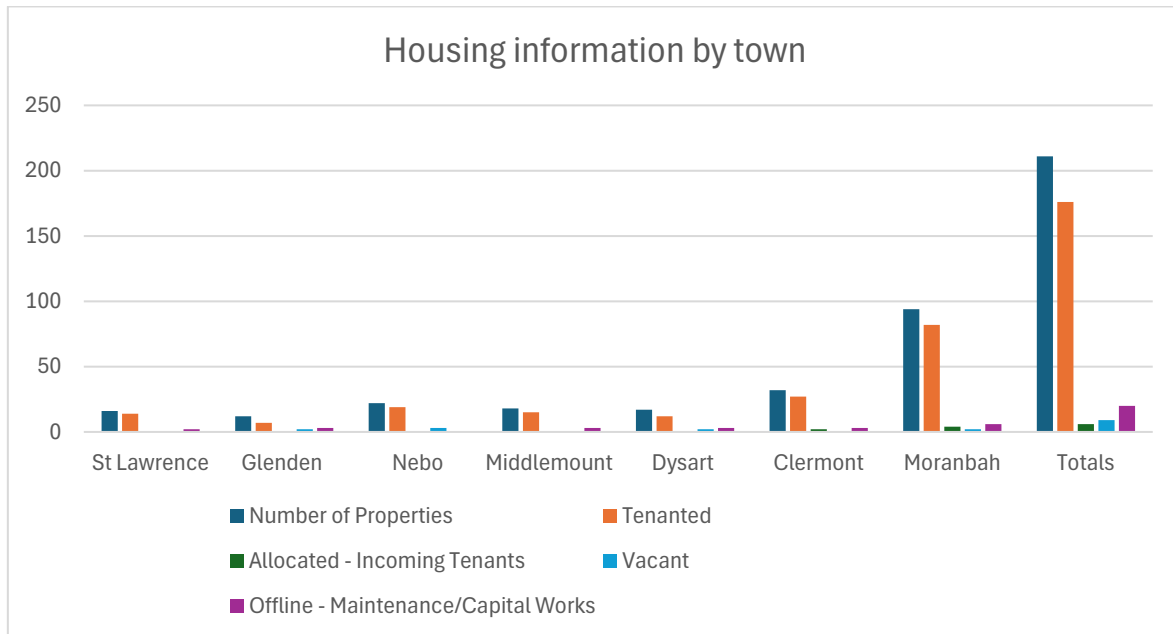


## Property Management

We have been working closely with the People and Culture (P&C) Department to ensure that housing is prepared and ready for incoming new staff members.

In our effort to improve our services, we are currently in the process of improving our tenancy reporting system. This system will eventually enable us to capture more accurate and reportable data, which will be available for future planning and decision-making.





## Capital Works:

The capital works program is on track for completion by the end of June, with only one potential carryover, CW243246 - Isaac Solar due to engineering challenges with the Moranbah building. We remain optimistic about bringing this project back on schedule.

Our trades team is currently operating with only four members. Due to this shortage, the team has been primarily focused on the smaller capital projects and maintenance tasks, while the larger projects are being outsourced to contractors.

One of the larger projects is the refurbishment of eight properties affected by waterproofing issues. These properties are expected to be fully refurbished and returned to the housing stock by the end of May or early June. The contractor is ahead of the original schedule and anticipates possibly handing over two to three of the properties by early April, allowing them to be reoccupied sooner than expected.

I would like to commend all of the Corporate Properties team for their hard work and dedication during this difficult period. Their efforts have been crucial in maintaining our operational and capital works programs.

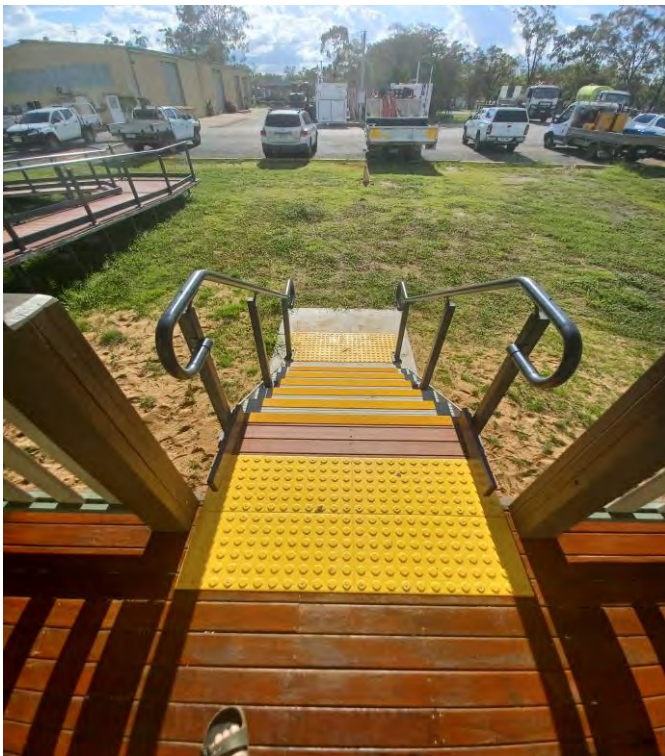
### CW243246 - Isaac Solar

The project is to install solar panels on the Moranbah building and has been delayed with difficulty locating the “as constructed plans” for the building. We require these plans as the solar panels will create additional uplift forces to the building and we need to know if the existing tie down fixtures will cover the added uplift or if not, we need to know how much additional tie down is required and where. An engineering firm has been engaged to complete this review.

### CW243214 – Nebo Depot Amenities Upgrade

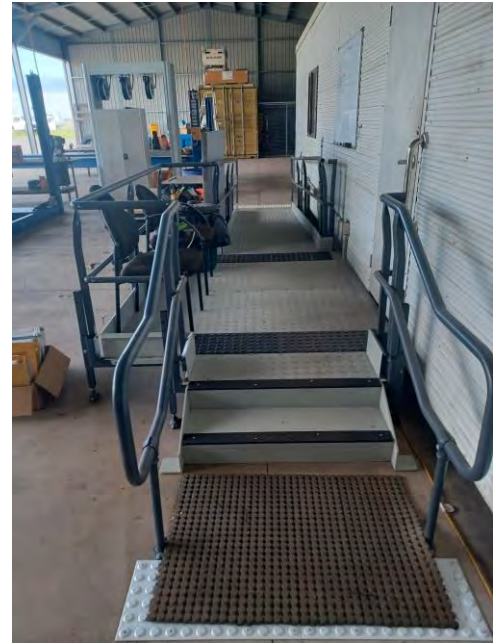
This project included the design and construction of a disabled access ramp and stairs, enhancing accessibility to the depot side of the building. The toilet fixtures have been upgraded, and the roof cladding has been thoroughly cleaned. Additionally, the polycarbonate roof cladding has been removed and replaced to ensure durability. Both the internal and external wall claddings have been painted, and new toilet systems have been

installed. The demountable office adjacent to the Amenities has also been renovated, with the external wall cladding replaced, providing a refreshed workspace for our staff.




## **CW243207 - CORP - 5 Year Depot Upgrades**

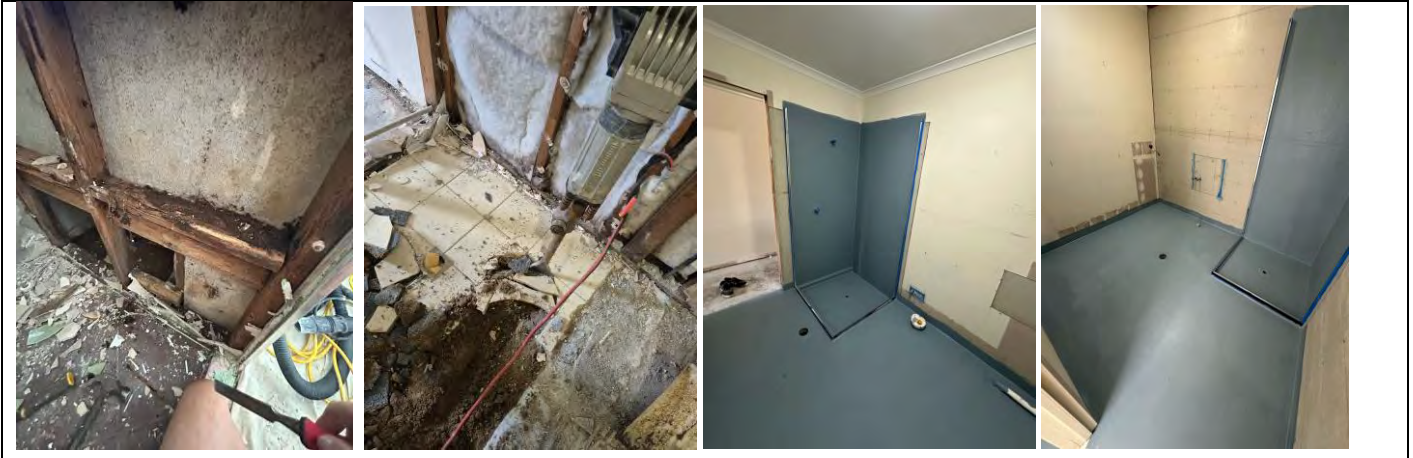
This project involved the design and construction of a disabled access ramp to facilitate access to the demountable office building within the fitters shed. The project is nearing completion, with only the installation of a suitably sized door and frame remaining to allow wheelchair access.



## CW253311 Residential Renewals 2025

<u>2 Bovey St, Nebo</u> Completed November	Painting of the deck and carport ceiling, general maintenance internally, remove and replace floor coverings in bedrooms, lounge room, hallway and dining area, new window furnishings
<u>1 Fisher St, Dysart</u> Completed December	Bathroom strip out due to cracked bath, completely new bathroom & laundry, internal repaint, remove, replace & paint two external entrance doors, removal and of rectification of rear patio
<u>73 Clarence Baker Dr</u> Completed January	Repair termite damages to walls and repaint, exterior painting of gable and associated posts. Remove and replace window, door and window furnishings.
<u>34 McCool St</u> In progress	Scheduled March 2025. Demolition, design & rebuild of non-compliant deck, fence installation, exterior cladding rectification, painting of cladding and deck.
<u>27A Archer Dr, Moranbah</u> In progress	Scheduled May 2025. Remove and replace four internal doors, remove and replace rear decking boards, rectification of external cladding, removal & rectification of non-compliant rear patio, external & internal painting, install new concrete slab
<u>2 Cook Cr, Dysart</u> In progress	Scheduled April 2025. Demolition, design & rebuild of non-compliant rear patio deck, internal and external paint, new clothesline and concrete path, floor coverings, window and door new window furnishings & air conditioners.
<u>4 Kitchener St, Clermont</u> In progress	Scheduled March 2025. General cosmetic carpentry including flyscreens, door locks, adjusting cupboards and doors, rectification of windowsills, remove and replace window gaskets and window locks, internal & external paint. Nearly ready for occupancy, just awaiting flooring and window furnishings.

<p><u>10 Kemmis street</u> In progress</p>	<p>Scheduled to start late March and be completed mid-May. Rectification of non-compliant and poorly finished bathroom and house upgrades. Demolition, remediation and replacement of bathroom, kitchen and toilet areas. Remove and dispose wall sheeting to hallway, rebuild linen cupboard in hallway, remove kitchen splash back tiles and wall sheeting to inspect wall frame, repair wall frames internal repaint &amp; new window furnishings.</p>
<p><u>55 Water St, Nebo</u> Procurement</p>	<p>Project is in the final stages of being awarded. Demolition, remediation and replacement of bathroom Demolition and rectification of non-compliant work done by past Trades Team, general carpentry maintenance, remove and re4place electrical and plumbing fixtures and new floor coverings internal repaint. Project is expected to be completed by June 2025.</p>
<p><u>3 Brennan St, Dysart</u> Procurement</p>	<p>Project is in the final stages of being awarded. Remove old fencing and replace with colourbond fencing to perimeter of house. Demolition, remediation and replacement of bathroom, kitchen and toilet areas. Remove and replace with modern fittings &amp; fixtures, removal of box A/Cs and rectification of the hole left in the wall. Project is expected to be completed by June 2025.</p>
<p><u>12 Hannay Street</u> In progress</p>	<p>Scheduled April 2025. Demolition, remediation &amp; replacement of bathroom, ensuite and toilet areas, full internal &amp; external repaint &amp; new window furnishings.</p> 
<p><u>Bathroom Rectifications</u> <u>5x units – 17 Utah Drive, Moranbah</u> In progress</p>	<p>Scheduled April 2025. Demolition, remediation &amp; replacement of bathroom and toilet areas. Remove, dispose &amp; replace all floor coverings, full internal repaint &amp; new window furnishings.</p>



## ACTION ACCOUNTABILITY

The Acting Manager Corporate Properties and the leadership team are accountable for delivery of effective works across the region.

## KEY MESSAGES

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

### Report prepared by:

DARRIN ANDERSON  
**Acting Manager Corporate Properties**

Date: 3 March 2025

### Report authorised by:

ROBERT PERNA  
**Director Engineering and Infrastructure**

Date: 4 March 2025

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

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**MEETING DETAILS****Ordinary Meeting**

Wednesday 26 March 2025

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**AUTHOR**

Sean Robinson

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**AUTHOR POSITION**

Manager Galilee and Bowen Basin Operations

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**9.23****GALILEE AND BOWEN BASIN DEPARTMENT OPERATIONAL  
UPDATE – DECEMBER 2024 TO FEBRUARY 2025****EXECUTIVE SUMMARY**

The intent of the report is to provide an update on the activities undertaken by the Galilee and Bowen Basin Operations department over the previous quarter.

**OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Notes the operational update provided for the Galilee and Bowen Basin Operations Department – December 2024 to February 2025.***

**Resolution No.: E&I0803****Moved: Cr Terry O'Neill****Seconded: Cr Rachel Anderson****That the Committee recommends that Council:**

- 1. Notes the operational update provided for the Galilee and Bowen Basin Operations Department – December 2024 to February 2025.**

**Carried****BACKGROUND****Quality and Compliance***Quality Management*

As part of the documentation required to support the effective and efficient delivery of works by our internal crews, the Galilee and Bowen Basin Operation (GBBO) team administers the internal Quality system. This system aims to ensure that our works are compliant to current standards, focusing on road maintenance and resheeting works, however consultation is extending across to supporting other departments within engineering and infrastructure. Key activities include

- Reviewing existing documentation to ensure compliance with current standards and operational requirements.
- Auditing of completed project Quality documentation.

- Administering Non-Conformance Reports (NCR) where activities undertaken by our internal crews do not comply with the required standards
  - A total of 9 NCR's were raised for works completed in December - February
    - 7 remain outstanding and are with the applicable Infrastructure Coordinator/Manager
    - 2 have been closed out

### Heavy Vehicle National Law

The below image is intended to provide a comparison to the number of permits processed across financial years. There is a trend demonstrating a reduction in permits issued, however it is unable to determine reasons why.

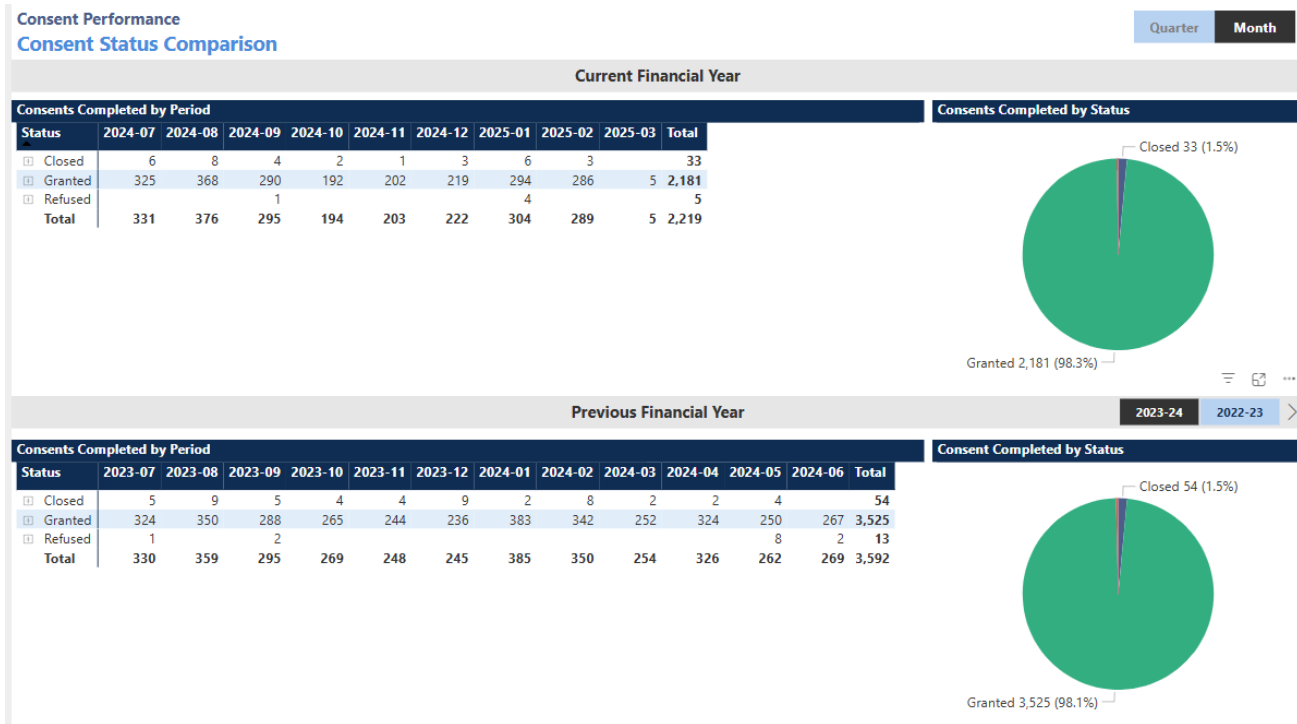


Figure 1: Financial Year comparison for permits issued

In addition to the total number of permits issued, the team continues to maintain an average processing time of well within the statutory 21 days in which we have for route assessments. This is facilitated through effective understanding of the network from our permit officers and collaboration with industry to establish effective pre-approved routes. These pre-approvals improve efficiency for industry while reducing the day-to-day workload for internal permit officers.

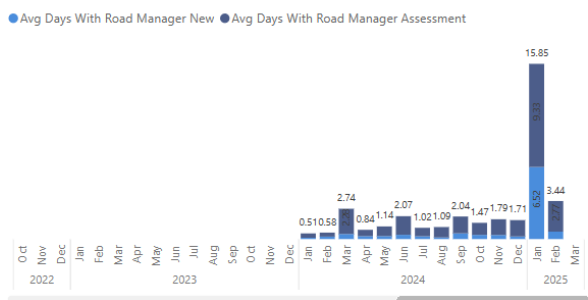
## Consent Performance

### Consent Performance by month

#### Average days with Road Managers

All figures below are averages for the selected period  
Due to inconsistencies in consent tracking, Total Time will not currently reflect the sum of New and Assessment time.  
New and Assessment times are given for trend level analysis and guidance.

<b>New Time</b> The period between receipt and allocation	<b>0.32</b>
<b>Assessment Time</b> The period of assessment prior to completion	<b>1.09</b>
<b>Total Time</b> The total time the consent was in the system	<b>1.41</b>



### Total Consents

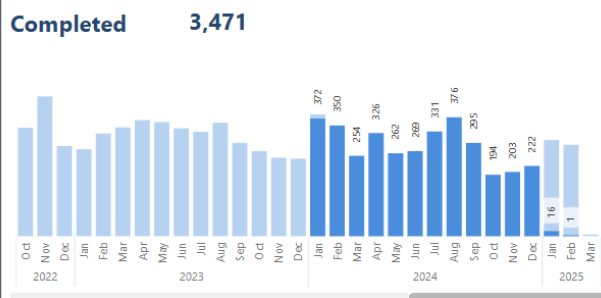
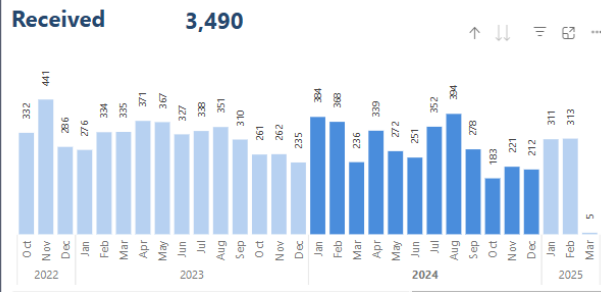


Figure 2: Permit performance including average processing time

## Other areas of activity under the Heavy Vehicle National Law

- As part of delivering Council's capital program, there has been a risk identified with Council contractors requesting to work roster arrangements without accreditation for fatigue management under HVNL. While this risk predominately lies with the Contractor, Council is implicated to some degree under Chain of Responsibility obligations.
- Council's Permit Officer has been working with the National Heavy Vehicle Regulator to publish improved mapping to B-Double Notice. This extends and improves the clarity in which B-Doubles are able to access Council's Road network without the requirement to apply for a permit.
- Council's permit officer has been undergoing an internal engagement process to inform developing improved mapping for Type 2 Road Train Notice.

## Impact Assessment and Advocacy

In addition to supporting Liveability and Sustainability Team and Brand Media Communications team, throughout the last quarter, the following proponents have been engaged:

- Lotus Creek Windfarm
  - Ongoing mitigation measures
  - Opportunity for private works to maintain St Lawrence Croyden Road – Expected to hand over to Infrastructure in next quarter for implementation
- Queensland pacific Metals – Gas Pipeline and power station
- Capricornia Energy Hub – Access Road to project



- 
- Lizzie creek Road
  - Foxleigh Mining
    - Relocating Mine Access from through lake Lindsey to off Barwon Park Middlemount Road
      - Including Road Upgrades
    - Reinvigorating negotiations for maintenance contributions
  - BHP
    - Relocation of Red Hill Road
    - Peak Downs Continuation Project
    - Broadmeadow Southern Access Road
  - Vitrinite
    - Early engagement for Callan Coking Coal Project
  - Peter and Joy Newman
    - Relocation of road away from Laglan Homestead

## Project Delivery

Key highlights for the previous quarter include

- Graduate Project - Business case for LED Street Light conversion completed and approved by ELT.  
Initial Benefits include:
  - Expected reduction in energy bill of approx. \$20,000/year due to incorrect ownership of streetlights
  - Improved Asset Register
  - Improved financial reconciliation and budgetingDirection from ELT to seek grant funding to complete remaining deliverables
  - Future Council report expected for delegation to apply for grant funding
- Floodway renewal and construction completed
  - Project cost less than expected allowing an additional floodway to be constructed on Pioneer Road with minimal additional budget required (approved in Q2 budget update)
- Completion of Dysart Clermont Road widening project
  - Project cost less than expected allowing extension of a further 700m.
- Reseals completed.
  - Included a trial of crumb rubber on some rural roads and the full town of Dysart – resulted in 3800 tyres being diverted from Landfill
- Rehab completed across Local and State controlled roads
- Peak Downs Mine Road Rehabilitation tender advertised
- Commencement of works at Phillips Creek Bridge began in February.



Figure 3: Phillips Creek Bridge Timelapse Camera 2/3/25

Key issues for the previous quarter include:

- Peak Downs Intersection received a stop works notice due to the contractor not supplying adequate quality documentation to allow sign off on hold and witness points.
- Goonyella Road Intersection design has been delayed due to works required for water main relocation design and standpipe installation.

Overall, from a physical construction perspective, the capital works are on track for completion of the 2024-25 Capital Budget (within the target 90%). There is a lag financially as contractors are slow in submitting progress claims. This has been addressed with active contracts. With the commencement of Phillips Creek Bridge, expenditure is expected to accelerate.

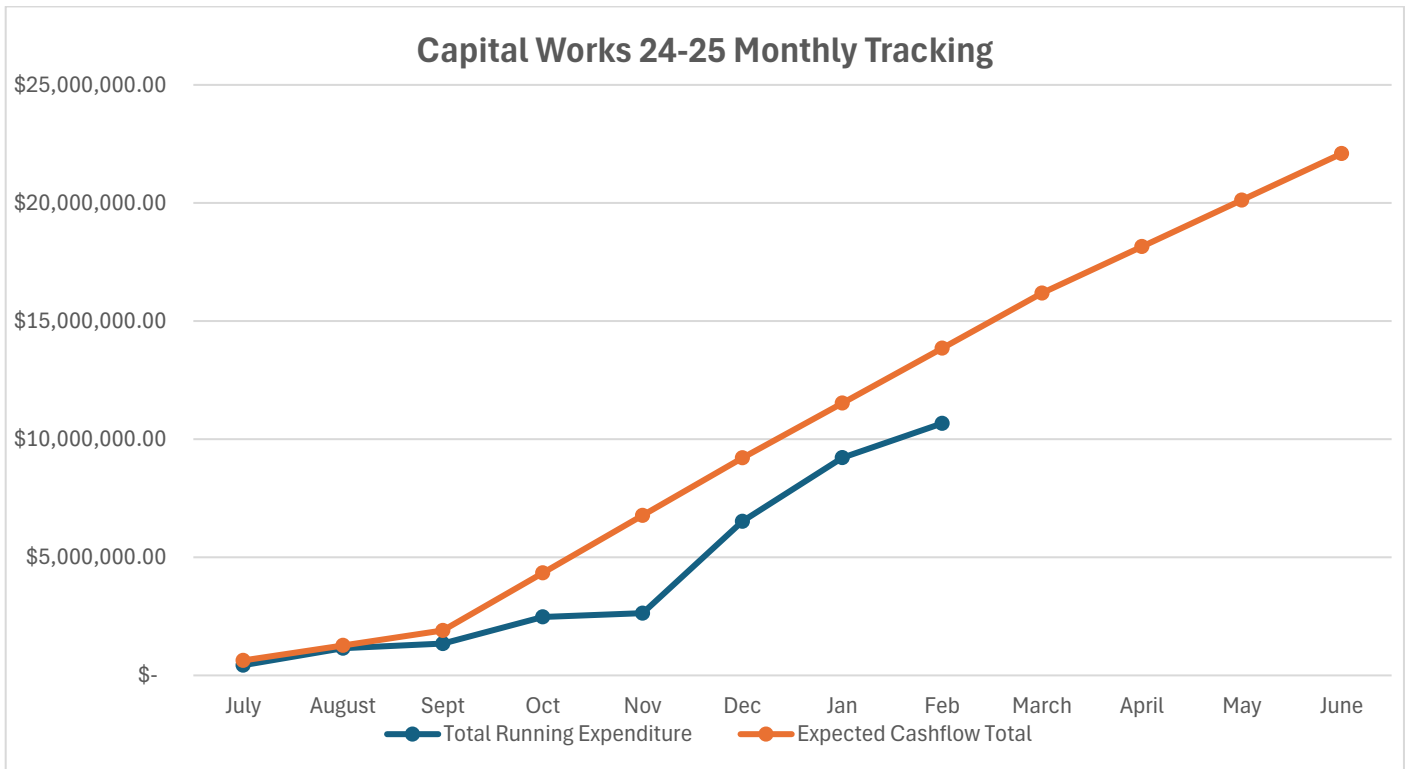


Figure 4: GBBO Capital Expenditure vs Forecast

## Agreement Negotiation and Management

### Adani

- Road Closed due to inclement weather for 17 days in January/February
- Road currently under load restrictions and traffic control due to damage to Mistake Creek Bridge (new) following inclement weather
- Invoice Dispute ongoing
- Road width litigation ongoing
- Ongoing concerns with level of maintenance activities

### Pembroke

- Commencement of Culvert Works
- Progression of Environmental constraints
  - Likely outcome of facilitating early construction
- Effective resourcing for maintenance

### Bowen Coking Coal

- Progression of Deed of Variation for Isaac River Project

### BHP

- 
- Mabbin Road Contribution received – Capital works (Rehab and reseal)
    - Deed of Variation currently under negotiation
  - Golden Mile Road cross over compliance review

## *Vitrinite*

- Contributions received for Notifiable Road Use
  - July – December - \$276,072
  - Q1 2025 to be the final quarter at the reduced contribution rate.
- Asset licence for ground water monitoring bores
- Deed of variation for coal haulage locations

## **IMPLICATIONS**

Galilee and Bowen Basin Operations shall continue to operate to maintain and improve service levels for internal and external customers.

Identified risk associated with fatigue management.

## **CONSULTATION**

Galilee and Bowen Basin Operations Team

## **BASIS FOR RECOMMENDATION**

We lead by example and epitomise our organisational values.

## **ACTION ACCOUNTABILITY**

Manager Galilee and Bowen Basin Operations to continue to lead and develop team members to ensure continued service delivery for internal and external customers.

## **KEY MESSAGES**

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

<b>Report prepared by:</b> SEAN ROBINSON <b>Manager Galilee and Bowen Basin Operations</b> Date: 3 March 2025	<b>Report authorised by:</b> ROBERT PERNA <b>Director Engineering and Infrastructure</b> Date: 4 March 2025
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## **ATTACHMENTS**

- CONFIDENTIAL Attachment 1 - Graduate Project – Streetlight LED conversion

## **REFERENCE DOCUMENT**

- Nil

PAGES 608 TO 625 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

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**MEETING DETAILS****Ordinary Meeting**Wednesday 26 March 2025

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**AUTHOR**Jason Frost

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**AUTHOR POSITION**Manager Infrastructure

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**9.24****INFRASTRUCTURE DEPARTMENT OPERATIONAL UPDATE –  
FEBRUARY 2025****EXECUTIVE SUMMARY**

This report is to provide a monthly update to Council on the current operational status of the Infrastructure Department.

**OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Notes the Infrastructure Department monthly update for February 2025.***

**Resolution No.: E&I0804****Moved: Cr Viv Coleman****Seconded: Cr Alaina Earl****That the Committee recommends that Council:**

- 1. Notes the Infrastructure Department monthly update for February 2025.**

**Carried****BACKGROUND**

The below information highlights the monthly activities of the Infrastructure Department.

**MANAGER INFRASTRUCTURE HIGHLIGHTS**

- The works program in February has been disrupted by the wet weather across some parts of the region.
- The outstanding defects on the local and state roads have increased in February as indicated in the graphs within the report. This generally represents the increase in potholes associated with the wet weather. During February there has been up to 6 patching crews including some contractors working to repair potholes on the road network.
- The temporary repairs on the Oaky Creek floodway on Grasstree Road are almost complete. The barriers and signage should be in place Monday 3 March 2025 and the road opened to the public.

- A meeting was held with the residents of Peakvale Road and associated roads (beyond the Percy Albert Drive intersection) to discuss some collaborative road maintenance options for approximately 100km of unsealed road. This was met with a positive response from the property owners.
- Work is progressing on the development of a 'Good Samaritan' volunteer arrangement for work on unsealed roads.

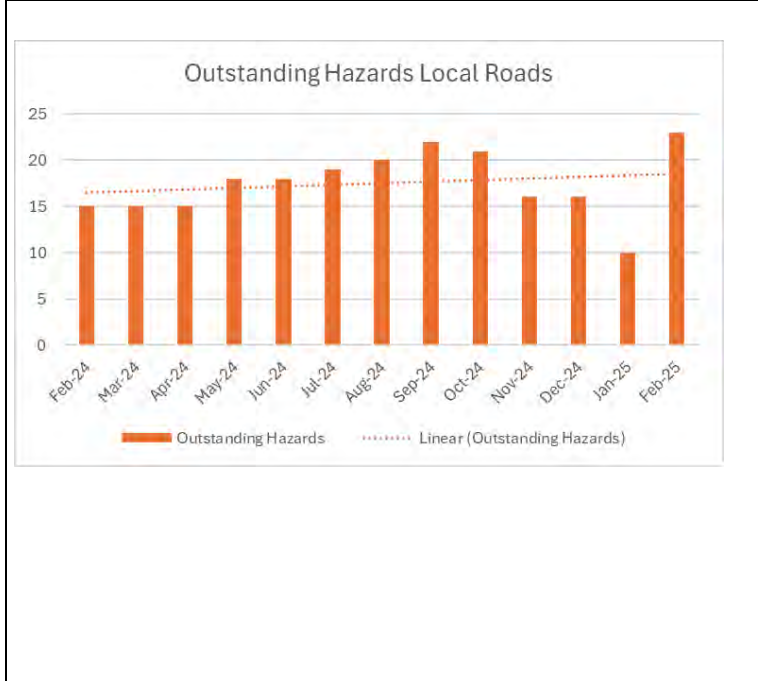
## ACHIEVEMENTS COMPLETED – FEBRUARY 2025:

<b>Clermont and surrounding area</b>	
Various signs replaced around Clermont	Signage installation & replacement
Rubyvale Road, Peakvale Road, Ken Logan Road, Mt McLaren Road	Slashing
Pothole Patching, Gutter cleaning. Gravel patching after wet weather.	Other works
<b>Dysart and surrounding area</b>	
Golden Mile Road, Dysart-Clermont Road Saraji Road & Mt Stuart-Bedford Weir Road	Pothole patching
Dysart town	Storm debris removal
Saraji Road & Peak Downs Mine Road	Slashing
<b>Middlemount and surrounding area</b>	
Rolfe Creek-May Downs Road	Slashing
Isaac River Road, Valkyrie Road & Lotus Creek Road	Road closure
<b>Moranbah and surrounding area</b>	
Moranbah Town, Moranbah Access Road, Railway Station Road and Peak Downs Mine Access Road	Pothole patching
Goonyella Road & Railway Station Road	Slashing
Vegetation Clearing in Moranbah	Other works
<b>Nebo and surrounding area</b>	
Collaroy-Tierawoomba Road gravel patching creek approaches at top end of road.	Wet weather delayed recommencement of grading until 24 February.
Turrawulla Road	Pothole patching
Water Street bollard installation	Signage installation & replacement
Airstrip Road	Slashing

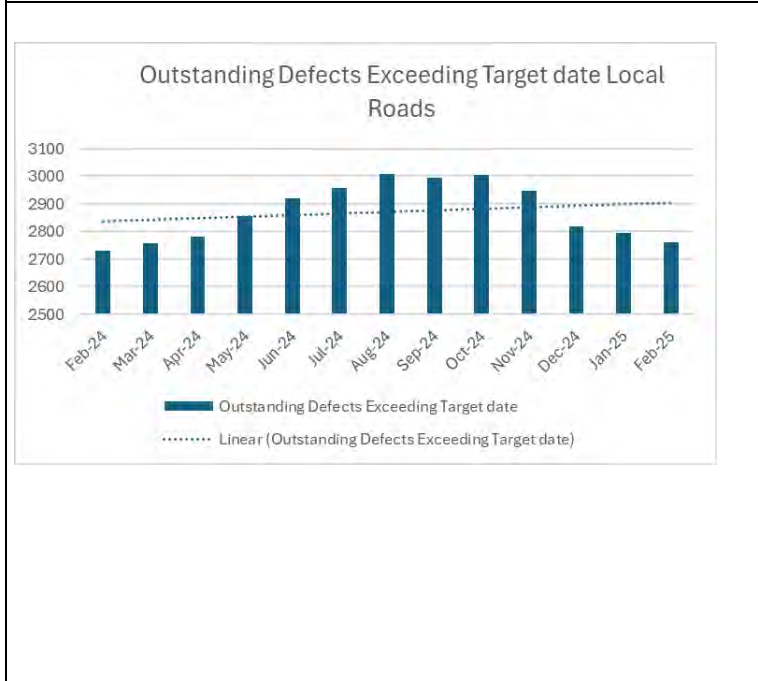
Temporary flood warning and road closure signage. Temporary defect signage on Collaroy-Tierawoomba and Collaroy-Killarney Roads.	Other works
<b>Coast and surrounding area</b>	
Ripplebrook Road 100% complete Nimmitabel Road commenced 26/02	Wet weather delayed recommencement of grading until 12 February.
Carmila West, Carmila Beach, St Lawrence North, Connollys, Douglas, Flaggy Rock, North Flaggy Rock, Upper Flaggy Road, Garnham, Nimmitabel and Wumalgi Roads and Old Bruce Highway and Colonial Drive.	Roadside Slashing
Clairview town, Settlement Road, Carmila West Road	Pothole Patching
Temporary flood warning and road closure signage on many coastal roads following heavy rainfall.	Temporary signage
<b>State Controlled Network</b>	
Peak Downs Hwy (33A & 33B), Suttor Developmental Road and Marlborough-Sarina Road. 27B, 27C, 98A	Pothole patching
Temporary flood warning and road closure signage on Suttor Developmental Road, Oxford-Sarina Road and Marlborough-Sarina Road. Temporary defect signage on Peak Downs Highway (33A & 33B), Suttor Developmental Road, Oxford-Sarina Road and Marlborough-Sarina Road.	Temporary Signage
Gregory Developmental Road 100% Peak Downs Hwy 33A & 33B 100% complete Marlborough-Sarina Road 30% complete	Roadside slashing (MPDT Contractors)
33B Peak Downs Highway 100% 33A Peak Downs Highway 30% 10F & 10G Bruce Highway 100%	Herbicide Spraying (MPDT Contractors)
May Downs Road 10% complete (HSM Contractors)	Formation Grading



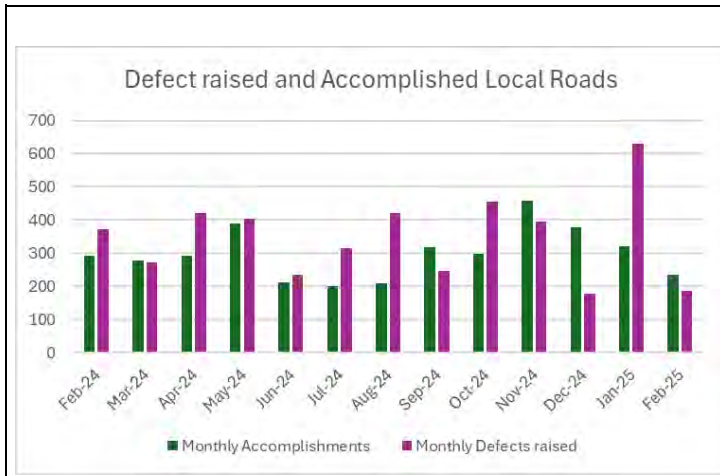
## Local Road Hazards and Defects Update



**Outstanding Hazards local roads**  
 This graph shows the number of defects each month for the past year that have been raised as higher than intervention level and identified as being a hazard. In the last three months the number of outstanding defects has reduced. Upon review of the data there are some defects that have been completed and not closed out in the system. This will be addressed in the next month. There are planned works in the procurement phase to address some defects. Temporary measures such as signage have been put in place to reduce the risk until the works are completed.

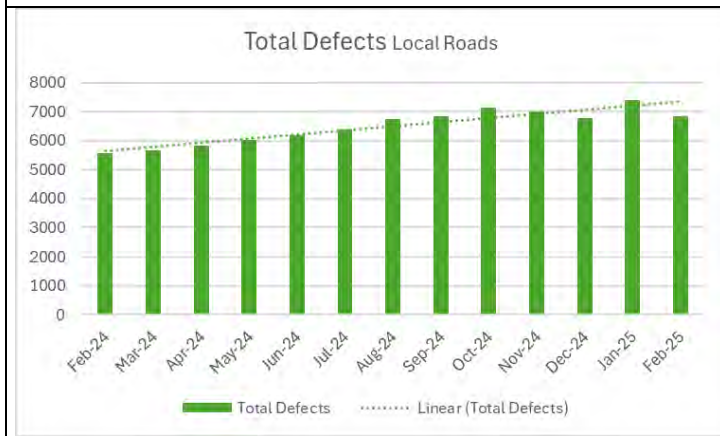


**Outstanding Defect Exceeding Target Date Local Roads**  
 This graph shows number of defects each month for the past year that have been raised and are past the response time (based on the Main Roads requirements) This graph includes all the defects. Some defects are raised at a lower intervention level. Whilst these defects have a response time for TMR on the local road network they are monitored and used to predict future workload and help to inform some of the capital program development. This is being reviewed to be able to separate out the different types of defects for future reports



### Defect Raised and Accomplished Local Roads

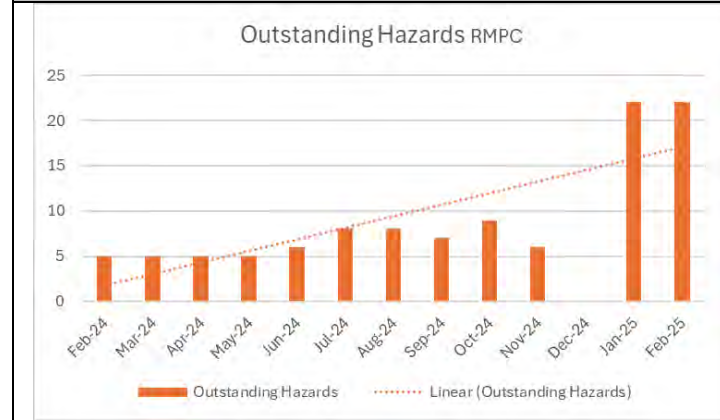
This graph shows number of defects and accomplishments each month for the past year that have been raised and completed



### Total Defects Local Roads

This graph shows the total number of defects each month for the past year that have been raised and have not been completed

## RMPC Hazards and Defects Update - January



### Outstanding Hazards RMPC

This graph shows the number of defects each month for the past year that have been raised as higher than intervention level and identified as being a hazard.

	<p><b>Outstanding Defect Exceeding Target Date RMPC</b></p> <p>This graph shows number of defects each month for the past year that have been raised and are past the response time as per Main Roads Standard</p>
	<p><b>Defects Raised and Accomplished RMPC</b></p> <p>This graph shows number of defects and accomplishments each month for the past year that have been raised and completed</p>
	<p><b>Total Defects RMPC</b></p> <p>This graph shows the total number of defects each month for the past year that have been raised and have not been completed</p>

<b>RMPC Hazards and Defects Update - February</b>	
Dysart Middlemount, Fitzroy Development Road, Gregory Development, Peak Downs Highway,	Pothole patching and edge repair works Completed Locations (RPQ – Contractors)
Road Closure flooding signage	Storm Response (IRC Staff)
Peak Downs Hwy 33A & 33B Suttor Dev, 100% Marlborough-Sarina Road 60%, 98A Gregory Developmental Road 50% 27B & 27C Gregory Highway 100%	Patching works (Completed by IRC Staff)

RMPC Programmed Works	
Regional	Roadside slashing (MPDT Contractors)
May Downs Road 10% complete (HSM Contractors) St Lawrence-Croydon Road – to commence once DERM approval for water use received.	Formation Grading
Fitzroy Developmental Road	Storm damage fallen tree removal
Round 1 - Dysart Middlemount, Fitzroy Developmental Road, May Downs Road Round 2 - Peak Downs Highway, Gregory Hwy, Clermont Alpha Road - 100% complete Marlborough-Sarina Road and Gregory Developmental Road being patched this week Programmed 100% by 28/02/2025	Pothole patching and edge repair works Program locations (RPQ – Contractors)

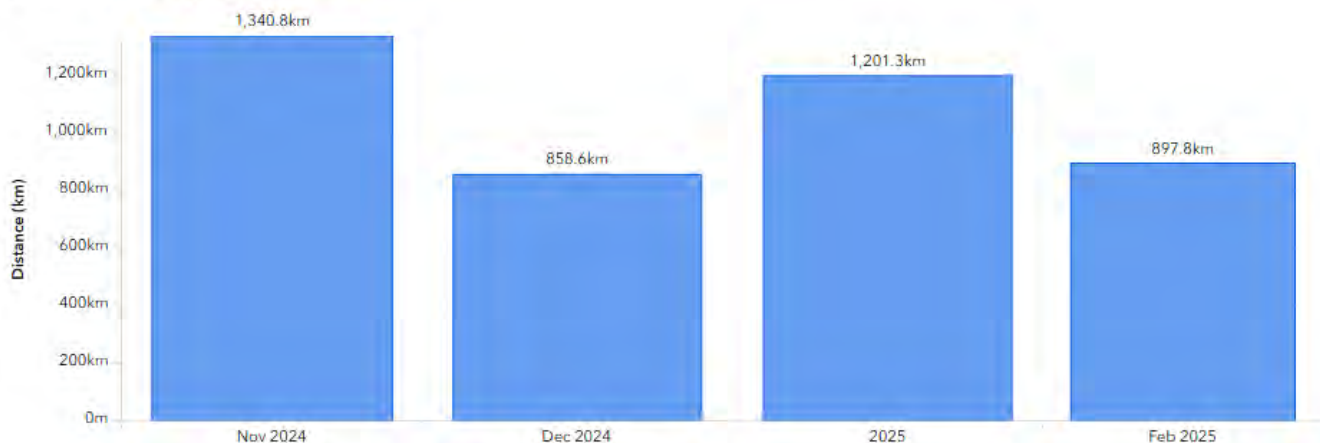
## ROAD INSPECTORS UPDATE

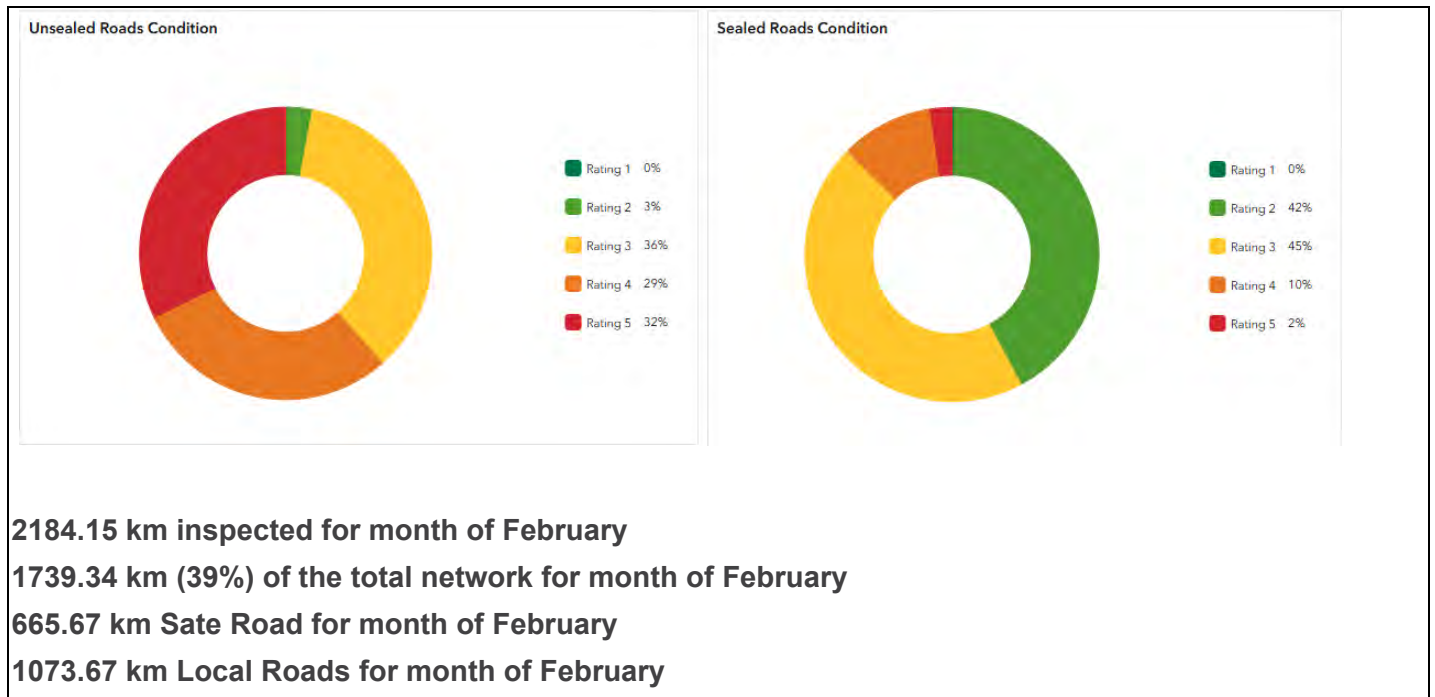
The below survey graphs are based on the data collected using the RACAS camera for the previous 3 months. The team undertake 2 types of inspections depending on the road hierarchy: weekly inspections on the Bruce Highway (3 monthly RACAS), fortnightly inspections on the State Highways (6 monthly RACAS), monthly and bimonthly inspections on the developmental roads (6 monthly RACAS) and 6 monthly inspections on all other roads with RACAS.

The ratings are a measurement of roughness with rating 1 to 3 being within intervention level and 4 being at intervention level with 5 being above intervention level.

# Survey Distance 4,298.6km

Distance Surveyed per Month





**PLANNED WORKS FOR MARCH 2025: THIS PROGRAM IS SUBJECT TO CHANGE DEPENDING ON WEATHER CONDITIONS AND EMERGENT WORKS**

<b>Clermont and surrounding area</b>	
Frankfield Road, Venus Road	Maintenance grading program (%)
Huntley Road, Clermont Airport, Laglan Road	Slashing and herbicide spraying
Replace various damaged signs and posts. Continue cleaning gutters and drains around Clermont	Other works
<b>Dysart and surrounding area</b>	
Golden Mile Road, Saraji Road	Pothole Patching
Grasstree Road	Barriers & signs on damaged bridge
Valkyrie Road	Slashing
<b>Middlemount and surrounding area</b>	
Middlemount town	Pothole patching
Middlemount town	Signage installation
<b>Moranbah and surrounding area</b>	
Redhill Road & Peak Downs Mine Road	Potholes
Moranbah town	Herbicide spraying

<b>Nebo and surrounding area</b>	
Collaroy-Tierawoomba Road 100% Landsborough Road 100% Turrawulla Road 25%	Programmed maintenance grading
<b>Coast and surrounding area</b>	
Nimmitabel Road 100% Schneiders Road 100% Spring Valley Road – Touch ups only Mt Olympus Road 100% Kalarka Road 100%	Programmed maintenance grading
Greenhill area	Roadside slashing
<b>State Controlled Network</b>	
Marlborough Sarina Road Bruce Highway (10F & 10G) St Lawrence Connection Road St Lawrence-Croydon Road Suttor Developmental Road Oxford-Sarina Road Fitzroy Developmental Road May Downs Road	Slashing
St Lawrence-Croydon Road May Downs Road	Maintenance Grading (CH0.0 -31.0) Maintenance Grading (100% complete)

## CLERMONT WORK CAMP

### CLERMONT WORK CAMP – CURRENT ROTATION

#### Completed Projects February Rotation:

- Unveiling Stand for the Clermont Police Station – Unveiling curtains made at the Capricornia Correctional Centre.
- Showgrounds painting
- Nebo Chairs – ongoing
- Wagon – ongoing
- Partial start on cricket club shelter
- Vegetation sites

#### Current intended program for March.

- Vegetation Control for 20 Sites – Vegetation is heavy and hard on the equipment.
- Inspiring Women's event set up and pack down.
- Moranbah Race Club – full day – maintenance jobs

#### Workshop / Site Projects:

- QCWA Steps
- Wagon – Camp
- Nebo garden chair refurbishment x 2
- Artslink Tables x TBA – In house projects for wombat festival preparation
- Clermont Junior Cricket Club Shelter

#### Permanent workers:

- Saleyards/Showgrounds - Painting Project
- Aerodrome
- Clermont Museum
- Clermont Golf Club

## ACTION ACCOUNTABILITY

The Manager Infrastructure and the leadership team are accountable for delivery of effective works across the region.

## KEY MESSAGES

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

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<b>Report prepared by:</b> JASON FROST <b>Manager Infrastructure</b> Date: 3 March 2025	<b>Report authorised by:</b> ROBERT PERNA <b>Director Engineering and Infrastructure</b> Date: 4 March 2025
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## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil





Hoods Lagoon Boardwalk	Contractor conducted a structural inspection of the Hoods Lagoon boardwalk. Temporary repairs have been completed with a design including recommendations for future minor works pending.
Drought Resistant Tree's	The location for the trees has been identified. Tree stock has been received, works due to commence in the coming weeks with a project finish time end of FY.
Storm Events	Over several weeks our region was significantly impacted by weather events. The team made this a priority to clean up all storm damages in conjunction with increased growth conditions and larger more hazardous tree work completed by contractors.
Sporting Field Turf Improvement Program	Areas have been identified, followed by soil testing, fertiliser, soil amendments, aeration and coring.
<b>Dysart and surrounding area</b>	
Rugby League Field Lights	6 x field lights were replaced by contractor. They're now fully operational, ready for training and kick off to the regular season.
Civic Centre Lights and Power Access	Works currently being undertaken adjacent to memorial with completion prior to ANZAC Day for services.
Soccer and BMX Club	Investigation conducted by Ergon to underground power supply, contractor was engaged to identify and rectify power supply issues to both clubs in alignment with the Qld Electrical Connection Manual Version 4. Council has provided funds in Q2 budget review for the scope, tender and delivery of the works as soon as possible.
Flagtrax	After a much anticipated wait our Flagtrax order has been received. This provides the team with the goods and materials to repair and replace damaged flags. Dysart has a number of flags that are weathered, damaged and stuck in place requiring an elevated work platform for the removal and replacement of these flags.
Southern Cross Association/ Old Country Music Club	Preliminary investigation into plumbing and electrical infrastructure. Electrical component completed, plumbing to be scoped and quoted. EOI was advertised and now closed with report to Council in March.
Storm Damage	The team has spent the last month clearing storm damage. A contractor was engaged to help assist the team to clear the debris, fallen trees etc as soon and safely as possible.
<b>Middlemount and surrounding area</b>	

Playground Building – Mulligrubs	Building repairs have now been completed and insurance claim submitted. Further works on the building compliance and occupier’s certificate requiring a building certifier were identified with a scope being developed.
Storm Damage	The team has spent the last month clearing storm damage. A contractor was engaged to help assist the team to clear the debris, fallen trees etc as soon and safely as possible.
<b>Moranbah and surrounding area</b>	
Mills Avenue	Turfed areas completed edging and applied pre-emergent to improve aesthetics.
Slashing	Contractors have been engaged and completed and extensive amount of open space and reserve slashing with follow up scheduled.
Town Square CCTV	Survey completed and preliminary electrical work identified to facilitate CCTV infrastructure. Purchase order has been raised with an estimated delivery time prior to the end of the financial year.
Remember Queensland Grant Funding	Unsuccessful application for grant funding for the repairs and replacement of tiles at the Townsquare and Griffin Street memorials. Feedback has been requested as to why we were unsuccessful this round, high volume of applicants applied. Project is part of 25/26 PAG and will need to be reviewed.
Sporting Field Turf Improvement Program	Applicable ovals have received soil and compaction testing with fertiliser, soil amendments, aeration and compaction relief completed.
Tree Replacement Program	Project being scoped. Specific trees across Moranbah will be replaced with Drought Resistant variety. Currently selected sites; Mills Avenue and Sporting Fields.
<b>Nebo and surrounding area</b>	
Centenary Park	Minor repairs and maintenance, re-painting the amenities by external contractor.
Storm Damage	The team has spent the last month clearing storm damage. A contractor was engaged to help assist the team to larger fallen trees etc as soon and safely as possible.
Irrigation Maintenance	The team has been completing continuous irrigation maintenance throughout the township.

Staff Assistance	Glenden has been operating with a reduced workforce; Nebo has provided operational assistance when required.
Perry Park Softfall	Repairs completed to the softfall at Perry Park including wet pour surfacing.
Showgrounds Maintenance	General maintenance has been carried out at the showgrounds in preparation for several events.
<b>Coast and surrounding area</b>	
Vegetation Control	Roadside weed control, stormwater clearing roads and tree damage through parks areas.
Carmila Sports Stadium	Project to scope repairs, contractor has been engaged to replace 5 roller doors. Purchase order has been raised with a time delay of 8 weeks due to manufacture of doors. Project will be delivered before end FY.
Pothole Patching	Priority pothole patching completed as identified.
Septic Pump Outs	Preparation for busy season of septic pump outs and water, repairs and maintenance to amenities.
Notch Point Signage	Update of new signage at the entrance at Notch Point, working with the environmental team.
<b>Glenden and surrounding area</b>	
Skate Park Shade Sail	Replacement of the skate park shade sail, insurance claim. Delayed due to flooding in Townsville.
Lake Elphinstone Dump Point	Tender is currently out with project delivery before new financial year.
Maddern Oval Western Field Irrigation	Accepted by Council, Tender documents and scope of works being drafted.
New Christmas Tree's	New Christmas Trees across region were erected and fully functional.

**UPCOMING PLANNED WORKS: THIS PROGRAM IS SUBJECT TO CHANGE DEPENDING ON WEATHER CONDITIONS AND EMERGENT WORKS**

<b>Clermont and surrounding area</b>	
Sporting field turf improvement completion of the autumn, getting ready for the winter sports season.	
Hoods Lagoon Board Walk maintenance and repairs.	
The delivery of the Drought Tree's in Clermont and Moranbah.	

<b>Dysart and surrounding area</b>
Sporting field turf improvement scheduled getting ready for the winter sports season.
The delivery of the Dysart Soccer and BMX Club power installation.
The Dysart Old Country Music Club site septic repairs.
Repairs and replacement to Flagtrax across Township.
<b>Middlemount and surrounding area</b>
Sporting field turf improvement scheduled getting ready for the winter sports season.
<b>Moranbah and surrounding area</b>
Sporting field turf improvement completion during autumn, getting ready for the winter sports season.
Townsquare CCTV project being delivered before the new financial year.
<b>Nebo and surrounding area</b>
General operational maintenance and repairs, offering staff assistance when required by the Glenden team.
<b>Coast and surrounding area</b>
Completion of the Carmila Stadium roller door replacements.
<b>Glenden and surrounding area</b>
Irrigation system at Maddern Oval, tender will be awarded followed by commencement of works.
Completion of the installation of the Lake Elphinstone dump point.
<b>Inclusive of all towns</b>
Maintenance of parks assets, cleaning playgrounds, shelters, seats and tables. Bin rationalisation program. Irrigation maintenance and repairs as drier conditions arise. Maintenance and improvement of priority landscaping across region, pruning, mulching, mowing/slashing and aesthetic improvements.

## **ACTION ACCOUNTABILITY**

The Manager Parks and Recreation and the leadership team are accountable for delivery of effective works across the region.

## **KEY MESSAGES**

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

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**Report prepared by:**

MICHAEL BUCKLEY  
**Manager Parks and Recreation**

Date: 3 March 2025

**Report authorised by:**

ROBERT PERNA  
**Director Engineering and Infrastructure**

Date: 4 March 2025

## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Lila Fry
<b>AUTHOR POSITION</b>	Coordinator Natural Resources

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**9.26**

## **QUARRY MANAGEMENT PLAN**

### **EXECUTIVE SUMMARY**

This report seeks endorsement of a Quarry Management Plan to guide operations in Council's gravel pits/quarries to ensure compliance with relevant State legislation and Council's permits and authorities for gravel extraction activities.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Notes and Endorses the Quarry Management Plan.**

**Resolution No.:** E&I0806

**Moved:** Cr Rachel Anderson                      **Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

- 1. Notes and Endorses the Quarry Management Plan.**

**Carried**

### **BACKGROUND**

In February 2020 Council endorsed its first Overarching Gravel Pit Management Plan to manage environmental liabilities and detail operational aspects of gravel extraction to ensure Council's legislative and permit/authority obligations were delivered.

Specifically, Council's current Environmental Authority places an obligation on Council to prepare a plan of operations to ensure that extraction activities are carried out in accordance with written procedures to avoid, mitigate and potentially offset any adverse impacts, based on sound environmental management principles and practices to minimise environmental harm.

Furthermore, Council's Sales Permit for the extraction of quarry materials requires Council to prepare and submit a Quarry Management Plan for endorsed areas on the permit before conducting quarrying operations. The Sales Permit also specifies the base information that must be included in the plan and the plan must be approved by the Department of Primary Industries (formerly Department of Agriculture and Fisheries).

Lastly, the *Mining and Quarrying Safety and Health Act 1999* provisions classify some of Council's gravel pits as quarries as they are "a place on land where operations are carried on, continuously or from time to time, to produce construction or road building material" and where operations are "activities carried on principally for, or in connection with, winning of hard rock and includes extracting, loading, transporting, storing and crushing". For those pits classified as a quarry, Council is required to systematically apply policies, procedures and practices to effectively manage risk.

The Quarry Management Plan identifies the risks associated with Council's extraction needs and provides mitigation strategies to be adopted and links to Council's existing risk management systems to ensure risks are minimised. The plan underpins the individual Site Based Management Plans that are developed for each pit/quarry prior to use and are submitted to the Department of Primary Industries (for those included on the Sales Permit) for approval prior to extraction commencing.

With the amount of time that has passed since the first plan was endorsed and considering the changes that have occurred to legislation and industry best practice, a full review of the plan has been carried out and a new plan has been developed. A copy of the previous plan is provided for comparison.

## IMPLICATIONS

### Service Levels

This plan aligns with the following IRC 2024-2025 Operational Plan key strategies:

- Plan, provide and maintain effective and sustainable road infrastructure to meet the needs of key economic and community activities.
- Strategically operate, maintain and utilise and review the delivery of Council assets to ensure the efficient and cost-effective services to the community are met and continuously improved.
- Ensure that the assets maintained and constructed are appropriate to the current and future needs of the region's industries.
- Minimise Council's impact on the natural environment through effective waste management, recycling and environmental management policies and programs.
- Develop policies, strategic plans and processes to address local and regional issues, guide service provision and ensure operational effectiveness.
- Pursue financial sustainability through effective use of Council's resources and assets and prudent management of risk.

### Risks

The plan faces the following risks:

- Operational – failure to implement a plan and/or comply with legislative requirements may result in:
  - suspension of the Sales Permit endorsed quarry area that is the subject of the non-compliance or suspension of all quarrying operations subject to a Sales Permit.
  - receipt of statutory notices stopping an activity or full suspension of Council's Environmental Authority.
- Financial – failure to implement a plan and/or comply with legislative requirements may result in Penalty Infringement Notices (PINs), Enforceable Undertakings or prosecutions under safety, environment and mining legislations.



- 
- Financial - failure to action the mitigation actions will result in further deterioration of Council's quarry/pit assets and increase the future financial burden on Council.
  - Reputation – failure to implement a plan and/or comply with its contents may result in damage to extractive sites thereby harming Council's reputation with local landholders who provide the sites/material for Council's use.

As Council's extraction activities are a critical component of its unsealed network maintenance works, the endorsement of the plan and the documented activities and strategies is recommended.

## **Compliance and benefits**

The plan aims to improve the quality of extraction activities by providing risk mitigation strategies to be integrated into operational activities to:

- provide a shared understanding of common hazards, performance standards and control to remove or minimise impacts from the hazards that occur at pits/quarries;
- outline a range of operational details relating to the use and management of sites;
- underpin the Site Based Management Plans that simplify and streamline requirements compliance; and
- align with overall project management plans for capital and operational works.

The plan, through its links to, and inclusion of information taken from:

- Council's safety management system;
- relevant legislation;
- Australian Standards and Codes of Practice; and
- industry best practice;

manages all aspects of risks to operational compliance, health and safety and environment while having appropriate regard to the nature, complexity and location of the extraction activities.

## **CONSULTATION**

Internal:

- Director Engineering and Infrastructure
- Manager Infrastructure
- Coordinator Infrastructure – East and West
- Safety and Resilience Partners
- Manager Liveability and Sustainability
- Program Leader - Environment and Sustainability

External:

- Department of Primary Industries (Forestry section)

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## BASIS FOR RECOMMENDATION

Extractive and quarrying activities play a critical role in Council's ability to effectively service the unsealed road network of the Isaac region. The Quarry Management Plan outlines the best practice activities and risk mitigation strategies that will enable safe, environmentally responsible extraction of quarry materials to ensure that Council is meeting their legislative obligations.

## ACTION ACCOUNTABILITY

- Manager Infrastructure Planning and Technical Services – ensure progress, implementation, and ongoing review of the Quarry Management Plan.
- Coordinator Natural Resources – lead the coordination and strategy for extractive site access and administering permits/authorities.
- Coordinator Infrastructure (East and West) – ensure that documented risk mitigation strategies are embedded in extraction operational activities.

## KEY MESSAGES

Ongoing efficient and strategic operation of Council's pits/quarries is necessary for the effective and economic servicing of the Isaac region's unsealed road network. All pits/quarries are required to comply with relevant State legislation, permits and authorities when undertaking extraction activities.

The plan embraces best practice management and operational procedures to mitigate risks and provide for efficient pit operations without detriment or undue harm to persons or the environment.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
LILA FRY	ROBERT PERNA
<b>Coordinator Natural Resources</b>	<b>Director Engineering and Infrastructure</b>
Date: 3 March 2025	Date: 3 March 2025

## ATTACHMENTS

- Attachment 1 - IRC – Overarching Gravel Pit Management Plan
- Attachment 2 - Appendix A – SBMP Guidelines
- Attachment 3 - Appendix B – Planning, Approval and Permit Requirements
- Attachment 4 - Quarry Management Plan

## REFERENCE DOCUMENT

- Nil



# GRAVEL PIT MANAGEMENT PLANNING

## OVERARCHING GRAVEL PIT MANAGEMENT PLAN

Current as at 30.09.2020 (revised since Council endorsement)

Presented by **Engineering & Infrastructure**

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# 1. INTRODUCTION

## 1.1 PURPOSE OF THIS OVERARCHING GRAVEL PIT MANAGEMENT PLAN

This Overarching Gravel Pit Management Plan (OGPMP) provides details for the operation and extraction of material from gravel pits located within Isaac Regional Council (IRC).

This OGPMP also aims to meet legislative requirements.

IRC is committed to the development and implementation of an appropriate Integrated Environmental Management System (IEMS). As individuals, we all have an obligation to environmental protection, including legislated responsibilities:

1. A person must not carry out any activities that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practical measures to prevent or minimise the harm.
2. A person must not cause land to become contaminated land.

IRC recognises the importance of compliance with environmental legislation, but also recognises that it is merely the foundation and achievement beyond compliance is our goal.

Our aim is to conserve and enhance the unique environment in our region. In achieving this goal, we endeavour to:

1. Proactively support our employees to be environmentally responsible in their activities.
2. Maintain our policy of cooperation and consultation with the public.
3. Promote better environmental awareness in the greater Isaac Region.
4. Continue to reduce power consumption and minimise waste.
5. Continue to improve our environmental management system.
6. Reduce and prevent pollution.

IRC shall continue to consult with landholder/landowners to help minimise any potential environmental harm. IRC shall strive to maintain and improve the environmental performance of our own facilities, thus leading by example.

## 1.2 REVIEW AND CONTINUAL IMPROVEMENT

This OGPMP is to be reviewed at least every two years.

IRC have commitments under the IEMS for continual improvement that would apply to this document. Additional reviews may be triggered as a result of incidents/near misses, alterations to legislative requirements and significant changes to operation (such as implementation of blasting).


## 1.3 SCOPE AND LIMITATIONS

This report: has been prepared by GHD for Isaac Regional Council and may only be used and relied on by Isaac Regional Council for the purpose agreed between GHD and the Isaac Regional Council as set out in section 1.1 of this report.

GHD otherwise disclaims responsibility to any person other than Isaac Regional Council arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.



The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report. GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Isaac Regional Council and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

## 2. GRAVEL PIT SITES – LOCATION/DETAIL

### 2.1 OVERVIEW

IRC currently has 74 gravel pit sites within the Active Gravel Pit Register. The quarries are summarised in Table 1.

Table 1: Summary of Active Gravel Pit Sites

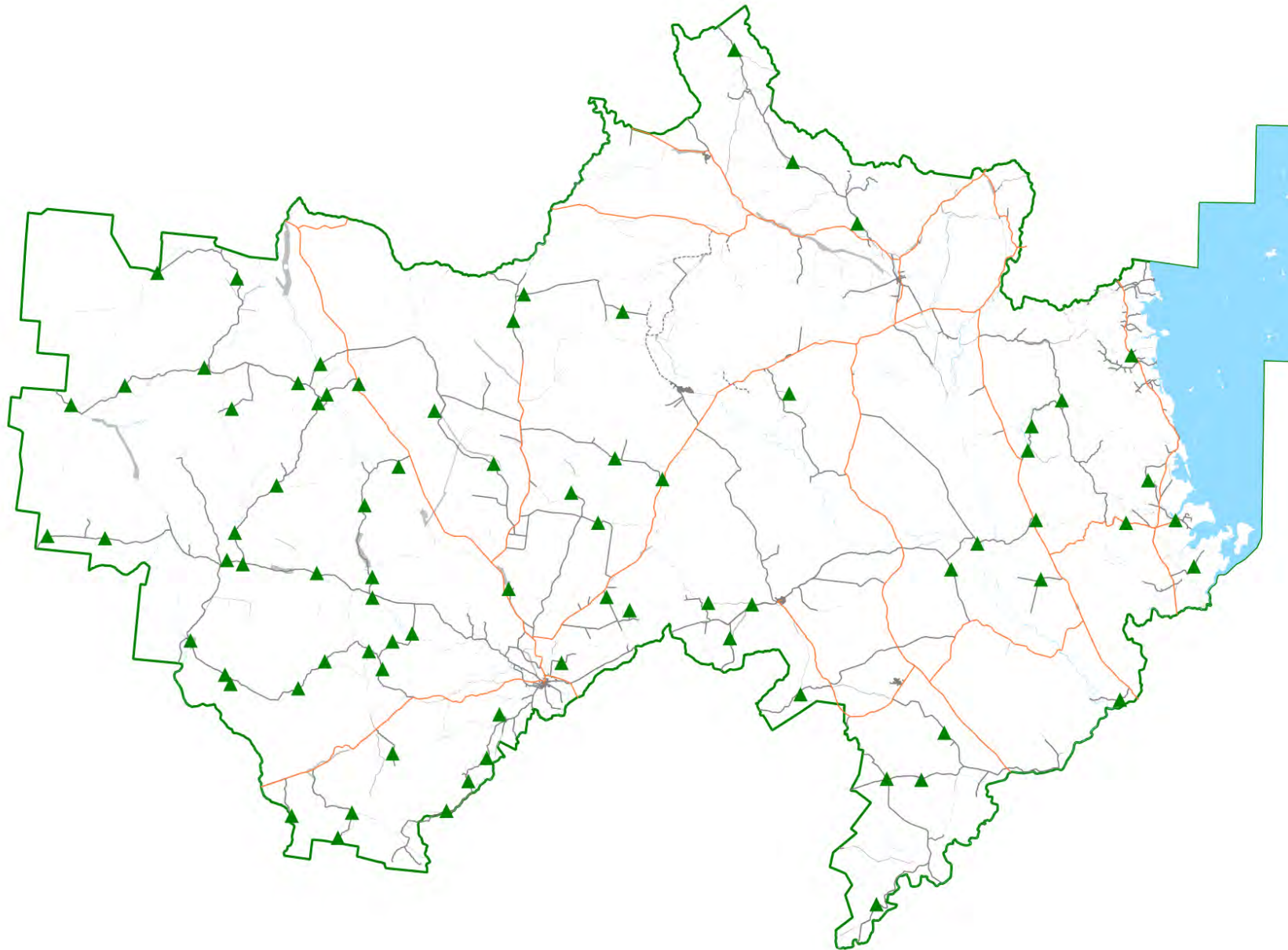
LAND TENURE	TOTAL NUMBER	EA PERMIT (For over 5,000T yearly removal)	SALES PERMIT (For any material removed from State lands, with exemptions)
Freehold	28	5	N/A
Leasehold	37	10	34*
Road reserve	4	N/A	N/A
Other reserve	5	2	N/A

\*Expression of Interest submitted to Department of Forestry for 3 additional sites that are identified as Active and on leasehold

These sites are identified and presented as a layer viewable through the Council IntraMaps program.



Map 1: Council Active Gravel Pit Sites within Isaac Region



### 3. LEGISLATIVE REQUIREMENTS

The IRC 'Gravel Pit Management Guideline – Determination of Planning, Approval and Permitting Requirements' provides guidance to IRC for the gravel pits, refer to Appendix B. It outlines General Duty requirements as well as planning/approval/permit triggers.

#### 3.1 GENERAL DUTY REQUIREMENTS

- *Environmental Protection Act 1994*
- *Biosecurity Act 2014*
- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Commonwealth) / Aboriginal Cultural Heritage Act 2003 (Queensland)*
- *Workplace Health & Safety Act 2011*
- *Mining and Quarrying Safety and Health Act 1999 and the Mining and Quarrying Safety and Health Regulations 2001*
- *Forestry Act 1959*

#### 3.2 APPROVALS, PERMITS OR LICENCES

There are currently two types of permits that are held by IRC for gravel pits; Department of Agriculture and Fisheries (DAF) Sales Permit, and Department of Environment and Science (DES) Environmental Authority. The DAF Sales permit is relevant to all site on leasehold that royalties are payable to State whereas the EA permit is relevant to all sites extracting and/or screening over 5,000t (excluding road reserves).

##### 3.2.1 DAF Sales Permit

The DAF Sales Permit is permit number 134488. The permit currently applies to 34 of the 'active' gravel pits however contains a further 60 that Council has assessed as inactive and is working with DAF in retiring off Sales Permit. Each gravel pit has an endorsed area specified over the sites.

Under the terms and conditions entered into between IRC and DAF, Council must not conduct extraction activities at a site until DAF have approved a Site Based Management Plan (commonly known as Quarry Management Plan)

##### 3.2.2 DES Environmental Authorities

Of relevance is whether the gravel pit is classified as an Environmentally Relevant Activity (ERA) under the Environmental Protection Regulation 2008. The IRC 'Gravel Pit Management Guideline – Determination of Planning, Approval and Permitting Requirements' provides the current definition of ERA activities where an Environmental Authority (EA) is triggered.

The SBMP Guidelines, refer to Appendix A, have been developed to guide IRC in development of site specific SBMP (or procedures) that meet the requirements of the EA's and DAF Sales Permit.

The standard conditions of EA Permit includes that the activity must be undertaken in accordance with written procedures that identifies potential risk to the environment and establishes control measures to minimise environmental harm. This OGPMP is to address the requirement.

As per the DES register of EA's, IRC currently operate quarries under the following permits:

Table 3: Current EA Permits

NUMBER	LOCATION	NAME
EA0001653	Lot 5 on RU81	Beresford Pit, Laglan Road
	Lot 1 on RU79	Parnu Pit, Laglan Road
	Lot 5 on RP866478	Mavis Downs Pit, Daunia Road
EA0001738	Lot 9 on CNS419	Limestone Pit, Cotherstone-Capella Road
	Lot 4 on TT269	Mt Stuart Pit, Mackenzie River-Capella Road
	Lot 4 on KL210	Croydon Pit, Marlborough-Sarina Road
	Lot 654 on SP273873	Laglan Pit, Laglan Road
	Lot 3 on RU96	Pioneer Pit, Pioneer Road
	Lot 3 on DR20	Mirrabilia Pit, Pioneer Road
	Lot 1 on SP147340	Recruit Pit, West Banchory Road
	Lot 661 on SP282172	Moray Pit (#1), Moray Carmichael Boundary Road
	Lot 3 on SP147546	Bulliwallah Pit, Bulliwallah Road
	Lot 5 on DC138	Mallawa Pit, Eaglefield Road
	Lot 3 on CNS32	Booroondarra Pit, Booroondarra-Capella Road
	Lot 12 on KL204	Collaroy Pit, Collaroy-Tierawoomba Road
EA0002417	Lot 3357 on SP104779	Emu Apple Pit, Turrawulla Road
	Lot 2 SP287437	Narrien #1 Pit, Pioneer Road
	Lot 10 on BL57	Frankfield Pit, Frankfield Road
	Lot 2 on RU78	Kalang Pit, Franfield Road
	Lot 4 on SP41182	Mt Gregory Pit, Mt Gregory Road
	Lot 1 on SP296877	Logan Creek Pit, Wuthung Road
	Lot 49 on CLM115	Brewery Farm Pit, Hillview Road
EPPR00791913	Lot 3 on HLN29	Plum Tree Pit, Turrawalla Road
The above permits cover the activities of:		
<ul style="list-style-type: none"> <li>• ERA 16 – Extraction and Screening 2: Extracting, other than by dredging, in a year, the following quantity of material, (a) 5,000t to 100,000t</li> <li>• ERA 16 – Extraction and Screening 3: Screening, other than by dredging, in a year, the following quantity of material, (a) 5,000t to 100,000t</li> </ul>		
EPPR02351514	Lot 656 SP138788	Sellers Pit (South Back Creek), Elgin Road
This permit is in conjunction with Adani Mining Pty Ltd arrangements. Pit remains dormant with no intention in the near future to utilise this resource by IRC.		

### 3.3 PLANNING ACT OBLIGATIONS

The *Planning Act 2016* establishes the processes for land use planning and development assessment in Queensland, including the development of new planning schemes by local governments, and rules for determining development applications.

Existing IRC gravel pits generally operate with existing use rights, or operate under exemptions under the *Planning Act 2016*. However, planned expansions to existing uses, as well as establishment of new gravel pits need to consider the requirements of the *Planning Act 2016*, the relevant local planning scheme and any state planning requirements that may apply to the site.

Details on the process, potential exemptions and approval requirements can be found in Appendix B – Planning Approval and Permit Requirements. Advice should be sought early in the project planning phase from IRC’s Liveability and Sustainability Department and/or a private town planning consultant for any new or expanded projects, to confirm requirements.

## 4. HUMAN RESOURCES

### 4.1 ROLES AND RESPONSIBILITIES

Isaac Regional Council has an overall responsibility for ensuring that all employees, Contractors and any other site users involved with works are familiar with the relevant requirements of Gravel pit management.

Flow Chart 1 below provides an overview of IRC management.

Flow Chart 1 – Organisation Structure of IRC Gravel Pit Operations

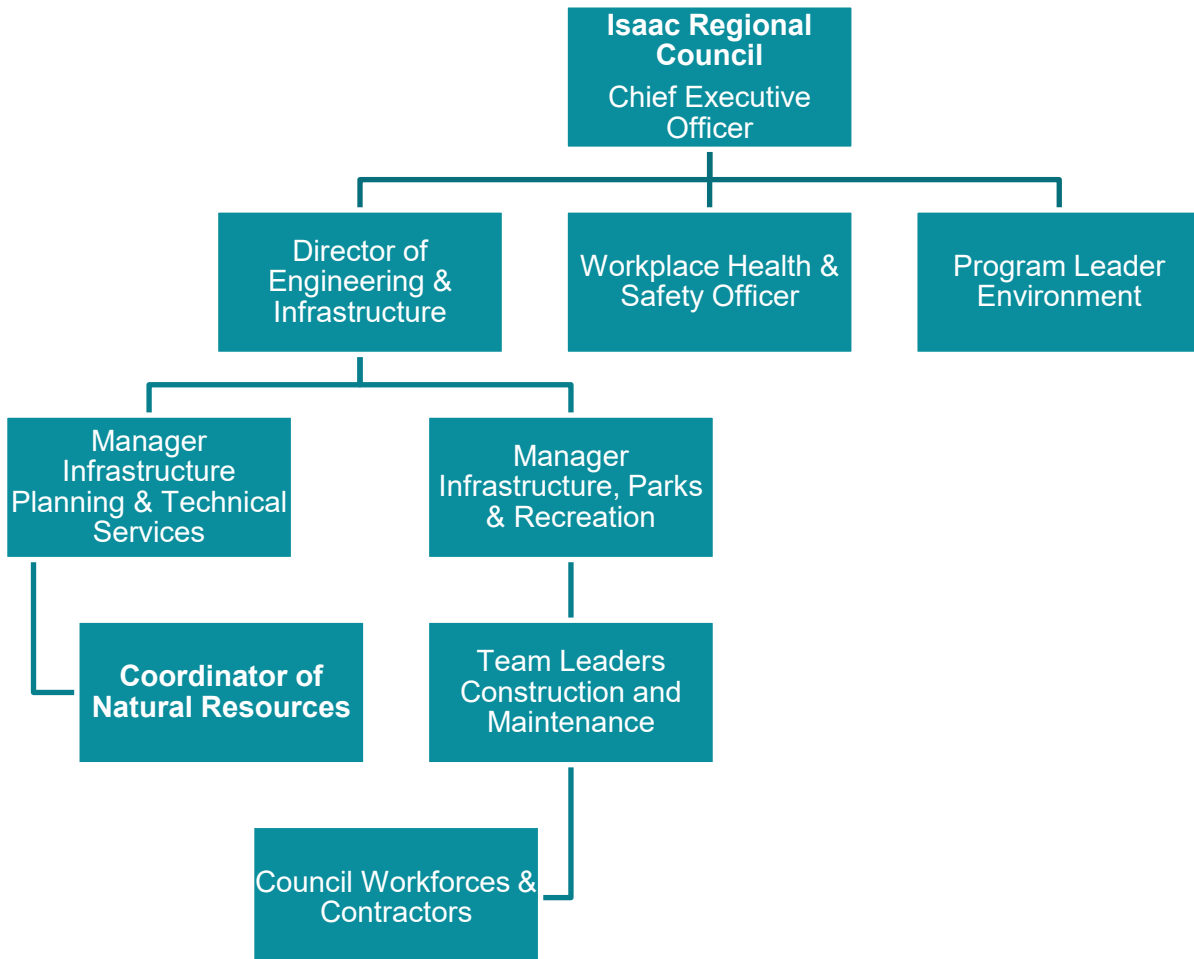


Table 4: Overarching Roles & Responsibilities

RESPONSIBILITIES	TITLE
<ul style="list-style-type: none"> <li>• Ensure that IRC abides by necessary legislative requirements for the extraction of gravel.</li> <li>• Ensure all employees are adequately trained and inducted for gravel extraction operations.</li> </ul>	Chief Executive Officer
<ul style="list-style-type: none"> <li>• Review and audit the SBMP on an annual basis or as directed by the CEO.</li> <li>• Report on any environmental incidents to IRC's Director of Engineering &amp; Infrastructure.</li> <li>• Monitor effectiveness of SBMP, assure regulatory compliance, and uphold the general environmental duty. Review all reports and notifications relating to the activities to ensure that the system is as effective as possible.</li> <li>• Ensure all workplace health and safety and environmental requirements and procedures are implemented.</li> <li>• Complete internal environmental audits and inspections and ensure results are recorded.</li> <li>• Liaise with regulatory agencies regarding requirements for approvals, licenses, permits and authorities.</li> </ul>	Program Leader Environment
<ul style="list-style-type: none"> <li>• Oversee and delegate specific tasks carried out by the Manager Infrastructure.</li> <li>• Report on any significant incidents or problems to the CEO.</li> </ul>	Director of Engineering & Infrastructure
<ul style="list-style-type: none"> <li>• Ensure all employees are aware of environmental responsibilities.</li> <li>• Report any non-compliance to the Program Leader Environment.</li> <li>• Induction of new employees including environmental responsibilities and the SBMP.</li> </ul>	Manager Infrastructure Planning & Technical Services
<ul style="list-style-type: none"> <li>• Monitor overall performance of gravel pit extraction activities.</li> <li>• Produce, review and monitor SBMPs</li> <li>• Direct construction of environmental controls as necessary.</li> <li>• Report any environmental incidents to the Program Leader Environment.</li> <li>• Ensure Operators are trained in the use of machinery and equipment onsite, safely and efficiently to minimise the risk to human health, safety and environmental nuisance, including noise, air pollution, water quality, waste material and land contamination.</li> <li>• All requirements for approvals, licenses, permits and authorities are in date.</li> <li>• Ensure that the extents of the pits are as per the boundaries conveyed to DAF.</li> <li>• Current / recent gravel test results are available.</li> </ul>	Coordinator Natural Resources
<ul style="list-style-type: none"> <li>• Ensure regular maintenance is undertaken on plant and equipment.</li> </ul>	Overseers & Team Leaders

<ul style="list-style-type: none"> <li>• Ensure Operators are trained in the use of machinery and equipment onsite, safely and efficiently to minimise the risk to human health, safety and environmental nuisance, including noise, air pollution, water quality, waste material and land contamination.</li> <li>• Advise the Program Leader Environment immediately of any environmental incident.</li> <li>• Ensure that the gravel pit is managed in accordance with the SBMP at all times.</li> </ul>	
<ul style="list-style-type: none"> <li>• Carry out the works under the supervision of Team Leader(s).</li> <li>• Report any damage or incidents to Team Leader(s).</li> <li>• Ensure that the gravel pit is managed in accordance with the SBMP at all times.</li> </ul>	All Other Council Employees and Contractors

## 4.2 TRAINING AND AWARENESS

IRC is responsible for ensuring that site personnel are aware of safety, health and environmental issues and are competently trained to carry out their duties.

Training should be provided in at least the following areas:

- Site specific induction training and understanding of the current Safety Management Plan
- The implementation of the SBMP
- Licence conditions relating to the activities undertaken onsite
- Operational practices and procedures
- Environmental obligations and responsibilities whilst working on-site
- Cultural Heritage awareness
- The implications for the EP Act to both the individual and the site.

## 5. HEALTH, SAFETY AND EMERGENCY MANAGEMENT

### 5.1 HEALTH AND SAFETY

All sites are to be managed in accordance with *Work Health and Safety Act 2011*. However, when crushing material, the site must meet the *Mining and Quarrying Health and Safety Act 1999* with an appointed Senior Site Executive (SSE).

Isaac Regional Council is required to prepare a safety plan to cover all the works in the gravel pit including but not limited to the operations described in Part 3: Scope of Operations. Requirements are also set under Schedule 2 – Safety Conditions of Sales Permit.

Isaac Regional Council is also required to identify the risks associated to the operations in the pit, maintain a risk register and assess the identified risks and control of work method's risks. An IRC Workplace Health and Safety policy is in place.

Gravel pits present a danger to all persons within the vicinity given that heavy machinery may be operational, and a large cavity may be present in the ground with steep, and possibly uneven slopes. To reduce the risk to the general public signs will be placed at strategic locations to warn of the danger and general site access will be restricted.

Restricted entry signs must be erected and maintained by the Permittee on the main entry the gravel pit area and should also be on any other access tracks into the gravel pit.

All contractors are inducted in accordance with the IRC Policy. Contractors identify and take all necessary precautions for the health and safety of all persons, including any employees, customers and members of the public, who may be affected by the performance of services.

All IRC employees and contractors working at the sites must hold a "Construction White Card" and be inducted according to any WH&S System and the Isaac Regional Council Corporate Induction.

All accidents, incidents and near misses are reported and investigated as per IRC WH&S Policies. Incidents are registered with the IRC Workplace Health & Safety Department via SMART (IRC computer application for incident logging and reporting).

All accidents, incidents and near misses within classified quarries (as per MQHS Act) must be reported and investigated by Resources Safety & Health Queensland.

Documentation to be kept onsite includes:

- Site Representative (contact person and their contact details to be kept current)
- Current copy of Site Safety Plan
- Site base map detailing entry to the gravel pit
- Visitors sign in and out sheet.

### 5.2 EMERGENCY PROCEDURES

There is the potential for emergencies to occur on IRC sites. Each gravel pit is to include identification of evacuation/ assembly points and relevant contact numbers in the event of an emergency.

#### 5.2.1 Potential Risks and Hazards

Primary site risks for IRC Quarries include:

- Access to any IRC gravel pit by unauthorised and untrained individuals – management are to ensure that only those persons permitted on site are allowed to enter or remain, and that any guests or visitors to the site complete a safety induction or are to be escorted at all times by site staff.

- Flooding of the site – in the event of stormwater contamination being observed onsite, the stormwater should be monitored for the contaminant released or total petroleum hydrocarbons (TPH), Polycyclic Aromatic Hydrocarbons (PAH) and suspended solids.
- Fire risk – green waste stockpiles may pose a fire risk. To mitigate this risk, green waste stockpiles are to be located in a position remote from gravel pit operations and is to be maintained at workable heights. Access for vehicles will be kept unobstructed to permit fire emergency response if required.
- Chemical storage – may pose a fire and contamination risk as a result of potential chemical release. Chemicals are to be stored as per Australian Standard 1940-2004: *The storage and handling of flammable and combustible liquids*. Safety Data Sheets (SDS) for all chemicals are maintained on site and employees are familiar with the SDS prior to use. A manifest of chemicals, locations and typical storage quantities is maintained at the site in case of emergency.

### 5.2.2 Emergency Response Management

Emergency response plans are intended to address foreseeable risks and hazards in order to provide a corrective response to minimise or mitigate environmental harm. Site specific plans may be required where risks are deemed moderate to high.

Emergency Response Management include:

ADVERSE WEATHER MANAGEMENT	
MITIGATION MEASURES	<ul style="list-style-type: none"> <li>• Cease operations on site if there is significant risk of flooding or wind damage</li> <li>• Ensure adequate backup electrical supply, at least one portable back-up generator of an appropriate size available at each site.</li> <li>• List of emergency contact names and numbers available for each site, including landowner</li> <li>• Ensure plant/equipment, oils and chemicals are relocated to appropriate storage facilities away from stormwater drainage lines and nearby sensitive environments.</li> <li>• Secure, by sheltering, tying down or as many otherwise be appropriate, equipment that may pose a risk in times of high wind or rainfall conditions</li> <li>• Do not drive or otherwise cross flooded waterways</li> </ul>
MONITORING	IRC management (Local Disaster Coordinator Centre personal) to monitor weather forecasts on a daily basis to ensure adequate warning of any significant risk of adverse weather. In order to achieve this, a working radio receiver with battery backup power must always be available at the site.
REPORTING	Any incidents from adverse weather to be reported with the IRC Workplace Health & Safety Department via SMART
CORRECTIVE ACTION	IRC operating personnel to mitigate or implement immediate remedial action in the event of failure of control measures or unanticipated hazard(s) that might result in environmental harm.

FIRE MANAGEMENT	
MITIGATION MEASURES	<ul style="list-style-type: none"> <li>• Cease operations on site if there is significant risk of fire danger</li> </ul>



	<ul style="list-style-type: none"> <li>List of emergency contact names and numbers available for each site, including landowner</li> <li>Minimise quantities of, and monitor storage/stockpiling of green waste or other flammable wastes to minimise fire risk.</li> <li>Camp fires or bbqs to be contained and monitored</li> <li>Fire extinguishers to be fitted in plant/equipment</li> </ul>
<b>MONITORING</b>	IRC management (Local Disaster Coordinator Centre personal) to monitor Fire Danger Rating on a daily basis to ensure adequate warning of any potential fire behaviour. In order to achieve this, a working radio receiver with battery backup power must always be available at the site.
<b>REPORTING</b>	Any fire incidents to be reported with the IRC Workplace Health & Safety Department via SMART
<b>CORRECTIVE ACTION</b>	<p>In the event of an uncontrolled fire incident, IRC management shall:</p> <ul style="list-style-type: none"> <li>Investigate the circumstances and will report to DES/QFES, as appropriate, any damages to quarries following a fire event</li> <li>Implement mitigate measures as appropriate to minimise risk of recurrence</li> </ul>

## SPILL MANAGEMENT

<b>MITIGATION MEASURES</b>	<ul style="list-style-type: none"> <li>List of emergency spill response contract names and numbers available for each site</li> <li>Store fuels, flammable liquids and chemicals as per Australian Standard 1940-2004</li> <li>Store other minor quantities of industrial chemicals in appropriate safe storage, and on drip-proof trays where possible</li> <li>Have a spill response kit readily available in the event of spillage of materials that might result in environmental harm</li> <li>Spill/leak sources to be identified as soon as possible and if safe to do so, the leakage or spillage stopped, and any spilled material that might result in environmental harm contained or closed off by bunding or other such methods</li> </ul>
<b>MONITORING</b>	Daily monitoring of the site, identify any leaks or spillages and determine if any mitigation measures are required. Visual inspections of stock piles, extraction and screening areas are also required to make sure that no loose or contaminated material poses a risk to contaminating stormwater drainage pathways.
<b>REPORTING</b>	Any spills to be reported with the IRC Workplace Health & Safety Department via SMART. If the spill has the potential to cause environmental harm, IRC must contact DES.
<b>CORRECTIVE ACTION</b>	<p>Absorbent pads, kitty litter used to soak up spills or if on soil, the affected contaminated soil should be removed and transported to an appropriate landfill site.</p> <p>Contaminated materials resultant from spillage shall be stored safely and removed from site by a licenced waste contractor.</p> <p>In the event of a spill or leakage incident, IRC management shall:</p>

- Investigate the circumstances and will report to DES any risk of environmental harm
- Implement mitigation measures as appropriate to minimise risk of recurrence

### 5.3 INCIDENT REPORTING / MANAGEMENT

Incident reporting and management is as per IRC procedures. All personnel shall report all incidents to the Coordinator Natural Resources and complete an incident report form. Incidents may include the following:

- Incident or accidents
- Hazards
- Near miss
- Dangerous events
- Property damage
- Production loss
- Environmental incidents.

The report is to include details of the incident, potential causes, corrective action needed and final sign off.

IRC are responsible for investigating incidents and maintaining records of actions taken. The Director of Engineering & Infrastructure is responsible for reporting significant incidents to the relevant authorities in accordance with legislative requirements.

### 5.4 COMPLAINT REPORTING / MANAGEMENT

If complaints are received in relation to the gravel pits, the Coordinator Natural Resources will be responsible for ensuring that all complaints received are addressed and investigated within the shortest practicable period. A complaints register is maintained as part of the IRC Service Request process. If a complaint is received regarding the excavation site, the following details must be recorded:

- Time, date, name, and contact details of the complainant;
- Reasons for the complaint
- Any investigations undertaken
- Conclusions formed
- Any actions taken.

## 6. OPERATIONS

### 6.1 GRAVEL PIT LAYOUTS

It is required that a gravel pit layout figure or drawing be developed for each site. Key components of the layout include:

- Access: access to the site is to be provided and maintained by IRC. Where instructed by Landowner/Landholder, a gate should also be installed which is to be locked outside operation hours.
- Gravel Pit footprint area to minimise risk of disturbance to sensitive areas
- Car parking
- Waste facilities, spill kits and/or other similar aspects
- Erosion and sediment control measures, including stormwater flow and sediment basins
- Stockpile locations.

### 6.2 EXTRACTION METHOD

- Works shall be carried out on a progressive, as needs basis, whereby only the section needed to obtain the required amount of material shall be cleared and extracted at any one time.
- Gravel Pit production is expected to be in the range of 0 to 40,000 (tonnes per annum) per site pending gravel material demand.
- All topsoil where existing shall be stockpiled as per the corresponding working plan for that site, for later respreading in the rehabilitation process
- Excavator or bulldozer will rip and push gravel material into stockpiles.
- Crushing and screening where deemed necessary for a quality product will be undertaken by portable plant.
- Stockpiles will be arranged to provide ready access and maximum benefit for noise attenuation from plant.
- Product despatch will be loader-based weighting scales.
- Truck types including semi tippers, truck dog combinations or body trucks will transport the product. No truck will be permitted to leave the site unless the load is legal and secure.
- Should the extraction works be undertaken by a contractor, the contractor may prepare an operation plan in conjunction with Council for operations in the gravel pit and supply work method statements for the operations.
- All operations of the pit are to be managed in accordance with *Work Health and Safety Act 2011* or when crushing material, the site must be managed in accordance with *Mining and Quarrying Health and Safety Act 1999*.
- Normal hours of operation will be Monday to Saturday 6 am – 6 pm (excluding public holidays).

### 6.3 STOCKPILING OF TOPSOIL

The topsoil from the site is a very important requirement for low cost revegetation. Topsoil from all working areas and access tracks should be stripped carefully and stockpiled or used immediately to rehabilitate worked out areas. This will avoid stockpiling and double handling of the soil. Topsoil placed directly onto rehabilitation areas contains viable seed, nutrients and microbes that allow it to revegetate more rapidly than topsoil that has been in stockpile for long periods.

Maximum stockpile height of topsoil to be 3m.

## 6.4 STOCKPILES

- All material stockpiles will be contained within the approved limits of the gravel pit, unless directed by the Superintendent to stockpile offsite.
- Stockpile sites are to have erosion and sediment control measures installed, as per the erosion and sediment control detailed in section 7.2.
- The Council should maintain record of quantity and destination of the gravel removed from the gravel pit.

## 7. ENVIRONMENTAL MANAGEMENT

Section 319 of the *Environmental Protection Act 1994* (EP Act) states that every person has a General Environmental Duty (GED). This GED requires that a person must not carry out an activity that causes or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. In deciding measures to be undertaken to fulfil the GED the following must be considered:

- The nature of the harm or potential harm
- The sensitivity of the receiving environment
- The current state of technical knowledge for the activity
- The likelihood of successful application of the different measures that might be taken
- The financial implications of the different measures as they would relate to the type of activity.

Compliance with the GED is a defence to offences related to causing unlawful environmental harm. If defendants can show that the harm happened while a lawful activity apart from the EP Act was being carried out and they fulfilled their GED, then they cannot be found guilty of causing unlawful environmental harm.

This section provides a summary of key environmental management aspects for all gravel pits that are required to be adapted and implemented for sites where there is an EA. More stringent management actions can be referred to in the associated IRC SBMP for a particular site, if applicable.

### 7.1 ENVIRONMENTAL VALUES AND SENSITIVE RECEPTORS

The following presents a checklist outlining the environmental values and sensitive receptors that are to be reviewed for each current and new gravel pit.

Table 2: Environmental Site Checklist

ASPECT	CHECKLIST
Water	Are there any mapped waterways that traverse or are adjacent to the site?
	What is the flow direction of surface water/ runoff across site?
	Is the site within the Coastal Management District or within any coastal hazard areas?
	Are there any identified risks of groundwater contamination occurring from the site?
Soil and Land	Is the site listed under the Environmental Management Register or Contaminated Land Register?
	Are there any areas susceptible to erosion on site? (e.g. rills or gullies)
	Is there potential for acid sulphate soils?
Biodiversity	Is the site a high-risk trigger area for protected plants?
	What is the regulated vegetation including essential habitat for the site?
	Are there any breeding places or fauna habitat areas on site or adjacent?
	Are there any known weed infestations present?
Protected Areas	Are there any protected areas within or in proximity to the site?
Cultural Heritage	What is the Aboriginal Party for the area?
	Are there any known Aboriginal items on site?

ASPECT	CHECKLIST
Native Title	Is there any native title land within or in proximity to the site? Reference to be made to NT applications, determinations or ILUAS
Social Receptors	What are the adjacent land uses to the site? (e.g. residences, businesses etc.)
Services	Are there any powerlines, phone lines, water or gas pipelines?

## 7.2 WATERWAYS AND EROSION CONTROL

### 7.2.1 General

Sediment or contaminants, derived from on-site activities, soil erosion or oils and fuels, have the potential to cause on-site damage and pollute local water systems in the gravel pit area. Poor site management could lead to excessive soil erosion, blocked drainage systems, timely and expensive clean-up operations and off-site pollution. In addition, sedimentation and erosion may lead to loss of vegetation and habitat as well as spread of the root rot fungus). For these reasons site operations should be tailored to minimise erosion and water pollution.

The following environmental values and sensitive receptors should be considered and reviewed prior to implementing controls:

- Mapped waterways
- Hydrology features:
  - Flow direction of surface water/runoff
  - Coastal Management District or any coastal hazard areas
  - Wetland Protection Areas or high risk wetlands
- Groundwater
- Erosion potential
- Acid sulphate soils
- Contaminated land.

The below suggestions regarding erosion and sediment control are recommended as minimum controls and are in accordance with the *Best Practice Erosion & Sediment Control Guidelines 2008* (herein referred to as the IECA Guidelines), the Environmental Protection (Water) Policy 2009 and any other relevant approval and statutory requirements.

The following general guidelines to control sediment and erosion on-site should be considered in all gravel pit design and management, as a minimum:

- Site drainage installed to mimic natural drainage patterns, where possible utilise natural drainage lines with existing vegetation.
- Divert stormwater runoff around soil disturbances and excavations.
- Implement measures to divert clean water from the gravel pit, where possible.
- Designated site access paths for plant and people, if appropriate establish a shake-grid or waste bay for cars and trucks to be cleaned prior to exiting the site.
- Use of sediment ponds
- Use of sediment fences, as per IECA Guidelines.

- Any new access tracks should be constructed across controlled gradients, with regular cross drains or culverts.
- The working face of the gravel pit should be kept as dry as possible, via appropriate drainage, and machinery should not be driven through flowing water.
- All site operations should be undertaken in such a manner to minimise the potential for pollutants to enter waterways; which includes appropriate storage and bunding of polluting materials, appropriate machinery maintenance, and general site tidiness. Any pollution incidents should immediately be reported to the IRC Program Leader Environment and/or the person/role deemed appropriate by IRC Environmental and Safety departments.
- Where sediment laden water has left the site, corrective actions will be required to be implemented. Actions should include a review of site measures, implementation of additional management actions and restoration of impacted areas.

### 7.2.2 Waterways

Pollutants from site with the potential to enter local waterways may have extreme environmental effects if not treated appropriately. Where discharges occur and waterways are present, visual inspection and water quality monitoring of the receiving water body may be required. If required, water quality monitoring is to be undertaken as per the DES Monitoring and Sampling Manual.

### 7.2.3 Stormwater Settlement Dams

Stormwater settlement dams (i.e. sediment dams) are used to contain surface water run-off prior to it leaving the site for the purpose of treating or settling sediments and contaminants.

The following general guidelines for stormwater settlement dams should be considered in all gravel pit design and management, as a minimum:

- Determine the appropriate size of the dam for the volume of surface water run-off on site.
- Dewatering, if applicable, is to be undertaken in accordance with site procedures

## 7.3 VISUAL IMPACT

Visual impact of gravel pits and the actions required to reduce the impact is dependent on the proximity of the site to surrounding sensitive receptors. Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from visual impacts.

Key aspects to consider to keep the site aesthetics visually pleasing and reducing impact include:

- Site layout opportunities; e.g. not locating skip bins along the fence line next to residential areas
- Maintaining the site in a tidy manner
- Consultation with adjacent landholders to review any site specific measures such as screening or storage of equipment off site
- If lighting is required, direct light away from sensitive receptors
- If clearing is not necessary, maintain existing vegetation/natural bushland around the site
- Review fencing on site.

Corrective actions may be required upon receipt of complaints and may include alteration to site operations.

## 7.4 NOISE CONTROL

### 7.4.1 General

The objective of controlling noise is to minimise the impacts and vibrations from construction activities to the surrounding environment and sensitive receptors. Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from noise.

All works are to be managed in accordance with the EP Act and Environmental Protection Policy (Noise) 2008. The following actions should be considered to reduce the impact of noise from site:

- Type of sensitive receptor/s nearby and their proximity to the site
- For receptors in close proximity, determine if baseline noise or condition assessments (vibration) are required to be undertaken
- For irregular noisy activities, notification to adjacent sensitive receptors may be required
- Design and implement noise mitigation measures (such as noise walls)
- If clearing is not necessary, maintain existing vegetation/natural bushland around the site;
- Set work hours suitable to the location of the site (typically Monday to Saturday, 6:00am to 6:00pm; excluding public holidays)
- If work outside normal hours is required, obtain Coordinator Natural Resources approval and notify adjacent sensitive receptors, any such work is to be undertaken as per relevant regulations
- Ensure plant and equipment are adequately maintained in proper and effective working condition.

General observations are to be undertaken and if an issue is noted it must be reported. If a complaint is received regarding noise from site, noise monitoring may be required to be undertaken as per relevant guidelines (such as the DES Noise Measurement Manual, EM1107).

### 7.4.2 Neighbouring Residents

If the site is in an area potentially affecting neighbouring residents, the following should be considered:

- Determine if baseline noise or condition assessments (vibration) are required to be undertaken
- Appropriate communication with neighbouring residents regarding working hours.

### 7.4.3 Blasting Activities

Although blasting activities are not currently undertaken on any IRC gravel pit, should this practice be adopted in the future further consideration needs to be given to minimise the environmental impact to nearby sensitive receptors the surrounding environment. Aspects to consider include:

- Noise
- Vibrations
- Air quality
- Increase in plant and machinery movement
- Visual impact
- Health and safety.



## 7.5 AIR QUALITY (INCLUDING DUST)

Air quality includes any airborne emission or particulate matter which is released into the air of the surrounding environment. The majority of air quality pollution will originate from dust produced by on-site operations and vehicle movements, or fuel emissions from machinery. All site emissions should be kept to a minimum; as a guide significant air pollution should not be visible crossing the boundary of the gravel pits.

Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from air quality.

All works are to be managed in accordance with the EP Act and Environmental Protection Policy (Air) 2008. The following actions should be considered to reduce air pollution:

- Adequate maintenance of plant/equipment to minimise exhaust emissions and to ensure they are in proper and effective condition
- Recommend that burning of vegetation waste is not allowed.
- Determine if watering trucks are required (including frequency and source of water), if site conditions become unfavourable (e.g. dry or windy) roads should be sprayed with water (regularly) or magnesium chloride (occasionally).
- For frequently used sites, consider if access tracks are to be compacted gravel to reduce dust.
- Site design to ensure that stockpile locations are well protected from prevailing winds, either via existing or new planted vegetation or constructed embankments.
- Where high dust emissions are expected (e.g. transfer points, stockpiles etc.), enclosures, mist sprays or approved dust extraction equipment may be required. This should be determined by site managers based on visible dust emissions.
- Traffic management including speeds and covering of loads.
- When loading trucks the potential for dust emission from the material being transported should be taken into account. The highest point of the load should not exceed the height of the tray walls unless the load is covered.

Visual monitoring should be a regular occurrence. If a complaint is received about dust or air quality, air monitoring may be required and must be undertaken as per relevant guidelines.

It is understood that weather conditions, particularly large events, may make control of dust extremely difficult. Therefore, storm and wind warnings should be monitored, and contingency action plans initiated if such an event is predicted to occur.

## 7.6 FLORA AND FAUNA

### 7.6.1 General

Site operations must be developed in such a way as to minimise disturbance and manage potential impacts to native flora, fauna and surrounding ecosystems in order to maintain environmental quality and natural values of the surrounding areas.

At a minimum, the following environmental values and sensitive receptors should be considered and reviewed prior to implementing controls:

- Protected flora species
- Regulated Vegetation
- Essential habitat

- Fauna species / habitat

Management actions should be developed specific to the site values and should consider the following:

- Location of any significant vegetation or fauna habitat areas and measures to minimise impact (such as demarcation onsite).
- Steps to take if animal breeding places are identified in the disturbance area (such as bird nests).
- Procedures for implementation in the event of injured or trapped wildlife.

Monitoring on site should include visual inspections and reviews, corrective actions may be required in the event of management actions not being implemented. Corrective actions may include rehabilitating disturbed areas or undertaking weed control.

### 7.6.2 Regulated Vegetation & Vegetation Clearing

Vegetation areas must not be cleared prior to reviewing the regulated vegetation mapping; this can be obtained from the DNRME online platform. Depending on the vegetation category, land tenure, purpose for the clearing or presence of threatened flora, approvals may be needed.

Pits covered under the Sales Permit issued under the Forestry Act 1959 authorises any vegetation clearing required for the gravel pit and hence such clearing is an exemption from the Vegetation management Act 1999.

## 7.7 BIOSECURITY

The key biosecurity risk relating to the operation of quarries is weed species. Weeds and vegetation diseases can be easily transported to and from site from people and vehicle movements (e.g. on car tires, in equipment, and on clothing and shoes).

Any known weed infestations on site are to be identified and reported. The IRC Biosecurity Management Plan (currently in draft form) provides guidance on weeds of significance to the region.

The following actions to minimise weed infestations and vegetation diseases should be implemented on site:

- Measures to control the spread of weeds to and from sites (e.g. wash-down areas for plant, machinery and vehicles prior to arriving or leaving site).
- If practical, use a hard, well-drained surface as a wash-down area and dispose of wash-down water so that it is not affecting vegetation (e.g. local bushlands), surface water areas or local waterways.
- If possible, avoid driving vehicles or walking through weed infestations, especially if weed infestations are seeding and vegetation is present that may carry pathogens, diseases or fungi.
- Frequent site surveys to identify new weed infestations and to monitor existing weed infestations.
- Control measures for existing weed infestations including method (e.g. manual or spraying) and frequency (e.g. biannually, annually etc.).

## 7.8 WASTE AND CHEMICAL STORAGE AND DISPOSAL

All wastes generated at IRC gravel pits should be removed from site and prohibited from accumulating on site. Waste includes recyclable waste, general waste, oils, fuels, and chemicals. Vegetation waste will be the only waste to remain onsite as this will be utilised in the rehabilitation process.

The aim of effective waste management is to prevent or minimise the generation of wastes and to appropriately contain, control and dispose of all waste generated.

All works are managed in accordance with the *Waste Reduction and Recycling Act 2011* and EP Act. Management actions are to meet (or exceed) IRC standard practices. The following actions are recommended:

- Determine the type of wastes likely to be generated, such as:
  - Recyclables (e.g. plastics, cardboard, paper etc.)
  - General waste (e.g. food and food containers, non-recyclable plastic etc.)
  - Regulated or trackable waste (e.g. oils, spill clean ups etc.)
  - Vegetation waste
  - Chemical waste (e.g. cleaning products, batteries, herbicides, paints and machinery aerosols/solvents etc.).
- If applicable, any dangerous goods, as listed under the *Dangerous Goods Act 1998*, must be stored in the appropriate manner, in relation to their class, as per the *Dangerous Goods (General) Regulations 1998*. An appropriately approved transporter, holding an EPN permitting transport of hazardous wastes, must undertake any removal of dangerous goods from the site.
- If storing chemicals onsite, implement procedures as per AS1940, including:
  - Maintaining a chemical register with Safety Data Sheets
  - Storing chemicals within bunding or chemical cupboards
  - Supply spill kits for use onsite
  - Undertake regular inspections of chemical register, storage areas and spill kits.
- Determine the need for bins to be onsite, if no bins are to be used onsite then ensure that workers remove all wastes with them at the end of each day/shift.
- Vegetation waste may be stored onsite, removed or mulched and used in erosion and sediment controls.
- Regulated wastes are to be managed in accordance with legislative requirements (i.e. removed by a licenced operator).
- Determine if fuelling or maintenance activities are allowed onsite.

Regular inspections of plant/machinery, vehicles, waste areas and chemical storages should be undertaken and corrective actions be implemented if deemed necessary, or following an incident such as a chemical spill onsite.

## 7.9 CULTURAL HERITAGE

Cultural heritage must be considered for all gravel pits to ensure compliance with the *Aboriginal Cultural Heritage Act 2003* and associated Duty of Care Guidelines.

The *Act* and Guidelines provide information for proponents, such as IRC to implement their duty of care. The requirements depend upon the nature of the site and works proposed (e.g. a previously developed area verse an area where there has been no previous disturbance).

The following cultural heritage and native title searches should be undertaken and reviewed prior to implementing controls:

- Aboriginal cultural heritage – available through the Department of Aboriginal and Torres Strait Partnerships.
- Non-aboriginal cultural heritage – available through the Queensland heritage Register and IRC Planning Scheme overlay mapping.
- Native title information – available from the DNRME MinesOnline mapping and the Native Title Tribunal.

If Aboriginal cultural heritage has been determined to be low risk and there are no known Aboriginal cultural heritage sites or areas at the site or in the immediate vicinity, then an accidental finds procedure is to be implemented.

The accidental find procedure should include:

- Works will stop and an exclusion zone (for example 10-20 m) put in place if potential Aboriginal cultural heritage items are uncovered.
- The Coordinator Natural Resources and Program Leader Environment are to be notified as per the incident procedure.
- The Coordinator Natural Resources must advise the Chief Executive of the Aboriginal Cultural Heritage in writing within 7 days.
- The Coordinator Natural Resources and Program Leader Environment are to engage a qualified archaeologist or the local Aboriginal party to assess the artefacts in situ.
- The instructions of the archaeologist or the local Aboriginal party are to be adhered to and works cannot resume in the area until IRC is instructed that it is suitable to do so.
- In the event that skeletal remains are uncovered, the Queensland Police must be immediately informed.

## 7.10 ENVIRONMENTAL INCIDENTS AND COMPLAINTS

All personnel shall report all environmental incidents to Coordinator Natural Resources and Program Leader Environment and complete an environmental incident report form. Examples of environmental incidents include the following:

- Fuel, oil and/or chemical spills
- Fire and/or explosions
- Unearthing of historical or Indigenous cultural heritage
- Erosion and sediment control failure.

IRC are responsible for investigating environmental incidents and maintaining records of actions taken. Where applicable (and in accordance with the EA), environmental incidents shall be reported to DES and relevant stakeholders.

If environmental complaints are received in relation to the gravel pits, Coordinator Natural Resources and Program Leader Environment, will be responsible for ensuring that all complaints received are addressed and investigated within the shortest practicable period. A complaints register is maintained as part of the IRC Service Request process. If a complaint is received regarding the excavation site, the following details must be recorded:

- Time, date, name, and contact details of the complainant
- Reasons for the complaint
- Any investigations undertaken
- Conclusions formed
- Any actions taken.

## 7.11 NON-CONFORMANCES

Non-conformances may include the following:

- An incident or near miss with potential or actual environmental impact
- Complaints regarding project construction activities

- Not meeting an objective or target from the SBMP
- Not meeting conditions of approvals/permits
- Management review not being undertaken.

The Coordinator Natural Resources and associated Team Leader(s) shall be responsible for identifying and implementing any preventative and/or corrective actions in response to any non-conformance.

The Program Leader Environment is responsible for reporting any EA non-conformances to DES as soon as practical (at the most within 24 hours).

## 8. SITE REHABILITATION

Gravel Pit activities create significant site changes, which may continue to impact upon the environment long after the site is no longer used for extraction purposes. The extent of site rehabilitation and remediation will depend on the intended use of the land once the gravel pit operations have ceased. However, some form of progressive land restoration and rehabilitation should always be completed during the gravel pit operations. Rehabilitation is to meet relevant legislation and guidelines.

As soon as practicable, land is to be rehabilitated to ensure:

- Land is made stable and safe for humans and fauna
- Suitable native species of vegetation are utilised
- Land has no subsidence or erosion gullies following completion of the rehabilitation
- There is no ongoing contamination to waters (no ongoing environmental harm risk)
- Potential for nuisance caused by dust is minimised
- Maintenance requirements for the land are minimised.

The rehabilitation includes the design, initial landscaping works, soil spreading, final landform construction and aftercare. The aftercare will include replacement of topsoil including the seeding, vegetation maintenance and ongoing long-term commitment to restore the land to original condition or better. When the site is decommissioned, all buildings, plant, equipment, internal roads and paved areas should be removed to ensure that restoration is appropriately completed.

The following summary of site rehabilitation is generalised; a more detailed rehabilitation plan will be required if all operations at the site are to be terminated and the area returned to a more natural state.

### 8.1 TEMPORARY CLOSURE / MOTHBALLING

At times IRC may discontinue use of a gravel pit for an extended time, i.e. >4 months. When sites are not in regular use, or are mothballed, they remain an environmental risk. Effort is to be made by IRC to rehabilitate the gravel pit to a level that is safe and reduces ongoing risk. At a minimum the following is to be undertaken:

- Area to be made safe
- If applicable, all equipment is to be removed from site.
- Areas that have been disturbed outside the immediate gravel pit footprint or designated access are to be rehabilitated.
- Drainage either from the pit or from sediment basins is to be considered and accounted for to minimise contamination risk to the surrounding environment and onsite contamination.
- A regular inspection program is to be implemented to ensure that the site is regularly checked (e.g. yearly and after rainfall events) for site issues. Where issues are identified, maintenance works are to be enacted.

### 8.2 SITE CLEAN UP

Once gravel pit operations have ceased the site should be cleaned up by removing all existing equipment, temporary and permanent structures, roads and wastes and levelling any constructed embankments or other structures. During gravel pit operations, the topsoil can be stripped from areas being opened up and placed directly onto worked out areas which are being rehabilitated, to avoid double handling of soil, and to prevent degradation of the soil while in stockpiled.

### **8.3 SITE PREPARATION**

The gravel pit area should be restored to the prior shape of the natural landform as much as possible. Steep slopes, should be levelled as far as possible and hollows filled in. Long slopes should be broken up by the construction of benches.

Any compacted areas of the site should be ripped to allow for ease of seed germination and to reduce sheet runoff of surface water. Exposed parts of the site may require topsoil to provide a suitable bed for seed germination. Topsoil should be collected from the site where possible. No imported topsoil should be used.

Site preparation and earthworks should be undertaken during the drier months of the year, if possible.

### **8.4 EROSION PREVENTION**

Where possible, any existing drainage controls and settling ponds should be retained to allow for effective drainage until revegetation is complete. Settling ponds may still require cleaning out during the first stage of the rehabilitation.

Mulches, such as bark, wood waste or straw, can be used to aid in plant germination and control erosion and water loss. Erosion control matting may be required if erosion potential is high. Any material bought onto the site must be sterile, with no possibility of the introduction of exotic species.

Steep faces should be battered back to safe slopes of 3 to 1 or less.

### **8.5 REVEGETATION**

A native ground cover should be established on the site to prevent erosion and manage adverse visual impacts, preferably using a similar species composition to the surrounding or original vegetation. If locally sourced seeded slash is used on the site it is likely that regeneration will occur naturally without the need to plant.

If required, revegetation can take the form of seed or propagated seedlings depending on the requirements at the site and should be undertaken in mid-autumn for seeds or early spring for seedlings.

The particular species and methods chosen for revegetation will need to be determined at a later date when the final site condition is known.

### **8.6 WEED CONTROL**

Weeds and other introduced plant species should be targeted as soon as they appear during the early stages of site rehabilitation to reduce competition with emerging planted natives.


### **8.7 MONITORING, MAINTENANCE AND ASSESSING COMPLETION**

Regular reviews will be required in the early stages of site rehabilitation to assess the health of vegetation and check for erosion and weed infestation. Any failures at the site should be quickly rectified to prevent larger, longer-term problems from arising.

When assessing whether the rehabilitation process is complete the key factor to ensure is that the site is in a stable, non-polluting state and is suitable for its intended future use. In the case of the gravel pit, the most likely future use will be native vegetation and defence training exercises and therefore a series of criteria should be developed to assess when the site has reached a level of rehabilitation suitable for such a use.

# APPENDICES





**APPENDIX A – Site Based Management Plan Guideline**

**APPENDIX B – IRC Gravel Pit Management Guideline – Determination of Planning, Approval and Permitting Requirements**

# GRAVEL PIT MANAGEMENT PLANNING

## SITE BASED MANAGEMENT PLAN GUIDELINES

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Current as at 05.02.2020

Presented by **Engineering & Infrastructure**



## INTRODUCTION

### PURPOSE OF THIS SBMP GUIDELINE

The purpose of this Site Based Management Guideline is to provide direction on how to prepare a SBMP specifically for extraction activities within IRC jurisdiction that meet the relevant EA and DAF Sales Permit conditions.

The Department of Environment and Science (DES) SBMP guideline states the following.

The purpose of a SBMP is to demonstrate that persons carrying out environmentally relevant activities have in place a structured program that:

- sets the environmental objectives or standards to be achieved
- identifies the potential environmental harm which may occur from routine operations and establishes, and documents measures to avoid this harm as far as practicable
- identifies extraordinary factors (i.e. abnormal operation, emergencies) that may cause environmental harm and establishes and documents contingency plans to deal with these
- ensures all persons carrying out the activity are aware of the environmental risks, and are trained in the measures and contingency plans to deal with them
- implements monitoring of environmental performance to ensure the effectiveness of the measures and contingency plans
- assists the communication of environmental information throughout the organisation and to the administering authority
- provides for continual improvement.

The development and implementation of a SBMP is not intended to be onerous, but to be a proactive approach, tailored to the needs of the ERA and the site, that prevents environmental problems occurring.

Under DAF Sales Permit, Clause 25, the mandatory content to be included in a Site Based Management Plan (commonly known as Quarry Management Plan) includes the following:

- i. a description of your working plan for the gravel pit;
- ii. the layout of the gravel pit and the associated infrastructure;
- iii. the measures to be taken by you to minimise safety risks and adverse environmental impact resulting from your gravel pit operations;
- iv. the requirements and nature of your rehabilitation works and undertakings to be implemented for worked out areas;
- v. a description of the final landform to be prepared post rehabilitation; and
- vi. any other matters or requirements as required by the Chief Executive.

# DESCRIPTION OF GRAVEL PIT AND EXTRACTION OPERATION

## LOCATION

Describe the location of the gravel pit including:

- Pit Name & ID#
- Lot and plan details
- Tenure and land ownership
- Nearest road (if available, indicating entrance to pit chainage)
- Central and/or gravel pit boundary GPS points

## OPERATION DETAILS

Provide reference to any approval, permit or licence that is applicable for the gravel pit.

Additional items to included:

- Average removal
- Material type
- Method of extraction e.g. dozer winning only, crushing and screening
- Special landholder requirements

## SITE MAP

To included:

- Endorsed area under Sales Permit (if applicable)
- Edge coordinates
- Working direction
- Stockpiles
- Sediment ponds
- Exclusion zones (if applicable)
- Fencing, power and water lines

## SAFETY MANAGEMENT

All operations of the pit are to be managed in accordance with Work Health and Safety Act 2011.

- All site personnel to be IRC inducted and received a site induction prior to working
- To follow all risk management the following documentation must be present:
  - SWMS
  - JSEA
  - Take 5's (Think ISAAC)
- All site personnel to be wearing correct and compliant PPE
- All machinery to be serviced and maintained in accordance with the manufacture's requirements

- All workers to be deemed competent in the operation of plant and equipment
- All equipment is safe for use and fit for purpose
- All incidents to be reported to supervisor and IRC Site Contract as soon as possible
- Must be a designated First Aid Officer on site
- Workers aware of who to contact in an emergency and are aware of the correct location in the event of an emergency
- Visitor sign in book and information sheet

Regular prestart meetings are conducted

## **ENVIRONMENTAL MANAGEMENT**

The SBMP is to include a summary of the individual onsite and adjacent environmental values and sensitive receptors that may be impacted by the gravel pit and requires specific management.

## **CULTURAL HERITAGE**

Provide reference to traditional owners and details of cultural assessment surveys including identified exclusion zones.

Where extraction activities are proposed in an area which has previously been subject to Significant Ground Disturbance (Category 4) it is generally unlikely that the activity will harm cultural heritage and the activity will comply with Duty of Care Guidelines. It is reasonable and practicable that the activity proceeds without further cultural heritage assessment.

Where extraction is proposed in causing additional surface disturbance (Category 5) e.g. advancing horizontally in pit, there is generally a high risk that it could harm cultural heritage. In these circumstances, the activity should not proceed without cultural heritage assessment.

## **REHABILITATION**

Rehabilitation encompasses any measures taken to repair disturbed or degraded land and return it to a stable and non-polluting state; suited to the proposed future use of the land. Most of the rehabilitation should take place during the working phase. IRC must ensure that progressive rehabilitation of disturbed land is carried out as soon as possible.

The SBMP is to include the working method of the pit including erosion prevention and final use of sediment ponds.

Key items include:

- Site must be left neat and tidy with any isolated holes or mounds outside of stockpiles filled in/pushed over
- Slopes are to be benched to 1:3
- Slow down surface runoff with diversion drains, contour banks or rock placements
- Revegetation by laying out stockpiled topsoil

## **APPENDIX A – Template Form – Site Specific Management Plan**

# GRAVEL PIT MANAGEMENT PLANNING

## PLANNING, APPROVAL & PERMIT REQUIREMENTS

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Current as at 05.02.2020

Presented by **Engineering & Infrastructure**



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# 1.INTRODUCTION

## 1.1 PURPOSE OF THIS DOCUMENT

This document is to support the Isaac Regional Council (IRC) overarching Gravel Pit Management Plan and the Site Based Management Plan (SBMP) Guidelines. The purpose is to provide an overview of the planning/environmental approval and permitting requirements for gravel pits and the determination of when permits and approvals are triggered. It should be read in conjunction with the Overarching Gravel Pit Management Plan and/or SBMP Guidelines.

This document identifies the key legislative requirements for gravel pit operations, it is not an exhaustive list and should be reviewed when site details have been determined and/or site conditions change.



## 2. GENERAL DUTY REQUIREMENTS

### 2.1 ENVIRONMENTAL PROTECTION ACT 1994

#### 2.1.1 General Environmental Duty

Section 319 of the *Environmental Protection Act 1994* (EP Act) states that every person has a general environmental duty (GED). This GED requires that a person must not carry out an activity that causes or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. In deciding measures to be undertaken to fulfil the GED, the following must be considered:

- The nature of the harm or potential harm
- The sensitivity of the receiving environment
- The current state of technical knowledge for the activity
- The likelihood of successful application of the different measures that might be taken
- The financial implications of the different measures as they would relate to the type of activity.

Compliance with the GED is a defence to offences related to causing unlawful environmental harm. If defendants can show that the harm happened while a lawful activity apart from the EP Act was being carried out and they fulfilled their GED, then they cannot be found guilty of causing unlawful environmental harm.

#### 2.1.2 Duty to Notify

Section 320 of the EP Act requires that on becoming aware of serious or material environmental harm being caused by an activity that they are involved in, a person has a duty to report that harm, unless the harm is authorised by the Administering Authority (i.e. is undertaken in accordance with an approval or condition of a permit/licence). This is the duty to notify environmental harm. Failure to fulfil this duty is an offence and can lead to prosecution.

#### 2.1.3 Environmental Protection (Air) Policy 2008

The Environmental Protection (Air) Policy 2008 (EPP Air) is derived under the EP Act. The purpose of the policy is to meet the objectives of the EP Act through:

- Identifying environmental values (EVs) to be enhanced or protected
- Stating indicators and air quality objectives for enhancing or protecting the EV's
- Providing a framework for making consistent, equitable and informed decisions about the air quality environment.

#### 2.1.4 Environmental Protection (Noise) Policy 2008

The EPP Noise is a policy derived under the EP Act. The purpose of the policy is to meet the objectives of the EP Act through:

- Identifying EVs to be enhanced or protected
- Stating acoustic quality objectives for enhancing or protecting the EVs
- Providing a framework for making consistent, equitable and informed decisions about the acoustic environment.

#### 2.1.5 Environmental Protection (Water) Policy 2008

The purpose of the EPP (Water) as provided in the EP Act, which is “to protect Queensland’s waters while allowing for development that is ecologically sustainable”. The objectives are achieved through:

- Identifying EVs and management goals for Queensland waters
- Stating water quality guidelines and water quality objectives to enhance or protect the EVs
- Providing a framework for making consistent, equitable and informed decisions about Queensland waters
- Monitoring and reporting on the condition of Queensland waters.

## **2.2 BIOSECURITY ACT 2014**

The General Biosecurity Obligation requires everyone to management biosecurity risks and threats under their control. IRC are required to implement pest management measures for their projects.

## **2.3 ABORIGINAL AND TORRES STRAIT ISLANDERS HERITAGE PROTECTION ACT 1984 (COMMONWEALTH) / ABORIGINAL CULTURAL HERITAGE ACT 2003 (QUEENSLAND)**

All Aboriginal cultural heritage in Queensland is protected under the Queensland *Aboriginal Cultural Heritage Act 2003*. Under the legislation those responsible for carrying out an activity must take all reasonable and practical measures to ensure the activity does not harm Aboriginal cultural heritage. In general, if compliance with the Queensland *Aboriginal Cultural Heritage Act 2003* is achieved, a proponent will also have complied with the Commonwealth legislation.

The *Aboriginal Cultural Heritage Act 2003* Duty of Care Guidelines provide information for proponents, such as IRC, to implement their duty of care. The requirements depends upon the nature of the site and works proposed (e.g. a previously developed area versus an area where there has been no previous disturbance).

## **2.4 NATIVE TITLE ACT 1993 (COMMONWEALTH) / NATIVE TITLE (QUEENSLAND) ACT 1993**

The *Native Title Act 1993* recognises the rights and interests over land and water claimed by Indigenous people in Australia under their traditional laws and customs. The National Native Title Tribunal was established to govern how native title is dealt with throughout Australia.

Notifications may be required where a gravel pit is proposed on land where native title has not been extinguished and a determination is in place.

### 3. PLANNING AND LOCAL GOVERNMENT

The *Planning Act 2016* sets out requirements for land use planning and development assessment matters in Queensland, including the process and implementation of local planning instruments by local governments, and the process in which development is assessed by state and local government entities.

There are currently three planning schemes regulating land use and development within the IRC area. These are comprised of the Belyando Shire Planning Scheme, the Broadsound Shire Council Planning Scheme and the Nebo Shire Plan 2008.

A draft planning scheme which covers the entire IRC area is currently being prepared. Public exhibition of the planning scheme occurred in 2018, with subsequent studies and amendments having been undertaken. Further exhibition of the scheme will occur in mid-2020, with adoption to occur in late 2020 or early 2021.

#### 3.1 STATE PLANNING POLICY

The State Planning Policy (SPP) defines specific matters that are of state interest. Mining and extractive resources are addressed within the Economic Growth State Interest SPP. The State Interest guideline for Mining and Extractive Resources (April 2016) provides economic guidance on balancing the state interest surrounding growing the economic capacity of the state through mining and extractive resources and protecting the environment from incompatible uses.

The Economic Growth SPP highlights the importance of mining and extractive resources in Queensland and provides guidance on how the state interests can be appropriately integrated into local planning schemes. The State Interest primarily relates to ensuring existing and planned extractive use areas are protected from the encroachment of urban development and are located appropriately within the Local Government Area.

As the current planning schemes (Belyando, Broadsound and Nebo) have not integrated the 2017 SPP, any development applications submitted under these schemes would require assessment against the relevant State Development Assessment Provisions (SDAP) Codes and the SPP.

#### 3.2 ASSESSABLE DEVELOPMENT – OPERATIONAL WORKS (EXCAVATION AND FILLING)

The *Planning Act 2016* defines operational work as:

*“work, other than building work or plumbing or drainage work, in, on, over or under premises that materially affects premises or the use of premises.”*

For the purpose of this review operational works is in relation to excavation and filling as defined within the relevant planning schemes.

Under Schedule 6 Part 3 of the Planning Regulation 2017 operational work that is ‘carried out by or for a public centre entity (e.g. IRC) authorised under state Law (*Local Government Act 2009*) to carry out the work’ is development that the local planning scheme is prohibited as stating is assessable development.

Therefore, operational works associated with public sector operated gravel pits purposed to supply materials for the maintenance of Council infrastructure (roads) is not assessable development.

Note, other operational work permits may apply (refer to Section 4).

#### 3.3 ASSESSABLE DEVELOPMENT – MATERIAL CHANGE OF USE

Extractive industry is defined under the Planning Regulation 2017 and IRC Planning Schemes as:

*“the use of premises for—*

- a. extracting or processing extractive resources; and*
- b. any related activities, including, for example, transporting the resources to market.”*

The current and proposed gravel pits would meet the definition of an 'extractive industry'. Furthermore, material change of use is defined under the *Planning Act 2017* as:

*“any of the following that a regulation made under section 284(2)(a) does not prescribe to be minor change of use—*

- a. the start of a new use of the premises;*
- b. the re-establishment on the premises of a use that has been abandoned;*
- c. a material increase in the intensity or scale of the use of the premises.”*

### 3.3.1 Belyando Shire Planning Scheme

The Belyando Shire Planning Scheme was adopted in January 2009 and covers area within the former Belyando Shire Area. The rural zone is the only area which accommodates for the establishment of extractive industrial uses. Under the table of assessment extractive industry is subject to Impact Assessment.

The proposed use would be subject to assessment against the relevant zone code and overlay codes. The rural zone assessment provisions specify design requirements for extractive industrial uses including amenity impact mitigation, environmental quality control and the protection of people and property.

### 3.3.2 Broadsound Shire Planning Scheme

The rural zone is again the only area which accommodates for extractive industry. Extractive industry within the Broadsound Shire Planning Scheme area is subject to Code Assessment where involving 4,500 tonnes a year or less and not in an urban preferred use area and subject to Impact Assessment where not satisfying the requirements for code assessment.

Assessment within the Broadsound Shire Area is delivered under the Broadsound Development Code which covers all material change of use applications. The development code is supportive of the continued use of gravel pits and quarries in the area. A new gravel pit under this scheme would still need to provide specialist information regarding environmental impact.

### 3.3.3 Nebo Shire Plan 2008

The rural zone provides for extractive industry within the local plan area as a consistent use. Extractive industrial uses are subject to Impact Assessment within the zone, the corresponding assessment criteria is the rural locality code and the industrial uses code, both of which have specific design criteria for extractive industrial uses. The specific requirements relate to public safety, impacts of necessary infrastructure and rehabilitation of the site following the completion of its use.

### 3.3.4 Draft Isaac Regional Planning Scheme

#### *Temporary Uses under the Planning Scheme*

The Draft Isaac Regional Planning Scheme (planning scheme) provides the following in section 1.7.1 regarding temporary uses that are not assessable under the planning scheme:

*‘Council may determine that a temporary use that is unlikely to create a significant detrimental impact on the amenity of nearby land is not a material change of use of premises and is therefore not development as defined under the Act. Such activities include, but are not necessarily limited to, the following:*

- a. school fetes*
- b. travelling circuses*
- c. promotional activities*

*d. activities undertaken by a local government associated with infrastructure construction and maintenance'*

The interpretation of this clause is up to the discretion of Isaac Regional Council, however a Council gravel pit purposed to provide materials used in Council infrastructure is generally consistent with the intent of the clause.

Advice sought regarding the application of this clause has indicated that uses up to 12 or more months would be acceptable to operate under the clause, however any uses that are required on an ongoing basis beyond this period would require lodgement of a development application for a material change of use.

### *Strategic Framework*

The strategic framework details that extractive industry operations occurring within key resource areas or in rural areas where environmental and infrastructure impacts can be avoided or mitigated. The rural zone covers the bulk of the regional area and the probability of an existing gravel pit being located within the rural zone is highly likely. The only zone supporting the establishment of extractive industry is the rural zone, which details the establishment of extractive industry use in the zone as impact assessable in all instances.

The key assessment pieces are:

- Strategic Framework
- Rural Zone Code
- Extractive Industry Code
- Applicable Overlays.

The intent of the rural zone relating to extractive industry states:

*“renewable energy facilities and extractive industries:*

- a. mitigate impacts on the environment and adjoining land uses;*
- b. do not degrade Class A and B agricultural land; and*
- c. rehabilitate sites upon completion of activities.”*

As per the above, the primary compliance items relating to extractive industries are to minimise the impact of the use on the environment and surrounding sensitive uses, the protection of quality agricultural land and the rehabilitation of sites following decommissioning. The Rural Zone Code details what this requires, through items included within the amenity sub-heading (PO3-PO6). This includes separation distances, impact of rural and residential landscape and safety to people and property.

Regarding overlays, if a site is located within the extractive resources and minerals overlay code, it is provided with protection from incompatible land uses. Given that there are a number of coal mining operations in the area, it is more than likely that the majority of sites located within the extractive resources and minerals overlay are for ongoing coal mining operations. Regardless of this, the overlay does not change the level of assessment. Constraining overlays will affect the establishment of the use as per a regular development application.

Further guidance is provided in the Extractive Industry Code. The purpose of the extractive industry code is to:

- a. “Facilitate the optimum use of extractive resources in identified areas in the region limited to the Extractive resources and minerals overlay area and parts of the Rural zone;*
- b. ensure extractive industry operations occur in a manner that minimises impacts on public safety, amenity, the natural environment, road traffic and the road network; and*
- c. ensures rehabilitation occurs following extraction.”*

For the establishment of new extractive industry, specific codes are in place to ensure appropriate visual screening is provided and the development does not impact upon nearby sensitive uses.

### 3.3.5 Approval Pathways

#### Overview

With the draft Isaac Regional Planning Scheme still being assessed by the State, any proposals planned for application in the immediate future will have to apply under the relevant shire planning scheme.

The draft planning scheme facilitates the exempt establishment of a temporary gravel pit for the purpose of maintenance of Council infrastructure. The majority of the Council gravel pits could be categories as temporary and would therefore not require assessment against the planning scheme. Additionally, as previously advised, Operational Work for excavation or filling will not require assessment against a planning scheme.

Works of a more permanent nature, or that require an Environmental Authority or additional environmental licences, would likely be not considered temporary, and therefore would be subject to an Impact Assessable MCU application with Council.

#### Impact Assessment Pathway

Where the gravel pit has triggered impact assessment, IRC would be Assessment Manager in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*. The site is to be reviewed to determine if there are any referral triggers under the *Planning Regulation 2017* (Schedule 10). Guidance is provided in Section 4 of this document and mapping is provided by the DSDMIP<sup>1</sup>. There are two pathways as discussed below:

#### No Referral Triggers

1. Develop application including Planning Report to cover:
  - a. Details about the gravel pit
  - b. Assessment against the Planning Scheme (relevant codes, overlays, etc.)
  - c. Assessment against the SPP (unless the IRC Planning Scheme is in effect).
2. IRC (applicant) to submit the application to IRC (Assessment Manager/Planning Department)
3. IRC (applicant) undertakes public notification
4. IRC (Assessment Manager) to consider submissions and issue decision notice.

#### Includes Referral Triggers

Common referral triggers for gravel pits include (but are not limited to):

- Clearing native vegetation
- State-controlled transport infrastructure
- Environmentally Relevant Activities (ERA).


Where a referral has been triggered the State Assessment and Referral Agency acts as the referral body. The general process is as follows:

1. Develop application including Planning Report to cover:
  - a. Details about the gravel pit

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<sup>1</sup> DSDMIP Development Assessment Mapping System available at:

<https://dams.dsdp.esriaustraliaonline.com.au/damappingsystem/?accordions=SARA%20DA%20Mapping>

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- b. Assessment against the Planning Scheme (relevant codes, overlays, etc.)
  - c. Assessment against the SPP (unless the IRC Planning Scheme is in effect)
  - d. Assessment against the relevant SDAP State Codes
2. IRC (applicant) to submit the application to IRC (Assessment Manager / planning department)
  3. IRC (applicant) to refer the applicant to SARA
  4. IRC (applicant) undertakes public notification
  5. IRC (Assessment Manager) to consider submissions and issue decision notice.

## 4. APPROVAL AND PERMIT TRIGGERS

### 4.1 FORESTRY ACT 1959

Under the provisions of the *Forestry Act 1959* Department of Agriculture and Fisheries (DAF) sell quarry material from land where such material has been reserved to the State, including State forests, timber reserves, forest entitlement areas and State plantation forests. It also includes certain roads, leasehold land and freehold land. Table 1 provides a summary for certain extraction activities that council may undertake and when a Sales Permit may be triggered.

Consultation with DAF is recommended to confirm specific Forestry Act permits and approvals.

Table 1: Sales Permit Triggers

	TO BE USED BY COUNCIL	TO BE SUPPLIED OR SOLD TO A THIRD PARTY	TO BE SUPPLIED TO DEPARTMENT OF TRANSPORT AND MAIN ROADS OR ANOTHER COUNCIL FOR ROAD MAINTENANCE TENDERS
FREEHOLD LAND WHERE OWNERSHIP OF QUARRY MATERIAL IS THE STATE	Sales Permit required	Sales Permit required	Sales Permit required
FREEHOLD LAND WHERE OWNERSHIP OF QUARRY MATERIAL IS NOT THE STATE	*Not applicable	*Not applicable	*Not applicable
RESERVE FOR WHICH COUNCIL IS TRUSTEE	*Not applicable	Sales Permit required	Sales Permit required
STATE-CONTROLLED ROAD RESERVE	*Not applicable	*Not applicable	*Not applicable
STATE LEASEHOLD LAND	Sales Permit required	Sales Permit required	Sales Permit required
OTHER STATE LAND (INCLUDING FOREST RESERVE OR ENTITLEMENT AREA)	Sales Permit required	Sales Permit required	Sales Permit required

\*"Not applicable" is only applicable if Council uses the quarry material for purposes consistent with the *Local Government Act 2009*

A Site Based Management Plan must be prepared for each site under the Sales Permit. It is not intended to be onerous, but to be a proactive approach, tailored to the needs of the ERA and site, that prevents environmental problems occurring. It is also to include any other matters or requirements as required by the Landholder.

The mandatory content includes the following:

- i. a description of your working plan for the gravel pit;
- ii. the layout of the gravel pit and the associated infrastructure;
- iii. the measures to be taken by you to minimise safety risks and adverse environmental impact resulting from your gravel pit operations;



- iv. the requirements and nature of your rehabilitation works and undertakings to be implemented for worked out areas;
- v. a description of the final landform to be prepared post rehabilitation; and
- vi. any other matters or requirements as required by the Chief Executive.

## 4.2 COASTAL PROTECTION AND MANAGEMENT ACT 1992

The *Coastal Protection and Management Act 1992* has not been addressed as it is assumed that gravel pits are not within the Coastal Management District.

## 4.3 ENVIRONMENTAL PROTECTION ACT 1994

### 4.3.1 Environmental Protection Regulation 2008

The Environmental Protection Regulation identifies activities that are considered prescribed ERAs that require an Environmental Authority (EA) to operate ERA 16 related to extractive and screening activities. The following is an extract from the Regulation:

1. Extractive and screening activities consists of any of the following –
  - a. Dredging a total of 1,000 t or more of material from the bed of naturally occurring surface waters, in a year
  - b. Extracting, other than by dredging, a total of 5,000 t or more of material, in a year, from an area
  - c. Screening 5,000 t or more of material, in a year
2. The relevant activity does not include –
  - a. extracting material under an environmental authority for a resource activity; or
  - b. extracting material from a road reserve if –
    - i. the material is to be used for constructing or maintaining a road
    - ii. the surface area from which the material is extracted is less than 10,000 m<sup>2</sup>
  - c. extracting material from a place for constructing a road or railway at the place
  - d. extracting material from a place, other than by dredging, for constructing the foundations of a building at the place
  - e. extracting material for reshaping land if –
    - i. reshaping the land does not involve blasting
    - ii. the material is not removed from the site from which it is extracted
  - f. screening material on the site from which it has been extracted in the course of carrying out an activity mentioned in paragraphs (a) to (e).

If the gravel pit is classified as ERA 16, then an EA application is triggered with DES as the Assessment Manger. There are ERA standards applicable to:

- Extracting 5,000 to 100,000 t per year
- Screening 5,000 to 100,000 t per year
- Screening 100,000 to 1 million t per year
- Screening 1 million t per year.

If the ERA fits within one of the above classifications, meets the eligibility criteria and can be undertaken with the standard conditions, the application is a standard application.<sup>2</sup> However if those are not met, then a site specific application will be required which assesses aspects of air, water, noise, waste.

For all dredging activities and for excavation activities of volumes more than 100,000 t per year, the ERA is a concurrence ERA, where a material change of use under the Planning Scheme and *Planning Act 2016* is triggered.

#### 4.3.2 Soil Disposal Permit

It is recommended that gravel pits are not established on land listed on either the Environment Management Register (EMR) or Contaminated Land Register (CLR).

### 4.4 FISHERIES ACT 1994

#### 4.4.1 Waterway Barrier Works

Waterway barrier works may be initiated for the following:

- If gravel extraction is required from a mapped waterway, an operational works application will be required and environmental offsets may be applicable, this is not recommended
- For access across a mapped waterway the design, construction and use is to either:
  - i. Meet the DAF Accepted development requirements for operational work that is constructing or raising waterway barrier works<sup>3</sup>
  - ii. Under a development permit for operational works, under this circumstance IRC are to obtain advice from a suitably qualified person/consultant.

#### 4.4.2 Marine Plants

Marine plants only apply to coastal and tidal environments. It is recommended that disturbance will not be undertaken as part of gravel pit operations. If marine plant disturbance is required, IRC are to consult with a suitably qualified person/consultant.

#### 4.4.3 Fish Habitat Areas

Designated fish habitat areas (within certain waterway areas) are to be avoided. Gravel extraction would generally not be supported.

### 4.5 NATURE CONSERVATION ACT 1992

#### 4.5.1 Protected Plants

If the gravel pit is within a high risk area for protected plants, or if a protected plant is identified at any stage as being within 100 m of the gravel pit, IRC are to engage a suitably qualified person in accordance with the DES Flora Survey

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<sup>2</sup> Refer to the ERA Standards available via Business Queensland at: <https://www.business.qld.gov.au/running-business/environment/licences-permits/applying/activities-suitable>

<sup>3</sup> DAF Accepted development requirements available at: <https://www.daf.qld.gov.au/business-priorities/fisheries/habitats/fisheries-development/accepted-development>

Guidelines<sup>4</sup>. If a protected plant is found, a clearing permit is required, if no protected plants are found an exemption notification is required.

#### 4.5.2 Protected Fauna

It has been assumed that protected fauna (i.e. endangered, vulnerable, near threatened) will not be directly impacted. If there is potential for impact, IRC are to engage a suitably qualified person/consultant to provide advice on protected fauna, where needed.

#### 4.5.3 Fauna and Animal Breeding Places

Under the Act all native fauna species are protected and can only be disturbed by a suitably licensed person and under a relevant permit. At a minimum, where sites require vegetation clearing that has the potential for animal breeding places (such as bird nests), IRC will be required to obtain a Species Management Program and/or Damage Mitigation Permit. IRC should engage a suitably qualified person/consultant to provide site specific advice where a risk is identified.

### 4.6 REGIONAL PLANNING INTERESTS ACT 2014

The *Regional Planning Interests Act 2014* applies to resource activities and identified regulated activities. Gravel pits are currently not identified as either, and as such the Act does not apply.

### 4.7 TRANSPORT INFRASTRUCTURE ACT 1994

Permits and/or wayleaves are likely triggered where gravel pits are within, adjacent or require access from/over state-controlled roads or railway lines (further information is within the Planning Regulation 2017). The applicability is specific to the circumstance, as such if there is potential for a trigger, IRC are to consult with the Department of Transport and Main Roads and/or a suitably qualified person/consultant.

### 4.8 VEGETATION MANAGEMENT ACT 1999

If vegetation clearing is required, the following apply. It is recommended IRC seek site specific advice.

#### 4.8.1 Exempt Clearing Work

Under Schedule 21 of the Planning Regulation 2017, the following are activities (as they may apply to gravel pits) that are considered exempt clearing work:

- An activity authorised under the Forestry Act
- Land stated within the Forestry Act (section 55(1)(b, c or d)) that is for accessing material for road works under the Transport Infrastructure Act
- Clearing vegetation if the infrastructure is government supported transport infrastructure
- Clearing land that is a Category X area
- Clearing within land dedicated as a road under the Land Act is carried out by a local government if clearing is for road transport and is a Category X or R area.

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<sup>4</sup> DES Protected plants information is available at: <https://www.ehp.qld.gov.au/licences-permits/plants-animals/protected-plants/index.html>

## 4.8.2 Accepted Development Vegetation Clearing Code

The codes are currently under review by the Department of Natural Resources, Mines and Energy (DNRME). The current code for extractive activities includes criteria and conditions for clearing Category B vegetation (that is not essential habitat) without the need for an approval<sup>5</sup>. Where Category B vegetation is to be cleared, the code is to be reviewed to determine if it is applicable to the site.

## 4.8.3 Operational Works Permit

If the clearing is neither exempt nor accepted, an operational works permit will be required. Extractive activities are defined under the Act as a 'relevant purpose' and as such a development permit is able to be granted if the SDAP are adequately addressed. Note that clearing of essential habitat, of concern or endangered regional ecosystems require assessment against the *Environmental Offsets Act 2014*. IRC should engage a suitably qualified person/consultant to provide site specific assessment/applications.

## 4.9 WATER ACT 2000

If work (extraction, filling, vegetation clearing) is required within a watercourse, the riverine protection permit requirements are to be reviewed. Works may be able to be undertaken in accordance with the DNRME Riverine Protection Permit Exemption Requirements, if not, a Riverine Protection Permit will be required<sup>6</sup>.

Additional permits or licences, such as the take of water, may also be triggered. Site specific review should be undertaken if watercourses are to be impacted.

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<sup>5</sup> DNRME Codes are available at: <https://www.qld.gov.au/environment/land/vegetation/codes>

<sup>6</sup> Available via Business Queensland at: <https://www.business.qld.gov.au/industries/mining-energy-water/water/authorisations/riverine-protection>

# QUARRY MANAGEMENT PLAN

## Including Operations, Safety and Environment



Presented by: Name  
Endorsed: xx/xx/xxxx  
Resolution No: xxxx  
Current as at: xx/xx/xxxx

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## TERMINOLOGY USED IN THIS PLAN

### *Note to the Reader:*

Throughout this plan the term “quarry” is used to refer to both a quarry and a gravel pit.

The term “**quarry**” is synonymous with the definition contained in the *Mining and Quarrying Safety and Health Act 1999*:

*“A quarry is a place on land where operations are carried on, continuously or from time to time, to produce construction or road building material.”*

The term “production” included in the definition of a quarry includes digging the material from the ground and then processing it through a primary crusher, secondary crusher, and screens to produce the final product used in road building.

A **gravel pit** is an open cast (surface) working for the extraction of gravel.

While the term “quarry” is used interchangeably within this document, it is not intended that the legislative obligations from the *Mining and Quarrying Safety and Health Act 1999* be conferred to gravel pits.

To determine whether a site is a gravel pit or quarry, reference must be made to Council’s register of quarries. All sites not listed as a quarry are gravel pits and therefore all obligations prescribed in *Mining and Quarrying Safety and Health Act 1999* do not apply.

The status of a site, whether a quarry or gravel pit, has no impact on any other obligation derived from the *Work Health and Safety Act 2011* and the *Environmental Protection Act 1994* or any other legislation mentioned in this plan.

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## INTRODUCTION

### PURPOSE OF THIS QUARRY MANAGEMENT PLAN

This Quarry Management Plan (QMP) outlines the practices that will be followed in the operation and maintenance of gravel extraction sites located within the Isaac region and details how Council will meet its legislative obligations to ensure safe and environmentally responsible extraction of materials.

The plan also outlines Council's obligations for the operational management of its quarry sites specified by its various permits, authorisations and legislation.

This Quarry Management Plan is to be used in conjunction with (but does not replace) the Site Based Management Plan (SBMP) to manage quarry operations at each specific site. Reference within each Site Based Management Plan should be made to this plan.

As a minimum, this plan:

- Has been produced to comply with the Isaac Regional Council Integrated Management System (IMS) requirements which comply with the Quality, Environmental and Work Health and Safety standards:
  - ISO 9001:2016 – Quality Management Systems
  - ISO 14001:2016 – Environmental Management Systems
  - ISO 45001:2018 – Occupational Health and Safety Management Systems
- Incorporates operational activities that must be delivered in accordance with the processes defined in the Project Management Plan and Site Based Management Plan.

### APPROVAL FOR IMPLEMENTATION

This plan is to be reviewed by the project manager for the quarry operations to ensure appropriateness and conformance to the requirements of the project scope and general conditions of the project.

### REVIEW AND CONTINUAL IMPROVEMENT

This plan should be regularly maintained and updated at least every five years to ensure that it remains relevant to extraction projects and Council policies. The review will include (but is not limited to):

- Any site development issues that may have emerged;
- Any changes in compliance standards, best industry practices or codes of practice;
- Quarry health and safety;
- Any changes required in response to any complaint received about any quarry;
- Any other relevant matters in relation to any quarry; and
- Any updates to matters covered in this Quarry Management Plan.

Additional reviews may be triggered as a result of incidents/near misses, alterations to legislative requirements or permits/authorities and significant changes to operations.

Relevant Council stakeholders will also be consulted during any review of the plan.

### ACCESSIBILITY AND DOCUMENT PROTOCOL

This plan is to be made accessible by all internal and external workers and stakeholders with hard copy access on site. A copy of the Site Based Management Plan must also be available in hard copy at each site.

## COMMUNICATION

This plan is to be communicated within Isaac Regional Council, with amendments communicated in accordance with Council's Consultation and Communication Procedure.

## GLOSSARY / ABBREVIATIONS

ABBREVIATION	DEFINITION
ISO	International Organisation for Standardisation
JSEA	Job Safety & Environmental Analysis
PPE	Personal Protective Equipment
QLD	Queensland
SBMP	Site Based Management Plan
SDS	Safety Data Sheet
SWMS	Safe Work Method Statement
TMP	Traffic Management Plan
WHSQE	Work Health Safety, Quality & Environment

## DEFINITIONS

TERM	DEFINITION
Cultural Heritage Find	Means a significant Aboriginal object or, evidence of archaeological or historic significance of Aboriginal occupation or Aboriginal human remains, found in the course of undertaking an activity.
Endorsed Quarry Area	Means an area from which Council is authorised to extract quarry material under its Sales Permit with the State of Queensland. The specific details of the area is specified in Schedule 3 of the permit and is also shown on a corresponding map in Schedule 5.
Environmental Harm	Has the same meaning as defined in section 14 of the <i>Environmental Protection Act 1994</i> :  1. Any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.
Environmental Values	Has the same meaning as defined in section 9 of the <i>Environmental Protection Act 1994</i> :  (a) A quality or physical characteristic of the environment that is conducive to ecological health or public amenity or safety; or  (b) Another quality of the environment identified and declared to be an environmental value under an environmental protection policy or regulation.
Gravel Pit	An open cast (surface) working for the extraction of gravel.
IRC/Council	Means Isaac Regional Council.
IRIS	Council's internal intranet site.
Lucidity	Council's safety management system software platform.
Project Manager	The person in overall charge of the planning and execution of the project.
Quarry	The term is synonymous with the definition contained in the <i>Mining and Quarrying Safety and Health Act 1999</i> :

	<p><i>“A quarry is a place on land where operations are carried on, continuously or from time to time, to produce construction or road building material.”</i></p> <p>The material is then processed through a primary crusher, secondary crusher, and screens to produce the final product.</p> <p>In this document the term quarry will also apply to gravel pits (see section on <i>Terminology Used in this Plan</i>)</p>
<p>Site Based Management Plan</p>	<p>A site-specific overarching framework that provides a structured operational action plan for managing quarry operations by specifying a series of best practice measures to ensure compliance with relevant legislation. The Site Based Management Plan, together with this Quarry Management Plan, associated procedures, policies and their related forms and checklists make up the overall framework for the activity to be conducted at the site.</p>

**NOTE:** Further definitions specific to safety and environmental management are contained within the relevant sections.



A photograph of a steep, rocky slope covered in gravel and small stones. The rocks are in shades of brown, tan, and grey. In the background, a single tree stands on a ridge against a cloudy, overcast sky. The overall scene suggests a construction or mining site.

# OPERATIONAL MANAGEMENT

## EXTRACTIVE OPERATIONS

Council has many sites where extractive operations are conducted. Each is classified as either a gravel pit or a quarry and its classification is determined by whether the operations carried out (presently and in the past) are as prescribed in the *Mining and Quarrying Safety and Health Act 1999* (see definition for *quarry*).

All sites are identified and presented as a layer viewable through Council's IntraMaps program and can be used to determine which sites are quarries.

## PROJECT PLANNING

When planning projects that require the use of Council quarries, officers must be aware of legislative requirements that govern land use and confer duties and obligations on Council. This may include:

- *Isaac Regional Council's Environmental Policy*
- *Isaac Region Biosecurity Plan*
- *Isaac Regional Council's Stock Route Management Plan*
- *Environmental Protection Act 1994*
- *Biosecurity Act 2014*
- *Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)*
- *Aboriginal Cultural Heritage Act 2003 (Queensland)*
- *Workplace Health & Safety Act 2011*
- *Mining and Quarrying Safety and Health Act 1999*
- *Forestry Act 1959*
- *Fisheries Act 1994*
- *Vegetation Management Act 1999*
- *Water Act 2000*
- *Nature Conservation Act 1992*
- *Environmental Protection and Biodiversity Conservation Act 1999 (Cth)*

## APPROVALS, PERMITS OR AUTHORITY TRIGGERS

Conducting quarry operations, or creating a new quarry, will often trigger planning/environmental approval and permitting requirements. The following section provides an overview of those requirements and assists in determining when permits and approvals are triggered.

The following section identifies the key legislative requirements. It is not to be considered as an exhaustive list and should be reviewed when site details have been determined and/or site conditions change.

### FORESTRY ACT 1959

Under the provisions of the *Forestry Act 1959*, the Department of Primary Industries sells quarry material from land where such material has been reserved to the State, including state forests, timber reserves, forest entitlement areas and state plantation forests. It also includes certain roads, leasehold land and freehold land. Table 1 provides a summary for extraction activities that council may undertake and when the requirement for a Sales Permit may be triggered.



Consultation with the Department of Primary Industries is recommended to confirm specific Forestry Act permits and approvals.

Table 1: Sales Permit Triggers

Proposed use of the material →  Proposed source of the material ↓	To be used by Council for purposes consistent with the <i>Local Government Act 2009</i>	To be supplied or sold to a third party	To be supplied to TMR or another Council for road maintenance tenders
<b>Freehold land where ownership of quarry material is reserved to the state</b>	Sales Permit required	Sales Permit required	Sales Permit required
<b>Freehold land where ownership of quarry material is not reserved to the state</b>	Not required – other approvals may be necessary	Not required – other approvals may be necessary	Not required – other approvals may be necessary
<b>Reserve for which Council is trustee</b>	Not required – other approvals may be necessary	Sales Permit required	Sales Permit required
<b>State-controlled road reserve</b>	Not required – other approvals may be necessary	Not required – other approvals may be necessary	Not required – other approvals may be necessary
<b>State Leasehold Land</b>	Sales Permit required	Sales Permit required	Sales Permit required
<b>Other State land (including Forest Reserve or Entitlement Area)</b>	Sales Permit required	Sales Permit required	Sales Permit required

Council currently holds Sales Permit number 134488 issued by the Department of Primary Industries. The sales permit authorises Council to extract quarry material from the “Endorsed Quarry Area” of each approved site in accordance with the *Forestry Act 1959* and the terms and conditions of the permit.

Each approved location includes a specific area from which material can be extracted and is identified within the permit using GPS coordinates. This area is known as the “Endorsed Quarry Area”.

Under the terms and conditions entered into between Council and the Department of Primary Industries, Council must not conduct extraction activities at a site until the department has approved a Site Based Management Plan (commonly known as a Quarry Management Plan) for the endorsed area.

The plan is a proactive approach, tailored to assist in meeting the general environmental obligations, site needs and prevention of environmental issues. It also includes other matters for consideration and records any landholder requirements.

The mandatory content of the plan includes:

- a general description of the persons involved on the Endorsed Quarry Area (names, Sales Permit number, Council details, Site Senior Executive details); maps showing general locations, Endorsed Quarry Area boundaries, GPS co-ordinates, access roads, existing or proposed infrastructure, stockpile areas, operation working faces, the extent of proposed workings, extraction plans;
- the measures to be taken by Council to manage the Endorsed Quarry Area and associated access roads including boundary marking, environmental measures, rehabilitation measures, pest management, safety agreements or measures taken to manage any impacts on landholders or neighbours; and
- any other matters or requirements as required by the department.

This Quarry Management Plan, when used in conjunction with each Site Based Management Plan, addresses this requirement.

#### **BIOSECURITY ACT 2014**

The *Biosecurity Act 2014* classifies invasive species and establishes obligations regarding their control. All persons are obligated by this act to ensure that they, depending on its classification, report, effectively minimise or completely eradicate listed pest animals and plants that occur on the property managed or owned by that person.

#### **COASTAL PROTECTION AND MANAGEMENT ACT 1992**

The *Coastal Protection and Management Act 1992* has not been addressed as it is assumed that quarries are not within the Coastal Management District. If it is determined that a quarry site is located within a Coastal Management District, reference must be made to the act to determine obligations and requirements.

#### **SOIL CONSERVATION ACT 1986**

The object of the *Soil Conservation Act 1986* is to conserve the state's soil resources by ensuring land holders facilitate appropriate soil conservation measures on a property scale. All landholders or organisations with a management right over a landholding have an obligation under this act to mitigate soil erosion. Management of all disturbance areas within the quarry boundaries will ensure, via the use of approved management and control plan, its operations preserve the existing site soil qualities and prevent any decline or loss.

#### **ENVIRONMENTAL PROTECTION ACT 1994**

The *Environmental Protection Regulation 2019* identifies activities that are considered prescribed "Environmentally Relevant Activities" (ERA) that require a permit (Environmental Authority) to conduct operations related to extractive and screening activities (ERA16). The following is an extract from the Regulation:

1. Extractive and screening activities consists of any of the following –
  - (a) Dredging a total of 1,000 tonnes or more of material from the bed of naturally occurring surface waters, in a year
  - (b) Extracting, other than by dredging, a total of 5,000 tonnes or more of material, in a year, from an area
  - (c) Screening 5,000 tonnes or more of material, in a year
2. The relevant activity does not include –
  - (a) extracting material under an environmental authority for a resource activity; or
  - (b) extracting material from a road reserve if –

- i. the material is to be used for constructing or maintaining a road
  - ii. the surface area from which the material is extracted is less than 10,000 m<sup>2</sup>
- (c) extracting material from a place for constructing a road or railway at the place
- (d) extracting material from a place, other than by dredging, for constructing the foundations of a building at the place
- (e) extracting material for reshaping land if –
- i. reshaping the land does not involve blasting
  - ii. the material is not removed from the site from which it is extracted
- (f) screening material on the site from which it has been extracted in the course of carrying out an activity mentioned in paragraphs (a) to (e).

If the quarry is classified as an ERA, then an EA application is triggered with the statutory authority. There are ERA standards applicable to:

- Extracting 5,000 to 100,000 tonnes per year
- Screening 5,000 to 100,000 tonnes per year
- Screening 100,000 to 1 million tonnes per year
- Screening 1 million tonnes per year.

If the ERA fits within one of the above classifications, it meets the eligibility criteria and can be undertaken within the standard conditions, the application is a standard application.<sup>1</sup> However if those are not met, then a site-specific application will be required to assess aspects of air, water, noise and waste.

For all dredging activities, and for excavation activities of volumes more than 100,000 tonnes per year, the ERA is a concurrence ERA, where a material change of use under the Planning Scheme and *Planning Act 2016* is triggered.

The standard conditions of an EA Permit require the activity to be undertaken in accordance with written procedures that identify potential risks to the environment and establishes control measures to minimise environmental harm. This Quarry Management Plan, in conjunction with the Site Based Management Plans (refer to Appendix 2), have been developed to address this requirement.

It is important to understand the specific timeframes that apply to the activity when determining whether an EA is required. Schedule 1 of the *Acts Interpretation Act 1954* states “year, without specifying the type of year, means calendar year.” This is applicable only to an activity for which Council does not yet hold an EA.

*Example: 2,000t is extracted from a site for which Council does not hold an EA in March of therefore less than 3,000t may be extracted up until the end of December in that same year without reaching the threshold for an EA.*

For an ERA authorised by an EA, the year is defined by the *Environmental Protection Regulation 2019* which states:

References to carrying out particular environmental activities in a year

- (1) This section applies for a prescribed ERA or a resource activity being carried out under an environmental authority.

<sup>1</sup> Refer to the [Environmentally Relevant Activity Standards](#)

- (2) A reference in schedule 2 or schedule 3 to the activity being carried out in a year is a reference to the activity being carried out during –
- (a) for the first year of the environmental authority—the period of 1 year starting on the day the authority takes effect; or
  - (b) otherwise—the period of 1 year starting on an anniversary day for the authority.

To clarify, most, but not all of Council's pits are listed on one environmental authority with an anniversary date of 28 July of each year. The year timeframe would be calculated from that date.

Details of sites included on Council's Environmental Authority are recorded in the master register and also mapped and presented as a layer viewable through the Council's IntraMaps program.

## **PLANNING ACT 2016**

The *Planning Act 2016* establishes the processes for land use planning and development assessment in Queensland, including the development of new planning schemes by local governments, and rules for determining development applications.

Existing Council quarries generally operate with existing use rights or operate under exemptions under the *Planning Regulation 2017*. However, planned expansion to existing uses, as well as establishment of new quarries will need to consider the requirements of the *Planning Act 2016*, the relevant local planning scheme and any state planning requirements that may apply to the site.

Development within the Isaac Region is regulated by the Isaac Regional Planning Scheme (the Planning Scheme). The Planning Scheme came into effect on 1 April 2021, superseding the former planning schemes of the Belyando, Broadsound and Nebo Shires.

Details on the process, potential exemptions and approval requirements is outlined below. Advice should be sought early in the project planning phase from Council's Liveability and Sustainability Department and/or a private town planning consultant for any new or expanded projects, to confirm requirements.

### **Exemptions under the *Planning Regulation 2017***

A material change of use is a type of development defined under the *Planning Act 2016* as:

- (a) the start of a new use of the premises;
- (b) the re-establishment on the premises of a use that has been abandoned;
- (c) a material increase in the intensity or scale of the use of the premises.

Operational work is a type of development defined under the *Planning Act 2016* as:

*'operational work means work, other than building work or plumbing or drainage work, in, on, over or under premises that materially affects premises or the use of premises.'*

Schedule 6 of the *Planning Regulation 2017* provides information regarding development that a local government's planning scheme is prohibited as classifying as assessable development. To this regard, Schedule 6 identifies development (being a material change of use and/or operational work) that is exempt from assessment against a local government's Planning Scheme.

In accordance with Schedule 6, Part 26(4) of the *Planning Regulation 2017*, it is considered that gravel pits, where adjacent to road transport infrastructure (a road), are considered exempt from assessment against the Planning Scheme:

- (4) Development that –
  - (a) is adjacent to –

- (i) an aid to navigation; or
  - (ii) a public marine facility; or
  - (iii) road transport infrastructure; or
  - (iv) transport infrastructure; and
- (b) is ancillary to the use, maintenance, repair or upgrading of the infrastructure

*Examples for paragraph (b) –*

*Excavating, crushing, screening, cutting, filling, preparing construction material (including concrete), storing materials, removing vegetation, building dams, fences, site offices and worker accommodation*

If a quarry does not meet the exemption above and meets the definition of a 'material change of use', assessment against the Planning Scheme is required and a development permit may be required.

It is noted that an exemption under Schedule 6 of the *Planning Regulation 2017*, does not exempt the development from any other approval requirements (i.e. Environmental Authorities and/or other State Approvals for example – vegetation clearing).

## **ISAAC REGIONAL PLANNING SCHEME**

### **Overview**

Under the Planning Scheme, an existing or proposed quarry is described as an 'Extractive industry'. Extractive industry is defined as:

*"the use of premises for –*

*(a) extracting or processing extractive resources; and*

*(b) any related activities, including, for example, transporting the resources to market."*

The majority of existing and proposed quarries are likely to be located in the Rural Zone of the Planning Scheme.

In accordance with Table 5.4.6.5 of the Planning Scheme, an Extractive Industry use is impact assessable in the Rural Zone. This means that an impact assessable material change of use application would be required to obtain a development permit for the establishment of a new, increase of an existing or re-establishment of an abandoned quarry.

Council would be the relevant assessment manager for this type of application and assessment would be required against the relevant assessment benchmarks of the Planning Scheme, which in the case of an impact assessable development application, is the Planning Scheme in its entirety.

It is reinforced however, that a development permit for this use is only required in the instances that the development does not meet the exemptions of the *Planning Regulation 2017* as detailed above.

### **Assessment Benchmarks**

The strategic framework details that extractive industry operations occurring within key resource areas or in rural areas where environmental and infrastructure impacts can be avoided or mitigated. The Rural Zone covers the bulk of the regional area and the probability of an existing quarry being located within the Rural Zone is highly likely. The only zone supporting the establishment of extractive industry is the Rural Zone, which details the establishment of extractive industry use in the zone as impact assessable in all instances.

The key assessment pieces are:

- Strategic Framework
- Rural Zone Code
- Extractive Industry Code
- Applicable Overlays.

The intent of the Rural Zone relating to extractive industry states:

*“renewable energy facilities and extractive industries:*

- (a) mitigate impacts on the environment and adjoining land uses;*
- (b) do not degrade Class A and B agricultural land; and*
- (c) rehabilitate sites upon completion of activities.”*

As per above, the primary compliance items relating to extractive industries are to minimise the impact of the use on the environment and surrounding sensitive uses, the protection of quality agricultural land and the rehabilitation of sites following decommissioning. The Rural Zone Code details what this requires, through items included within the amenity sub-heading (PO3-PO6). This includes separation distances, impact of rural and residential landscape and safety to people and property.

Further guidance is provided in the Extractive Industry Code. The purpose of the extractive industry code is to:

- (a) “Facilitate the optimum use of extractive resources in identified areas in the region limited to the Extractive resources and minerals overlay area and parts of the Rural zone;*
- (b) ensure extractive industry operations occur in a manner that minimises impacts on public safety, amenity, the natural environment, road traffic and the road network; and*
- (c) ensures rehabilitation occurs following extraction.”*

If a development site is affected by overlays (i.e. flood / bushfire overlays) the development application will be required to demonstrate compliance with any additional overlay code benchmarks.

## Approval Pathways

### Exemptions

For development which meets the definition of a material change of use, it should first be determined if any exemptions apply under Schedule 6 of the *Planning Regulation 2017*. If an exemption applies, a development application is not required and assessment against the Isaac Regional Planning Scheme is not required.

### Development Application Assessment Pathway

Where an exemption does not apply, an impact assessable material change of use development application, assessable against the Isaac Regional Planning Scheme will be required. Council would be the Assessment Manager in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*.

It is recommended that a third-party town planning consultant be engaged to support the preparation of a development application in this case. A development application should include:

- **Application** – A town planning report must be submitted to Council providing assessment against the relevant benchmarks of the Isaac Regional Planning Scheme, including the Strategic Framework, Zone Code, Use Code and any applicable Overlay codes affecting the site.

- **Referrals** – A development application must identify any referral triggers under the *Planning Regulation 2017* (Schedule 10). Guidance is provided in Section 4 of this document and mapping is provided by the Qld Government<sup>2</sup>. Common referral triggers for quarries include (but are not limited to):
  1. Clearing native vegetation.
  2. State-controlled transport infrastructure.
  3. Environmentally Relevant Activities (ERA).

Where a referral has been triggered, the State Assessment and Referral Agency acts as the referral body and must refer the application in accordance with the statutory application process detailed by the Development Assessment Rules.

Referral agencies assess the development application against the State Development Assessment Provisions (SDAP) which are state assessment codes. Referral agencies provide their decision and any conditions to the assessment manager, which the assessment manager is required to include in their decision notice.

- **Public Notification** – Impact assessable development applications require public notification. Requirements of the public notification are prescribed by the statutory Development Assessment Rules. Public notification is generally required for 20 business days and involves contacting adjoining landholders, placing a public notice in the newspaper and placing a sign on the subject site.
- **Assessment** – The assessment manager will assess the development application against the relevant assessment benchmarks and issue a Decision Notice to the applicant. It is noted that the assessment process for an impact assessable development application is likely to take approximately six months from the application stage to a decision being received.

## STATE PLANNING POLICY

The [State Planning Policy](#) (SPP) defines specific matters that are of state interest. Mining and extractive resources are addressed within the Economic Growth section of the SPP. The [State Interest Guideline for Mining and Extractive Resources](#) (July 2017) provides economic guidance on balancing the state interest surrounding growing the economic capacity of the state through mining and extractive resources and protecting the environment from incompatible uses.

The Economic Growth section of the SPP highlights the importance of mining and extractive resources in Queensland and provides guidance on how the state interests can be appropriately integrated into local planning schemes. The State's interest primarily relates to ensuring existing and planned extractive use areas are protected from the encroachment of urban development and are located appropriately within the Local Government Area.

The Minister has identified that the *Isaac Regional Planning Scheme 2021* appropriately integrates the *State Planning Policy July 2017* (SPP) as it applies in the planning scheme area (excluding strategic ports) As such, specific assessment against the SPP is not required.

## FISHERIES ACT 1994

### Waterway Barrier Works

Waterway barrier works may be initiated for the following:

- If gravel extraction is required from a mapped waterway, an operational works application will be required and environmental offsets may be applicable, this is not recommended

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<sup>2</sup> [Development Assessment Mapping System](#)

- For access across a mapped waterway the design, construction and use must either:
  - Meet the Qld Government’s accepted development requirements for operational work that is constructing or raising waterway barrier works.<sup>3</sup>
  - Be under a development permit for operational works. In this circumstance Council will need to obtain advice from a suitably qualified person/consultant.

### **Marine Plants**

Marine plants only apply to coastal and tidal environments. It is recommended that disturbance will not be undertaken as part of quarry operations. If marine plant disturbance is required, Council are required to consult with a suitably qualified person/consultant.

### **Fish Habitat Areas**

Designated fish habitat areas (within certain waterway areas) are to be avoided. Gravel extraction would generally not be supported.

### **NATURE CONSERVATION ACT 1992**

The *Nature Conservation Act 1992* seeks to protect designated natural areas and the native flora and fauna which are likely to inhabit and depend on those areas. All persons are obliged under this act to ensure that they, and their activities, do not cause harm to native plants and wildlife and the ecosystems in which they are found and depend on.

### **Protected Plants**

If the quarry is within a mapped<sup>4</sup> high-risk area for protected plants, or if a protected plant is identified at any stage as being within 100 metres of the quarry pit, Council must engage a suitably qualified person to undertake a flora survey of the clearing impact area and to prepare a flora survey report in accordance with the Queensland Government Flora Survey Guidelines<sup>5</sup>. If a protected plant is found during the survey, a clearing permit is required. If no protected plants are found, an exemption notification is still required to the statutory authority.

### **Protected Fauna**

It has been assumed that protected fauna (i.e. endangered, vulnerable, near threatened) will not be directly impacted. If there is potential for impact, Council is required to engage a suitably qualified person/consultant to provide advice on best management practices.

### **Fauna Breeding Places**

Under the Act, all native fauna species are protected and can only be disturbed by a suitably licensed person and under a relevant permit. At a minimum, where sites require vegetation clearing that has the potential for animal breeding places (such as bird nests), Council will be required to obtain a Species Management Program and/or Damage Mitigation Permit. Council should engage a suitably qualified person/consultant to develop a Species Management Program<sup>6</sup> and seek approval from the statutory authority.

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<sup>3</sup> [Accepted Development Requirements](#)

<sup>4</sup> [Flora Survey Trigger Map](#)

<sup>5</sup> [Queensland Government Flora Survey Guidelines](#)

<sup>6</sup> [Species Management Program Guidelines](#)



## TRANSPORT INFRASTRUCTURE ACT 1994

Permits and/or wayleaves are likely triggered where quarries are within, adjacent or require access from/over state-controlled roads or railway lines (further information is within the *Planning Regulation 2017*). The trigger is relative to each specific circumstance so Council should consult with the Department of Transport and Main Roads and/or a suitably qualified person/consultant.

## VEGETATION MANAGEMENT ACT 1999

Vegetation areas must not be cleared prior to reviewing the regulated vegetation mapping; this can be obtained from the DNRME online platform<sup>7</sup>. Depending on the vegetation category, land tenure, purpose for the clearing or presence of threatened flora, approvals may be needed.

If vegetation clearing is required, the following apply. It is recommended that Council seek site specific advice prior to undertaking any clearing.

### Exempt Clearing Work

Under Schedule 21 of the *Planning Regulation 2017*, the following are activities (as they may apply to quarries) that are considered exempt clearing work:

- An activity authorised under the Forestry Act - quarries covered under the Sales Permit issued under the *Forestry Act 1959* authorises some vegetation clearing required for the gravel pit and hence such clearing is an exemption from the *Vegetation Management Act 1999*.
- Land stated within the Forestry Act (section 55(1) (b, c, or d)) to the extent the clearing is for accessing and extracting quarry material for road works under the Transport Infrastructure Act.
- Clearing vegetation is the infrastructure is government supported transport infrastructure.
- Clearing land that is a Category X area.
- Clearing within land dedicated as a road under the Land Act is carried out by a local government if clearing is for road transport and is a Category X or R area.

### Accepted Development Vegetation Clearing Code

The *Vegetation Management Act 1999*, *Vegetation Management Regulation 2023*, *Planning Act 2016* and *Planning Regulation 2017*, in conjunction with associated policies and codes, form the Vegetation Management Framework.

Schedule 21 of the Planning Regulation lists various exemptions for the purposes of the framework, either with or without reference to the land tenure of the site to be cleared. If an exemption applies, then the clearing of that native vegetation is not assessable development that requires a development permit under the Planning Act for the Vegetation Management Framework. However, a development permit may still be required for other frameworks under the Planning Act, or other authorisations may be required under other local, State, or Commonwealth government laws.

The tables within the exemption list<sup>8</sup> provide the criteria and conditions for clearing without the need for an approval. Refer to the exemption list to determine if the proposed activity is exempt clearing work:

### Operational Works Permit

If the clearing is neither exempt nor accepted, an operational works permit will be required. Extractive activities are defined under the Act as a 'relevant purpose' and as such a development permit is able to be

<sup>7</sup> [Vegetation Management Reports](#)

<sup>8</sup> [Accepted Development Vegetation Clearing Codes](#)

granted if the State Development Assessment Provisions<sup>9</sup> are adequately addressed. Note that clearing of essential habitat, of concern or endangered regional ecosystems also requires assessment against the *Environmental Offsets Act 2014*. Council should engage a suitably qualified person/consultant to provide site specific assessment and advice.

## **WATER ACT 2000**

If work (extraction, place fill or vegetation clearing) is required within a watercourse, lake or spring, the riverine protection permit requirements will need to be reviewed. Works may be able to be undertaken in accordance with an exemption as outlined in the Riverine Protection Permit Exemption Requirements<sup>10</sup>, if not, a Riverine Protection Permit will be required.

Additional permits or licences, such as the take of water, may also be triggered. Site specific review should be undertaken if watercourses are likely to be impacted.

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<sup>9</sup> [State Development Assessment Provisions](#)

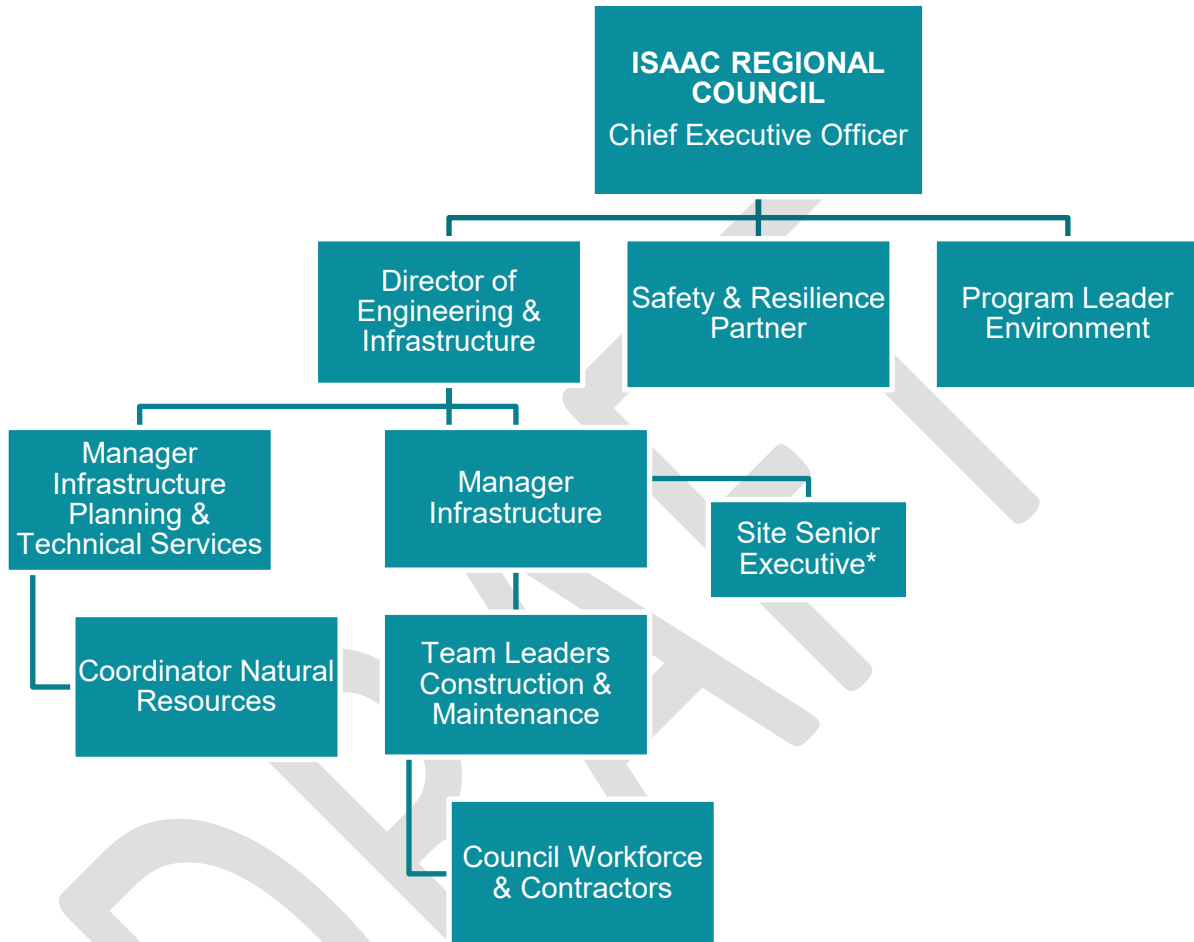
<sup>10</sup> [Riverine Protection Permit Exemption Requirements](#)

## ROLES AND RESPONSIBILITIES

Isaac Regional Council has an overall responsibility for ensuring that all employees, contractors and any other personnel involved with works are familiar with the relevant requirements of quarry management.

The flowchart below provides an overview of Council's management structure for quarry operations.

*Flowchart 1 – Organisational structure*



\* Applies only to quarries defined by the *Mining and Quarrying Safety and Health Act 1999*

The table below outlines the responsibilities for the personnel involved with quarry management at Council. While each position is listed separately, multiple roles may be undertaken by one individual. The roles listed in the table below are not all encompassing and do not absolve any other responsibility or obligation conferred by any other legislation or instrument.

*Table 1: Overarching Roles & Responsibilities*

RESPONSIBILITIES	ROLE
<ul style="list-style-type: none"> <li>Ensure that Isaac Regional Council complies with legislative requirements for the extraction of gravel.</li> <li>Ensure all employees are adequately trained and inducted for gravel extraction operations.</li> <li>Primary duty of care in accordance with the <i>Work Health and Safety Act 2011</i>.</li> </ul>	Chief Executive Officer

RESPONSIBILITIES	ROLE
<ul style="list-style-type: none"> <li>• Ensure a Site Based Management Plan for the project is prepared and approved prior to any works being undertaken for Isaac Regional Council.</li> <li>• Evaluate the Safe Work Method Statements applicable to the works in consultation with relevant personnel.</li> <li>• Ensure all records relating to the quarry project are maintained.</li> <li>• Undertake regular fitness for work assessments which may include random drug and alcohol testing.</li> <li>• Ensure Work Health &amp; Safety, Quality and Environment is integrated in the project to manage risks.</li> <li>• Appoint a Site Senior Executive and ensure that they develop, implement and maintain work, health and safety, quality and environment practices that ensure that risks are minimised.</li> </ul>	<p>Quarry Operator (as defined in Division 3 of the <i>Mining and Quarrying Safety and Health Act 1999</i>)</p>
<ul style="list-style-type: none"> <li>• Oversee and delegate specific tasks to be carried out by the Manager Infrastructure to ensure compliance with this plan and Council's legislative compliance.</li> <li>• Report on any significant incidents or problems to the CEO.</li> </ul>	<p>Director of Engineering &amp; Infrastructure</p>
<ul style="list-style-type: none"> <li>• Set a good example for the workers to follow and encourage a positive attitude towards WHS, quality, environment and quarry management.</li> <li>• Ensure work is carried out in accordance with this plan, associated plans, relevant Safe Work Method Statements and applicable risk management documents.</li> <li>• Ensure that all workers have signed onto the Quarry Management Plan.</li> <li>• Ensure workers are trained in the use of machinery and equipment onsite, to minimise the risk to human health, safety and environmental nuisance, including noise, air pollution, water quality, waste material and land contamination.</li> <li>• Conduct site specific inductions (SSI) for all workers who are required to enter site.</li> <li>• Maintain a register of all workers' licences and competencies.</li> <li>• Conduct regular pre-start and toolbox meetings and ensure they are documented.</li> <li>• Ensure all equipment on site undertakes the required regular maintenance and inspections in accordance with manufacturers' guidelines and Australian Standards.</li> <li>• Ensure that all faulty plant and equipment is removed from site and tagged accordingly, and that the fault is reported to relevant authorities.</li> <li>• Ensure they are aware of the accident/incident reporting/notification and investigation procedures and to report all incidents as soon as they are aware of the incident.</li> <li>• Ensure that all Personal Protective Equipment (PPE) for the job is used, in good condition and/or worn by all workers and visitors on site.</li> <li>• Conduct regular inspections on the site and ensure it is documented.</li> </ul>	<p>Project Manager / Overseer / Team Leader</p>

RESPONSIBILITIES	ROLE
<ul style="list-style-type: none"> <li>• Implement mitigation controls to address hazards identified during inspections and/or reported by workers.</li> <li>• Maintain good housekeeping practices in the workplace.</li> <li>• Ensure WHS, quality, environment and quarry management is embedded in the project process.</li> <li>• Ensure that quarries are managed in accordance with the SBMP and this plan at all times.</li> <li>• Make available for workers at each site, all documents required for risk minimisation including this plan and the Site Based Management Plan.</li> <li>• Liaise with the Site Senior Executive to ensure appropriate risk mitigation and controls are embedded in site operations.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ensure the risk to persons from operations in a quarry is at an acceptable level.</li> <li>• Ensure workers are trained and competent in performing their duties.</li> <li>• Provide for adequate planning, organisation, leadership and control of operations.</li> <li>• Provide for the carrying out of critical work at the quarry that requires particular technical competencies.</li> <li>• Provide adequate supervision and control of operations.</li> <li>• Regular monitoring and assessment of the working environment, work procedures, equipment, and installations at the site.</li> <li>• Provide for appropriate inspection of each workplace at the quarry including, where necessary, pre-shift inspections.</li> <li>• Comply with the <i>Mining and Quarrying Safety and Health Act 1999</i> and the <i>Mining and Quarrying Safety and Health Regulations 2001</i>.</li> </ul>	<p>Site Senior Executive (as defined in Division 3 of the <i>Mining and Quarrying Safety and Health Act 1999</i>)</p>
<ul style="list-style-type: none"> <li>• Participate and contribute to the review of this plan.</li> <li>• Provide advice and technical support to officers developing reports on any environmental incidents.</li> <li>• Provide guidance on monitoring the effectiveness of this plan to assure regulatory compliance and assist in ensuring Council upholds the general environmental duty.</li> <li>• Contribute to reviewing reports and notifications relating to the plan's activities to ensure effectiveness of the system.</li> <li>• Guide officers on the implementation of environmental requirements and procedures.</li> <li>• Provide technical advice and support for internal environmental audits and inspections.</li> <li>• Advise on regulatory agency liaison regarding requirements for approvals, licenses, permits and authorities.</li> </ul>	<p>Program Leader Environment</p>
<ul style="list-style-type: none"> <li>• Monitor overall performance of quarry extraction activities.</li> <li>• Produce, review and monitor Site Based Management Plans and submit to government authorities as required.</li> </ul>	<p>Coordinator Natural Resources</p>

RESPONSIBILITIES	ROLE
<ul style="list-style-type: none"> <li>• Report incidents to Director Engineering &amp; Infrastructure and other management levels/personnel as required.</li> <li>• Ensure all requirements for approvals, licenses, permits and authorities are current.</li> <li>• Ensure that the extents of the pits are as per the boundaries approved by the relevant government agency.</li> <li>• Current / recent gravel test results are recorded and available as required.</li> <li>• Liaise with regulatory agencies regarding requirements for approvals, licenses, permits and authorities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Carry out the works under the direction and supervision of Team Leader(s).</li> <li>• Ensure that the quarry is managed in accordance with this plan and the Site Based Management Plan at all times.</li> <li>• Comply with all reasonable instructions given by supervisors.</li> <li>• Comply with any and all high risk works documents appropriate to the quarry work.</li> <li>• Read and sign acknowledgement of the requirements outlined in all risk management documents (SWMS, JSEA).</li> <li>• Report all incidents, accidents and near misses to supervisors as soon as practicable after the event.</li> <li>• Report all hazards identified at the workplace.</li> <li>• Participate in random drug and alcohol testing.</li> <li>• Undertake regular hazard identification using risk assessment and management tools.</li> <li>• Take reasonable care for their safety and the safety of others.</li> <li>• Comply with all established and/or documented work practices appropriate for the works being undertaken.</li> <li>• Wear all Personal Protective Equipment (PPE) as instructed or as required by the hazard identification process.</li> <li>• Maintain WHS and environmental related licences, certifications and other qualifications/competencies necessary for the execution of duties and provide evidence of these to the site supervisor.</li> <li>• Undertake all required inductions.</li> <li>• Maintain all plant and equipment in accordance with manufacturers' guidelines.</li> <li>• Ensure that all faulty plant and equipment is removed from service, tagged accordingly and reported to Site Supervisor and relevant authorities.</li> </ul>	Workers

RESPONSIBILITIES	ROLE
<ul style="list-style-type: none"> <li>• Comply with Isaac Regional Council’s requirements for the operation of the Quarry.</li> <li>• Comply with this plan for the work unless otherwise agreed to (whereby a non-IRC representative is appointed principal contractor).</li> <li>• Comply with any and all Safe Work Method Statements appropriate to the project work.</li> <li>• Undertake the required relevant Inductions and site-specific induction.</li> <li>• Report all incidents, accidents and near misses to the site supervisor as soon as practicable after the event.</li> <li>• Only bring on site and use equipment that complies with the WHS and Mining and Quarrying Safety and Health Act &amp; Regulations together with the applicable Australian Standards.</li> <li>• Provide the IRC project manager with copies of any licences, qualifications and competencies necessary for the execution of their duties on site.</li> <li>• Participate in random drug and alcohol testing.</li> </ul>	Contractors
<ul style="list-style-type: none"> <li>• Provide guidance on the implementation of this plan.</li> <li>• Conduct site inspections in consultation with the project manager as required.</li> <li>• Conduct drug and alcohol testing on site as required.</li> <li>• Investigate any incidents that occur during the project.</li> </ul>	Safety & Resilience
<ul style="list-style-type: none"> <li>• Provide assistance and advice on the impact management and mitigation strategies for land, vegetation, flora and fauna management.</li> <li>• Assist with the implementation of the environmental aspects of the project plan.</li> <li>• Provide support on investigations for any environmental incidents that occur during the project.</li> <li>• Provide advice and assistance in monitoring effectiveness of this plan and the Site Based Management Plans to ensure regulatory compliance and assist Council in upholding the general environmental duty.</li> <li>• Participate in internal environmental audits and inspections.</li> </ul>	Environmental / Community Education and Compliance Team Members

## COMPLAINT REPORTING / MANAGEMENT

If complaints are received in relation to quarries, the Coordinator Natural Resources will be responsible for ensuring that all complaints received are addressed and investigated within the shortest practicable period. A complaints register is maintained as part of Council’s service request process. If a complaint is received regarding the excavation site, the following details must be recorded:

- Time, date, name, and contact details of the complainant.
- Reasons for the complaint.
- Any investigations undertaken.

- Conclusions formed.
- Any actions taken to remedy the effects of the incident/complaint.
- Measures put in place to prevent occurrence of a similar incident.

Complaints relating to environmental matters will be addressed by the Coordinator Natural Resources in consultation with the Program Leader Environment.

## OPERATIONAL MANAGEMENT PRACTICES

### SITE ESTABLISHMENT

During site establishment activities of each endorsed area, the following should be considered:

- Minimise area to be cleared (for approved clearing only).
- Stockpile all cleared vegetation for use in rehabilitation (refer to the Site Based Management Plan for instruction on clearing of vegetation).
- Recover topsoil (generally the surface soil to a depth of approximately 150mm) and stockpile this resource for use in rehabilitation.
- Recover overburden or subsoil separately if possible.

### QUARRY LAYOUTS

A quarry layout diagram or drawing should be developed for each site. Key components of the layout include:

- Access: access to the site is to be provided and maintained by IRC. Where requested by the landholder, a temporary gate or grid for management of livestock may be installed.
- Quarry footprint area to minimise risk of disturbance to sensitive areas.
- Car parking.
- Waste facilities, spill kits and/or other similar aspects.
- Erosion and sediment control measures, including stormwater flow and sediment basins.
- Stockpile locations.

### EXTRACTION METHOD

- Works shall be carried out on a progressive, as needs basis, whereby only the section needed to obtain the required amount of material shall be cleared and extracted at any one time.
- Quarry production is expected to be in the range of 0 to 40,000 (tonnes per annum) per site pending gravel material demand.
- All topsoil where existing, shall be stockpiled as per the corresponding working plan for that site, for later respreading in the rehabilitation process.
- An excavator or bulldozer will rip and push gravel material into stockpiles.
- Crushing and screening, where deemed necessary for a quality product, will be undertaken by portable plant.
- Stockpiles will be arranged to provide ready access and maximum benefit for noise attenuation from plant.
- Product despatch will be undertaken by loader-based weighing scales.



- Truck types including semi tippers, truck dog combinations or body trucks will transport the product. No truck will be permitted to leave the site unless the load is legal and secure.
- Should the extraction works be undertaken by a contractor, the contractor may prepare an operational plan (Quarry Management Plan) and supply work method statements, in conjunction with Council, for operations in the quarry.
- All operations of the quarry are to be managed in accordance with *Work Health and Safety Act 2011*. When crushing material, the site must also be managed in accordance with *Mining and Quarrying Health and Safety Act 1999*.
- Normal hours of operation will be Monday to Saturday 6am – 6pm (excluding public holidays).

## Profiling

- Following excavation of material from the quarry, the floor will be profiled (where possible) to drain the pit area, or to direct water to a section of the quarry in a manner that prevents the majority of the quarry area being inundated for extended periods of time during the wet season.
- Drainage control will be installed (where required) to ensure that the flow of water from the quarry minimises erosion (e.g. drainage paths / lines should not exceed 2%, use rock check dams, rock mulching etc.).
- Where practical the floor of the quarry shall be ripped along the contour at intervals of no more than 10 metres to encourage natural regeneration and improve water infiltration.

Note – It is important that ripping is undertaken parallel to the contours of the pit. Ripping across the contours (down-slope) is not acceptable as it will promote erosion.

## STOCKPILING OF TOPSOIL

The topsoil from the site is a very important requirement for low-cost revegetation. Topsoil from all working areas and access tracks should be stripped carefully and stockpiled or used immediately to rehabilitate worked out areas. Topsoil placed directly onto rehabilitation areas contains viable seed, nutrients and microbes that allow it to revegetate more rapidly than topsoil that has been stockpiled for long periods.

The topsoil stockpile height should not exceed 2 metres. Slopes may be at the angle of repose (the angle that it will stand naturally).

Should the topsoil not be used for more than 2 months, a vegetative cover may be established to protect the material from loss (e.g. wind / water erosion) and to assist in maintaining the viability of the material. A sterile grass cover is recommended.

## STOCKPILES

All stockpiles should be managed as follows:

- All material stockpiles will be contained within the approved limits of the quarry, unless directed by the project manager to stockpile offsite.
- Stockpile sites are to have erosion and sediment control measures installed.
- Allow sufficient spacing between stockpiles for access/egress in case of emergency. Where practicable, the spacing should at least be equal to the height of the stockpile or adequate for emergency vehicle access.
- Locate stockpiles away from drainage lines and in a location where the stockpiles can remain undisturbed until they are required for rehabilitation. Consider installing drainage control upslope of the stockpiles to divert water around the material (e.g. diversion drain / bank), and sediment control measures around the

base of the stockpiles to capture material mobilised during rainfall events (e.g. sediment fence / bund wall).

- Stockpile material loosely to avoid compaction.
- Stockpiles should be located in areas where they will cause minimum dust emissions at the site boundary.
- Council should maintain a record of quantity and destination of the gravel removed from the quarry.
- Stockpiles should generally be below fencing height when within 5 metres of the site boundary.
- Subsoil / overburden stockpiles should also follow these management practices, excepting where noted.

## **ACCESS ROADS AND ROAD USE**

It is a requirement of Council's Sales Permit with the State of Queensland, that vehicles entering or leaving an Endorsed Quarry Area must only use access roads or existing roads. No other road or route may be used without prior written approval. All access roads must be maintained in a satisfactory condition.

## **INSPECTION, MEASURING AND TEST EQUIPMENT**

Quarries undertake regular testing in accordance with the National Association of Testing Authorities (NATA) testing requirements to ensure materials meet gravel specifications. Tests are carried out in accordance with specific contract and quality assurance requirements. Where a lot has been identified as non-conforming, work may not proceed until the required testing, inspection or documentation has been provided to certify that the lot has been approved (based on test results or other quality assurance processes).

## **SITE REHABILITATION**

Quarry activities create significant site changes, which may continue to impact upon the environment long after the site is no longer used for extraction purposes. The extent of site rehabilitation and remediation will depend on the intended use of the land once the quarry operations have ceased. However, some form of progressive land restoration and rehabilitation should always be completed during the quarry operations.

As soon as practicable, land is to be rehabilitated to ensure:

- Land is made stable and safe for humans and fauna.
- Suitable native species of vegetation are utilised.
- Land has no subsidence or erosion gullies following completion of the rehabilitation.
- There is no ongoing contamination to waters (no risk of ongoing environmental harm).
- Potential for nuisance caused by dust is minimised.
- Maintenance requirements for the land are minimised.

Rehabilitation includes the design, initial landscaping works, soil spreading, final landform construction and aftercare. The aftercare will include replacement of topsoil including seeding, vegetation maintenance and ongoing long-term commitment to restore the land to original condition or better. When the site is decommissioned, all buildings, plant, equipment, internal roads and paved areas should be removed to ensure that restoration is appropriately completed.

The following summary of site rehabilitation is generalised; a more detailed rehabilitation plan will be required if all operations at the site are to be terminated, and the area returned to its natural state.

## **PROGRESSIVE REHABILITATION**

Progressive rehabilitation will be undertaken as respective sections of the quarry are exhausted. Where possible, topsoil and vegetation removed from newly exposed areas will be directly placed on areas available for rehabilitation.

## **TEMPORARY CLOSURE / MOTHBALLING**

At times Council may discontinue use of a quarry for an extended time, i.e. >4 months. When sites are not in regular use, or are mothballed, they remain an environmental risk. Efforts must be made by Council to rehabilitate the quarry pit to a level that is safe and reduces ongoing risk. As a minimum, the following is to be undertaken:

- Area to be made safe.
- Working faces, including stockpiles shall be left at the natural angle of repose of mechanically loosened material. This shall apply in all instances when the working face is left unattended.
- All equipment is to be removed from site.
- Areas that have been disturbed outside the immediate quarry footprint or designated access are to be rehabilitated.
- Drainage either from the pit or from sediment basins is designed and installed to minimise contamination risk to the surrounding environment.
- A regular inspection program is to be implemented to ensure that the site is regularly checked (e.g. yearly and after rainfall events) for site issues. Where issues are identified, maintenance works are to be enacted.

## **Spreading Overburden, Topsoil and Vegetation**

Following ripping of the disturbed areas within the quarry, the following applies.

- Spread overburden (if available) over the quarry floor and batters.
- Evenly spread the topsoil over the floor and batters (to depth of approximately 100mm).
- Similar to ripping, the final profiling of the topsoil must be parallel to the contour to minimise erosion.
- Some timber (stockpiled from the initial clearing) should be spread over the pit floor to enhance the site habitat values for fauna. Timber should be spread parallel to the contours to slow water and minimise erosion.

## **SITE CLEAN UP**

Once quarry operations have ceased, the site should be cleaned up by removing all existing equipment, temporary and permanent structures, roads and wastes and levelling any constructed embankments or other structures. During quarry operations, the topsoil can be stripped from newly opened areas and placed directly onto worked out areas which are being rehabilitated, to avoid double handling of soil, and to prevent degradation of the soil while stockpiled.

## **SITE PREPARATION**

The quarry area should be restored to the prior shape of the natural landform as much as possible. Steep slopes, should be levelled as far as possible and hollows filled in. Long slopes should be broken up by the construction of benches.

Any compacted areas of the site should be ripped to allow for ease of seed germination and to reduce sheet runoff of surface water. Exposed parts of the site may require topsoil to provide a suitable bed for seed germination. Topsoil should be collected from the site where possible. No imported topsoil should be used. Where possible, site preparation and earthworks should be undertaken during the drier months of the year.

## **REHABILITATION OF ACCESS TRACKS AND OTHER DISTURBED AREAS**

- After the quarry pit has been rehabilitated, the haul road, access track and other disturbed areas (e.g. stockpile areas) should also be rehabilitated.
- Tracks and other compacted areas should be ripped parallel to the contours (across slope). Where this is not practical it is preferable to leave these areas unripped.
- Should the tracks be located on sloping ground of greater than 2%, low whoa-boys (e.g. rollover cross banks or water bars) can be constructed parallel to the contour to reduce flow velocities.
- If there is any topsoil and/or stockpile vegetation material left over after rehabilitation of the quarry pit, this material can be spread over the tracks / other disturbed areas to aid natural regeneration.
- Lastly, the access point to the quarry area should be decommissioned (e.g. pull large trees (cleared during site establishment) or boulders across the turnoff to prevent vehicular access).

## **EROSION PREVENTION**

Where possible, any existing drainage controls and settling ponds should be retained to allow for effective drainage until revegetation is complete. Settling ponds may still require cleaning out during the first stage of the rehabilitation.

Mulches, such as bark, wood waste or straw, can be used to aid in plant germination, erosion control and water loss. Erosion control matting may be required where the erosion potential is high. Any material bought onto the site must be sterile, with no possibility of exotic species introduction.

Steep faces should be battered back to safe slopes of 3:1 or less.

## **REVEGETATION**

A native ground cover should be established on the site to prevent erosion and manage adverse visual impacts. It is preferable to use a similar species composition to the surrounding or original vegetation. If locally sourced seeded slash is used on the site, it is likely that regeneration will occur naturally without the need to plant.

If required, revegetation can take the form of seed or propagated seedlings depending on the requirements at the site and should be undertaken in mid-autumn for seeds or early spring for seedlings.

The particular species and methods chosen for revegetation may need to be determined at a later date when the final site condition is known.

## **MONITORING, MAINTENANCE AND ASSESSING COMPLETION**

Regular reviews will be required in the early stages of site rehabilitation to assess the health of vegetation and check for erosion and weed infestation. Any failures at the site should be quickly rectified to prevent larger, longer-term problems from arising.

When assessing whether the rehabilitation process is complete, the key consideration is ensuring that the site is in a stable, non-polluting state and is suitable for its intended future use.

## NON-CONFORMANCES

Council is committed to ensuring all non-conformance issues are addressed appropriately and that effective steps are taken to correct any issues that may affect the running of a quarry. Regardless of whether it is a safety, quality or environmental issue, the matter should be addressed appropriately to avoid reoccurrence and to ensure that the quarry project runs efficiently. Some non-conformances will have corrective actions that will require a Hold Point and may occur either prior to the quarry project commencing or during quarry operations.

The project manager is required to ensure that all accepted remedial actions are recorded, followed up and completed as proposed.

Non-conformances may include the following:

- An incident or near miss with potential or actual environmental impact
- Complaints regarding project construction activities
- Not meeting an objective or target from the Site Based Management Plan
- Not meeting conditions of approvals/permits
- Management reviews not being undertaken

All non-conformances must be reported to the Coordinator Natural Resources. The Coordinator Natural Resources, in conjunction with relevant personnel, will identify and coordinate implementation of any preventative and/or corrective actions in response to non-conformances.

## SITE BASED MANAGEMENT PLANS

### PURPOSE OF SITE BASED MANAGEMENT PLANS

Council quarries are subject to legislative requirements that result in the need for Environmental Authorities issued by the Department of Environment, Tourism, Science and Innovation and Sales Permits issued by the Department of Primary Industries. Both Environmental Authorities and Sales Permits are underpinned by conditions that require the development of a Site Based Management Plan to address how Council will meet those conditions.

The Department of Environment, Tourism, Science and Innovation guideline states the following:

*The purpose of a Site Based Management Plan is to demonstrate that persons carrying out environmentally relevant activities have in place, a structured program that:*

- *sets the environmental objectives or standards to be achieved;*
- *identifies the potential environmental harm which may occur from routine operations and establishes, and documents measures to avoid this harm as far as practicable;*
- *identifies extraordinary factors (i.e. abnormal operation, emergencies) that may cause environmental harm and establishes and documents contingency plans to deal with these;*
- *ensures all persons carrying out the activity are aware of the environmental risks and are trained in the measures and contingency plans to deal with them;*
- *implements monitoring of environmental performance to ensure the effectiveness of the measures and contingency plans;*
- *assists the communication of environmental information throughout the organisation and to the administering authority; and*

- provides for continual improvement.

*The development and implementation of a Site Based Management Plan is not intended to be onerous, but to be a proactive approach, tailored to the needs of the Environmental Authority and the site, that prevents environmental problems occurring.*

The Department of Primary Industries Sales Permit states that the objective of the Site Based Management Plan (commonly known as a Quarry Management Plan) is to assist the permittee in managing any quarrying operation in compliance with relevant legislation. The mandatory content to be included in a Site Based Management Plan includes the following:

- a general description of the persons involved on the endorsed quarry area (names, sales permit number, permittee details, Site Senior Executive details);
- maps showing general locations, endorsed quarry area boundaries, GPS co-ordinates, access roads, existing or proposed infrastructure, stockpile areas, operation working faces, the extent of proposed workings, extraction plans;
- the measures to be taken by the permittee to manage the endorsed quarry area and associated access roads including boundary marking, environmental measures, rehabilitation measures, pest management, safety agreements or measures taken to manage any impacts on Landholders or neighbours; and
- any other matters or requirements as required by the Department.

Council has developed a template Site Based Management Plan to address all conditions set by the relevant departments. The template will be used to develop plans for each site prior to works being conducted. The completed plan will then be submitted for approval as required.

An example Site Based Management Plan is included in Appendix 2.

## RECORDKEEPING

In addition to Site Based Management Plans, Council is also required to maintain the following records as prescribed in its Sales Permit with the State of Queensland.

The following records will be maintained and retained in accordance with legislated retention schedules:

- Access agreements with landholders.
- Periodic declarations, removal dockets, records produced by any scale equipped loader bucket, other scale equipment and/or weighbridge and quantity surveys.



A photograph of a rural landscape. In the foreground, there is a rocky embankment with tall, dry grass. A river flows along the left side of the embankment. In the middle ground, a herd of cattle is grazing in a field. Two people wearing orange shirts and blue pants are visible; one is standing near the riverbank, and the other is walking on the grassy slope. The sky is overcast with grey clouds.

# SAFETY MANAGEMENT

## SAFETY MANAGEMENT SYSTEM

Council operates all quarries in accordance with its Work Health and Safety Management System. The safety management system details how Council approaches the management of safety risks and ensures the effectiveness of safety risk controls. It includes systematic procedures, processes and policies and is supported by forms, checklists, forms, work instructions and Safe Work Method Statements. Topics contained within the system includes, but is not limited to:

Risk Management	Hazard Identification	Audit and Compliance
Consultation and Communication	Due Diligence	Emergency Management
Employee Wellbeing	Fatigue Management	First Aid
High Risk Work	Health and Wellbeing	Incident/Issue Management
Inductions/Site Access	Injury Management	PPE
Vehicle Management	Working Alone or Remotely	Height Safety
Hazardous Chemical Management	Project & Contractor Management	Plant & Machinery Operations

Reference must be made to the relevant document to ensure that appropriate processes are followed. All documents can be found on Council's intranet – IRIS. The image shown right has been used to indicate that the reader should refer to Council's Safety Management System for related documents.



The following sections then outline specific requirements and obligations placed on Council in respect to quarry management, in addition to those documented in Council's Work Health and Safety Management System. In practice this means that this document should be read in conjunction with Council's Work Health and Safety Management System documents.

## RISK MANAGEMENT

The project manager, in conjunction with workers, will review the Quarry Risk Register included in this plan (see Appendix 1) and complete a risk assessment to identify any additional risks prior to the commencement of the quarry project. Additionally, the following tasks must be completed to ensure adequate risk identification and control:

- Review and update existing Safe Work Method Statements (SWMS) to control risks associated with high-risk construction work at the site.
- Assess and document any further control measures required to mitigate the hazards/risks identified in the generic risk assessment in this document.
- Continue to monitor and review the hazards and risks associated with the project and amend the risk assessment as necessary.

Council's risk management framework and supporting documentation can be used to assess and review risks.



- Risk Management
- High Risk Work – Safe Work Method Statements



## INCIDENT REPORTING AND NOTIFICATION MANAGEMENT

Accidents, incidents, diseases and near misses are to be reported and handled in accordance with Council's Incident Management Procedure.

Workers must ensure incidents/accidents or near misses are reported to the site supervisor or project manager as soon as practicable. The site supervisor or project manager will then report the incident to the Coordinator Natural Resources and other personnel as required. All personnel involved in the incident may be required to complete a Statement form.

Council has a duty to notify significant or high potential accidents/injuries to Worksafe Qld and the Inspector of Mines (for quarries only). Investigations for incidents must commence as soon as possible after the incident and be completed in a timely manner.

The Coordinator Natural Resources will be responsible for ensuring that the appropriate personnel are involved in Council's reporting/notification obligations (e.g. Safety and Resilience for Worksafe Qld, Site Senior Executive for the Mining Inspectorate, Program Leader Environment for Department of Environment, Tourism, Science and Innovation).

A serious accident or high potential incident at a quarry regulated by the *Mining and Quarrying Health and Safety Act 1999* will also require the Site Senior Executive to carry out an investigation to decide the causes of the accident or incident and prepare a report about the accident or incident. The report must include recommendations to prevent the accident or incident happening again. If the report is about a reportable disease, serious accident or high potential incident, the report must be forwarded to an inspector within one (1) month after the accident or incident.

### INCIDENT AND OTHER NOTIFICATION OBLIGATIONS

The *Work Health and Safety Act 2011* and the *Mining and Quarrying Health and Safety Act 1999* both place an obligation on Council to notify of specific incidents.

All notifications required to be made under *Work Health and Safety Act 2011* will be made by a member of Council's Safety and Resilience team as documented in Council's Safety Management System documents. Other notifications relating to the *Mining and Quarrying Health and Safety Act 1999* and those required by Council's permits and authorisations will be made in accordance with the following table:

RESPONSIBILITY	OBLIGATION
Chief Executive Officer or nominated Operator of the quarry	# Notification to the department acting as the statutory authority for the <i>Mining and Quarrying Health and Safety Act 1999</i> of the appointment of a Site Senior Executive (SSE) including any Acting SSE during periods of leave within seven (7) days of the appointment.
Coordinator Natural Resources	* Report to the department acting for the State of Queensland for the issue of <i>Sales Permits for Getting Quarry Material</i> of the appointment of a Site Senior Executive (SSE) including any Acting SSE during periods of leave.
Coordinator Natural Resources	* Report to the department acting for the State of Queensland for the issue of <i>Sales Permits for Getting Quarry Material</i> of any minor accidents and lost time incidents within seven (7) days of the occurrence.
Coordinator Natural Resources	Report to the department acting for the State of Queensland for the issue of <i>Sales Permits for Getting Quarry Material</i> the details of any event, whether directly or indirectly attributed to the performance of the Sales Permit, which may compromise the normal productive operation of any

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quarrying operation, and/or causing death or hospitalisation of a person within 24 hours of the occurrence of the event.

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Site Senior Executive

# Notify an inspector of the department acting as the statutory authority for the *Mining and Quarrying Health and Safety Act 1999* and a district workers' representative, either by notice or orally<sup>†</sup>, as soon as practicable after becoming aware of an accident, incident, death or disease\* including:

- (a) the precise location where the accident, incident or death happened;
- (b) when the accident, incident or death happened;
- (c) the number of persons involved in the accident, incident or death;
- (d) if the notification is about a death, whether or not caused by an accident – the name of the person who died;
- (e) if the notification is about a serious accident or high potential incident:
  - (i) the name of any person who saw the accident or incident, or who was present when the accident or incident happened; and
  - (ii) the name of any person who was injured as a result of the accident or incident;
- (f) if no-one was present when the person mentioned in paragraph (d) died or the person mentioned in paragraph (e)(ii) was injured – the name of the person who found the deceased or injured person;
- (g) a brief description of how the accident, incident or death happened.

<sup>†</sup> If the notification is made orally, it must be confirmed by notice within 48 hours. If the oral report relates to a death, it must be confirmed by notice within 24 hours.

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Site Senior Executive

# Providing a report about serious accident or high potential incident to an inspector of the statutory authority for the *Mining and Quarrying Health and Safety Act 1999* within one (1) month of the accident or incident.

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Site Senior Executive

# Notify an inspector of the department acting as the statutory authority for the *Mining and Quarrying Health and Safety Act 1999* and a district workers' representative of a report received of a reportable disease at the quarry or as a result of operations, as soon as practicable after receiving the report.

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- Incident/Issue Management

\*Only applies to sites included on Council's Sales Permit.

#Only applies to quarries as defined by the *Mining and Quarrying Safety and Health Act 1999*.

Refer to the following section for specific definitions for notification obligations.

## SPECIFIC DEFINITIONS FOR INCIDENT NOTIFICATION MANAGEMENT

The definitions below are specific terms that set out the specific notification obligations for Council.

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### TERM

### DEFINITION

Reportable Disease

Means the following:

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- a disease (regardless of the seriousness of the disease) that test results indicate a worker may have contracted as a result of carrying out work for which lead health surveillance or biological monitoring under the *Mining and Quarrying Health and Safety Act 1999* is required
- asbestosis
- chronic obstructive pulmonary disease
- legionellosis
- occupational asthma
- occupational cancer
- silicosis

Dangerous Event	<p>Means an event (including a work caused illness or serious bodily injury) caused by specified high risk plant, or an event at a workplace caused by a workplace activity, if the event involves or could have involved exposure of persons to risk to their health and safety because of:</p> <ul style="list-style-type: none"> <li>• collapse, overturning, failure or malfunction of, or damage to, an item of specified high-risk plant or other mechanical equipment;</li> <li>• collapse or failure of an excavation or of any shoring supporting an excavation;</li> <li>• collapse or partial collapse of any part of a building or other structure;</li> <li>• damage to any load bearing member of, or the failure of any brake, steering device or other control device of, a crane, hoist, conveyor, lift or escalator;</li> <li>• implosion, explosion or fire;</li> <li>• escape, spillage or leakage of any hazardous material or dangerous goods;</li> <li>• fall or release from a height of any Plant, substance or object;</li> <li>• damage to a boiler, pressure vessel or refrigeration Plant; or</li> <li>• uncontrolled explosion, fire or escape of gas or steam.</li> </ul>
Event	<p>Means and includes a dangerous event, work caused illness and a serious bodily injury.</p>
High Potential Incident	<p>High Potential Incident includes:</p> <ul style="list-style-type: none"> <li>• Theft or other loss of explosive.</li> <li>• The entrapment of a person.</li> <li>• An incident causing an emergency evacuation of the quarry or part of it, other than as part of a training exercise.</li> <li>• A catastrophic or major structural failure of plant.</li> <li>• One of the following incidents, if the incident has the potential to cause a significant adverse effect on the safety or health of a person: <ul style="list-style-type: none"> <li>– a fire;</li> <li>– an intrush;</li> <li>– damage to, or failure of, haulage winding of lifting equipment; (d) an unplanned movement of, or a failure to stop, a vehicle;</li> <li>– the failure in service of explosion protection or explosive-protected plant;</li> <li>– a failure of electrical equipment or an electrical installation;</li> </ul> </li> </ul>

- a failure of ground control support or reinforcement;
  - the exposure of a person to a hazardous chemical;
  - an electric shock to a person;
  - an unplanned immersion of a person in liquid or fluid;
  - an unplanned movement of earth or rock;
  - a structural failure of plant
  - an unplanned ignition or explosion of gas, dust or explosive;
  - a spontaneous combustion of a material in an underground mine;
  - an unforeseen incident the site senior executive considers appropriate to be reported.
- An incident causing the death of a person.
  - An incident causing a person to be admitted to a hospital as an in-patient for treatment.
  - An incident causing a person to suffer an injury causing, or likely to cause, a permanent injury to the person's health.
  - An incident causing a person to become unconscious.

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#### Serious Accident

An accident resulting in a person receiving:

- a bodily injury endangering, or likely to endanger, the person's life; or
- an injury causing, or likely to cause, a permanent injury to the person's health; or
- a high potential incident at a quarry of a type prescribed under a regulation (see above); or
- a death at a quarry, whether or not caused by an accident at the quarry.

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#### Serious Bodily Injury

Means an injury to a person that causes:

- the injured person's death; or
- the loss of a distinct part or an organ of the injured person's body; or
- the injured person to be absent from the person's voluntary or paid employment for more than four (4) days; or
- causes a person to be admitted to a hospital as an in-patient.

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#### Work Caused Illness

Means:

- an illness contracted by a person to which work, a workplace, a workplace activity or specified high risk plant was a significant contributing factor; or
- the recurrence, aggravation, acceleration, exacerbation or deterioration in a person of an existing illness if a workplace, a workplace activity, or specified high risk plant was a significant contributing factor to the recurrence, aggravation, acceleration, exacerbation or deterioration.



# HEALTH, SAFETY AND EMERGENCY MANAGEMENT

## HEALTH AND SAFETY

All Council sites are managed in accordance with the *Work Health and Safety Act 2011*. However, when a site is deemed to be a quarry, the site must meet the *Mining and Quarrying Health and Safety Act 1999* and a Site Senior Executive (SSE) must be appointed.

The *Mining and Quarrying Health and Safety Act 1999* imposes the following safety and health obligations on all workers or persons at a quarry:

### Obligations of persons generally

- 1) A worker or other person at a quarry or a person who may affect safety and health of persons at a quarry or as a result of operations, has the following obligations –
  - a) to comply with this Act, standard work instructions, and procedures applying to the worker or person that form part of a safety and health management system for the quarry;
  - b) if the worker or other person has information that other persons need to know to fulfil their obligations or duties under this Act, or to protect themselves from the risk of injury or illness – to give the information to the other persons;
  - c) to take any other reasonable and necessary course of action to ensure that persons are not exposed to unacceptable levels of risk.
- 2) A worker or other person at a quarry has the following additional obligations at the quarry –
  - a) to manage the risk of injury or illness to himself or herself or any other person in the worker's or other person's own work and activities, so that the risk is at an acceptable level;
  - b) to ensure, to the extent of the responsibilities and duties allocated to the worker or other person, that the risk of injury or illness to any person is managed in the work and activities under the worker's or other person's control, supervision, or leadership, so that the risk is at an acceptable level;
  - c) to the extent of the worker's or other person's involvement, to participate in and conform to the risk management practices of the operations;
  - d) to comply with instructions given for safety and health of persons by the quarry operator or site senior executive for the quarry or a supervisor at the quarry;
  - e) to work at the quarry only if the worker or other person is in a fit condition to carry out the work without affecting the safety and health of others;
  - f) not to do anything wilfully or recklessly that might adversely affect the safety and health of someone else at the quarry.

There are also additional safety and health obligations imposed on persons in other statutory positions at a quarry.

Schedule 2 of Council's Sales Permit with the State of Queensland for the extraction of quarry materials also imposes safety conditions on those quarries included on the permit. In addition to obligations already imposed on Council by the *Mining and Quarrying Health and Safety Act 1999* and *Work Health and Safety Act 2011*, Council is required to ensure that:

- Quarrying operations and any acts associated with quarrying operations are undertaken in a manner that eliminates or reduces the occurrence of a Dangerous Event\*.

- Notification is made to the department in writing, before quarrying operations commence on an Endorsed Quarry Area, of the name and contact details of the Site Senior Executive who will represent Council for that Endorsed Quarry Area, and in addition to this obligation, the Permittee must at all times throughout the duration of the Sales Permit keep the department notified of the name and contact details any replacement personnel appointed to the Site Senior Executive position.
- All roads are temporarily closed at all access points to an immediate danger zone by use of safety signs, appropriate authorised temporary barriers and/or traffic control personnel whenever acts done in the performance of the Sales Permit constitute a hazard to road users.



- *Emergency Management*

## EMERGENCY PROCEDURES

There is potential for specific emergencies to occur at Council quarries. Each Site Based Management Plan must include the identification of an evacuation/ assembly points and relevant contact numbers in the event of an emergency.

All work tasks that require a rescue plan must have a documented plan retained on site.



- *Emergency Management*

## QUARRY-SPECIFIC RISKS AND HAZARDS

Specific site risks for Council quarries include:

- Access to any Council quarry by unauthorised and untrained individuals – management must ensure that all persons accessing site are deemed competent. All guests and/or visitors to the site must complete a site safety induction and escorted at all times by approved site workers.
- Flooding of the site – in the event of stormwater contamination being observed onsite, the stormwater should be monitored for the contaminant released or total petroleum hydrocarbons (TPH), Polycyclic Aromatic Hydrocarbons (PAH) and suspended solids.
- Fire risk – green waste stockpiles can pose a fire risk. To mitigate this risk, green waste stockpiles are to be located in a position remote from quarry operations and are to be maintained at workable heights.
- Emergency Response Management - emergency response plans to address specific risks may be required where those risks are deemed to be of a moderate to high level.



- *Inductions / Site Access*  
- *Work Alone or Remotely*

## EMERGENCY PREPAREDNESS

To ensure everyone on site is prepared for an emergency the project manager shall:

- Inform all workers of the emergency assembly point during their site-specific induction.
- Display emergency procedures in the site office and/or a visible location to all workers.
- Service and inspect fire extinguishers at the beginning of the project and six-monthly.



- *Risk Management*

## FIRE EMERGENCIES

In the event of a fire or other emergency evacuation, all workers shall:

- Stop work immediately and vacate the worksite.
- Assist anyone on the worksite who may not be familiar with the evacuation procedures e.g. visitors.
- Notify the onsite supervisor of an emergency.
- Assemble in the nominated assembly points and remain until you receive further instructions from the onsite supervisor or emergency services personnel.

The onsite Supervisor shall:

- Call emergency services on Triple Zero (000) or 112 from a mobile phone.



- *Emergency Management*

## MEDICAL EMERGENCIES

In the event of a medical emergency, you should firstly ensure the area is safe for yourself, others and the patient. Call emergency services and follow the advice of responding personnel. If the attending worker feels comfortable, and the medical emergency requires it, undertake DRSABCD on the patient.



- *Emergency Management*

## FIRST AID

All sites must have a current first aid kit on site at all times. The first aider kit's location must be communicated to workers. This can be achieved by discussing at the daily prestart talks. The identity of first aid trained personnel on site will be recorded on the emergency contacts register for the site.



- *First Aid*

## HEALTH CONTROL

### HEALTH SURVEILLANCE

Council's quarry workers are required to undergo a health surveillance prior to commencing work at a quarry and then every five years to assess any changes in accordance with the *Mining and Quarrying Safety and Health Act 1999*. Health surveillance is designed to check for any conditions or personal factors that may impair a worker's ability to tolerate the quarry work environment and the adequacy of the worker's fitness level for the work. Assessments will be carried out by a medical professional and a confidential report provided to Council's Safety and Resilience team. A copy of the report will also be provided to workers.



- *Health and Wellbeing Monitoring*

## FITNESS FOR WORK

All workers must ensure they are fit for work upon arrival to the worksite in accordance with Council's Health and Wellbeing Procedure. When working at a Council quarry, all workers must ensure that they are not impaired by fatigue, alcohol or other drugs, prescription or otherwise.



- Health and Wellbeing Monitoring

## PERSONAL PROTECTIVE EQUIPMENT

Workers at Council's quarries must wear personal protective equipment (PPE) in accordance with the Personal Protective Equipment Procedure and site signage. Minimum PPE requirements for sites are hi-vis long sleeve shirts, long pants and safety boots.

Additional PPE (e.g. hearing protection, safety glasses, etc) is to be worn as deemed necessary by a Job Safety Environmental Analysis (JSEA), Safety Work Method Statement (SWMS), Safety Data Sheet (SDS) or Risk Assessment.



- Personal Protective Equipment

## EXPOSURE TO HEALTH HAZARDS

The Site Senior Executive must ensure that worker's work cycles are adjusted to ensure that hazards present at the quarry do not exceed exposure limits identified in national standards. Where multiple hazards exist, the exposure limits must be assessed by the Site Senior Executive and work cycles further adjusted to account for the interaction of the hazards.



- Risk Management  
- Work Instructions

## EXPOSURE TO NOISE

Hearing protection must be worn in accordance with site signage and risk-based documentation. Hearing protection must be worn when a worker is working near or with noisy plant and machinery that exceeds 85dB(A).



- High Risk Work – Safe Work Method Statements  
- Work Instructions  
- Noise Management  
- Noise Hazards

## VIBRATION EXPOSURE

Plant and equipment used in the crushing of materials in quarries is prone to vibration. Work schedules must take vibration into consideration to ensure that time spent on vibrating machinery is programmed to reduce exposure.



- Risk Management

## DUST MONITORING

Quarry activities can result in the release of dust particles into the air. Exposure to dust can cause irritation to worker's skin, eyes and respiratory tract. Where it has been identified that silica dust will cause harm to



the workers, they are required to wear face masks. Additionally, machinery filters need to be cleaned regularly and replaced as required. It is recommended that water suppression is used within the sites to prevent large volumes of dust being emitted into the air.



- High Risk Work – Safe Work Method Statements

## CONSULTATION AND COMMUNICATION

Regular meetings will assist in discussing relevant topics related to the quarry and ensure effective communication with the workforce. Additionally it will allow for routine matters, hazards and risks to be addressed and documented.



- Consultation and Communication  
- Risk Management

### PRESTART MEETINGS

Prior to commencement of works, daily prestart meetings are to be conducted to allow for all site hazards, risks and any ongoing changes to the work environment to be communicated to the workers. Any revisions required to the SWMS in place for the project must be documented during these meetings. If the worksite is a shared zone, whereby there are two Principal Contractors, the minutes must include who is responsible for which aspects for the work.

Prestart meetings should be used to review the Quarry Management Risk Register included in this document as well as identify, assess and document any further risks present on site or additional control measures required.

### NOTICEBOARDS

Where possible site WHS and staff noticeboards can be established with relevant information. If no noticeboard can be established, WHS information must be kept within a folder at the worksite.

### PROJECT COMMUNICATIONS

If public notices are required, they must be prepared at least a week prior to release to ensure that there is adequate notice for approvals. A communication plan may be required for the project and this should be completed in consultation with Brand Media and Communications. A record of the communication plan should be maintained by the project manager.

### SITE COMMUNICATIONS

The communications for the site should be evaluated prior to commencement. A satellite phone may be required for areas without service. Protocols for communications should be established within the risk assessment.

The quarry site sign will display the UHF radio channel along with the site personal protective requirements. Upon entry and exit to site, the operator must communicate their intention to enter or exit from site.

## TRAINING

Council is responsible for ensuring that site personnel are aware of safety, wellbeing, health and environmental issues and are competently trained to carry out their duties.

In addition to Work, Health and Safety-specific training, quarry-specific training includes:

- Site specific induction training
- Understanding of the current Quarry Management Plan and Site Based Management Plan to ensure that all site workers, including contractors are aware of significant safety and environmental aspects and controls relevant to the site as well as the consequences of deviating from the required controls.
- The implementation of the particulars of this plan and the Site Based Management Plan for the specific site.
- Licence conditions relating to the activities undertaken onsite.
- Operational practices and procedures.
- Environmental obligations and responsibilities whilst working on-site.
- Native Title and Cultural Heritage awareness.
- The implications of the *Environmental Protection Act* for both the individual and the site.
- Basic first aid.

## INDUCTIONS

Whilst working for Council, workers must undertake inductions in accordance with the Induction Procedure. A Site-Specific Induction (SSI) must also be completed and include as a minimum:

- Identification of site-specific aspects e.g. location of spill kits, etc.
- Housekeeping e.g. refuelling, waste disposal, etc.
- Strategies employed on site to address hazards.
- Reporting requirements.
- Emergency and evacuation procedures.
- The nature and layout of the quarry's operations.
- The onsite organisational structure and communication procedures
- The location of the quarry's site procedures and practices
- The risk management process

A record of all persons who have attended the site-specific induction shall be maintained by the onsite Supervisor.



- Inductions/Site Access

## COMPETENT PERSONNEL

All evidence of workers' competencies are recorded in Council's Lucidity system. Workers must be able to produce the competencies or licence upon request. Workers at quarries may be required to undertake additional training to ensure they understand their duties and responsibilities to the worksite and the environment.



- Inductions/Site Access

## PLANT / EQUIPMENT / VEHICLES AND TOOLS

Operators must ensure that their relevant licenses and/or competencies are current and have been presented to the project manager prior to operating any machinery, plant or equipment on site. To ensure that all workers are competent to operate plant and equipment, the project manager can access Lucidity to check qualifications or liaise with the Learning and Development team to check training records.

All plant, equipment, vehicles, and tools must be safe for use, have current registration and be maintained in accordance with the manufacturer's guidelines. It is also the operator's responsibility to ensure that plant, equipment and vehicles remain in a clean, neat, and tidy state for the next operator and the next day's operations.

All machinery and plant must be fitted with warning devices that are visible from the front, rear and side of the equipment to warn persons near the plant of its start-up, operation or failure.

Rules for the use of plant, equipment and vehicles includes:

- Speed limits, traffic rules, signs and directions are to be obeyed at all times within the work site and surrounding areas.
- Seat belts must be worn at all times.
- No smoking permitted inside any Council vehicles.
- No persons are to travel on the outside of the cab of any vehicle.
- All vehicles are to be parked in the designated parking area on level ground with the handbrake applied.
- No vehicle may carry excessive loads without prior permits and appropriate signage and lights.
- Any plant or equipment that is identified as being faulty must be reported immediately to the site supervisor or project manager and if required, be tagged out and removed from service.
- Plant and equipment must have a daily prestart inspection completed and recorded.



- Vehicle Management  
- Work Instructions

## HEAVY VEHICLE MANAGEMENT

Operators of vehicles that fall under the requirements of the *Heavy Vehicle National Law Act 2012* must comply with the requirements set out in the subordinate regulations.



- Vehicle Management

## WHSQE INSPECTIONS & AUDITS

Quarry sites are required to have a weekly inspection completed and recorded to ensure the safety of all the workers on site. These inspections can be completed by the team that are working within the quarry.

Quarry projects may be audited during the period of the contract. The audits will be undertaken either by an internal party or an external party with an interest in the contract. A minimum of two days' notice will be given to the project manager of the proposed audit date. Resulting audit actions will be assigned to the relevant person for rectification. For further information refer to the IMS Audit and Inspections Procedure.



- Audit and Compliance

## RECORDKEEPING

Recordkeeping is central to all risk management document control. A daily site diary currently forms part of Council's quality assurance system and is an essential document that is used to document risk management activities. The daily diary should be used to record all high and medium risks, whether identified by inspections, inductions, safe work procedures or hazard reporting. The diary can also be used to record safety meeting minutes, actions and other issues. It also serves as a record of consultation with all workers on site.



- Communication/Consultation  
- Risk Management

## TRAFFIC MANAGEMENT

If required, the preparation of a traffic management plan (TMP) shall be in accordance with the requirements and recommendations of the Manual Uniform Traffic Control Devices (MUTCD). As a minimum a site plan must be developed to ensure the effective management of and interactions between machinery, vehicles and pedestrians.

The management of traffic is documented in Site Based Management Plans and should take into account:

- traffic direction and flow around site
- separation of heavy vehicles, light vehicles, and pedestrians
- visitor and worker access and parking
- heavy vehicle parking
- visibility around stockpiles
- dedicated pedestrian walkways or paths around site
- barriers to separate pathways, work areas, buildings, etc. from heavy vehicle operations
- personnel entering or working in heavy vehicle operating areas



- Traffic Management

## SITE REQUIREMENTS

### SITE VISITS

Council worksites are subject to regular site visits from other departments of Council. These visits should be arranged with the project manager. All visitors are required to abide by the Workplace Visitor Guideline and Workplace Visitor Entry Conditions. Visitors must sign-in on arrival at site, obey all site rules and wear the required PPE. Visitors to site cannot visit or move around the site unaccompanied.

In the event of an incident on the site, various relevant departments may be required to visit the site at short notice to undertake an investigation.



- Risk Management

## MOVEMENT ON SITE

Workers are reminded that most work sites are shared zones with pedestrians and plant interacting. Only authorised workers are permitted to enter and move around site and must always be aware of moving plant and equipment. Should other persons (visitors) enter site, they must visit the site office or report to the site supervisor for any enquiries. If a worksite has designated walkways, pedestrians must utilise these paths.



- Inductions/Site Access

## SITE AMENITIES

Given the often temporary and dynamic nature of quarry sites, how facilities are provided will vary. However, workers must be provided with adequate drinking water, shade shelters and a toilet. The toilet may be a fixed chemical toilet in the site office or a portaloos, which is to be emptied on a daily or weekly basis depending on the number of workers on site and the weather conditions. Toilet facilities provided for females must have a sanitary disposal bin provided. All site amenities should be identified on the site map.



- Working Environment and Facilities

## SITE SECURITY

Control measures must be implemented to, so far as reasonably practicable, secure the workplace from unauthorised access. The site supervisor must ensure that persons entering the quarry are capable, (having regard to the conditions and the person's level of supervision) to respond appropriately to the quarry activities and any incident or emergency like to occur.



- Inductions/Site Access

## SITE SIGNAGE

A quarry shall have the required regulatory signs installed to inform workers, public and visitors of the requirements for entering the site. If warning signage becomes damaged, is destroyed or removed, the site supervisor or project manager must be notified to ensure the area is made safe.

Signage should include:

- Permittee's name.
- Telephone contact numbers.
- After Hours contact numbers.
- The location of the site office (if any).
- Two-way contact and means of accessing the site.
- Restricted entry signs should be erected and maintained by the permittee on the main entry to the quarry area and should also be on any other access tracks into the quarry.

When in use Council quarries will have the following (or equivalent) installed on site:

LOCATION	SIGN	COMMENTS
On main access road as determined by Manual of Uniform Traffic Control Devices (MUTCD) <sup>11</sup>		To provide advance warning to motorists of potential hazard.
At the quarry entrance		Used as part of a multi-message frame. Site contact details to be marked on the sign.
		Used as part of a multi-message frame.
		Used as part of a multi-message frame to indicate enforced speed reduction and to control conflicting traffic streams.

<sup>11</sup> [Manual of Uniform Traffic Control Devices \(MUTCD\)](#)

On-site as determined by the Site Based Management Plan		Used to control the flow of traffic
		Indicates designated parking area.
		Indicates the location of the emergency assembly muster point.



- Inductions/Site Access

## HAZARDOUS CHEMICALS

All hazardous chemicals that are brought onto a worksite must be approved and recorded on the Hazardous Chemical Register for the site. Hazardous chemicals must be accompanied with the current Safety Data Sheet (SDS) and all workers must familiarise themselves with the SDS prior to using the product. Management of hazardous chemicals and/or dangerous goods must follow Council's Safety Management System documents.

Prior to mobilisation to site, the project manager must identify any chemicals that will be located on site for the duration of the project and develop a Hazardous Chemical Register (including SDS) for the site. The register and safety data sheets must be made available for all workers required to use, handle or store the hazardous chemical.

First aid measures and PPE recommended in the safety data sheet for each hazardous chemical must be located on site.



- Hazardous Chemical Management



# ENVIRONMENTAL MANAGEMENT



## OUR COMMITMENT TO THE ENVIRONMENT

Council is committed to the development and implementation of an appropriate Integrated Environmental Management System (IEMS). All individuals have an obligation to environmental protection, including legislated responsibilities:

1. A person must not carry out any activities that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practical measures to prevent or minimise the harm.
2. A person must not cause land to become contaminated land.

Council recognises the importance of compliance with environmental legislation, but also acknowledges that it is merely the foundation, and achievement beyond compliance is our goal.

Our aim is to conserve and enhance the unique environment in our region. In achieving this goal, we endeavour to:

- (a) Proactively support our employees to be environmentally responsible in their activities.
- (b) Maintain our policy of cooperation and consultation with the public.
- (c) Promote better environmental awareness in the greater Isaac Region.
- (d) Continue to reduce power consumption and minimise waste.
- (e) Continue to improve our environmental management system.
- (f) Reduce and prevent pollution.

Council shall continue to consult with landholders to help minimise any potential environmental harm and strive to maintain and improve the environmental performance of our own facilities.

## QUARRYING IMPACTS ON THE ENVIRONMENT

Earthmoving operations may adversely impact the environment through vegetation loss, soil erosion, vibration, temporary changes to the air and noise environment, small land contamination and loss of indigenous and non-indigenous heritage and temporary or permanent loss of water quality as a result of sedimentation or chemicals and hydrocarbons entering the water.

Effective environmental management involves a risk assessment of the impact the project will have on the environment. Some work sites may need to be inspected by a cultural heritage officer or the traditional owners prior to commencement of the project, to minimise the risk to the environment and its historical heritage.

Quarry project planning should consider the environmental impacts of associated activities.

The following should be considered in planning any construction activities in a quarry to avoid or minimise environmental impacts:

- Assess the characteristics and physical limitations of soils, landforms and drainage of the site and downstream of drainage structures.
- Assess the quality of the vegetation that colonises the area.
- Assess the volume and mix of road and construction traffic and its proximity to residential or sensitive commercial properties.
- Assess the quality and type of chemical and petroleum-based products that will be used.
- Assess the quality of liquid and solid waste that will be generated.

In practice, this leads to the following principles being employed during construction activities to prevent soil erosion by water and wind and consequently reduce sedimentation:

- Quarry works may be adjacent to significant streams, water bodies or potable water supply and the potential for sediment and chemicals and hydrocarbons is high. Therefore, the aim is to prevent these materials from entering any water supply.
- To prevent construction noise adversely affecting any residential or sensitive commercial properties.
- To prevent the generation of dust on the site which can result in nuisance to neighboring properties and soil loss.
- To prevent chemicals and hydrocarbon products and other wastes from causing land contamination, land degradation or changes to water and air quality whilst meeting legislative requirements.
- To prevent damage to any items of cultural heritage (indigenous and non-indigenous) and notify of any items that have been discovered.
- To prevent disturbance, damage or destruction to any rare and endangered flora and fauna species.

## GENERAL ENVIRONMENTAL DUTY

Section 319 of the *Environmental Protection Act 1994* (EP Act) states that every person has a General Environmental Duty (GED). The duty means that a person must not carry out an activity that causes or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. In deciding what measures are to be taken to fulfil the GED, the following must be considered:

- The nature of the harm or potential harm
- The sensitivity of the receiving environment
- The current state of technical knowledge for the activity
- The likelihood of successful application of the different measures that might be taken
- The financial implications of the different measures as they would relate to the type of activity

Compliance with the GED is an acceptable defence for offences related to causing unlawful environmental harm. If defendants can demonstrate that the harm happened while carrying out a lawful activity and they fulfilled their GED, then they cannot be found guilty of causing unlawful environmental harm.

This section provides a summary of key environmental management aspects for all quarries that are required to be adapted and implemented for sites. Where necessary, more stringent management actions can be included in the Site Based Management Plan for a specific site.

## RELATED POLICIES

### Environmental Protection (Air) Policy 2019

The [Environmental Protection \(Air\) Policy](#) is derived from the Environmental Protection Act. The purpose of the policy is to meet the objectives of the Act through:

- Identifying environmental values to be enhanced or protected.
- Stating indicators and air quality objectives for enhancing or protecting the environmental values.
- Providing a framework for making consistent, equitable and informed decisions about the air quality environment.

## Environmental Protection (Noise) Policy 2019

The [Environmental Protection \(Noise\) Policy](#) is derived from the Environmental Protection Act. The purpose of the policy is to meet the objectives of the Act through:

- Identifying environmental values to be enhanced or protected.
- Stating acoustic quality objectives for enhancing or protecting the environmental values.
- Providing a framework for making consistent, equitable and informed decisions about the acoustic environment.

## Environmental Protection (Water) Policy 2019

The purpose of the [Environmental Protection \(Water\) Policy](#) as prescribed in the Environmental Protection Act is “to protect Queensland’s waters while allowing for development that is ecologically sustainable”. The objectives are achieved through:

- Identifying environmental values and management goals for Queensland waters.
- Stating water quality guidelines and water quality objectives to enhance or protect the environmental values.
- Providing a framework for making consistent, equitable and informed decisions about Queensland waters.
- Monitoring and reporting on the condition of Queensland waters.

## ASSESSMENT OF ENVIRONMENTAL VALUES

The following table outlines the environmental values that should be reviewed for each current and new quarry to assist with developing management actions for each site.

ASPECT	CONSIDERATIONS
Water	<ul style="list-style-type: none"><li>• Are there any mapped waterways that traverse or are adjacent to the site?</li><li>• What is the flow direction of surface water/ runoff across site?</li><li>• Where will high rainfall events discharge to?</li><li>• Is the site within the Coastal Management District or within any coastal hazard areas<sup>12</sup>?</li><li>• Are there any identified risks of groundwater contamination occurring from the site?</li><li>• What is the quality of the water retained on site?</li></ul>
Soil and Land	<ul style="list-style-type: none"><li>• Is the site listed under the Environmental Management Register or Contaminated Land Register<sup>13</sup>?</li><li>• Does the site have erodible features such as steep grades, sodic soils or rills and gullies?</li><li>• Is there potential for acid sulphate soils<sup>14</sup>?</li></ul>
Biodiversity	<ul style="list-style-type: none"><li>• Is the site a high-risk trigger area for protected plants?</li><li>• What is the regulated vegetation including essential habitat for the site?</li></ul>

<sup>12</sup> [Coastal Hazards and Mapping](#)

<sup>13</sup> [Environmental Management Register of Contaminated Land Register](#)

<sup>14</sup> [Acid Sulphate Soils Guidance Material](#) and [Mapping](#)

	<ul style="list-style-type: none"> <li>• Are there any breeding places or fauna habitat areas on site or adjacent?</li> <li>• Are there any known weed infestations present<sup>15</sup>?</li> <li>• How are wildlife utilising the site? (e.g. waterholes, shaded areas, food, etc.)</li> </ul>
Protected Areas	<ul style="list-style-type: none"> <li>• Are there any protected areas<sup>16</sup> within or in proximity to the site?</li> </ul>
Cultural Heritage	<ul style="list-style-type: none"> <li>• Who is the Aboriginal Party for the area?</li> <li>• Are there any known Aboriginal objects on site?</li> <li>• Is the location a site of cultural heritage significance?</li> </ul>
Native Title	<ul style="list-style-type: none"> <li>• Is there any native title land within or in proximity to the site? Reference to be made to Native Title applications, claims, determinations or ILUAS<sup>17</sup>?</li> </ul>
Social Receptors	<ul style="list-style-type: none"> <li>• What are the adjacent land uses to the site? (e.g. residences, businesses etc.)</li> </ul>
Services	<ul style="list-style-type: none"> <li>• Are there any powerlines, phone lines, water or gas pipelines?</li> </ul>

## INCIDENT REPORTING AND NOTIFICATION MANAGEMENT

All personnel are required to report all environmental incidents to the Coordinator Natural Resources and complete an environmental incident report form. Examples of environmental incidents include the following:

- Fuel, oil and/or chemical spills
- Fire and/or explosions
- Unearthing of historical or Indigenous cultural heritage
- Erosion and sediment control failure

Council is responsible for investigating environmental incidents and maintaining records of actions taken. Where applicable (and in accordance with the Environmental Authority), environmental incidents shall be reported to the Qld Government statutory authority and relevant stakeholders.

Section 320 of the Environmental Protection Act specifies that on becoming aware of serious or material environmental harm being caused by an activity that they are involved in, a person has a duty to report that harm, unless the harm is authorised by the Administering Authority (i.e. is undertaken in accordance with an approval or condition of a permit/licence). This is the duty to notify environmental harm. Failure to fulfil this duty is an offence and can lead to prosecution.

### NOTIFICATION OBLIGATIONS

Notifications relating to environmental incidents and those required by Council's permits and authorisations will be made in accordance with the following table:

RESPONSIBILITY	OBLIGATION
Coordinator Natural Resources	Report to the department acting for the State of Queensland as the administering authority for the issue of <i>Sales Permits for Getting Quarry Material</i> of a cultural heritage find within 7 days*.

<sup>15</sup> [Weed Identification Mapping Tool](#)

<sup>16</sup> [Protected Matters Search Tool](#)

<sup>17</sup> [National Native Title Tribunal Registers and Databases](#)

Coordinator Natural Resources	Notifying the relevant Aboriginal party of the area of a cultural heritage find.
Coordinator Natural Resources in liaison with Program Leader Environment	Notify the department acting for the State of Queensland on environmental matters of any act that causes or threatens serious or material environmental harm (including environmental nuisance) within 24 hours using the Duty to Notify of Environmental Harm form.
Coordinator Natural Resources in liaison with Program Leader Environment via the Chief Executive Officer	Give written notice of an event that has happened that causes or threatens serious or material environmental harm as soon as reasonably practicable and include details of the nature and circumstances in which it happened to: <ul style="list-style-type: none"> <li>• to any occupier of the affected land; or</li> <li>• any registered owner of the affected land; or</li> <li>• give public notice to persons on the affected land.</li> </ul>
Coordinator Natural Resources in liaison with Program Leader	Notify the department acting for the State of Queensland as the administering authority for the issue of an <i>Environmental Authority</i> of any non-conformances with Council's Environmental Authorities for extraction and screening as soon as possible <sup>#</sup> .
Director Engineering & Infrastructure	Immediately notify the Queensland Police Services of any discovery of skeletal remains.

\*Only applies to quarries included on Council's Sales Permit.

<sup>#</sup>Only applies to quarries included on Council's Environmental Authority.

## SPECIFIC DEFINITIONS FOR ENVIRONMENTAL NOTIFICATION MANAGEMENT

The definitions below are specific terms that set out the notification obligations for Council.

TERM	DEFINITION
Environmental harm	Any adverse effect, or potential adverse effect (whether temporary or permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.
Environmental nuisance	Unreasonable interference or likely interference with an environmental value caused by: <ul style="list-style-type: none"> <li>(a) aerosols, fumes, light, noise, odour, particles or smoke; or</li> <li>(b) an unhealthy, offensive or unsightly condition because of contamination; or</li> <li>(c) another way prescribed by regulation.</li> </ul>
Material environmental harm	Environmental harm: <ul style="list-style-type: none"> <li>(a) that is not trivial or negligible in nature, extent or context; or</li> <li>(b) that causes actual or potential loss or damage to property of an amount of, or amounts totalling, more than the threshold amount but less than the maximum amount; or</li> <li>(c) that results in costs of more than the threshold amount but less than the maximum amount being incurred in taking appropriate action to: <ul style="list-style-type: none"> <li>(i) prevent or minimise the harm; and</li> <li>(ii) rehabilitate or restore the environment to its condition before the harm.</li> </ul> </li> </ul>

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Serious environmental harm

Environmental harm:

- (a) that is irreversible, of a high impact or widespread; or
  - (b) caused to:
    - (i) an area of high conservation value; or
    - (ii) an area of special significance, such as the Great Barrier Reef World Heritage Area; or
  - (c) that causes actual or potential loss or damage to property of an amount of, or amounts totalling, more than the threshold amount; or
  - (d) that results in costs of more than the threshold amount being incurred in taking appropriate action to:
    - (i) prevent or minimise the harm; and
    - (ii) rehabilitate or restore the environment to its condition before the harm.
- 

## ENVIRONMENTAL PROTECTION PRACTICES

### WATERWAYS AND EROSION CONTROL

#### General

Sediment or contaminants, derived from on-site activities, soil erosion or oils and fuels, all have the potential to cause on-site damage and pollute local water systems as part of larger catchments in the quarry area. Poor site management can lead to excessive soil erosion, blocked drainage systems, timely and expensive clean-up operations and off-site pollution. In addition, sedimentation and erosion may lead to loss of vegetation and habitat as well as spread of the root rot fungus. For these reasons site operations should be tailored to minimise erosion and water pollution.

The following environmental values and sensitive receptors should be considered and reviewed prior to implementing controls:

- Mapped waterways, their classification and seasonality (e.g. lacustrine, estuarine)
- Hydrology features:
  - Flow direction of surface water/runoff
  - Coastal Management District or any coastal hazard areas<sup>18</sup>
  - Wetland Protection Areas or high-risk wetlands<sup>19</sup>
- Groundwater
- Erosion potential
- Acid sulphate soils
- Contaminated land

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<sup>18</sup> [Coastal Hazards and Mapping](#)

<sup>19</sup> [Wetland Protection Areas](#)

## Erosion and Sediment Control

The construction work associated with the project has the potential to result in sediment-laden water or material entering nearby environmental receptors, therefore erosion and sediment controls need to be investigated and included in the project.

Strategies and techniques can be implemented to reduce the degradation of land and water from uncontrolled erosion and sedimentation. The following strategies and techniques have been derived from the Best Practice Erosion & Sediment Control Guidelines 2008<sup>20</sup> published by the International Erosion Control Association (IECA). As a minimum the following should be considered in all quarry design and management:

- Site drainage installed to mimic natural drainage patterns, where possible utilise natural drainage lines with existing vegetation.
- Divert stormwater runoff around soil disturbances and excavations.
- Implement measures to divert clean water from the quarry pit, where possible.
- Designated site access paths for plant and people, if appropriate establish a shake-grid or waste bay for cars and trucks to be cleaned prior to exiting the site.
- Use of sediment ponds.
- Use of sediment fences, as per IECA Guidelines.
- Any new access tracks should be constructed across controlled gradients, with regular cross drains or culverts.
- The working face of the quarry pit should be kept as dry as possible, by use of appropriate drainage, and machinery should not be driven through flowing water.
- All site operations should be undertaken in such a manner that it minimises the potential for pollutants to enter waterways; which includes appropriate storage and bunding of polluting materials, appropriate machinery maintenance, and general site tidiness.
- Where sediment-laden water has left the site, corrective actions will be required to be implemented. Actions should include a review of site measures, implementation of additional management actions and restoration of impacted areas.

## Waterways

Pollutants from site with the potential to enter local waterways may have extreme environmental effects if not treated appropriately. Where discharges occur and waterways are present, visual inspection and water quality monitoring of the receiving water body may be required. If required, water quality monitoring is to be undertaken as per the Qld Government Monitoring and Sampling Manual<sup>21</sup>. The use of fuels, petrochemicals etc. should be carried out in a bunded area that drains to a trap to reduce the risk of pollutants entering other pondages on site.

## Stormwater Settlement Dams

Stormwater settlement dams (i.e. sediment dams) are used to contain surface water for the purpose of treating or settling sediments and contaminants prior to run-off from site. The following general guidelines for stormwater settlement dams should be considered in all quarry design and management:

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<sup>20</sup> [IECA Best Practice Erosion and Sediment Control Guideline](#)

<sup>21</sup> [Monitoring and Sampling Manual](#)

- The dam should be sufficiently sized to intercept and retain run-off long enough for the target sediments to settle out of the water.
- Have sufficient storage so that desilting is only needed about once every five years.
- Contain a high-flow bypass to prevent trapped sediment being resuspended and exported during high flows.
- Be an elongated shape, with a length to width ratio between 3:1 and 10:1 to avoid short-circuiting and improve sediment trapping.
- Have easy access for maintenance to clean out accumulated sediment (desilting).

### **Surface Water**

Where surface water is used for dust suppression all tank receptacles must be cleaned of all contents and flushed to ensure that cross contamination in other waterways across the Isaac Region is minimised. Tank receptacles must discharge unused water on site and not into receiving waters.

### **Groundwater**

Where possible, the functional and detailed design phases of the project will ensure the project avoids the interception with groundwater. Where contact is unavoidable the project manager will consult with the relevant state authority for guidance.

### **VISUAL IMPACTS**

The visual impact of quarries and the actions required to reduce the impact is dependent on the proximity of the site to surrounding sensitive receptors. Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to the effects of visual impacts.

Key aspects to consider to retain visually pleasing site aesthetics and reduce impacts includes:

- Site layout opportunities, e.g. not locating skip bins along the fence line next to residential areas.
- Maintaining the site in a tidy manner.
- Consultation with adjacent landholders to review any site-specific measures such as screening or storage of equipment off site.
- If lighting is required, direct light away from sensitive receptors.
- If clearing is not necessary, maintain existing vegetation/natural bushland around the site.
- Review fencing on site.

### **AIR QUALITY (INCLUDING DUST)**

Air quality includes any airborne emission or particulate matter which is released into the air of the surrounding environment. The majority of air quality pollution will originate from dust produced by on-site operations and vehicle movements, or fuel emissions from machinery. All site emissions should be kept to a minimum; as a guide significant air pollution should not be visible crossing the boundary of the quarry.

Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from air quality.

All works are to be managed in accordance with the Environmental Protection Act and *Environmental Protection Policy (Air) 2019*. The following actions should be considered to reduce air pollution:

- Adequate maintenance of plant/equipment to minimise exhaust emissions and to ensure they are in proper and effective condition.



- Burning of vegetation waste is not allowed.
- Determine if watering trucks are required (including frequency and source of water), if site conditions become unfavourable (e.g. dry or windy) roads should be sprayed with water (regularly) or chemical dust suppressant or similar (occasionally).
- For frequently used sites, consider if access tracks are require compacted gravel to reduce dust.
- Site design to ensure that stockpile locations are well protected from prevailing winds, either via existing or new planted vegetation or constructed embankments.
- Where high dust emissions are expected (e.g. transfer points, stockpiles etc.), enclosures, mist sprays or approved dust extraction equipment may be required. This should be determined by site managers and based on visible dust emissions.
- Implementing traffic management including no-go zones, speed limiting and covering of loads.
- When loading trucks the potential for dust emission from the material being transported should be taken into account. The highest point of the load should not exceed the height of the tray walls unless the load is covered. Quarry material must be loaded into vehicles in a way that prevents its release from the vehicle into the environment, including the road environment i.e. minimise drop heights from plant as much as practicable.
- Weather conditions, particularly large events, may make control of dust extremely difficult. Therefore, storm and wind warnings should be monitored, and contingency action plans initiated if such an event is predicted to occur.

### Visual Dust Monitoring

ACTION	FREQUENCY	RESPONSIBLE PERSON
Visual inspection of dust leaving the boundary of the premises	Continuously during every operating day	Site staff
Visual inspection of dust generation at quarry entry	Twice daily	Truck operators
Visual inspection of dust generation on internal haul road	Continuously during every operating day	Site staff

### Frequency of Dust Suppression Measures

SUPPRESSION MEASURE	FREQUENCY
Wetting down fresh stockpiles after screening	Twice daily during operating hours
Wetting down of non-working faces of stockpiles	Twice daily during operating hours
Wetting down during screening operations	Periodically using the water truck
Watering of haul roads exposed to traffic movement	Twice daily during operating hours
Covering of loads	Every truck entering and leaving the premises

## FLORA AND FAUNA

### General

Site operations must be developed in such a way that they minimise disturbance and manage potential impacts to native flora, fauna and surrounding ecosystems in order to maintain environmental quality and natural values of the surrounding areas.

As a minimum, the following environmental values and sensitive receptors should be considered and reviewed prior to implementing controls:

- Protected flora species
- Regulated vegetation
- Essential habitat
- Fauna species / habitat

Management actions should be developed specific to the site values and should consider the following:

- Location of any significant vegetation or fauna habitat areas and measures to minimise impact (such as demarcation onsite).
- Steps to take if animal breeding places are identified in the disturbance area (such as bird nests).
- Procedures for implementation in the event of injured or trapped wildlife.

Monitoring onsite should include visual inspections and reviews. Corrective actions may be required in the event of management actions not being implemented. Corrective actions may include rehabilitating disturbed areas or undertaking weed control.

Prior to authorised clearing, contact should be made with the Qld Government administering authority for the *Forestry Act 1959* to determine if the trees have potential to be of commercial value. A Forest Products Officer will then be asked to identify and mark any trees in the area to be harvested and put aside for further utilisation by the department.

## **Fauna**

To mitigate fauna interactions and injury, the following practices will be adopted:

- If fauna is encountered within work zones, work that may cause harm to the animal will be stopped until the animal has moved on or can appropriately be relocated.
- All plant, vehicles and equipment must remain within the designated areas/roadways/access tracks and adhere to set speed limits.
- A qualified wildlife handler with relevant licencing/authorisation will be engaged for relocation of wildlife.
- Escape/refuge features within excavations and features such as sediment dams to be installed in case of fauna entrapment (e.g. ramps, stepped embankments).

## **CONTAMINATION**

Sites are to be inspected for contaminated soil and opportunities for beneficial reuse of contaminated soil in accordance with the Environmental Protection Act should be investigated.

## **ECOLOGY**

The project area needs to be inspected during the planning phase to determine the ecology located within the work area to ensure that site operations are controlled to ensure that the disturbance is kept to a minimum.

## **NOISE**

The objective of controlling noise is to minimise the impacts and vibrations from construction activities to the surrounding environment and sensitive receptors. Adjacent land uses, such as residences and businesses, are to be identified and recorded as they may be subject to impacts from noise.

All works are to be managed in accordance with the Environmental Protection Act and *Environmental Protection Policy (Noise) 2019*. The following matters should be considered to reduce the impact of noise from site:

- Type of sensitive receptor/s nearby and their proximity to the site. For receptors in close proximity, determine if baseline noise or condition assessments (vibration) are required to be undertaken.
- For irregular noisy activities, notification to adjacent sensitive receptors may be required.
- Design and implement noise mitigation measures (such as noise walls).
- If clearing is not necessary, maintain existing vegetation/natural bushland around the site;
- Set work hours suitable to the location of the site (typically Monday to Saturday, 6:00am to 6:00pm excluding public holidays).
- If work outside normal hours is required, obtain Coordinator Natural Resources approval and notify adjacent sensitive receptors, any such work is to be undertaken as per relevant regulations.
- Ensure plant and equipment are adequately maintained in proper and effective working condition.
- With the exception of emergency alarms, systems for broadcasting information or alerts such as loudspeaker systems, telephone ringers and routine alarms are to be avoided.
- Design traffic management to take advantage of topography and shielding by structures (e.g. stockpiles) to minimise the need for reversing and eliminate sound reversing signals.

General observations are to be undertaken and if an issue is noted it must be reported. If a complaint is received regarding noise from site, noise monitoring may be required to be undertaken as per relevant guidelines (such as the Qld Government Noise Measurement Manual<sup>22</sup>).

### **Neighbouring Residents**

If the site is in an area potentially affecting neighbouring residents, the following should be considered:

- Determine if baseline noise or condition assessments (vibration) are required to be undertaken.
- Appropriate communication with neighbouring residents regarding working hours.

### **BLASTING ACTIVITIES**

Although blasting activities are not currently undertaken on any Council quarries, should this practice be adopted in the future, further consideration needs to be given to minimise the environmental impact to nearby sensitive receptors the surrounding environment. Aspects to consider include:

- Noise
- Vibrations
- Air quality
- Increase in plant and machinery movement
- Visual impact
- Health and safety

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<sup>22</sup> [Noise Management Manual](#)

## BIOSECURITY

The key biosecurity risk relating to the operation of quarries is weed species. Weeds and vegetation diseases can be easily transported to and from site by people and vehicle movements (e.g. on car tires, in equipment, and on clothing and shoes).

The quarry site should be inspected to identify all weeds and pathogens located within the work zone. All machinery and vehicles should be washed down at designated wash down pads to deter the spreading of pests and weeds. Any known weed infestations on site are to be identified and reported. The Isaac Region Biosecurity Management Plan<sup>23</sup> provides guidance on weeds of significance to the region.

Weeds and other introduced plant species should be targeted as soon as they appear during the early stages of site rehabilitation to reduce competition with emerging planted natives.

Persons using herbicides for the controlling of weeds shall be certified and appropriately accredited and shall conduct the application of herbicides in accordance with the applicable legislation and accompanying Regulations, which includes the *Agricultural Chemical Distribution Control Act 1966*.

The following actions to minimise weed infestations and vegetation diseases should be implemented on site:

- Measures to control the spread of weeds to and from sites (e.g. wash-down areas for plant, machinery and vehicles prior to arriving or leaving site).
- If practical, use a hard, well-drained surface as a wash-down area and dispose of wash-down water so that it is not affecting vegetation (e.g. local bushlands), surface water areas or local waterways.
- If possible, avoid driving vehicles or walking through weed infestations, especially if weed infestations are seeding and vegetation is present that may carry pathogens, diseases or fungi.
- Frequent site surveys to identify new weed infestations and to monitor existing weed infestations.
- Control measures for existing weed infestations including method (e.g. manual or spraying) and frequency (e.g. biannually, annually etc.).

The general obligation of the *Biosecurity Act 2014* requires everyone to manage biosecurity risks and threats under their control and implement pest management measures for their projects.

## WASTE DISPOSAL

A number of different waste streams will be generated on the project site as a result of works. The waste hierarchy (avoid and reduce, reuse, recycle, recover, treat, dispose) should be used to minimise the amount of waste that goes to landfill.

All waste generated at IRC quarry sites should be removed and prevented from accumulating on site. Waste includes recyclable waste, general waste, oils, fuels, and chemicals. Vegetation waste will be the only waste to remain onsite as this will be utilised in the rehabilitation process.

The aim of effective waste management is to prevent or minimise the generation of wastes and to appropriately contain, control and dispose of all waste generated.

All works must be managed in accordance with the *Waste Reduction and Recycling Act 2011* and *Environmental Protection Act 1994*. Management actions are to meet (or exceed) Council standard practices. The following actions are recommended:

- Determine the type of wastes likely to be generated, such as:
  - Recyclables (e.g. plastics, cardboard, paper etc.)

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<sup>23</sup> [Isaac Region Biosecurity Plan](#)

- General waste (e.g. food and food containers, non-recyclable plastic etc.)
  - Regulated or trackable waste (e.g. oils, spill clean ups etc.)
  - Vegetation waste
  - Chemical waste (e.g. cleaning products, batteries, herbicides, paints and machinery aerosols/solvents etc.)
- Determine the need for bins to be onsite, if no bins are to be used onsite then ensure that workers remove all wastes with them at the end of each day/shift.
  - Vegetation waste may be stored onsite and used in erosion and sediment controls or removed.
  - Regulated wastes are to be managed in accordance with legislative requirements (i.e. removed by a licenced operator).
  - Determine if fuelling or maintenance activities are allowed onsite.

Regular inspections of plant/machinery, vehicles, waste areas and chemical storages should be carried out and corrective actions implemented where deemed necessary, or following an incident such as a chemical spill onsite.

## HISTORICAL HERITAGE

Historical heritage must be investigated during the planning phase of the project to ensure the protection of identified areas during the project works phase.

### Native Title

The *Native Title Act 1993* recognises the rights and interests over land and water claimed by Aboriginal and Torres Strait Islander people in Australia under their traditional laws and customs. The National Native Title Tribunal was established to govern how native title is dealt with throughout Australia.

Notifications may be required where a quarry is proposed on land where native title has not been extinguished and a determination or claim is in place.

The project manager must ensure that all workers on site are aware of the Native Title Indigenous Land Use Agreement (ILUA) and ensure all works comply with the ILUA.

A native title search to identify the boundaries of the claim or determination area and associated ILUA boundary should be undertaken and reviewed prior to implementing controls.

Native title information is available from the National Native Title Tribunal<sup>24</sup>.

### Cultural Heritage

Cultural heritage must be considered for all quarries to ensure compliance with the *Aboriginal Cultural Heritage Act 2003* and associated Duty of Care Guidelines<sup>25</sup>.

The act and guidelines provide information for proponents, such as Council, to implement their duty of care. The requirements depend upon the nature of the site and works proposed (e.g. a previously developed area as opposed to an area where there has been no previous disturbance).

When undertaking any quarry works, the site must take into account cultural heritage sensitivity and ensure historical locations (and any new sites) within the project area have been identified. Any known heritage

<sup>24</sup> [National Native Title Tribunal Registers and Databases](#)

<sup>25</sup> [Cultural Heritage Duty of Care Guidelines](#)

items should be clearly marked to prevent construction operations adversely affecting them. If an item is discovered during the project this should be immediately notified to the site supervisor or project manager.

The following cultural heritage searches should be undertaken and reviewed prior to implementing controls:

- Aboriginal and Torres Strait Islander cultural heritage – available through the Qld Government Cultural Heritage Database and Register<sup>26</sup>.
- Non-aboriginal cultural heritage – available through the Queensland Heritage Register<sup>27</sup> and Council's Planning Scheme overlay mapping<sup>28</sup>.

If Aboriginal cultural heritage has been determined to be low risk and there are no known Aboriginal cultural heritage sites or areas at the site or in the immediate vicinity, then an accidental finds procedure is to be implemented.

The accidental find procedure should include:

- Works will stop and an exclusion zone (for example: 10-20 m) put in place if potential Aboriginal cultural heritage items are uncovered.
- The Coordinator Natural Resources is to be notified as per the incident procedure.
- The Coordinator Natural Resources in liaison with the Program Leader Environment carries out required notifications (*see Notification Obligations section*).
- The Coordinator Natural Resources, in liaison with the Program Leader Environment, will engage a qualified archaeologist or the local Aboriginal party to assess the artefacts in situ.
- The instructions of the archaeologist or the local Aboriginal party are to be strictly observed, and works cannot resume in the area until Council is instructed that they are approved to do so.
- In the event that skeletal remains are uncovered, the Queensland Police must be immediately informed.

Recommended mitigation actions include:

- No disturbance of land within 200 metres of named waterways.
- No disturbance of land within 50 metres of any registered Aboriginal cultural heritage places, without a Cultural Heritage Management Plan (CHMP) unless a site has been suitably cleared by the appropriate cultural heritage body.
- Prior to any works commencing, a cultural heritage due diligence assessment should be carried out to identify areas of potential cultural heritage sensitivity.
- All staff and contractors to undertake environmental inductions that cover potential Aboriginal cultural heritage finds and actions to take if unexpected finds are encountered.
- Visual monitoring for artefacts should be carried out by the operators during all soil and subsoil removal activities.

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<sup>26</sup> [Cultural Heritage Online Portal](#)

<sup>27</sup> [Queensland Heritage Register](#)

<sup>28</sup> [IRC Planning Scheme Overlay Mapping](#)



# REFERENCES AND APPENDICES

## REFERENCES

TYPE	TITLE
Legislation (includes all subordinate legislation)	<i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984 (Cth)</i>
	<i>Aboriginal Cultural Heritage Act 2003</i>
	<i>Agricultural Chemical Distribution Control Act 1966</i>
	<i>Biosecurity Act 2014</i>
	<i>Disaster Management Act 2003</i>
	<i>Electrical Safety Act 2002</i>
	<i>Environmental Protection Act 1994</i>
	<i>Fisheries Act 1994</i>
	<i>Forestry Act 1959</i>
	<i>Heavy Vehicle National Law Act 2012</i>
	<i>Heavy Vehicle National Law (Queensland)</i>
	<i>Land Act 1994</i>
	<i>Local Government Act 2009</i>
	<i>Mining and Quarrying Safety and Health Act 1999</i>
	<i>Nature Conservation Act 1992</i>
	<i>Pest Management (Lands and Stock Route Management) Act 2002</i>
	<i>Planning Act 2016</i>
	<i>Plumbing and Drainage Act 2018</i>
	<i>Public Health Act 2005</i>
	<i>Queensland Heritage Act 1992</i>
	<i>Soil Conservation Act 1986</i>
	<i>Stock Route Management Act 2002</i>
	<i>Transport Infrastructure Act 1994</i>
	<i>Transport Operations (Road Use Management) Act 1995</i>
	<i>Urban Land Development Authority Act 2007</i>
	<i>Vegetation Management Act 1999</i>
<i>Water Act 2000</i>	
<i>Work Health and Safety Act 2011 Qld</i>	
Policies	Environmental Protection (Air) Policy 2019
	Environmental Protection (Noise) Policy 2019
	Environmental Protection (Water) Policy 2019
Standards	ISO 9001:2016 – Quality Management Systems
	ISO 14001:2016 – Environmental Management Systems
	ISO 45001:2018 – Occupational Health and Safety Management Systems
Other	Local Laws and Subordinates


## RESOURCES

- [TMR Best Practice Guidelines for Construction – Part F](#)
- [State Planning Policy - state interest guideline - Mining and extractive resources](#)
- [Manual of Uniform Traffic Control Devices \(MUTCD\)](#)



## APPENDIX 1: QUARRY RISK REGISTER

This risk register should be used in conjunction with other risk control measures as documented in Council's safety management system. Site-specific risks not identified must be risk assessment, documented and discussed during pre-start meetings. The risk register has been developed using Council's risk matrix shown below.

 <b>WHS RISK MATRIX</b> L X C = R		CONSEQUENCE SEVERITY RATING					
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Severe	
		Low Level or Illness/First Aid Treatment/Low financial loss (to \$10,000)	Minor Injury or Illness/ Medical Treatment/Minor financial loss (\$10,000 - \$100,000)	Single Serious Injury- Hospitalisation/Moderate financial loss (\$100,000 - \$1m)	Multiple Serious Injuries/ Hospitalisation/Major financial loss (\$1 - \$5m)	Fatalities, Incurable disease/ Financial Loss (>\$5m)	
LIKELIHOOD RATING	A Extreme	Common or very frequent occurrence, expect multiple events per year.	5 Medium	10 Medium	15 High	20 Extreme	25 Extreme
	B Likely	Has been known to frequently occur. Expect one event every year.	4 Low	6 Medium	12 High	16 High	20 Extreme
	C Possible	The event might occur at some time. Expect one event every 5 years.	3 Low	5 Medium	8 Medium	12 High	15 High
	D Unlikely	The event could occur at some time. Expect one event every 5 to 20 years.	2 Low	4 Low	6 Medium	8 Medium	10 Medium
	E Rare	Un-common or very infrequent occurrence. Expect one event every 20 to 50 years.	1 Low	2 Low	3 Low	4 Low	5 Medium

RESIDUAL RISK	RISK TREATMENT LEGEND	
Consider: what is the required standard of control to suit the situation, to reduce the Risk to as low as reasonably practical?		
20 - 25 Extreme Risk	<b>STOP</b> and <b>ACTION</b> immediately to identify strict control measures to effectively eliminate or reduce the risk to as low as reasonably practical. Management to review/authorise risk control measures prior to commencement. Continually monitor the effectiveness of controls.	
12 - 16 High Risk	<b>CAUTION</b> and <b>ACTION</b> identify strict risk control measures to eliminate or reduce the risk to as low as reasonably practical. Consult with supervisor to review risk control measure prior to commencement. Continually monitor the effectiveness of controls.	
5 - 10 Medium Risk	<b>ACTION</b> and <b>MONITOR</b> take reasonably practical control measures to reduce the risk as low as reasonably practical. Consult with Supervisor to review risk control measures as required prior to commencement. Continually monitor effectiveness of controls.	
1 - 4 Low Risk	<b>MONITOR</b> As low as reasonably practical; continue to take practical control measures to reduce risk, continually monitor effectiveness of controls.	

HIERARCHY OF RISK CONTROL		
Highest ↑	<b>ELIMINATION</b> Physically remove the hazard	Most ↑
	<b>SUBSTITUTION</b> Replace the hazard	
	<b>ISOLATION</b> Isolate people from the hazard	
Level of Risk Control Protection	<b>ENGINEERING CONTROLS</b> Introducing a mechanical device/process	Reliability of Risk Control Measures
	<b>ADMINISTRATIVE CONTROL</b> Change the way people work (procedures)	
↓ Lowest	<b>PPE</b> Protect the worker	↓ Least

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
<b>Plant / Machinery</b>								
Incompetent operators	– Workers & Council harmed by worker's safety being put at risk	– Financial implications to council through penalties from governing body – Personal injury, possible fatality – Damage to plant/equipment – Damage to Council reputation	– Learning & Development processes including: Verification of competency Plant familiarisations – CORP-GDS-176 Verification of Competency Guideline – CORP-FLW-031 Authorisation Process for Plant Operators	– Supervisors to check Lucidity for training records and confirm operator competency – Site-specific inductions	D	3	6	– Workers – Site Supervisor/Team Leader – Overseers – Coordinators – SSE
Lack of site Traffic Management including entry and exit from pit	– Failure to manage the risk could result in collision or personal injury	– Plant/vehicle interaction – Personal injury, possible fatality – Damage to plant/equipment	– Traffic management plan documented in SBMP and daily prestart meetings – CORP-PRO-071 Traffic Management Procedure – CORP-CLT-023 Traffic Management Checklist	– Regular reviews of the traffic management plan – Signs provided and installed – Record signage in Signum – When required, signage to be installed by worker with Traffic Management Installation (TMI) qualification – Pos comms to be maintained	D	3	6	– Workers – Site Supervisor/Team Leader – Overseers – Coordinators – SSE – Project Manager
Pedestrian Interaction with moving mobile plant	– The interaction between pedestrians and heavy machinery could produce striking or entrapment of person	– Personal injury, possible fatality – Long/short-term mental health impacts – Potential financial penalty – Reputational impacts	– Traffic management plan and daily prestart meetings – Use of competent operators – Radio pos coms – All plant fitted with warning beacons and reversing alarms – Hi-vis PPE to be worn at all times whilst on work site – Site-specific inductions – Plant prestarts – CORP-PRO-071 Traffic Management Procedure	– Discuss traffic management during prestart meetings – Site signage to be installed	D	4	8	– Workers – Site Supervisor/Team Leader – Overseers – Coordinators – SSE – Project Manager – Coordinator Natural Resources
Fall of loads, objects, rocks	– Workers – being struck by falling objects	– Injury to persons – Plant damage resulting in lost production	– Operator competency to be verified – Operator to check and watch their loads when moving objects – Loads to be within plant limits	– Ongoing monitoring of storm and wind warnings – Discuss control measures during prestart meetings	D	3	6	– Workers – Site Supervisor/Team Leader – SSE

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
	<ul style="list-style-type: none"> <li>– Machinery – damaged from falling objects</li> </ul>	<ul style="list-style-type: none"> <li>– Potential financial penalty for driver and Council</li> </ul>	<ul style="list-style-type: none"> <li>– Highest point of loads should not exceed the height of the tray walls</li> <li>– Loads to be covered</li> <li>– CORP-WI-063 Work Instruction – Operations of Front-End Loaders, Skid Steer Loaders and Tractors with Load Carrying Buckets</li> <li>– CORP-WI-063 Loading Securing and Unloading Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>– Pos comms – operator to remain in confines of vehicle during loading operations</li> </ul>				
Loads exceeding GVM of vehicles	<ul style="list-style-type: none"> <li>– Machinery damage from overloading</li> <li>– Road structure damage from heavy vehicles</li> </ul>	<ul style="list-style-type: none"> <li>– Financial penalty to worker/s and Council from not complying with the NHVR</li> <li>– Damage to equipment and associated financial costs</li> <li>– Personal injury</li> </ul>	<ul style="list-style-type: none"> <li>– Workers to be familiar with their vehicle on the GVM and TARE</li> <li>– Loads to be within plant GVM limits</li> <li>– Highest point of loads should not exceed the height of the tray walls of vehicles</li> <li>– Moving loads to be covered</li> <li>– Calibration of scales</li> <li>– Plant familiarisation</li> <li>– CORP-WI-063 Loading Securing and Unloading Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>– Chain of Responsibility – National Heavy Vehicle National Law (HVNL)</li> <li>– Use of competent operators</li> <li>– Chain of Responsibility (CoR) training</li> </ul>	D	3	6	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> <li>– Other CoR duty holders</li> </ul>
Entanglement in machinery	<ul style="list-style-type: none"> <li>– Accidents/incidents</li> </ul>	<ul style="list-style-type: none"> <li>– Injury to persons resulting from entanglement</li> <li>– Possible fatality</li> <li>– Reputational damage to Council</li> </ul>	<ul style="list-style-type: none"> <li>– Operators to be deemed competent prior to plant/machinery use</li> <li>– Correct PPE to be worn in accordance with JSEA, SWMS, WI, etc</li> <li>– Guarding around moving parts</li> <li>– Long hair to be tied up with loose items of clothing to be tucked in</li> <li>– Plant prestarts</li> <li>– Prestart meeting discussions</li> <li>– CORP-GDS-126 Minimum Plant Requirements Guide</li> <li>– CORP-PRO-075 Plant &amp; Equipment Management Procedure</li> </ul>	<ul style="list-style-type: none"> <li>– Exclusion zones to be obeyed</li> <li>– Pos comms</li> <li>– Hazard warning signs for moving parts</li> <li>– Isolation of plant before inspections are undertaken</li> <li>– Use of tag out system</li> </ul>	D	4	8	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> </ul>
Water Cart Operations	<ul style="list-style-type: none"> <li>– Personal injury or damage to vehicles</li> </ul>	<ul style="list-style-type: none"> <li>– Environmental harm</li> <li>– Snake bite during filling operations</li> </ul>	<ul style="list-style-type: none"> <li>– Movement of vehicles to be restricted to access tracks and designated haul roads</li> </ul>	<ul style="list-style-type: none"> <li>– Discuss control measures during prestart meetings with site personnel</li> </ul>	D	2	4	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
	<ul style="list-style-type: none"> <li>– Harm to cultural heritage artefacts or places</li> </ul>	<ul style="list-style-type: none"> <li>– Personal injury from slips trips and falls</li> <li>– Vehicle rollover</li> <li>– Manual handling injury</li> <li>– Reputational risk where incidents occur on private land e.g. when filling at river</li> <li>– Financial penalty to worker/s and Council from not complying with the Water Act</li> <li>– Loss of access to private land</li> <li>– Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>– Traffic management plans documented in SBMPs</li> <li>– Establish access egress tracks</li> <li>– Clear surrounding area when filling in natural environment</li> <li>– Quantity level gauges to be used</li> <li>– Competent operators</li> <li>– Plant prestarts</li> <li>– Cultural heritage assessments</li> <li>– Legislative notifications to the Qld government department acting as the statutory authority for the take of water</li> <li>– Notifications of negotiated access agreements contain additional measures requested by landholders</li> <li>– PPE</li> <li>– CORP-PRO-070 Hazardous Manual Handling Procedure</li> <li>– CORP-SWMS-003 Work in, Over or Near Water</li> </ul>	<ul style="list-style-type: none"> <li>– Visual inspection of fill point area</li> <li>– Manual handling training</li> <li>– Refer to SBMP for clearing activities</li> <li>– Refer to water take notification for specific take locations, timeframes, volumes and landholder requirements</li> <li>– Completion of tally sheets for water takes</li> <li>– Adhere to exemption for water takes</li> <li>– Log water take locations in Reflect</li> </ul>				<ul style="list-style-type: none"> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> <li>– Coordinator Natural Resources</li> </ul>
<b>Land / Water</b>								
Erosion, ground stability and embankment failure	<ul style="list-style-type: none"> <li>– Environmental harm</li> <li>– Embankment failure causes personal injuries, damage to vehicles or flora and fauna destruction</li> </ul>	<ul style="list-style-type: none"> <li>– Damage to property, plant or equipment</li> <li>– Environmental damage</li> <li>– Prosecution and financial penalty</li> <li>– Environmental damage to private property</li> <li>– Damage to reputation, especially where site is located on private land</li> <li>– Loss of site access</li> <li>– Personal injury including inhalation and burns</li> <li>– Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>– Movement of vehicles to be restricted to access tracks and designated haul roads</li> <li>– Stormwater will be diverted around the construction site and any generated-on site will be captured and treated appropriately prior to reuse</li> <li>– Site drainage to mimic natural drainage patterns</li> <li>– Disturbed areas to be reinstated and rehabilitated as soon as possible to minimise erosion</li> <li>– Sedimentary fencing &amp; controls</li> <li>– Battering of slopes</li> </ul>	<ul style="list-style-type: none"> <li>– Discuss control measures during prestart meetings with site personnel</li> <li>– Site track gradients and orientation design to ensure that runoff is not fast flowing</li> </ul>	C	2	6	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> <li>– Coordinator Natural Resources</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
			<ul style="list-style-type: none"> <li>- Inclusion of reinstatement activities in extraction and crushing tenders</li> <li>- Site inspections</li> <li>- Notifications of negotiated access agreements contain additional measures requested by landholders for reinstatement</li> <li>- Bench heights limited</li> <li>- Progressive rehabilitation to reduce benches</li> <li>- CORP-SWMS-001 Excavation and Trenching</li> <li>- CORP-PRO-043 Excavation and Trenching Procedure</li> <li>- CORP-FLW-018 Excavation and Trenching Process</li> <li>- CORP-GDS-042 Excavation and Trenching Collapse Response</li> </ul>					
Lack of sufficient water storage and discharge practices	<ul style="list-style-type: none"> <li>- Transport of fines or soils off site via surface water run-off</li> <li>- Loss of contained water through overtopping or failure of dams</li> </ul>	<ul style="list-style-type: none"> <li>- Environmental harm</li> <li>- Prosecution and financial penalty</li> <li>- Environmental damage to private property</li> <li>- Damage to reputation, especially where site is located on private land</li> <li>- Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>- Direct all surface water away from work area</li> <li>- Install drainage to direct water around or away from work area</li> <li>- Minimise ground disturbance areas</li> <li>- Progressive rehabilitation to reduce extraction area</li> <li>- Implementation of erosion control practices</li> <li>- Construction of sediment traps</li> <li>- Capture and retain run-off and stormwater on-site for reuse and to prevent the offsite discharge of rainfall runoff</li> <li>- Dams and ponds construction to be designed for 1-in-10-year event</li> <li>- Containment system (bund) to be used for onsite chemical storage</li> <li>- CORP-SWMS-003 Work in, over or near Water</li> </ul>	<ul style="list-style-type: none"> <li>- Site Based Management Plans</li> <li>- Discuss control measures during prestart meetings</li> </ul>	D	2	4	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> <li>- Coordinator Natural Resources</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
			<ul style="list-style-type: none"> <li>- CORP-WI-080 Chemical Management</li> <li>- CORP-WI-114 Vehicle, Plant and Equipment Refuelling</li> </ul>					
Lack of rehabilitation practices create visual Impacts on land	<ul style="list-style-type: none"> <li>- Excavation and extraction may lead to the landform being visually impacted</li> <li>- Environmental values are not met</li> </ul>	<ul style="list-style-type: none"> <li>- Environmental harm</li> <li>- Prosecution and financial penalty</li> <li>- Environmental damage to private property</li> <li>- Damage to reputation, especially where site is located on private land</li> <li>- Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>- Extraction to remain within the quarry areas marked on Site Based Management Plans</li> <li>- Upon closure of the quarry, the visual landscape will be return to a form similar to the pre-extraction conditions</li> <li>- Progressive rehabilitation undertaken during lifetime of the quarry</li> <li>- Inclusion of reinstatement activities in extraction and crushing tenders</li> <li>- Notifications of negotiated access agreements contain additional measures requested by landholders</li> </ul>	<ul style="list-style-type: none"> <li>- Site Based Management Plans</li> <li>- Discuss during prestart meetings</li> </ul>	D	2	4	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> <li>- Coordinator Natural Resources</li> </ul>
Impacts to soil	Materials may cause long term detrimental outcomes in terms of impacts to soils, water, heritage, vegetation health or other factors	<ul style="list-style-type: none"> <li>- Environmental harm</li> <li>- Prosecution and financial penalty</li> <li>- Environmental damage to private property</li> <li>- Damage to reputation, especially where site is located on private land</li> <li>- Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>- All non-natural materials removed from site at the end of each extraction project</li> </ul>	<ul style="list-style-type: none"> <li>- Site Based Management Plans</li> <li>- Discuss during prestart meetings</li> </ul>	D	2	4	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> <li>- Coordinator Natural Resources</li> </ul>
<b>Safety / Environment</b>								
Lack of site safety and security	<ul style="list-style-type: none"> <li>- Lack of site safety leads to uncontrolled, unidentified hazards impacting workers and potential nearby residents</li> </ul>	<ul style="list-style-type: none"> <li>- Prosecution and financial penalty</li> <li>- Damage to reputation, especially where site is located on private land</li> <li>- Financial loss due to theft</li> <li>- Personal injury</li> </ul>	<ul style="list-style-type: none"> <li>- Management processes documented in the Quarry Management Plan and Site Based Management Plan</li> <li>- Plans developed and consulted with state government authorities</li> <li>- Operations designed to comply with the <i>Work Health and Safety Act 2011</i></li> </ul>	<ul style="list-style-type: none"> <li>- Refer to Safety Management System documentation</li> <li>- Prestart meetings, inductions, inspections, etc</li> <li>- Installation of additional warning signage when site is in use</li> </ul>	D	3	6	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
	<ul style="list-style-type: none"> <li>– Unsafe acts resulting in accidents and incidents</li> <li>– Contact with hazardous substances resulting in illness</li> <li>– Persons falling into open excavations</li> <li>– Theft</li> </ul>	<ul style="list-style-type: none"> <li>– Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>and the <i>Mining and Quarrying Safety and Health Act 1999</i></li> <li>– Council has an established Safety Management System and processes</li> <li>– Warning signage identifying site as a quarry installed</li> <li>– All chemicals, flammable materials, etc are locked away and secured</li> <li>– All plant, tools and equipment are locked away and secured overnight or when not in use</li> <li>– Requirement for site visitors to report to senior personnel on site and sign in</li> </ul>					
Noise emissions	<ul style="list-style-type: none"> <li>– Sensitive receptors are affected by: <ul style="list-style-type: none"> <li>– Traffic noise</li> <li>– Audible signals or alarms fitted to vehicles</li> <li>– Operations from plant and equipment e.g. crushing, screening, etc</li> </ul> </li> <li>– Worker health affected by industrial deafness</li> </ul>	<ul style="list-style-type: none"> <li>– Environmental harm</li> <li>– Prosecution and financial penalty</li> <li>– Damage to reputation, especially where site is located on or near private land</li> <li>– Loss of access to private land</li> <li>– Personal injury</li> </ul>	<ul style="list-style-type: none"> <li>– Work hours are limited to 6.00am to 6.00pm Monday to Saturday unless otherwise stated</li> <li>– All crushing and screening operations carried out within the quarry area</li> <li>– Maintenance of plant and machinery undertaken including noise attenuation devices</li> <li>– No use of broadcasting systems</li> <li>– Site layout takes advantage of topography, stockpiles, vegetation etc for shielding</li> <li>– Traffic management plan reduces need for reversing vehicles</li> <li>– Identification of sensitive receptors and mitigation conducted during development of Site Based Management Plans by Coordinator Natural Resources</li> <li>– PPE</li> <li>– CORP-PRO-069 Noise Management Procedure</li> <li>– CORP-CLT-008 Noise Hazard Identification Checklist</li> </ul>	<ul style="list-style-type: none"> <li>– Regular noise monitoring</li> <li>– Discuss control measures during prestart meetings with site personnel</li> <li>– Plant and equipment to be turned off when not in use</li> </ul>	D	2	4	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> <li>– Coordinator Natural Resources</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
Dust emissions	<ul style="list-style-type: none"> <li>– Dry and/or windy conditions causing dust</li> <li>– Vehicle movements on unsealed roads</li> <li>– Unconsolidated material from topsoil and material stockpiles</li> <li>– Generation through crushing and screening activities</li> </ul>	<ul style="list-style-type: none"> <li>– Environmental harm</li> <li>– Prosecution and financial penalty</li> <li>– Damage to reputation, especially where site is located on or near private land</li> <li>– Loss of access to private land</li> <li>– Personal injury</li> </ul>	<ul style="list-style-type: none"> <li>– Dust suppression devices fitted to crushing and screening plant</li> <li>– Wetting down of access roads, haul roads and stockpiles</li> <li>– Progressive rehabilitation to reduce extraction area</li> <li>– Identification of sensitive receptors and mitigation conducted during development of Site Based Management Plans by Coordinator Natural Resources</li> <li>– Site based management plans make use of natural buffers</li> <li>– Buffer between operational areas and sensitive receptors</li> <li>– Reduction in vehicle speeds implemented on site</li> <li>– Dust generating activities to cease during periods of high velocity wind</li> <li>– Restrict active extraction area</li> <li>– CORP-SWMS-010 Silica within Road Construction &amp;/or Maintenance Activities</li> </ul>	<ul style="list-style-type: none"> <li>– Consider prevailing winds to reduce emissions</li> <li>– Ongoing visual monitoring of dust emissions</li> <li>– Additional PPE used when necessary</li> <li>– Restrict access to areas that generate dust</li> <li>– Covering of loads</li> <li>– Discuss control measures during prestart meetings with site personnel</li> <li>– Dust suppression applied as necessary</li> </ul>	B	2	8	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> </ul>
Exhaust emissions and respirable dust exposure	<ul style="list-style-type: none"> <li>– Exhaust emission from vehicles and machinery</li> <li>– Worker health affected by respiratory illness</li> </ul>	<ul style="list-style-type: none"> <li>– Environmental harm</li> <li>– Prosecution and financial penalty</li> <li>– Damage to reputation, especially where site is located on or near private land</li> <li>– Loss of access to private land</li> <li>– Personal injury</li> </ul>	<ul style="list-style-type: none"> <li>– Regular plant/equipment/vehicle maintenance program</li> <li>– Reduction in vehicle speeds</li> <li>– Water spraying mechanisms fitted on crushing and screening plant</li> <li>– Traffic restricted to 20kmph</li> <li>– Plant/vehicle prestarts to inspect cleanliness, air conditioning, positive pressure in cabs</li> <li>– Windows of plant/vehicles to remain closed during operations</li> <li>– CORP-PRO-075 Plant &amp; Equipment Management Procedure</li> </ul>	<ul style="list-style-type: none"> <li>– Discuss control measures during prestart meetings with site personnel</li> <li>– Ongoing visual monitoring and assessment of emissions</li> <li>– Additional PPE used when identified</li> <li>– Wetting down / dust suppression of unsealed roads if dust is being generated</li> <li>– Limit works during high winds</li> </ul>	D	1	2	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> </ul>



HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
			<ul style="list-style-type: none"> <li>- CORP-SWMS-010 Silica within Road Construction &amp;/or Maintenance Activities</li> </ul>					
Cultural Heritage / Native Title Harm	<ul style="list-style-type: none"> <li>- Harm caused by physical impacts to previously unidentified features or objects</li> <li>- Harm to native title parties through invalid acts</li> </ul>	<ul style="list-style-type: none"> <li>- Cultural heritage/native title harm</li> <li>- Environmental harm</li> <li>- Prosecution and financial penalty</li> <li>- Damage to reputation</li> <li>- Loss of access to location</li> <li>- Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>- No disturbance of land within 200m of named waterways</li> <li>- Land disturbance restricted to areas marked on SBMPs</li> <li>- Site protocol for artefact finds documented in Quarry Management Plan</li> <li>- Restricted areas to be observed</li> <li>- Vehicular traffic is restricted to marked traffic routes</li> <li>- <a href="#">Cultural Heritage Duty of Care Guidelines</a></li> <li>- <a href="#">Cultural Heritage Management Plan Guidelines</a></li> <li>- CORP-FWK-006 Indigenous Land Management Framework</li> <li>- CORP-FRM-601 Native Title Assessment Record Form</li> <li>- CORP-FRM-600 Cultural Heritage Assessment Record Form</li> </ul>	<ul style="list-style-type: none"> <li>- Visual monitoring for artefacts during soil and subsoil removal activities</li> <li>- Native title and cultural heritage assessments and/or clearances completed by Coordinator Natural Resources for each site prior to works</li> <li>- Cultural Heritage and Native Title training</li> </ul>	C	2	6	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> <li>- Coordinator Natural Resources</li> </ul>
Chemical spills	<ul style="list-style-type: none"> <li>- Contamination through chemical spillage</li> <li>- Spill during delivery of fuel to mobile equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Environmental damage</li> <li>- Prosecution and financial penalty</li> <li>- Environmental damage to private property</li> <li>- Damage to reputation, especially where site is located on private land</li> <li>- Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>- Drivers to stay with vehicle during refuelling</li> <li>- Emergency spill kits located on fuel delivery vehicles</li> <li>- Spill response equipment regularly inspected and maintained</li> <li>- Drivers trained in spill response procedures</li> <li>- Safety Data Sheets</li> <li>- Site chemical register</li> <li>- CORP-WI-113 Vehicle, Plant and Equipment Refuelling Work Instruction</li> <li>- CORP-PRO-047 Chemical Management Procedure</li> </ul>	<ul style="list-style-type: none"> <li>- Mobile refuelling to take place in the pit to reduce chance of chemical spill into waterways</li> </ul>	C	3	9	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
			<ul style="list-style-type: none"> <li>- CORP-WI-080 Chemical Management Spills Control Work Instruction</li> </ul>					
Workers working in the sun, high temperature climates and UV radiation	Worker health issues including: <ul style="list-style-type: none"> <li>- Dehydration</li> <li>- Exhaustion</li> <li>- Skin damage</li> <li>- Heat stroke</li> </ul>	<ul style="list-style-type: none"> <li>- Personal injury and possible fatality</li> </ul>	<ul style="list-style-type: none"> <li>- Sunscreen and drinking water located in vehicles</li> <li>- First aid officer on site during working hours</li> <li>- First aid equipment available on site and in vehicles</li> <li>- PPE supplied and used – hats, long sleeve shirts, long pants</li> <li>- Regular scheduled breaks in shade</li> <li>- CORP-GDS-021 Emergency Response – Heat Stroke Guide</li> <li>- CORP-WI-090 Hot Weather Working Conditions Work Instruction</li> </ul>	<ul style="list-style-type: none"> <li>- Workers to partake in daily risk assessment to identify heat issues for the daily operations including:               <ul style="list-style-type: none"> <li>- checking BOM</li> <li>- undertaking the heat stress calculator (WHS eTools) if required</li> </ul> </li> <li>- Workers educated on the dangers of heat stress and methods to combat the problem</li> <li>- Schedule completion of strenuous tasks during cooler parts of the day</li> </ul>	C	2	6	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> </ul>
Fire on site caused by machinery, bushfire or hot works	<ul style="list-style-type: none"> <li>- Worker health issues including inhalation and burns</li> <li>- Flora and Fauna destruction</li> <li>- Personal injury possible fatality</li> </ul>	<ul style="list-style-type: none"> <li>- Personal injury possible fatality</li> <li>- Damage to plant</li> <li>- Financial loss</li> <li>- Damaged to reputation if caused by Council</li> <li>- Environmental harm</li> <li>- Loss of access to private land</li> <li>- Damage to private property</li> <li>- Prosecution and financial penalty</li> <li>- Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>- High risk works permit to issued prior to any hot works in accordance with the High-Risk Works Guideline</li> <li>- Equipment to be in good condition and suitable for the task</li> <li>- Use of correct PPE for the task/job</li> <li>- Periodic testing of fire extinguishers</li> <li>- First aid officer on site during working hours</li> <li>- Fire warden present on site during work hours</li> <li>- First aid equipment available on site and in vehicles</li> <li>- CORP-GDS-014 Fire Extinguisher Reference Guide</li> </ul>	<ul style="list-style-type: none"> <li>- All flammable and combustible wastes are removed from the site as soon as possible</li> <li>- Onsite burning of waste not permitted</li> <li>- Observe fire bans and check weather conditions on BOM</li> <li>- Refer to Disaster dashboard</li> </ul>	C	3	9	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> </ul>
Working in Isolation / Remotely	Worker injuries or fatalities due to: <ul style="list-style-type: none"> <li>- Lack of communications (network services)</li> <li>- Vehicle breakdown</li> </ul>	<ul style="list-style-type: none"> <li>- Personal injury possible fatality</li> <li>- Damage to reputation</li> <li>- Fleet/plant damage</li> </ul>	<ul style="list-style-type: none"> <li>- Independent risk assessment completed</li> <li>- Safety Management System documentation including work instructions, risk assessments,</li> </ul>	<ul style="list-style-type: none"> <li>- Workers to declare medical conditions that may require risk assessment</li> <li>- Discuss control measures during prestart meeting including:</li> </ul>	C	3	9	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
	<ul style="list-style-type: none"> <li>– Medical conditions</li> <li>– High risk works</li> <li>– Bites/stings</li> <li>– Slips, trips and falls</li> <li>– Storms</li> <li>– Dust storms</li> <li>– Limited mobile phone reception resulting in delays in communication e.g. emergency response</li> </ul>		<ul style="list-style-type: none"> <li>procedures and management practices</li> <li>– Plant and equipment fitted with UHF radios</li> <li>– Plant and equipment have first aid kits</li> <li>– Satellite phone availability for workers in remote locations</li> <li>– Council-supplied mobile phones loaded with emergencyplus app</li> <li>– Journey management procedures implemented</li> <li>– Teams are equipped with satellite phones</li> <li>– Aerial extensions to improve mobile signal</li> <li>– Workers are issued 4WD drive vehicles</li> <li>– CORP-PRO-050 Working Alone or Remotely Procedure</li> <li>– CORP-GDS-234 Emergency Response – Medical Emergency</li> <li>– CORP-FRM-186 Remote Site Emergency Information Form</li> </ul>	<ul style="list-style-type: none"> <li>– leave site in case of a rainstorm to ensure unsealed roads do not become impassable; and</li> <li>– use of eye protection and finding sheltered locations (e.g. plant and vehicles) during dust storms</li> <li>– Maintain pos comms</li> <li>– Minimise time when workers are isolated</li> </ul>				– Project Manager
Contact with unidentified overhead essential services or excavation of essential services	<ul style="list-style-type: none"> <li>– Workers – machinery meeting live power wires</li> <li>– Disruption to services</li> </ul>	<ul style="list-style-type: none"> <li>– Personal injury possible fatality (electrocution)</li> <li>– Essential services being cut to surrounding properties</li> <li>– Financial costs to council through repairs and compliance implications</li> <li>– Damage to reputation</li> <li>– CORP-SWMS-006 Working Near Overhead Energised Electrical Installations</li> </ul>	<ul style="list-style-type: none"> <li>– Before You Dig Australia (BYDA)</li> <li>– Look up and live app</li> <li>– Signage</li> <li>– Intramaps records presence of some essential services</li> </ul>	<ul style="list-style-type: none"> <li>– Identify any overhead power lines within a quarry site and note on site plan</li> <li>– Arrange to have network service provided to install warning beacons</li> <li>– Identify the height of all machinery once fully extended</li> <li>– Prestart walk arounds</li> </ul>	D	3	6	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> </ul>
<b>Flora / Fauna</b>								

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
Wildlife / Livestock Interactions	<ul style="list-style-type: none"> <li>– Harm to wildlife/livestock from vehicle strikes</li> <li>– Damage or removal of hollow bearing trees or other high value habitat features</li> </ul>	<ul style="list-style-type: none"> <li>– Damage to reputation</li> <li>– Fleet/plant damage</li> <li>– Financial loss</li> <li>– Loss of access to private land</li> <li>– Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>– Existing vegetation zones are maintained</li> <li>– Working areas clearly marked on site-based management plans</li> <li>– Protocols for fauna interactions recorded in SBMPs and Quarry Management Plan</li> <li>– Access is restricted to designated areas</li> <li>– Traffic restricted to 20kmph</li> <li>– Notifications of negotiated access agreements contain additional measures requested by landholders regarding livestock</li> </ul>	<ul style="list-style-type: none"> <li>– Discuss control measures during prestart meetings with site personnel</li> <li>– Ongoing awareness by operators</li> <li>– Installation of escape/refuge features in excavations and dams/ponds where required</li> </ul>	C	3	9	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> <li>– Coordinator Natural Resources</li> </ul>
Lack of weed/pest control processes on site	<ul style="list-style-type: none"> <li>– Introduction of pathogens into the work area from imported materials</li> <li>– Ground disturbance creates opportunities for weeds to establish</li> <li>– Transport of weeds by unsanitised vehicles, plant and equipment</li> </ul>	<ul style="list-style-type: none"> <li>– Environmental harm</li> <li>– Damage to reputation</li> <li>– Loss of access to private land</li> <li>– Environmental damage to private property</li> <li>– Prosecution and financial penalty</li> <li>– Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>– Mobile machinery is thoroughly cleaned prior to coming onto or leaving a work area affected by noxious weeds and/or plant diseases</li> <li>– Existing vegetation zones are maintained (no flora removal)</li> <li>– Waste regularly removed from site to eliminate attracting pest animals</li> <li>– Wash down water disposed of so that it does not affect local waterways</li> <li>– Surface disturbance activities are limited to the minimum required operationally and are identified in the Site Based Management Plans</li> </ul>	<ul style="list-style-type: none"> <li>– Discuss control measures during prestart meetings with site personnel</li> <li>– Washing down plant and equipment moved from areas known or suspected to contain declared weeds – use of pest wash down facilities</li> <li>– Remove pest species habitats from the site</li> <li>– Covered bins used for temporary on-site storage of rubbish and domestic wastes</li> <li>– Notifications of negotiated access agreements contain additional measures requested by landholders</li> </ul>	C	3	9	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> <li>– Coordinator Natural Resources</li> </ul>
Illegal clearing of vegetation	<ul style="list-style-type: none"> <li>– Reduction in habitat for fauna and flora</li> <li>– Harm to protected species</li> </ul>	<ul style="list-style-type: none"> <li>– Prosecution and financial penalty</li> <li>– Damage to reputation</li> <li>– Loss of access to private land</li> <li>– Environmental damage to private property</li> </ul>	<ul style="list-style-type: none"> <li>– Clearing restricted to minimal areas</li> <li>– Site based management plans outline working areas and process for clearing</li> <li>– Development of Site Based Management Plan for each extraction project by Coordinator Natural Resources to ensure all state</li> </ul>	<ul style="list-style-type: none"> <li>– All arrangements to be made by or with the oversight of Coordinator Natural Resources to ensure that all compliance obligations are met</li> </ul>	E	3	3	<ul style="list-style-type: none"> <li>– Workers</li> <li>– Site Supervisor/Team Leader</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– SSE</li> <li>– Project Manager</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
		<ul style="list-style-type: none"> <li>– Possible financial compensation</li> </ul>	<ul style="list-style-type: none"> <li>and local compliance obligations are met</li> <li>– IntraMaps (mapping software) identifies categories of obligations for works crews e.g. sales permit required, EA required, etc</li> <li>– Management processes documented in the Quarry Management Plan and Site Based Management Plans</li> <li>– Plans developed and consulted with state government authorities</li> <li>– Operations designed to comply with the <i>Work Health and Safety Act 2011</i> and the <i>Mining and Quarrying Safety and Health Act 1999</i></li> </ul>					<ul style="list-style-type: none"> <li>– Coordinator Natural Resources</li> </ul>
<b>Crushing / Processing</b>								
Crushing and processing of extracted material	<ul style="list-style-type: none"> <li>– Harm to persons, safety and environment by operations</li> <li>– Excavations exceed maximum volumes</li> <li>– Excavation of material without authorisation</li> </ul>	<ul style="list-style-type: none"> <li>– Prosecution and financial penalty</li> <li>– Damage to reputation</li> <li>– Loss of access to private land</li> <li>– Environmental damage to private property</li> <li>– Possible financial compensation</li> <li>– Personal injury and possible fatality</li> </ul>	<ul style="list-style-type: none"> <li>– Engagement of contractors to perform all crushing and processing of material</li> <li>– Contractor appointed as Principal Contractor (contractor responsibility for compliance)</li> <li>– Development of Site Based Management Plan for each extraction project by Coordinator Natural Resources to ensure all state and local compliance obligations are met</li> <li>– Plans developed and consulted with state government authorities</li> <li>– Copy of Site Based Management Plan and Quarry Management Plan supplied to contractor</li> <li>– Compliance with legislation and statutory authority requirements included in extraction and crushing tenders</li> <li>– Council's QA system documentation</li> </ul>	<ul style="list-style-type: none"> <li>– Control measures, obligations and requirements of contract discussed during prestart meeting and documented</li> <li>– Follow onboarding process for contractors</li> <li>– Assessment of contractor safety management system</li> <li>– Assessment of contractor quality system</li> </ul>	D	3	6	<ul style="list-style-type: none"> <li>– SSE</li> <li>– Overseers</li> <li>– Coordinators</li> <li>– Coordinator Natural Resources</li> <li>– Contracting organisation</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
			<ul style="list-style-type: none"> <li>Landholder access agreements negotiated by Coordinator Natural Resources</li> </ul>					
<b>Other</b>								
Complaints	<ul style="list-style-type: none"> <li>Complaints received from nearby residents about works, environmental or safety concerns</li> </ul>	<ul style="list-style-type: none"> <li>Damage to reputation</li> <li>Loss of access to private land</li> <li>Financial implications for production loss</li> </ul>	<ul style="list-style-type: none"> <li>Quarry Management Plan and Site Based Management Plans provide guidance on management processes to eliminate complaints</li> <li>Contact made during development of Site Based Management Plan to discuss landholder requirements and to consult on and advise of nearby works</li> <li>PECS-034 Complaints Management Process Policy</li> <li>CGFS-114 Administrative Action Complaints</li> <li>Notifications of negotiated access agreements contain additional measures requested by landholders</li> </ul>	<ul style="list-style-type: none"> <li>Site supervisor to make contact with landholders prior to works commencement</li> <li>Public notice of works issued by BMC</li> </ul>	C	2	6	<ul style="list-style-type: none"> <li>Overseers</li> <li>Coordinators</li> <li>Project Manager</li> <li>Coordinator Natural Resources &amp; content specialists</li> </ul>
Works is conducted in a manner that does not comply with legislation or statutory authority requirements	<ul style="list-style-type: none"> <li>Failure to meet legislative compliance, notification requirements or reporting conditions</li> <li>Work does not follow prescribed procedures</li> </ul>	<ul style="list-style-type: none"> <li>Damage to reputation</li> <li>Loss of access to private land</li> <li>Financial implications for production loss</li> <li>Prosecution and financial penalty</li> <li>Environmental damage to public and private property</li> <li>Possible financial compensation</li> <li>Loss of access to private land</li> </ul>	<ul style="list-style-type: none"> <li>Development of Site Based Management Plan for each extraction project by Coordinator Natural Resources to ensure all state and local compliance obligations are met</li> <li>IntraMaps (mapping software) identifies categories of obligations for works crews e.g. sales permit required, EA required, etc</li> <li>Management processes documented in the Quarry Management Plan and Site Based Management Plans</li> <li>Plans developed and consulted with state government authorities</li> <li>Work Health and Safety system</li> <li>Operations designed to comply with the <i>Work Health and Safety Act 2011</i></li> </ul>	<ul style="list-style-type: none"> <li>All arrangements to be made by or with the oversight of Coordinator Natural resources to ensure that all compliance obligations are met</li> <li>Discuss compliance requirements during prestart meetings</li> <li>Site Based Management Plans and Quarry Management Plan to be followed at all times</li> </ul>	C	3	9	<ul style="list-style-type: none"> <li>Workers</li> <li>Site Supervisor/Team Leader</li> <li>Overseers</li> <li>Coordinators</li> <li>SSE</li> <li>Project Manager</li> <li>Coordinator Natural Resources</li> </ul>

HAZARD	WHO / WHAT MIGHT BE HARMED AND HOW?	CONSEQUENCE	CURRENT CONTROL MEASURES	ADDITIONAL MITIGATION ACTIONS	RISK			RESPONSIBLE PERSON/POSITION
					L	C	R	
			and the <i>Mining and Quarrying Safety and Health Act 1999</i>					
Damage to private or public property or infrastructure	Works causes environmental or physical damage	<ul style="list-style-type: none"> <li>- Damage to reputation</li> <li>- Loss of access to private land</li> <li>- Prosecution and financial penalty</li> <li>- Environmental damage to public and private property</li> <li>- Possible financial compensation</li> <li>- Loss of access to private land</li> </ul>	<ul style="list-style-type: none"> <li>- Management processes documented in Quarry Management Plan and Site Based Management Plan</li> <li>- Site Based Management Plans identify and restrict work to within endorsed areas only</li> <li>- Notifications of negotiated access agreements contain additional measures requested by landholders</li> <li>- Prestart meetings</li> <li>- Pos comms</li> </ul>	<ul style="list-style-type: none"> <li>- Record all incidents/accidents in Lucidity</li> <li>- Insurance coverage</li> </ul>	D	2	4	<ul style="list-style-type: none"> <li>- Workers</li> <li>- Site Supervisor/Team Leader</li> <li>- Overseers</li> <li>- Coordinators</li> <li>- SSE</li> <li>- Project Manager</li> <li>- Coordinator Natural Resources</li> </ul>

## APPENDIX 2: EXAMPLE SITE BASED MANAGEMENT PLAN

# SITE BASED MANAGEMENT PLAN

## EXAMPLE GRAVEL PIT

### DESCRIPTION OF GRAVEL PIT AND EXTRACTION OPERATION

PERMITTEE DETAILS				
Name	Isaac Regional Council		SSE Name	Joe Bloggs
ABN	39 274 142 600		Contact No.	0412 345 678
Address for Notices	Delivery: Batchelor Parade Moranbah Qld Post: PO Box 97 Moranbah Qld 4744		Email: <a href="mailto:records@isaac.qld.gov.au">records@isaac.qld.gov.au</a>	
Site Contact	Employee Name – Coordinator Natural Resources Phone: 0423 456 789 Email: <a href="mailto:name@isaac.qld.gov.au">name@isaac.qld.gov.au</a>			
GRAVEL PIT LOCATION DETAILS				
Pit Name & ID#	Example Gravel Pit – GP000000			
Lot on Plan	Lot 123 on SP1234			
Area	25 ha			
Tenure	Reserve			
Nearest Road	Main Road			
Location Surrounds	No residential facilities, dwellings, sensitive receptors etc. located within 1000 metres No watercourse located within 100 metres			
Landholder	Peter Piper Phone: 1234 5678			
GRAVEL PIT OPERATION DETAILS				
Sales Permit #	xxxxxx		EA Permit #	EA000xxxx
Supply Zone/ Endorsed Area (Easting/Northing)	Edge Point #	Coordinates	Edge Point #	Coordinates
	1	55xxxx; 75xxxx	2	55xxxx; 75xxxx
	3	55xxxx; 75xxxx	4	55xxxx; 75xxxx
Estimated Removal	20xx-20xx – anticipate xxxx tonnes (see notes section re: Removal Tallies)			
Timeframe	Month 20xx – Month 20xx			
Material Type	Ridge (QMGS)			
Method of extraction	Production: Dozer to rip and push gravel. Excavator to load through crushing and screening plant. Loader to stockpile. Removal: Loader to road trains. Travel out of pit on designated access road.			
Special Landholder Requirements	Gates to remain closed at all times			
Access	Chainage x.xx on Main Road			



## SITE MANAGEMENT

### SAFETY MANAGEMENT

- All site personnel to be IRC inducted and received a site induction prior to working
- To follow all risk management the following documentation must be present:
  - SWMS
  - JSEA
  - Think ISAAC (or similar e.g. Take 5's)
- All site personnel must wear correct and compliant PPE
- All machinery is to be serviced and maintained in accordance with the manufacturer's requirements
- All workers must be deemed competent prior to the operation of plant and equipment
- All equipment must be safe for use and fit for purpose
- All incidents are to be reported to Supervisor and IRC Site Contact as soon as possible
- There must be a designated First Aid Officer on site
- Workers are to be made aware of who to contact in an emergency and of the correct evacuation location in the event of an emergency
- Visitor to complete sign in book and information sheet provided
- Regular prestart meetings are to be conducted
- Access driveways must be located at least 50 metres from an intersection or adjoining property access
- Follow all Council policies and procedures e.g. workplace health and safety, hot works, noise management etc.
- Refer to Section 5 of Council's Overarching Gravel Pit Management Plan for further safety information.










Required on site	<ul style="list-style-type: none"> <li>• First Aid Kit</li> <li>• Designated First Aid Officer</li> <li>• Fire extinguishers</li> <li>• Spill kit and relevant safety data sheets</li> <li>• Site signage – entrance sign with UHF channel, designated visitor parking</li> </ul>
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### ENVIRONMENTAL MANAGEMENT

Refer to Overarching Gravel Pit Management Plan for full details.

*Council and contractors shall be aware that all operations must be carried out with an awareness of and compliance with the 'General environmental duty' as defined under the Environmental Protection Act 1994. In summary, this means that all reasonable and practicable measures must be taken to prevent and/or to minimise the likelihood of environmental harm being caused in carrying out all activities.*

Factor	Measures Used to Prevent or Minimise Impacts
<b>Waterways &amp; Erosion Control</b>  <i>Refer to Council's Quarry Management Plan for further measures and information</i>	A stormwater sediment pond has been established away from the working pit areas. Any excess sediment shall be controlled by sediment ponds and barriers. Water stored in the sediment ponds can be reused around site or road maintenance activities. Prevent all pollution of water by the introduction into watercourse or ground water of any pollutants or sediment. Progressive stabilisation and rehabilitation of disturbed areas as required to minimise erosion. Installed erosion and sediment controls will be visually inspected on a daily basis. Earthworks and excavation are located and designed so groundwater is not interrupted or exposed to evaporation. Area of disturbed land to be kept to a practical minimum to minimise erosion.

	<p>Suspend activities that cause ground disturbance during adverse weather conditions.</p> <p>Works on steep slopes to be avoided to minimise possibility of landslides, erosion and slumping.</p> <p>Contour and avoid steep-sided stockpiles to minimise erosion during high rainfall events.</p> <p>Vehicles access to waterways is restricted to essential works in stable areas only.</p>
<p><b>Noise &amp; Air</b></p> <p>Refer to Council's Quarry Management Plan for further measures and information</p>	<p>Normal hours of operation will be Monday to Saturday 7am – 7pm (excluding public holidays).</p> <p>Corrective actions will depend upon the issue and may include plant/machinery maintenance, modifying work practices or modifying hours.</p> <p>Minimise generation of dust by watering haul roads and use of dust suppression sprays (including on stockpiles).</p> <p>Vehicles are to be driven at a moderate speed (20km/h) to minimise dust and noise and are restricted to defined areas.</p> <p>No unnecessary use of horns or other audible signals on vehicles, mobile plant or equipment.</p> <p>Vehicles, plant and equipment to be turned off when not in use for an extended period.</p> <p>All plant and equipment to be regularly serviced and maintained to permit efficient operation and minimise noise and exhaust and fuel emissions.</p> <p>Schedule activities for times when they will have least impact – suspend extraction and other dust generating activities during times of high winds.</p> <p>Visual monitoring for dust resulting from site activities shall be undertaken daily.</p> <p>All haulage vehicles to have covered loads.</p>
<p><b>Flora and Fauna</b></p> <p>Refer to Council's Quarry Management Plan for further measures and information</p>	<p><b>NO VEGETATION CLEARING</b> – if clearing is required Coordinator Natural Resources to be contacted prior.</p> <p>Fauna observed on site shall be allowed to move on at their own accord. There will be no touching, interfering with or feeding of fauna.</p> <p>In the event of wildlife being injured due to the extraction activities the Coordinator Natural Resources must be immediately notified.</p> <p>Protected wildlife that may be found on site includes:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><i>Denisonia maculata</i> (ornamental snake)</p> </div> <div style="text-align: center;">  <p><i>Dichanthium sericeum</i> (Silky Blue Grass)</p> </div> </div> <p>Endangered flora that may be found on site includes:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><i>Acacia harpophylla</i> (Brigalow)</p> </div> <div style="text-align: center;">  <p><i>Terminalia oblongata</i> (Yellow wood)</p> </div> </div>
<p><b>Biosecurity</b></p> <p>Refer to Council's Quarry Management Plan for further measures and information</p>	<p>Refer to IRC Biosecurity Plan for guidance on weeds of significance to region.</p> <p>Potential species to this area includes:</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><i>Harissa cactus</i></p> </div> <div style="text-align: center;">  <p><i>Mother-of-millions</i></p> </div> <div style="text-align: center;">  <p><i>Parkinsonia</i></p> </div> </div>

	 <p><i>Parthenium</i></p>  <p><i>Prickly Acacia</i></p>  <p><i>Prickly Pear</i></p>  <p><i>Velvety Tree Pear</i></p>  <p><i>Rubber Vine</i></p>  <p><i>Thatch grass</i></p> <p>Maintain operations in working area. No disturbance to other areas  Vehicles are only to travel into the site via the identified access track and once in the site, must only travel on already disturbed areas within the pit area.  Site entry and exit points to be controlled to minimise the spread of material on haul routes.  Notify of any declared noxious weeds and established pest animals found on site.</p>
<p><b>Waste, Chemical Storage &amp; Disposal</b></p> <p><i>Refer to Council's Quarry Management Plan for further measures and information</i></p>	<p>All general waste, oils, fuels, and chemicals generated will be removed from site on departure. No waste is to be buried or burned onsite.  Rubbish bins/waste disposal facilities to be located on site or in vehicles.  Minimal chemical storage permitted (essential only) however fuelling or maintenance activities are permitted within cleared pit area. Storage of over 15 litres must be within a secondary containment system located at least 100m from any waters.  Spillage kits are to be available and kept on site where necessary.  All containment systems to be regularly inspected and maintained.  No major maintenance of machinery or equipment is to be carried out on the work site.  All machinery to be regularly inspected and maintained to minimise the leakage of oil, fuel, hydraulic or other fluids.  Where onsite maintenance is unavoidable, groundsheets or drip trays to capture spillage must be used.  Recycle waste where possible.  Recycle all wastewater (stormwater) in dust suppression works.</p>
<p><b>Native Title</b></p>	<p>Native Title Party: Native Title Claim Group  Native title for the lot has been assessed as already authorised under a lease, licence, permit or authority - see page 37 of Council's Indigenous Land Management Framework: "Where the Proposed Council Activity is already authorised under a validly granted lease, licence, permit or authority, it can proceed without further reference to native title".</p>
<p><b>Cultural Heritage</b></p> <p><i>Refer to Council's Quarry Management Plan for further measures and information</i></p>	<p>Cultural Heritage Party: Native Title Claim Group  Cultural heritage assessment has been completed and returned nil result for Cultural Heritage Management Plans, Designated Landscape Areas, study areas, heritage areas or site points.  Site has been subject to significant surface disturbance. Cultural heritage has been determined to be low risk when works remain within footprint of existing cleared area.  Exercise a duty of care at all times.  If cultural heritage sites are uncovered during operations, operations will immediately cease and the Coordinator Natural Resources notified. Works will not recommence in that area until an independent assessment has been carried out by the relevant Aboriginal or Torres Strait Islander party.</p>

## REHABILITATION

- Prior to leaving the site after each use, all excavated areas are to be left in a neat and tidy condition with any isolated holes or mounds outside main stockpiled area filled in/pushed over and excavations benched or sloped to at least 1:3.
- Rehabilitation of disturbed areas will take place progressively as works are staged. Extraction areas to remain in existing footprint with floor level dropped down with each future access.
- Refer to Section 8 of Council's Overarching Gravel Pit Management Plan for full details.

## TRAFFIC MANAGEMENT

Radio Channel	UHF 40 for all traffic within pit and job site
Signage	Truck turning prior to entrance. Jobsite entrance signage with radio channel and speed limit.
Parking	Heavy and light vehicle parking on designated area marked in map
LV/Mobile Equipment interaction	Positive communication with plant and vehicles at all times. Advance notice is to be made prior to entry of gravel pit
Pedestrian	If no radio communication, pedestrians are to initiate contact with a plant operator. Entry permitted only when all plant is stopped, and attachments lowered.

## NOTES

- Working area identified on site map is maximum supply area. Exact work location in this zone will be determined by need.
- Working area to be marked out prior to works to eliminate any disturbance to vegetation.
- Travel in/out of pit on designated access road following designated direction of travel.
- Copies of all Removal Tallies must be forwarded to the Coordinator Natural Resources on a weekly basis.

# EXAMPLE GRAVEL PIT – SITE MAP



Edge #	Coordinates
1	55xxxx; 75xxxxx
2	55xxxx; 75xxxxx
3	55xxxx; 75xxxxx
4	55xxxx; 75xxxxx

**LEGEND:**

- Heavy Vehicle parking
- Light Vehicle parking
- Stockpile area location
- Vehicle travel route
- Site access point
- Light Vehicle parking
- Site entry signage
- Emergency Assembly Area
- Direction of traffic
- Working face
- Gate
- Grid
- Dam

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**MEETING DETAILS****Ordinary Meeting**

Wednesday 26 March 2025

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**AUTHOR**

Malcolm Gardiner

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**AUTHOR POSITION**

Acting Manager Fleet

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**9.27****EXCEPTION BASED CONTRACTUAL ARRANGEMENTS - LOCAL  
GOVERNMENT REGULATIONS (2012) – MORANBAH DEPOT****EXECUTIVE SUMMARY**

The purpose of this report is to seek endorsement for the appointment of Hahnlec Electrical to perform rectification works at the Moranbah Depot which has been subject to electrical faults tripping the circuit breaker. This appointment is requested under the exception provisions for entering into medium or large sized contractual arrangements within s235 (b) of the *Local Government Regulations 2012*.

**OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Resolves that it is satisfied that because of the familiarity of the supplier with the location and requirements of the work due to their prior involvement in investigating the electrical issues at the Moranbah Depot, it would be impractical or disadvantageous for the local government to invite quotes from other suppliers.***

**Resolution No.: E&I0807****Moved: Cr Alaina Earl****Seconded: Cr Terry O'Neill****That the Committee recommends that Council:**

- Resolves that it is satisfied that because of the familiarity of the supplier with the location and requirements of the work due to their prior involvement in investigating the electrical issues at the Moranbah Depot, it would be impractical or disadvantageous for the local government to invite quotes from other suppliers.**

**Carried**

**Note: The Committee requests that an addendum to the report is provided for the Ordinary Meeting which provides and update on the final quote.**

## BACKGROUND

Electricity to the Moranbah Depot is supplied via the Water Treatment Plant. In August 2022, Hahnlec were appointed to perform an investigation into the suitability of this configuration or whether Council should proceed with establishing a separate connection through Ergon. The request with Ergon for an additional source of supply for the Depot and New Workshop was denied due to the numerous supplies already associated with the lot and plan number. Energy consumption has increased and so has the frequency of the power tripping (particularly over the last couple of months due to air-conditioning requirements). These events are not only inconvenient, they are also impacting productivity, eg vehicles can be stuck up on hoists, as well as potential safety concerns.

## Discussion

Hahnlec performed the initial investigation and facilitated the discussions with Ergon and recommend upgrading the supply cabling and circuit breaker from the Main Switchboard in the Pump House to the Depot. Increasing the cabling size from 16mm to 35mm will allow for a capacity increase to 125A per phase. This upgrade will resolve the current tripping issues that occur when the current spikes.

There is a desire to promptly effect rectification of the issue, and therefore it is in Council's best interest to continue with Hahnlec to perform the works for the upgrade, due to their prior involvement and knowledge of the site and subsequent recommendation for resolving the issue.

Under section 235 of *Local Government Regulations 2012*, a local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if;

*(b) the local government resolves it is satisfied that, because of the nature of the specialised or confidential services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;*

## IMPLICATIONS

Attempts to obtain quotes were made in order to comply with the Default Contracting Procedure of the *Local Government Regulation 2012*, however these potential suppliers were at a significant disadvantage in terms of their understanding of the site, requirements and particularly the timeframe to respond. There were concerns that this did not align with the *Local Government Act 2009*, Sound Contracting Principles S104 (b) open and effective competition; and e) ethical behaviour and fair dealing. On review, it is believed that the more appropriate course of action was to seek the Council's endorsement for Hahnlec's appointment to perform the upgrade works, due to the impracticalities of seeking alternative quotes in an equitable and impartial manner.

## CONSULTATION

- Manager Contracts and Procurement

## 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.

Acting Manager Fleet is accountable for delivery of the project.

## KEY MESSAGES

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

<b>Report prepared by:</b>	<b>Report authorised by:</b>
MALCOLM GARDINER	ROBERT PERNA
<b>Acting Manager Fleet</b>	<b>Director Engineering and Infrastructure</b>
Date: 5 March 2025	Date: 5 March 2025

## ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Hahnlec Report and Quote
- CONFIDENTIAL ADDENDUM 1 - Amendment of Exception Based Contractual Arrangements - Local Government Regulations (2012) – Moranbah Depot

## REFERENCE DOCUMENT

- Nil



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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Amal Meegahawattage
<b>AUTHOR POSITION</b>	Manager Planning and Projects

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9.28

## WATER AND WASTE 2024-25 CAPITAL PROJECTS PROGRESS REPORT

### EXECUTIVE SUMMARY

This report aims to update the Water and Waste Standing Committee and Council on the delivery of the Water and Waste 2024/25 Capital Works Program.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receives and notes the monthly Water and Waste 2024/25 Capital Projects Progress Summary Report.**

**Resolution No.:** W&W0547

**Moved:** Cr Alaina Earl

**Seconded:** Cr Rachel Anderson

**That the Committee recommends that Council:**

- 1. Receives and notes the monthly Water and Waste 2024/2025 Capital Projects Progress Summary Report.**

**Carried**

### BACKGROUND

Regular updates on the financial and physical status of projects within the 2024/25 Water and Waste Capital Works program are crucial to keep Council informed about the program's progress and associated risks.

### IMPLICATIONS

The attached Water and Waste 2024/25 Capital Projects Progress Summary 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 June 2025, yellow indicating a cost overrun of 0-10%, and green indicating no issues. Brief commentary is provided to explain the status of each project. Larger and more complex projects are sometimes delivered over multiple financial years and the exact expenditure in each year may deviate from the annual budget due to variations in the delivery schedule. This can affect expenditure in each year without exceeding the total budgeted amount for the project.

## COMPLIANCE

Compliance with the Water and Waste 2024/25 Capital Works Program is essential to meet the identified timeframes of the 2024/25 financial year.

## KEY CAPITAL PROJECTS

### 1. CW222983 – Moranbah Water Treatment Plant Roof Replacement

This project involves replacing the roof of the 5.7ML water reservoir to protect and extend its lifespan. Construction began in March 2023, with significant progress made on the structural components. Roof sheeting is 90% complete, with minor finishing works remaining. The interior of the tank has been cleaned, with floor sealing and wall epoxy coating scheduled for early March. The Planning and Projects team is maintaining close communication with the contractor to mitigate risks and delays, with completion targeted for March 2025.

### 2. CW233141 – Nebo Water Network Augmentation

This project enhances Nebo's water supply infrastructure by installing a new water main to improve reliability and capacity, particularly at the truck-fill point. Practical completion was achieved in August 2024, and the project is now fully complete. Savings of approximately \$225,000 have been identified, reallocated to other capital projects requiring additional funding, with the remainder transferred to reserves as part of the Q2 Budget adjustments.

### 3. CW233155 – Clermont Water Treatment Plant Modernisation

This upgrade ensures compliance with the Drinking Water Quality Management Plan. The turbidity analyser system was upgraded in September 2024, with new EPA 180.1-compliant analysers installed and calibrated. A control panel upgrade has also been completed.

The chemical dosing upgrade was delayed ensuring integration with the analyser and control panel upgrades. Now that these upgrades are complete, the chemical dosing upgrade is under tender evaluation as a Design and Construct (D&C) contract. The project is forecast for completion in September 2025 and will carry over to the next financial year, with \$500,000 allocated to 2025/26 to facilitate final project delivery. The funding agreement deadline has been approved by the funding agency.

### 4. CW233151 – St Lawrence Raw Water Storage and Raw Water Main

This project aims to enhance water storage capacity and improve distribution efficiency for the St Lawrence community. The raw water main was installed and successfully commissioned in November 2023. Construction of the new water storage facility is complete, but a burst water main under the Bruce Highway on 19 January 2025 delayed commissioning. The issue was resolved within days.

Commissioning and Practical Completion were issued on 31 January 2025, pending the rectification of minor defects. These defects are currently being addressed to be followed by final inspections.

### 5. CW243181 – Moranbah Sewer Pump Station Upgrades

This project enhances the capacity and operational efficiency of the Moranbah Sewer Pump Station. Following the contract award in July 2024, potholing works were completed, and materials ordered. The contractor mobilised on-site in late September. Non-return valves have been ordered and are scheduled for installation by mid to late March 2025.

## **6. CW243205 – Moranbah Rectification of Landfill Cell**

Efforts to rectify and stabilise the Moranbah landfill cell are ongoing, ensuring compliance with environmental regulations. A geotechnical specialist conducted workshops in January 2025 to analyse options and identify preferred solutions. Following consultation with Waste Management and Governance, the Planning & Projects team is finalising the geotechnical specialist's engagement and progressing the project as a Design & Construct (D&C) contract, scheduled for market release in March 2025.

During the Q2 budget adjustments, \$3.5M was carried forward to 2025/26, anticipating a revised expenditure timeline aligned with consultant recommendations. The Directorate is actively working to expedite procurement, award the contract, and deliver the project within the proposed timeline.

## **7. CW243239/CW243240 – Carmila and Greenhill Landfill Capping**

This project ensures regulatory compliance for landfill capping at the Carmila and Greenhill sites. Design work is progressing, with Aurecon having submitted a draft report.

A pre-lodgement meeting with the Department of Environment, Science, and Innovation (DESI) in November 2024 confirmed that DESI supports Isaac Regional Council's proposal to manage risks through localised remediation and preventative controls rather than increasing the capping depth from 300mm to 500mm.

A cost estimate has been prepared by the designer. Additional funding was allocated from reserves during the Q2 budget adjustment to cover costs for design studies and geotechnical testing, ensuring completion of design and contract documentation by the end of the current financial year.

## **8. CW253266 – Dysart Waste Management Facility Repurpose to Transfer Station**

This project converts the Dysart landfill into a transfer station. The initial Design & Construct (D&C) tender received one compliant bid, which exceeded the budget. A revised bid also exceeded available funding.

After reviewing the project with Waste Services, it was decided to complete the design component in FY 2024/25 and defer construction to FY 2025/26. The Design RFQ was sent to market on 9 January 2025, and \$525K was carried forward to the next financial year in the Q2 budget adjustment. Currently, there are no identified risks related to the design component of the project.

## **9. CW253273 & CW253274 – Carmila and St Lawrence Water Treatment Plant Upgrades**

This project enhances SCADA systems, chemical dosing, and monitoring infrastructure at both plants.

Planning commenced in July 2024, with initial site investigations complete. The Operations Team is finalising the Project Requirements document, which is necessary before procurement. The Planning and Projects team intends to combine the St Lawrence and Carmila upgrades into a single D&C contract with separable portions for efficiency.

Given the anticipated construction timeline (Q1–Q3 2025/26), Q2 budget adjustments carried forward most funds to align with the revised schedule.

## **10. CW253275 – CORP Sewer Relining 2025**

This project involves CCTV inspections and relining prioritised sections of the sewer network.

The contract was awarded in January 2025, and CCTV inspections are set to commence in mid-March. The Operations team will take 2–3 months to review footage and determine the sections requiring relining.

Construction will extend into 2025/26, with \$600K anticipated to be carried forward. The contract spans three years, with ongoing risk monitoring to ensure the project remains within budget.

## **11. CW253282 – CORP Water Network Water Meters**

This project replaces outdated water meters to improve accuracy in consumption measurement and billing. So far, 57 of 450 meters have been replaced. Work will resume in mid-March 2025 following meter reading completion. Meter procurement is progressing.

## **12. CW253287 – Glenden Water Treatment Plant Turbidity Analyser on Filters**

The installation of turbidity analysers on the filters at the Glenden Water Treatment Plant will enhance water quality monitoring and regulatory compliance.

The contract was awarded in February 2025, and material procurement has commenced.

## **13. CW253290 – Middlemount Water Network Augmentation**

This project installs a new water main in the Middlemount network. A drainage project on Nolan Drive has been included as a separable portion within the same contract. The contract has been awarded, and the project is in the material procurement stage.

## **14. CW253291 – Nebo Water Network Avdata**

An Avdata system has been installed at the Nebo truck-fill point to record water usage by commercial customers. Construction and commissioning were completed in February 2025.

## **15. CW253283 – CORP Switchboards**

This project replaces aged switchboards to reduce service failure risks and ensure regulatory compliance. The contract has been awarded, and pre-commencement planning is complete. Work is set to begin by mid-March 2025.

## **PROGRESS PHOTOS**



Image 1: Nebo Truck Fill Point – During Construction



Image 2: Nebo Truck Fill Point –Construction Completed and Commissioned



Image 3: Moranbah Water Treatment Plant Roof Replacement – Nearing Completion

## **BENEFITS**

Council can see a monthly progress report detailing the progress of projects in the Water and Waste 2024/25 Capital Program. This report communicates risks, failures and delays that have been identified within the Water and Waste 2024/25 Capital Works program.

## **CONSULTATION**

- Director Water and Waste
- Manager Operations and Maintenance
- Manager Waste Services
- Planning and Projects Capital Works Project Managers

## **BASIS FOR RECOMMENDATION**

To provide Council with a clear monitoring tool to track capital works delivery for the Water and Waste Directorate by providing transparent and relevant reporting. This report will help identify and communicate any project delays, overspends and project risks.

## **ACTION ACCOUNTABILITY**

The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2024/25 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.



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## KEY MESSAGES

That Council has open communication, oversight, and transparency of the Water and Waste 2024/25 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.

<p><b>Report prepared by:</b></p>	<p><b>Report authorised by:</b></p>
<p>AMAL MEEGAHAWATTAGE</p>	<p>SCOTT CASEY</p>
<p><b>Manager Planning and Projects</b></p>	<p><b>Director Water and Waste</b></p>
<p>Date: 3 March 2025</p>	<p>Date: 4 March 2025</p>

## **ATTACHMENTS**

- CONFIDENTIAL Attachment 1 – WW Capital Projects Progress Summary Spreadsheet March 25

## **REFERENCE DOCUMENT**

- Nil

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 29 March 2025
<b>AUTHOR</b>	Seungchan Bang
<b>AUTHOR POSITION</b>	Maintenance Planner Water and Waste

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**9.29**

## **WATER AND WASTEWATER PREVENTATIVE MAINTENANCE PROGRAM UPDATE**

### **EXECUTIVE SUMMARY**

This report provides an update on the progress of the Water and Wastewater Preventative Maintenance Program. It outlines the number of Preventative Maintenance Program activities that are now completed since the program's inception, key ongoing milestones and challenges for improvement.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Notes the contents of the Water and Wastewater Preventative Maintenance Program Update.**

**Resolution No.:** W&W0548

**Moved:** Cr Vern Russell

**Seconded:** Cr Rachel Anderson

**That the Committee recommends that Council:**

- 1. Notes the contents of the Water Wastewater Preventative Maintenance Program Update.**

**Carried**

### **BACKGROUND**

The Water and Wastewater Preventative Maintenance Program (PMP) was established in August 2022 to transition from reactive maintenance to a structured, proactive approach. Originally consisting of 31 identified programs, subsequent refinement and integration resulted in 30 distinct maintenance programs. Whilst reactive maintenance remains in high demand for immediate attention, a planned PMP is critical to reducing emergency repairs and ensuring the long-term sustainability of water and wastewater infrastructure. This report details the program's progress and its integration with asset management, capital planning and the budgeting process.

### **ACHIEVEMENTS**

- The following 25 PMP activities have been successfully established to date.
- 17 Air Compressor and 15 Blower Bi-Annual Service

- 34 Generator Bi-annual Service (Whole of Council Contract)
- 30 Overhead Crane and Lifting Beam Annual Service
- 100 Sewage Pump Station and Raw Water Pump Station Pump Annual Service
- 50 Sewage Pump Station and Treatment Plant Well Cleaning Annual Service
- 84 Water Treatment Plant (WTP) and Wastewater Treatment Plant (WWTP) Process Equipment Bi-Annual Maintenance
- WTP and WWTP Filter and Resin Inspection and Testing (two plants in a year)
- 6 Wastewater Treatment Plant Inlet Screen Annual Service
- 229 WTP and WWTP Lift, Dosing and Pressure Pump Annual Service
- Water Network Scouring (one town in a year)
- 1 Moranbah WWTP Belt Filter Press Annual Service
- 173 Safety Equipment Bi-Annual Service
- 9 Chlorination System Bi-Annual Service
- 25 Weigh Scale and Benchtop Lab Scale Annual Service
- 32 Sewage Pump Station RCD Testing
- WTP and WWTP Test and Tag
- 6 UV Disinfection System Bi-annual Service
- 98 Water and Wastewater Treatment Plant Online Analyser Annual Service
- 23 Pressure Vessel Annual Service and Certification
- Polishing Plant Inspection and Condition Assessment (Moranbah/Dysart/Middlemount)
- 61 Lab Benchtop Analyser Annual Service
- 110 WTP and WWTP Flow Meter Annual Verification Testing
- Water Reservoir and Tower Inspection and Condition Assessment (one town in a year)
- 19 WTP and WWTP Electric Gate and Roller Door Annual Service
- 14 WTP and WWTP Pest Control Bi-Annual Service

## **Key ongoing milestones in PMP include:**

- Service Report Review and Equipment Improvement

Upon completion of each PMP, a mandatory service report is supplied by the contractor including details of scope completion, condition assessment results and improvement recommendations. The Operations and Maintenance Team evaluates the service report to identify potential issues and review the recommendations. Interventions arising from the service reports and condition assessments fall into three categories:

- Repair: Funded from the operational budget
- Replacement: Funded from the capital budget

- Deferral: Dependent on the condition's severity and long-term planning

- Improve process reliability

PMP No.5: Sewage Pump Station and Treatment Plant Well Cleaning Annual Service has been conducted for the past two years. This service includes documenting the total waste materials extracted from sewage pump stations. The Figure 1 presents the quantity of waste materials removed from pump stations, highlighting challenges in sewer transfer due to significant material accumulation in the primary pump stations (No.1) in each town. Removal of the waste material via the preventive maintenance activities reduces the risk of asset failure and sewer overflows.

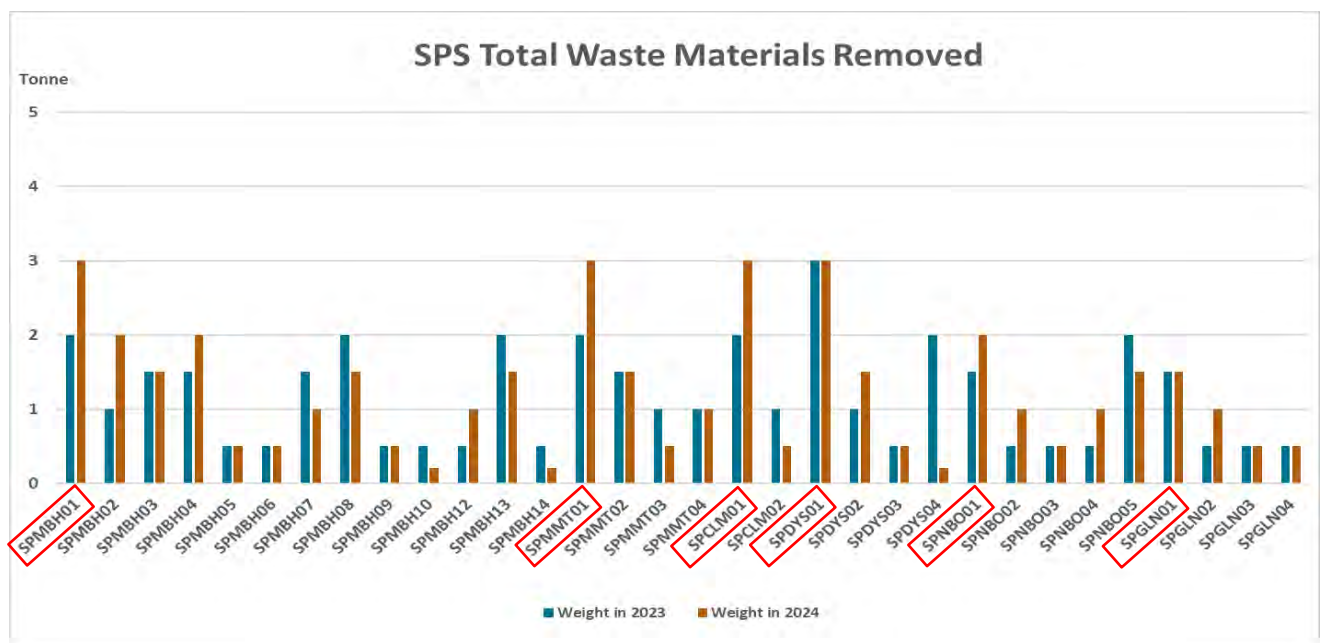


Figure 1 SPS total waste material removed

Attachment - appendix 2: Sewer Network Layout illustrates the critical role of No.1 pump stations in each town. Based on the collected data, the service frequency for No.1 pump stations in each town will be increased to a bi-annual schedule to further enhance process reliability.

- Operational Asset Registry (OAR) Update

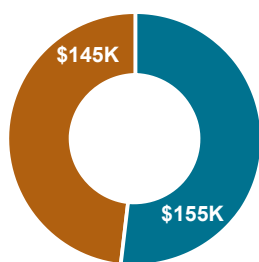
OAR data in the system is not completely up to date. The PMP continues to identify and document critical asset information including make, model, serial number and current condition. This data is transferred to the asset team for register updates, ensuring accurate asset records and improvements to data-driven decision-making.

- Budget process

The approved FY 2024-25 budget of \$1.2 million accelerates the ongoing execution of 25 PMP activities. The PMP budget covers periodic maintenance and facilitates proactive repairs such as

generator ATS (Automatic Transfer Switch) replacement and chlorination system repairs, reducing the risk of major equipment failures. Emergent and/or Programmed Renewals Capital Budget is utilised when maintenance activities are insufficient to bring an asset up to the expected standard or the asset meets a depreciation threshold. This structured financial approach supports the development of the FY 2025-26 operational and capital budgets as well as long-term capital planning and equipment renewals (Figure 2).

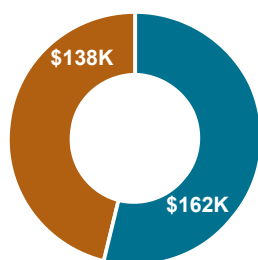
### WTP - Equipment Renewals



■ Reactive ■ Planned

Township	Description (Planned)	Estimate
Nebo	Renewal of treated water tank	\$15,000
Glenden	Renewal of raw water pump	\$20,000
Dysart	Renewal of lifting beams	\$30,000
Dysart	Irrigation Pump Replacement	\$10,000
Dysart	Renewal of raw water tank	\$10,000
Clermont	Sludge Lagoon Pump Replacement	\$30,000
Clermont	Highlift Pump Replacement	\$40,000

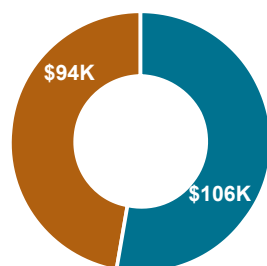
### WWTP - Equipment Renewals



■ Reactive ■ Planned

Township	Description (Planned)	Estimate
Moranbah	Polishing Plant UV Replacement	\$20,000
Moranbah	Polishing Plant filter system Replacement	\$50,000
Middlemount	Contact Tank Chlorine Analyser Replacement	\$12,000
Middlemount	Oxidation Ditch DO Analyser Replacement	\$20,000
Dysart	Contact Tank Chlorine Analyser Replacement	\$30,000
Clermont	Contact Tank Chlorine Analyser Replacement	\$30,000

### SPS - Equipment Renewals



■ Reactive ■ Planned

Township	Description (Planned)	Estimate
Nebo	SPS No.2 Pump 1 and 2 Replacement	\$18,000
Nebo	SPS No.5 Pump 1 and 2 Replacement	\$18,000
Moranbah	SPS No.8 Pump 2 Replacement	\$10,000
Moranbah	SPS No.10 Pump 2 Replacement	\$10,000
Moranbah	SPS No.12 Pump 1 Replacement	\$10,000
Middlemount	SPS No.2 Pump 1 Replacement	\$10,000
Glenden	SPS No.2 Pump 2 Relacement	\$10,000
Dysart	SPS No.4 Pump 1 and 2 Relacement	\$20,000

Figure 2 FY 2025-26 equipment renewal budget estimate

### Maintenance Team Capability

The maintenance team has onboarded a maintenance fitter who is responsible for day-to-day mechanical maintenance and one of PMP activities: WTP and WWTP Process Equipment Maintenance. Initially tendered externally, the tendered price was 25% higher than the allocated budget. After two months of preparation, this activity becomes the first internal maintenance program run by the Water and Wastewater maintenance team.



All records and findings are documented in the corporate system, Lucidity, using the newly developed maintenance check sheet (Attachment - appendix 3).



Figure 3 Process equipment maintenance activity

This is a success story to increasing internal capability and direct knowledge of equipment instead of relying on external contractors who require higher costs and longer lead times. Future plans include onboarding an additional electrician to enable in-house execution of RCD Testing at WTPs, WWTPs, Sewerage Pump Station (SPS), and test and tag inspections and general electrical repairs/improvements, further increasing workforce capability and asset reliability.

### Challenges and areas for improvement

- Despite significant progress, the following areas require further attention to ensure program success:
- Deferred maintenance priorities due to urgent breakdowns demand immediate attention
- Delayed PMP initiatives due to insufficient resources in the market
- Existing expired PMP contracts, requiring a re-tendering process

### Projection

The PMP signifies a shift from the run-to-failure (RFT) and reactive maintenance model to proactive condition assessments and preventative maintenance. The Water and Wastewater team endeavours to achieve positive outcomes from the Council's investment in this program. Proactive maintenance, encompassing thorough inspections and timely repairs, is expected to enhance operational efficiency, reduce equipment failures, and ensure uninterrupted operations for the provision of drinking water, wastewater treatment, recycled water production, and the conveyance of all water and wastewater products.

Figure 4 illustrates the trend of the number of reactive maintenance across three PMPs over five years. Ongoing supports for PMP has led to positive outcomes, including reduction in reactive maintenance and improved consistency in equipment management by the awarded service provider.

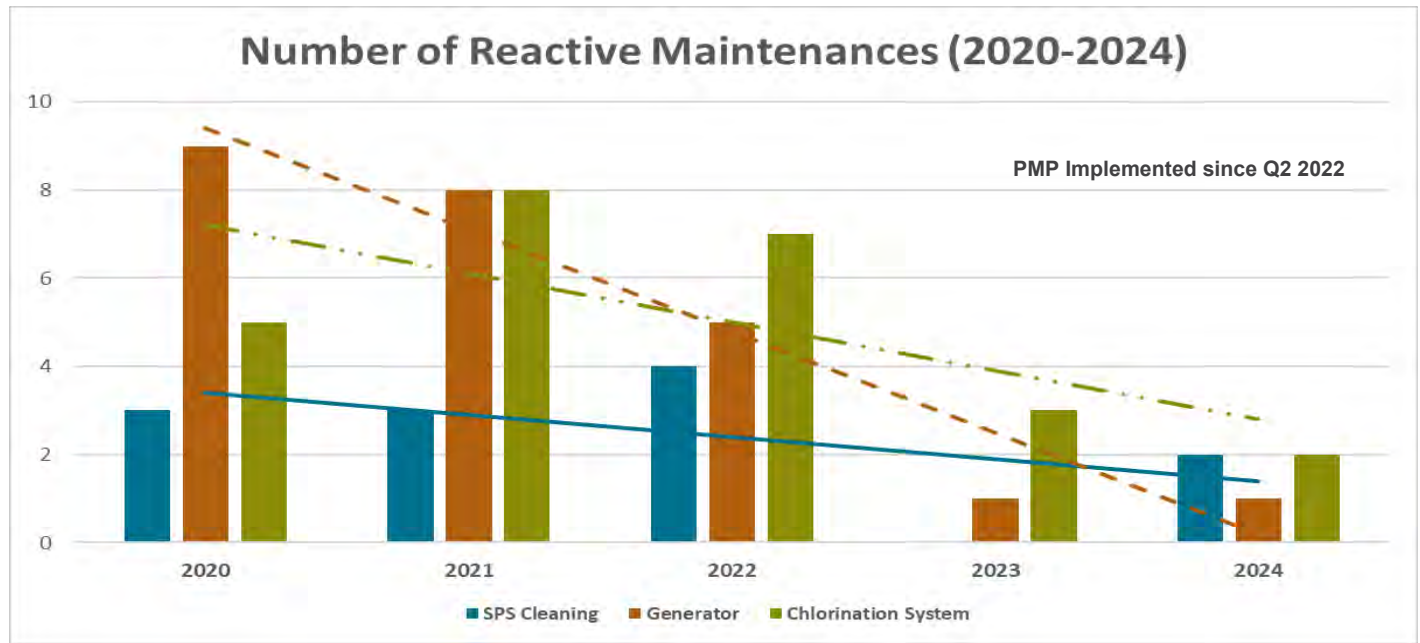


Figure 4 Trend of the number of reactive maintenances for three PMPs over five years

## IMPLICATIONS

The data collected from asset condition assessments through the PMP will be instrumental in guiding future investment decisions. Over time, the PMP is expected to minimise asset failure, unplanned service interruptions and reactive maintenance expenses.

## CONSULTATION

- Water and Wastewater Team
- Maintenance Planner – Water and Waste
- Treatment Plant Supervisor – North
- Treatment Plant Supervisor – South
- Project Managers Planning and Projects
- 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 preventative maintenance program.

## ACTION ACCOUNTABILITY

---

The Manager Operations and Maintenance will be responsible for ensuring the continued inclusion of preventative maintenance programs in the operational budget and supporting their successful execution.

## KEY MESSAGES

Implementation of the Water and Wastewater preventative maintenance program strengthens the reliability of the water and wastewater services, ensuring the efficient and uninterrupted delivery of essential community services.

<b>Report prepared by:</b> SEUNGCHAN BANG <b>Water and Waste Maintenance Planner</b> Date: 25 February 2025	<b>Report authorised by:</b> SCOTT CASEY <b>Director Water and Waste</b> Date: 3 March 2025
--	--

## ATTACHMENTS

- Attachment 1 - Water and Wastewater Preventative Maintenance Program - Appendices

## REFERENCE DOCUMENT

- Nil

# WATER AND WASTEWATER PREVENTATIVE MAINTENANCE PROGRAM UPDATE - APPENDICES

Current as at 25.02.2025

Presented by **Maintenance Planner Water and Waste**



# TABLE OF CONTENTS

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Appendices

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## APPENDICES

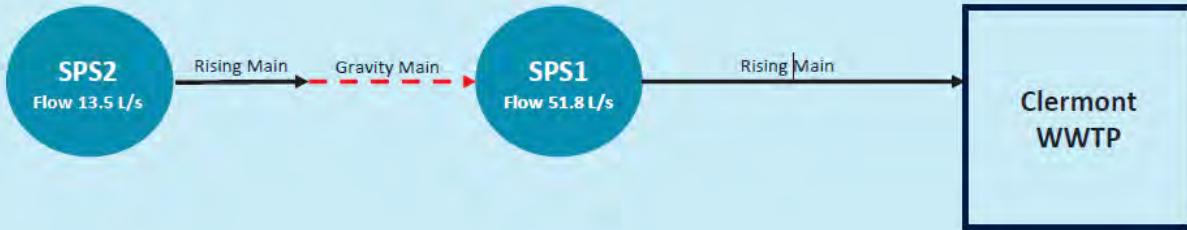
- Appendix 1 – Preventative Maintenance Program (PMP) Schedule March 2025 presents the latest PMP achievements and upcoming plans, ensuring maintenance activities align with contract requirement.
- Appendix 2 – Sewer Network Layout highlights the critical role of SPS No.1 in each township. The network data, combined with PMP insights, supports decision-making to enhance process.
- Appendix 3 – Example of Process Equipment Maintenance Checksheet is used to record equipment data and condition assessment results. The recorded information helps prioritise the budget allocation and proactive maintenance efforts.

### Water and Waste Preventative Maintenance Program

Task No.	Program Title	2024												2025											
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec								
1	Water and Wastewater Air Compressor and Blower Maintenance																								
2	Integrated Generator Maintenance																								
3	Overhead Cranes and Lifting Beams																								
4	Sewage Pump Station and Raw Water Pump Station Maintenance Program																								
5	Sewage Pump Station and Treatment Plant Well Cleaning																								
6	WTP and WWTP Process Equipment Maintenance																								
7	WTP and WWTP Filter and Resin Inspection and Testing																								
8	Sewage Treatment Plant Inlet Screen Maintenance																								
9	WTP and WWTP Pump Maintenance																								
10	Water Network Scouring																								
11	Belt Filter Press Inspection and Maintenance																								
12	WTP and WWTP BA and Safety Equipment Inspection and Maintenance																								
13	WTP and WWTP DP and Level Sensor Calibration																								
14	WTP and WWTP Chlorination System Maintenance																								
15	Weigh Scale Inspection and Maintenance																								
16	Sewage Pump Station RCD Testing																								
17	WTP and WWTP Test and Tag																								
18	UV Disinfection System Maintenance																								
19	Water and Wastewater Treatment Plants Online Analysers Maintenance																								
20	Pressure Vessel Inspections and certification																								
21	WTP and WWTP Actuator Calibration																								
22	Sewage Pump Station Electrical Switchboard Thermal Testing																								
23	Polishing Plant Inspection and Condition Assessment																								
24	Town Water Sluice Valve Exercise Program and Hydrant Cleaning																								
25	Bench Top Analyser Calibration																								
26	WTP and WWTP Air Conditioning Inspection and Maintenance																								
27	Flowmeter Maintenance																								
28	Water Reservoir and Tower Inspection and Condition Assessment																								
29	WTP and WWTP Electric Gate and Door Maintenance																								
30	Treatment Plant Pest Control																								

Preventative Maintenance Program Schedule March 2025

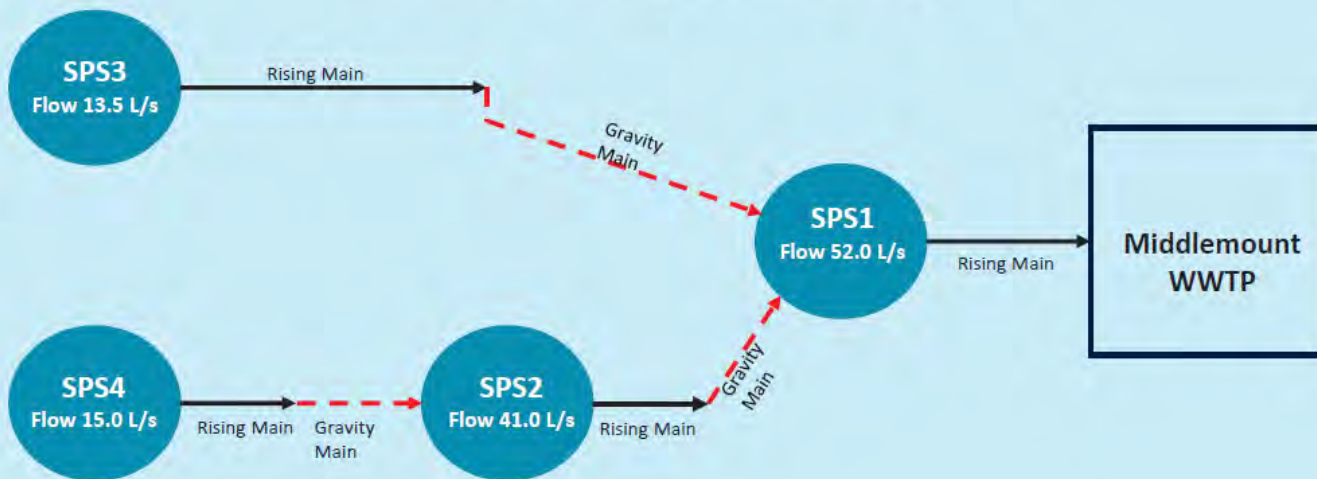
## CLERMONT SEWERAGE NETWORK



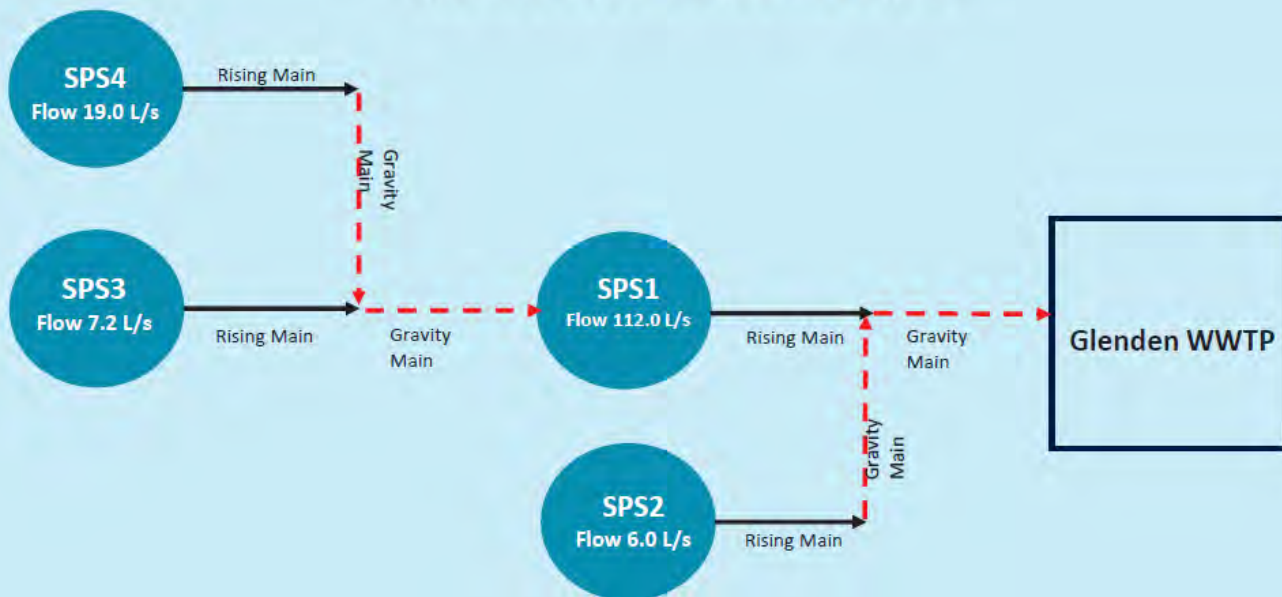
## DYSART SEWERAGE NETWORK



## MIDDLEMOUNT SEWERAGE NETWORK

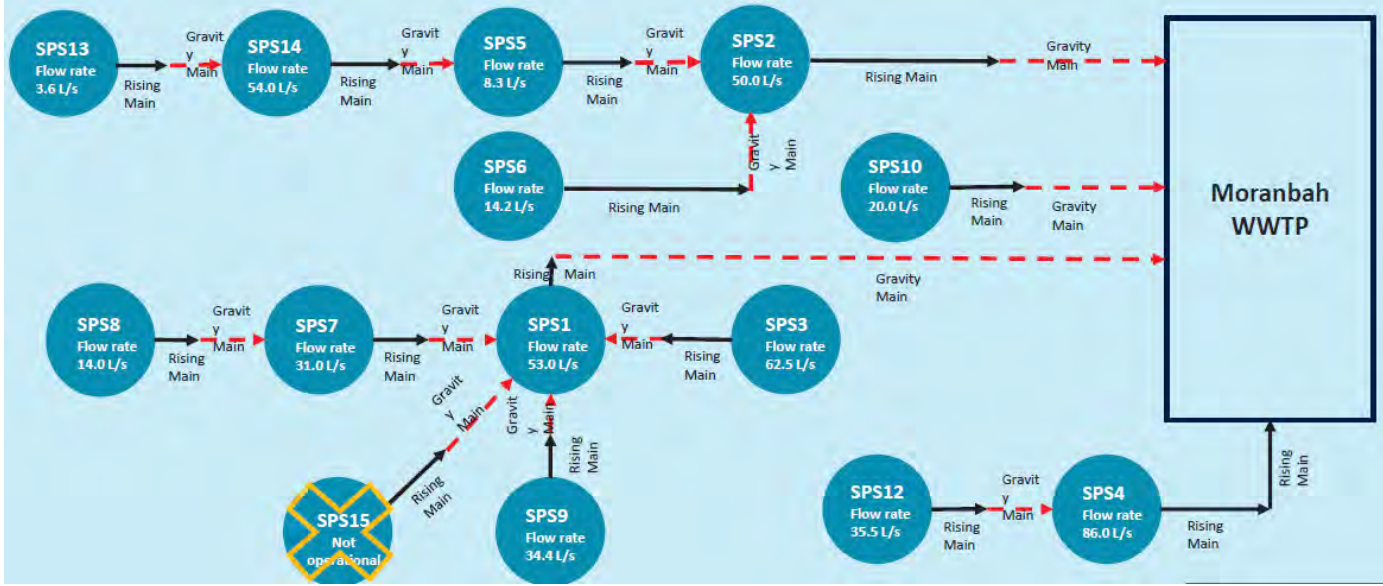


## GLENDEN SEWERAGE NETWORK

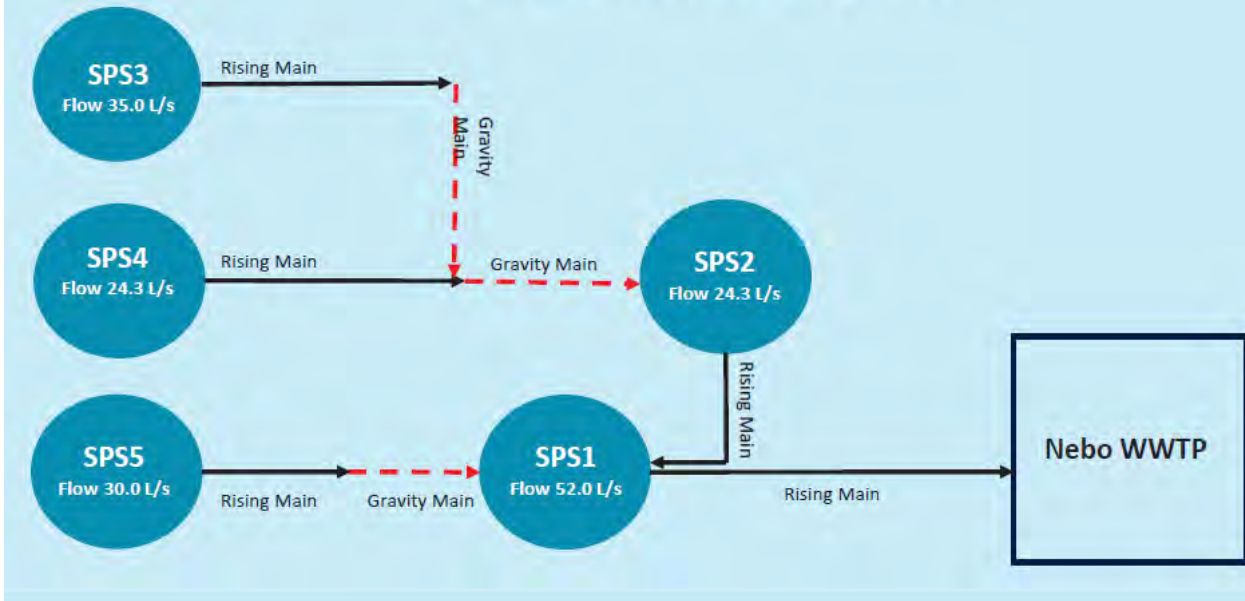




## MORANBAH SEWERAGE NETWORK



## NEBO SEWERAGE NETWORK



Sewer Network Layout

# Maintenance Checksheet - Water & Waste



## Details

Form id 67411  
 Created at 03/02/2025 by Anthony Cole  
 Completed at 03/02/2025  
 Last modified 03/02/2025 08:57:45 by Anthony Cole  
 Status Complete  
 Respondent Anthony Cole  
 Directorate Water & Waste  
 Department Water and Waste Water  
 Location MORANBAH  
 Project  
 Company Isaac Regional Council

## TECHNICIAN AND SITE DETAILS

Technician Name Anthony Cole  
 Position Maintenance Fitter (W&W)  
 Township Equipment is located Middlemount  
 Site where equipment is located Water Treatment Plant

## RISK MANAGEMENT

Has an Isaac Instant been completed? Yes  
 Have all controls been implemented Yes  
 Proceed with the maintenance

## EQUIPMENT DETAILS

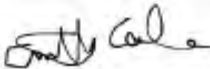
Asset No. (if known) Middlemount water treatment plant Clarifier # 1 main Gear Box  
 Type of Equipment  Gearbox  
 Technical Information

Name	Tag ID	Make	Model	Serial No	Ratio	Capacity	Phase	Additional Details
Clarifier # 1 Main Drive Gear box	Sew-Eurodrive	Sew-Eurodrive	FF107 AR145 R77 DR63S4/TH/C	20.0121468102.0002.13				

Condition  
 add n/a if not an increment is not applicable

Shaft	Seal	Bearing	Drive System	Tension	Alignment	Noise	Vibration	Oil	Grease	Additional Details
OK Can not see below water level	OK	OK	OK	OK	OK	OK	OK	Replaced	N/A	-See Notes

## Maintenance Checksheet - Water & Waste

Lubricant	<input checked="" type="checkbox"/> Oil
Type of Oil	ISO VG 680
Was the Oil refilled, replaced or inspected?	Replaced
Volume of oil replaced	Approx 35 litres
Condition Assessment Rating 1-5 <i>1 Being very good, 5 being very poor</i>	3
Comments	<p>Possible water in oil. Oil appeared slightly milky          Electric motor telltale showing bearing wear. Water may be entering through here.          Fill plug U/S had to be drilled out. Fitted modified one to side and fitted side one to top. New one ordered to be fitted when it arrives.          All else appears ok at time of inspection.          Next service oil change 3 years.</p>
Signature	

Example of Process Equipment Maintenance Checksheet

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**MEETING DETAILS**

**Ordinary Meeting**

Wednesday 26 March 2025

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**AUTHOR**

Stephen Wagner

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**AUTHOR POSITION**

Manager Operations and Maintenance

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**9.30**

**WATER AND WASTE DEPARTMENTAL REPORT – OPERATIONS AND MAINTENANCE**

## EXECUTIVE SUMMARY

The purpose of this report is to present an overview of the Operations and Maintenance department within the Water and Waste Directorate of Isaac Regional Council.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receives and notes the contents of this report regarding an overview of the Operations and Maintenance department within the Water and Waste Directorate of Isaac Regional Council.***

**Resolution No.: W&W0549**

**Moved: Cr Alaina Earl**

**Seconded: Cr Rachel Anderson**

**That the Committee recommends that Council:**

- 1. Receives and notes the contents of this report regarding an overview of the Operations and Maintenance department within the Water and Waste Directorate of Isaac Regional Council.**

**Carried**

## BACKGROUND

The Operations and Maintenance department is responsible for:

- Providing effective, sustainable, high-quality and continuous supply of water, wastewater and recycled water products and services.
- Ensuring that potable water meets the requirements of the Isaac Regional Council (IRC) Drinking Water Quality Management Plan (DWQMP), Australian Drinking Water Guidelines (ADWG) and environmental compliance requirements.

- 
- Ensuring effective collection, transport, storage and treatment of wastewater, meeting all relevant environmental authority conditions
  - Supplying recycled water which meets customer expectations and compliance standards

## IMPLICATIONS

The attached document is available to provide Council visibility into the operational aspects of the Operations and Maintenance Department.

## CONSULTATION

- Director Water and Waste
- Operational Supervisors

## BASIS FOR RECOMMENDATION

The recommendation is to receive and note the content of this report which provides an accurate overview and status update of the Operations and Maintenance Department's operations.

## ACTION ACCOUNTABILITY

The Manager Operations and Maintenance is responsible for the strategic direction and operational deliverables of the Operations and Maintenance Department, including reporting on delivery of its Business Plan and approved operational projects.

## KEY MESSAGES

The Manager of Operations and Maintenance will provide information on a regular basis to keep Council well informed of the performance and developing initiatives within the departments area of operations.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
STEPHEN WAGNER	SCOTT CASEY
<b>Manager Operations and Maintenance</b>	<b>Director Water and Waste</b>
Date: 28 February 2025	Date: 4 March 2025

## ATTACHMENTS

- Attachment 1 – Operations and Maintenance Departmental Report – March 2025

## REFERENCE DOCUMENT

Nil

# OPERATIONS AND MAINTENANCE DEPARTMENTAL REPORT MARCH 2025

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Current as at 28.02.2025

Presented by **Manager Operations and Maintenance**



## EXECUTIVE SUMMARY

This report provides an overview of the Operations and Maintenance Department's objectives, key functions and a quarterly update of the activities of the Operations and Maintenance department.

## PRIMARY OBJECTIVES AND KEY FUNCTIONS

The Operations and Maintenance Department is responsible for the following primary objectives and functions:

- Providing effective, sustainable, high-quality, and continuous supply of water, wastewater and recycled water products and services.
- Providing potable water that meets the requirements of the Isaac Regional Council (IRC) Drinking Water Quality Plan (DWQMP), Australian Drinking Water Guidelines (ADWG) and environmental compliance requirements.
- Ensuring effective collection, transportation, storage, and treatment of wastewater meeting all relevant Environmental Authority (EA) conditions.
- Supplying recycled water which meets customer expectations and compliance standards.
- Meeting the requirements for dam safety for water storages.

## FUNCTIONS AND SERVICES

The Operations and Maintenance team delivers a range of services:

OUTPUT	FREQUENCY	INTERNAL/EXTERNAL
Provide effective, sustainable, high-quality, and continuous water and wastewater products and services.	Daily	Internal
Meet the requirements of the Isaac Regional Council Drinking Water Quality Management Plan, Australian Drinking Water Guidelines, and environmental compliance.	Daily	Internal
Effective collection, transport and treatment of wastewater meeting all relevant environmental authority conditions.	Daily	Internal
Supply of recycled water which meets customer expectations and compliance standards.	Daily	Internal
Audit sites for improvement practices and operational techniques which can be introduced by the operational team to achieve best practice.	Quarterly	Internal
Auditing of recycled water sites for improvement practices and operational techniques that can be introduced to meet objectives and achieve best practice	Annually	Internal / external

Development, maintenance and coordination of various management plans and policies	Daily	Internal
Coordinate and manage recycled water including end user compliance through agreements, monitoring, and audits	Monthly	Internal
Maintain current asset maintenance and servicing as per schedule	Annual	Internal / external
Management of raw water sources	Weekly	Internal
Connection and disconnection of water and wastewater services to the community	As required	Internal
Management of raw, potable, and recycled water standpipes to residential and commercial users	As required	Internal / external

Table 1: Operations and Maintenance Department Functions

## LOCATIONS

Location	Water Supply	Wastewater
Carmila	Carmila Water Supply System.	
Clermont	Clermont Water Supply System.	Clermont Wastewater Collection, treatment, and safe disposal system.
Dysart	Dysart Water Supply System.	Dysart Wastewater Collection, treatment, and safe disposal system.
Glenden	Glenden Water Supply System.	Glenden Wastewater Collection, treatment, and safe disposal system.
Middlemount	Middlemount Water Supply System.	Middlemount Wastewater Collection, treatment, and safe disposal system.
Moranbah	Moranbah Water Supply System.	Moranbah Wastewater Collection, treatment, and safe disposal system.
Nebo	Nebo Water Supply System.	Nebo Wastewater Collection, treatment, and safe disposal system.
St Lawrence	St Lawrence Water Supply System.	

Table 2: Treatment Plant Locations



## OPERATIONAL HIGHLIGHTS

**Glenden Water:** Glenden water won three awards for the Best Tasting Water (2024) for the Isaac Region, Queensland and Australia. This paved the way for Glenden's water to be entered into the 33rd annual Berkeley Springs International Water Tasting Competition in the USA, where a six-litre sample of Glenden Drinking Water was sent to represent Isaac in the prestigious drinking water competition. Unfortunately this time, Glenden was not selected as one of the winners.

The water will be entered into one more competition at the WIOA conference in May when it will be judged against the best water in New Zealand.

**Operational staff members:** There has been an increase in applications for vacant treatment plant Operator positions with five new treatment plant operators and one maintenance staff member successfully engaged in the last quarter.

**Release to Grosvenor Creek:** During the rain event in February Grosvenor Creek reached the flow that is required for IRC to release recycled water to Grosvenor Creek. During the 90 hours that the release could occur, there was a total volume of 23.56ML released. This was the first compliant release of recycled water to the environment since 2017. Many months of testing, data collection, investigations and reports enabled the Environment Authority to be amended adjusted which made the release parameters more achievable.

**Inspections of stormwater and leachate dams:** The Technical Officer – Dams has conducted inspections and monitoring of all water infrastructures/dams at the Waste Facilities throughout Isaac Region. This cross departmental activity negates the need to engage an external consultant to undertake this work and promotes inter-departmental collaboration and resource sharing.

**Preventative Maintenance Programs:** Twenty-five (25) preventative maintenance programs have been successfully awarded and delivered year to date. The continued expansion of these programs is starting to have a visible impact upon the reliability of operational assets.

**Engineering Survey of Theresa Creek Dam Wall:** This survey was identified as a requirement of the Structural Inspection and Report in 2021. This survey was submitted to tender, and a successful tenderer was awarded. The onsite package of work has been completed, and construction data will now be compared to the data collected during this survey. This information will give an indication of any actual movement in the concrete structure and will inform the future course of action.

**Blue-Green Algae:** A review of the Blue Green Algae Management Plan for Drinking Water and the Recreational Waters Blue Green Algae Management Plan was undertaken. Consultation with the managers of Economy and Prosperity and Parks and Recreation ensured that all stakeholders understand their responsibilities of the Recreational Waters Blue Green Algae Management Plan. Total algae test results were then aligned with QLD cyanobacteria limits including liaison with Ecoscope relating to other potentially toxic species. Methodologies are being explored to manage Blue-Green algae in all raw water and effluent dams. Ongoing discussions are taking place with Gympie Regional Council, Logan Council, and Mackay Regional Council, as well as several vendors, to adopt a solution that is both environmentally sustainable and economically feasible.

**Environmental Monitoring of Moranbah Wastewater Treatment Plant:** Consultants have been engaged to investigate and nominate the location of ground water monitoring bores at this site. Three of the proposed bore sites are located on an adjacent property owned by Anglo American. Negotiations have begun to finalise the agreement with Anglo for access for drilling and monitoring ground water via these assets.

**Australian Drinking Water Guidelines (ADWG) change in health limits:** IRC's Water and Wastewater team coordinated a response for the public consultation for ADWG change in health limits for the WIM (Whitsunday, Isaac and Mackay) Alliance compliance work group to submit.

**Fire Hydrant and Sluice Valve replacement Program:** This is an ongoing recurrent project that has seen the replacement of 13 failed network fire hydrants and 7 network isolation sluice valves. This will secure a higher level of certainty for Queensland Fire Services to access these hydrants and the IRC team to isolate network areas with confidence when repairs or modifications are required to the network.

**Environmental:** Three (3) Council officers attended a conference presented by Queensland Water Directorate on the Environmental Opportunities for Queensland Urban Water Sector. Following this conference the three members collaborated with Gympie Regional Council on the management of blue green algae and preventative maintenance.

## THREE MONTH OUTLOOK

**Operational and Maintenance contracts:** Review of the Environmental Monitoring Contract and conclude the future of the current contract, extend/terminate existing maintenance contracts and finalise additional/renew maintenance contracts.

**Optimise Water Treatment Plants:** Conduct investigations to optimise process and chemical use on the Middlesmoot and Dysart Water Treatment Plants to ensure the quality of water being produced is optimal.

**Environmental Monitoring:** Complete the agreement between Anglo American and IRC for site access for drilling and monitoring ground water bores adjacent to the Moranbah Wastewater Treatment Plant. Drill ground water monitoring bores at Moranbah and Nebo.

**User Requirement Specification development:** Complete the User Requirement Specifications for St Lawrence and Carmila Water Treatment Plants and Nebo Wastewater Treatment Plant upgrades.

**Nebo Wastewater Treatment Plant Environmental Authority (EA) amendment:** Inflow to the Nebo Wastewater Treatment Plant during rain events see a sizable quantity increase, which exceeds the limits set in the EA. Two studies are presently being conducted to confirm the operational capacity of the treatment plant and the irrigation system, taking into consideration future growth predicted at Nebo. Once these studies have been completed, finalisation of the application to amend the EA will occur.

**Operational Manuals:** Manuals for Moranbah Water and Wastewater Treatment Plants and Clermont Wastewater Treatment Plant will be completed.

**Operational Resourcing Strategy:** A five-year Operational Resourcing Strategy will be finalised to align with the installation of SCADA upgrades and associated plant automation to treatment plants over the next three years.

## TRAINING AND PROFESSIONAL DEVELOPMENT

Water and Wastewater has been able to facilitate 33 team members to attend 14 different training or personal development events this year to date with 6 others training courses and or personal development events scheduled for the remainder of the financial year.

Training or Professional Development opportunities	Attendance
Confined Space Entry	5
Operate Breathing Apparatus	1
Forklift High Risk Work	3
Working at Heights	7
CPR	1
Sustainable Pumping Course	1
Danfoss Variable Speed Drive Applications and Installation Standards	2
WIOA-2024 Conference & Exhibition	4
Qld Water Directorate Annual Conference	1
North QLD Conference 2024	2
Qwater 24 Conference	1
Environmental Opportunities for QLD's Urban Water Sector	3
Dam Safety Surveillance Course	1
Certificate IV- Water Industry Operations	1

Table 3: Training and Development

## EMERGING ISSUES

**Erosion Control on Earthen Dam Walls:** Various strategies have been formulated to reduce and or monitor the occurrence of erosion on Middlemount Raw Water Dam, Moranbah 400ML Raw Water Dam and Moranbah Effluent Storage Dam. These are not at a stage that immediate intervention is required but monitoring will allow for proactive long-term planning.

**Deterioration condition of network infrastructure:** There has been a measureable increase in water main breaks and sewer main delamination/deterioration over the past three months. Further investigation and data collection will monitor the identified areas.

**Release of recycled water to the environment:** IRC has been releasing recycled water to the environment without the licenced authority to do so. Plans have been developed to divert recycled water to other areas or use other strategies to lower the storage levels of effluent storage dams but until these are strategies are implemented; this compliance issue will remain. IRC staff meet regularly with Department of Environment Tourism Science and Innovation (DETSI) to provide updates on progress.

# RAW WATER SOURCE FOR ISAAC REGIONAL TOWNS

**Glenden**

Raw water for Glenden is provided from the Bowen River which can be refilled from Gattonvale off-stream storage and Eungella Dam.

- Newlands Coal Mine (Xstrata) **N/A**
- Bowen River Weir **118.51%**

**No Water Restrictions**

**Nebo**

Nebo's raw water is supplied through six bores. The new water treatment plant and reservoir as part of the Nebo Water Supply Project have 2ML storage on site.

**No Water Restrictions**

**Carmila**

Raw water is supplied from two shallow bores located near the Carmila Creek approx. 1km from the WTP.

Water is flowing over the weir near the bore. **391.2mm** of rain for the reporting month.

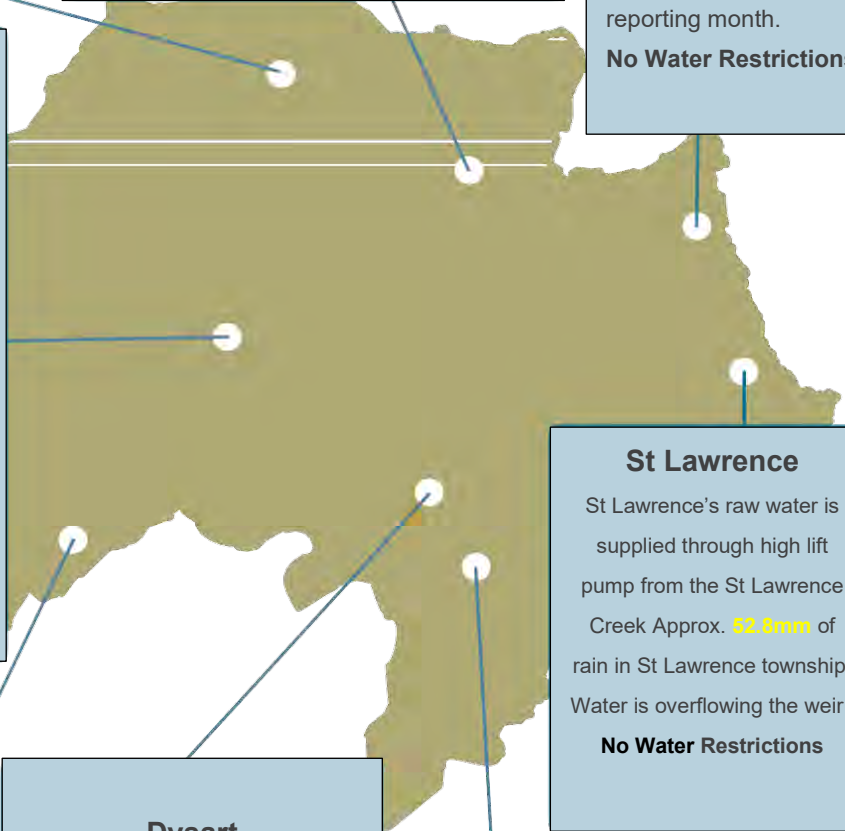
**No Water Restrictions**

**Moranbah**

Moranbah's raw water is supplied from two sources: Burdekin Dam through Burdekin-Moranbah pipeline Eungella Dam through BMA or Sunwater's pipelines

Water to date	2023/24	2024/2025	Available Qty
Pembroke Tier 1	50ML	150ML	150ML
Dyno Tier 1	50ML	50ML	50ML
BMA Tier 1	1825ML	1866ML	1825ML
Dyno Tier 2	125ML	0ML	325ML
Stanmore T1	0ML	150ML	150ML
Sunwater	150ML	0ML	No cap
BMA Tier 2	30ML	0ML	350ML

**No Water Restrictions**



**Clermont**

Clermont's raw water is supplied from Theresa Creek Dam. **121.8mm** rain at Theresa Creek Dam. **0.092m** below overflow level

**No Water Restrictions**

**Dysart**

Dysart's raw water is supplied from Bingegang Weir in the Mackenzie River which can be re-filled from Fairbairn Dam through Bedford Weir.

- Bingegang Weir **102%**

**No Water Restrictions**

**St Lawrence**

St Lawrence's raw water is supplied through high lift pump from the St Lawrence Creek Approx. **52.8mm** of rain in St Lawrence township. Water is overflowing the weir!

**No Water Restrictions**

**Middlemount**

Middlemount's raw water is supplied from the Bingegang Weir on the Mackenzie River approx. 60km away. The weir is re-filled from Fairbairn Dam through Bedford Weir.

- Bingegang Weir **102%**
- Fairbairn Dam **23.5%**
- Bedford Weir **100.48%**

**Level 1 Water Restrictions**

## BUDGET

**Wages:** The engagement of contract Treatment Plant Operators to cover internal vacancies has resulted in the Agency Temp Staff budget being exceeded and insufficient budget within Salaries and Staff Wages to offset the additional expenditure. Note recent recruitment successes will go some way to alleviating this expenditure.

**Repairs and Maintenance:** Continuing increases to contractor pricing have put pressure on the budget to deliver necessary maintenance work to ensure ongoing operational compliance.

## CONCLUSION

Many of the initiatives that have been pursued over the last few years are combining to deliver sustainable change. Examples of this include the implementation of preventative maintenance programs which is resulting in reductions to reactive maintenance activity and amendments to environmental authorities to enhance operational compliance.

The Operations and Maintenance department continues to provide essential water and wastewater services to communities across the region and is progressively improving the reliability of these services. There are still emerging issues, but these are identified and tackled as they arise. Ongoing training, development and recruitment activities have reduced operational risks and improved the quality of the services provided; culminating in the water from Glenden being voted the best water in Australia.



Council currently has seven (7) WSAs published on their website for the townships of Carmila, Clermont, Dysart, Middlemount, Moranbah, Nebo and St Lawrence and it is proposed for these to be reviewed in the 2025 calendar year prioritising Clermont and Nebo in the first instance.

It is noted that there has not been a WSA declared for Glenden in the past due to the ownership and our partnership with Glencore however, this is proposed to be assessed this calendar year.

## **Council Resolution 507**

Council Resolution 507 from the Minutes for the 26 September 2017 Ordinary Meeting contains the following:

1. *Approve the Proposed Water Service Area maps for Middlemount, Nebo, Moranbah, Dysart, St Lawrence and Carmila.*
2. *Approve the current Water Service Area map for Clermont.*
3. *Approve publication of the Notices of Declaration of the Water Service Areas and make such available for inspection.*
4. *Not approve any additional water connections outside the approved areas.*
5. *Approve the implementation of supply agreements with existing customers outside the service areas.*

Water and Waste (W&W) can confirm that Point 4 of the council resolution is still adhered to with numerous applications outside the current WSAs being refused. It is proposed for this directive to be superseded to allow flexibility in assessing these requests. Although significant regard needs to be considered on the potential adverse impact additional water connections may have on Council's infrastructure, capacity and likeliness to affect neighbouring properties, under the current instruction, no review or assessment is being undertaken with all applications being denied at the onset of receipt. By conducting a case-by-case assessment, W&W can approve connections which present positive outcomes for Council and property owners whilst ensuring that applications which are not viable can still be denied but with property specific reasoning communicated.

Records indicate that no steps have been taken to progress Point 5 of the council resolution and W&W propose for this directive to be withdrawn. W&W have received advice that the development of supply agreements would be counterproductive, and Council has no obligation to develop such agreements.

## **IMPLICATIONS**

The upcoming review will consider network capacity, water pressure and cost impacts on property owners. Where a property can be included in the revised WSA without adversely affecting Council and other properties, they will be included. Should this result in a change to rating structure, consultation will occur with these property owners and the Rates and Accounts Department.

It is proposed for the WSA review and each connection application review to be completed by internal employees with no additional resourcing or budget required.

Where records are available of previous connection applications which have been denied, these will be re-assessed following endorsement of the new resolution.

## **CONSULTATION**

- Manager of Operations and Maintenance

- Manager Planning and Projects
- Manager Rates and Accounts
- Director Water and Waste

## BASIS FOR RECOMMENDATION

Council is obligated to review and publish their declared WSAs annually and W&W will undertake a review in 2025, starting with Clermont and Nebo. W&W also wish to be enabled to assess new connection applications when they are received and approve those where positive outcomes for both Council and property owners can be achieved.

## ACTION ACCOUNTABILITY

The Manager Planning and Projects is responsible for reviewing each WSA every year and each connection application. Manager Business Services is responsible for ensuring endorsed WSA maps are published and made available on Council's public website.

## KEY MESSAGES

Council is always seeking to review and update their processes to ensure positive outcomes for Council and ratepayers is at the forefront of business practices.

Isaac Regional Council is the water service provider in its area of jurisdiction and is required to prepare and update its WSAs as per the *Water Supply (Safety and Reliability) Act 2008*, Part 5 sections 161 to 163.

<b>Report prepared by:</b>	<b>Report authorised by:</b>
LISA TONKIN	SCOTT CASEY
<b>Manager Business Services</b>	<b>Director Water and Waste</b>
Date: 21 February 2025	Date: 3 March 2025

## ATTACHMENTS

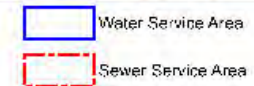
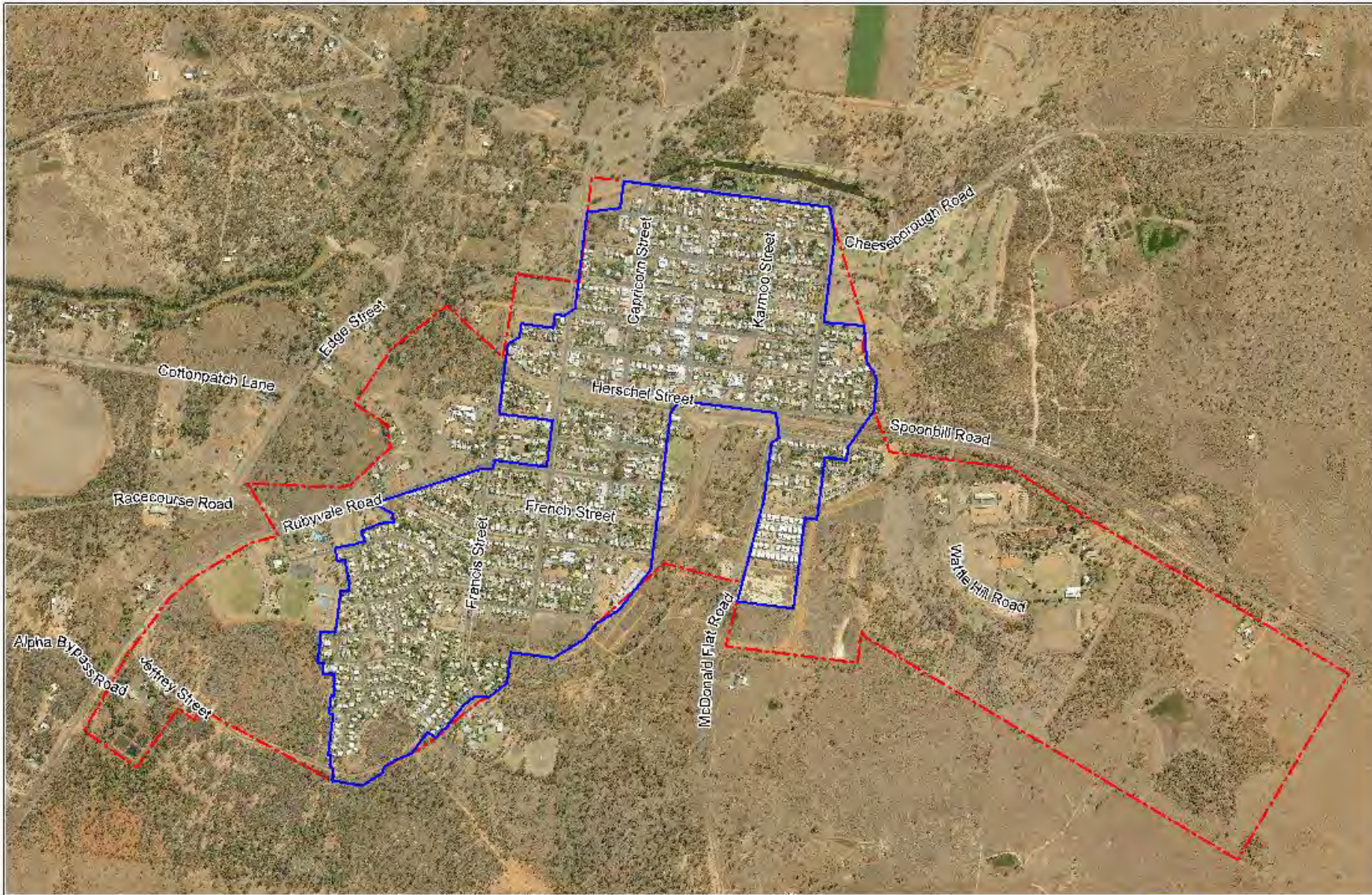
- Nil

## REFERENCE DOCUMENT

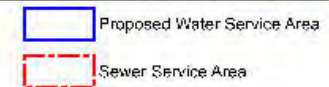
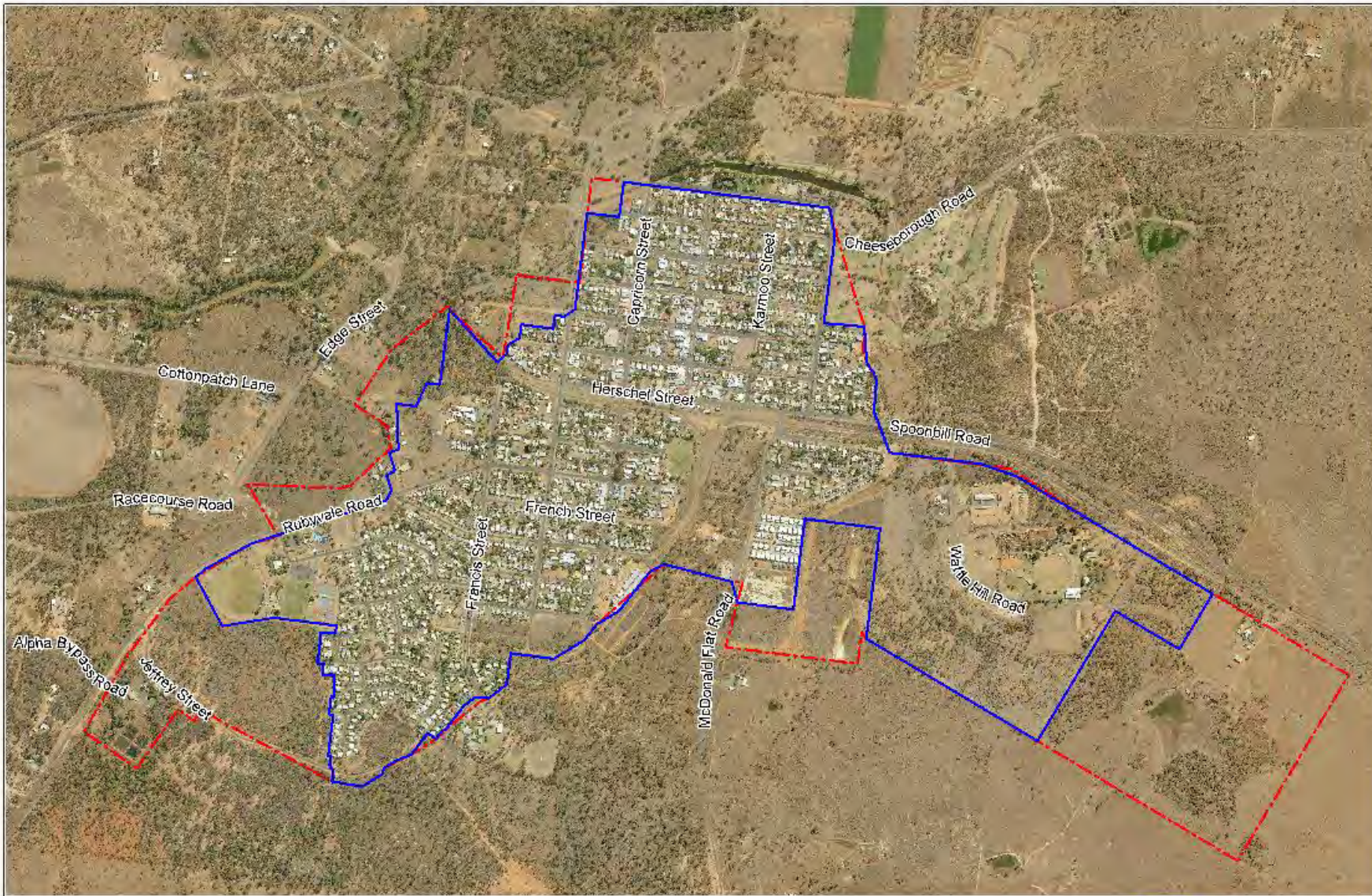
- Water Service Area Maps (Middlemount, Nebo, Moranbah, Dysart, St Lawrence, Carmila and Clermont)



# Attachment A – Current Water and Sewerage Service Areas for Clermont



Attachment B – Proposed Water Service Area for Clermont



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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Jessica Bugeja
<b>AUTHOR POSITION</b>	Research and Policy Advisor

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10.1

## **NATIVE TITLE DETERMINATION APPLICATION QUD 17/2019 – WESTERN KANGOULU**

### **EXECUTIVE SUMMARY**

Isaac Regional Council received a Court Notice and Statement of Agreed Facts about the Western Kangoulu native title Claim from its solicitors. Council is required to advise whether they intend to object to the Statement of Agreed Facts to the Federal Court by the 28 March 2025.

Staff were also briefed on the Australian Law Reform Commission's (ALRC) *Review of the Future Acts Regime* and potential considerations for Council.

This report seeks:

- To inform Council on the Statement of Agreed Facts relating to the Western Kangoulu native title claim and potential impacts for Isaac Regional Council.
- To inform Council on the ALRC's Review of the Future Acts Regime and how it relates to local government.
- Support of the officer's recommendations as they relate to above items.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Not file a statement of objection to the Statement of Agreed Facts to the Federal Court in response to the notice issued by the Court Registrar to all respondents.***
- 2. Instruct its solicitors to write a Crown Law for the State indicating Council seeks to participate in addressing issues of extinguishment and Council's non-native title interests for purposes of any Section 87 Agreement and associated Consent Determination.***
- 3. Delegates authority to the Mayor and Chief Executive Officer to assess the need to develop a submission to the Australian Law Reform Commission's review of the Future Acts Regime, and work with LGAQ to adequately represent local government interests in the proposed review.***
- 4. Endorses the engagement of Council's native title legal representative, Marrawah Law to assist with the development of Council's response to the Western Kangoulu native title claim and Future Acts Regime submission.***
- 5. Approves a budget increase of \$50,000 in the 2025/2026 Advocacy and External Affairs budget for ongoing Western Kangoulu consent determination and future acts regime submission.***

## BACKGROUND

### Western Kangoulu Native Title Determination Application

For several decades the Federal Court has been slowly working through native title determination applications, brought by Traditional Owner groups. The Western Kangoulu People commenced a native title claim in 2013. It was revised in 2019 and has since proceeded through a convoluted Court process. The State of Queensland is the lead respondent to the claim. Affected local governments and many others with interests in the claim area have been joined as respondents.

Final resolution of a claim by Positive or Negative Determination can either be achieved by “consent” (i.e. agreement) of all parties or after a long, complex and costly trial where the Court hears all the evidence and independently makes the final decision.

Either way, a determination must resolve each of the following issues:

- (a) The threshold issue of whether native title exists. For this, the claimants must prove on the balance of probabilities through admissible evidence that they have maintained sufficient “connection” with the claim area by way of the continued exercise of their traditional laws and customs.
- (b) If it is determined that native title does exist, the following must also be determined:
  - Any locations where native title has been extinguished at law by Previous Exclusive Possession Acts (PEPAs). This can be by specifying those locations in the determination and providing evidence that supports or proves the extinguishment, and/or by way of a “catch-all” PEPA extinguishment clause.
  - Which persons hold the native title (the so-called “common law native title holders”) and which corporation will hold the native title rights on their behalf (a so-called “prescribed body corporate” (“PBC”)).
  - What the native title rights and interests consists of.
  - Who holds any non-native title interests in the determination area (such as Council) and what the legal relationship is between the native title and non-native title interests.
  - Whether the nature of the native title rights and interests affords the native title holders a right to the exclusive possession, occupation, use and enjoyment of the land (i.e. is the native title “exclusive” or “non-exclusive”).

On 7 March 2025, the Federal Court Registry sent Marrawah Law, as Council’s legal representative, a technical notice under Section 87(9) of the Native Title Act (NTA) and a copy of a Statement of Agreed Facts (attached). The Statement of Agreed Facts was prepared jointly by Western Kangoulu and the State. Attached to the Statement of Agreed Facts is a proposed “Section 87 Agreement” containing a “Draft Consent Determination”.

Based on the matter’s history and information available, it is Marrawah’s interpretation that the Western Kangoulu applicant and the State have (between themselves) reached agreement that native title does exist. This means the claim is likely to proceed to a Positive Determination without the Court independently deciding the issue of connection.

If Council wanted to object to the conclusion that native title exists in the claim area, Council will be required to file a statement objecting the Statement of Agreed Facts by 28 March 2025.

The position agreed by the State/applicant is the result of a long running court process, the key aspects of which are as follows:

- **2013** – The Western Kangoulu authorised their applicant to make the native title claim in the Federal Court on behalf of the common law native title holders.
- **2013 to 2017** – The State/applicant could not agree that the applicant’s initial evidence was sufficient to prove connection.
- **6 December 2017** – The Court orders that the threshold question of connection/existence of native title be heard and decided by the Court as a so-called “separate question” (i.e. separate to the other determination issues referred to in paragraph 1.4(b) above). Given the issues involved, and the complexity and cost of the separate questions litigation, none of the respondents apart from the State elected to participate.
- **2017 to 2022** – The applicant prepares and files substantial lay and expert evidence. A dispute arises between the State and applicant about whether some of the evidence can be admitted.
- **19 July 2022** – The Court decides the evidentiary dispute allowing some but not all of the applicant’s evidence.
- **August, September and November 2022** – The Court held a trial of the separate question involving only the applicant and the State. The Court reserves its decision on the separate question.
- **2 December 2024** – Mr Michael Huet makes application to the Court for late joinder as an Indigenous respondent to the claim. He identifies as Gangalu and says that some of the Western Kangoulu claim area is Gangalu country. The Court had previously made a Negative Determination in respect of Gangalu native title claim. On 31 January 2025 the Court refuses to allow the joinder on several grounds including that the application was too late.
- **6 March 2025** – The applicant and the State file their Statement of Agreed Facts with the Court. The Court records indicate that a Registrar of the Court had mediated between the applicant and the State in reaching the agreement. The mediation was conducted confidentially between those parties.

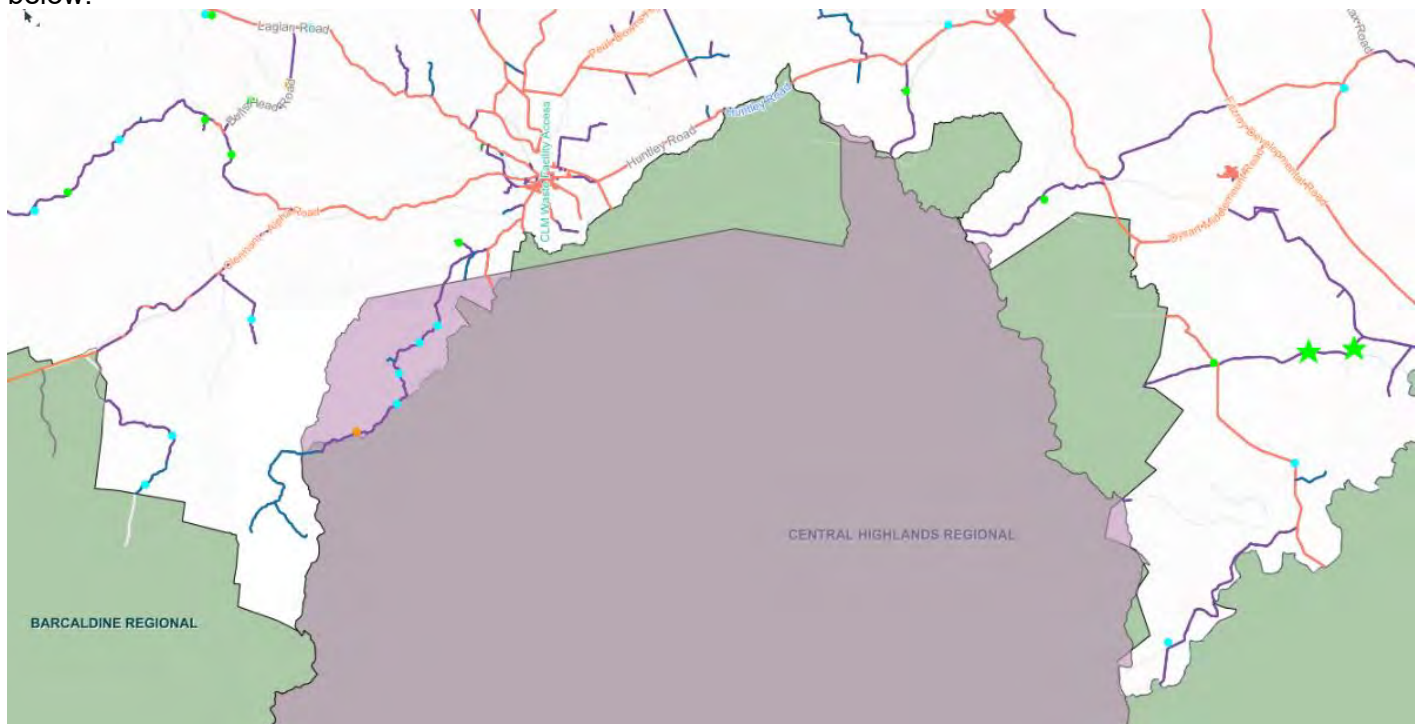
The statement of Agreed Facts does not disclose much detail of the applicant’s evidence in support of connection. At paragraph 2(b) it says, *“the facts that are agreed between the applicant and the State (are the basis on which) the State is satisfied that there is evidence that establishes a credible basis for the State to agree those facts and enter into a Proposed Section 87 Agreement”*.

A Section 87 Agreement is a reference to the provision in the Native Title Act what requires all parties to sign a written agreement which is then filed with the Court. It is an agreement to the effect that all parties agree that the Court is empowered to make a Consent Determination – i.e. one made by agreement of the parties rather than an independent decision of the Court after hearing all the evidence.

If no respondents object to the Statement of Agreed Facts, it is likely the court will make no decision on the separate question. Instead, the focus of the proceedings will shift to completing a Section 87 Agreement and associated Draft Consent Determination. Council will be drawn back into active participation in the claim for that purpose.

Guidance from Marrawah Law advises Council **not** object to the Statement of Agreed Facts. If the claim is not resolved through the proposed Section 87 Agreement/Draft Consent Determination, there would need to be a trial by the Court of the entire claim. The objecting respondents would end up opposing both the applicant and the State at a trial which would be long, complex and very costly. Further, the opposing respondents would need to develop their own evidence rebutting the applicant's evidence about connection.

Additionally, the claim area will not be sufficient to justify Council opposing the Statement of Agreed Facts - only a relatively small portion of the claim area extends into Council's local government area as per the map below:



Five (5) Council gravel pits have been identified in the IRC portion of the claim area (as per the map below). One has been identified on Freehold, one on State Forest and three on Land Lease. Four of the five pits are included on Council's current sales permit and it is expected once the determination is decided that the Department of Primary Industries will withdraw the pits from the Sales Permit until such time that they are able to reach agreement with the Western Kangoulu People. These gravel pits and any other Council interests (if identified) may be able to be addressed through the inclusion of appropriate provisions in a Consent Determination.



## Australian Law Reform Commission – Review of the Future Acts Regime

The Australian Law Reform Commission has recently released an issues paper of the Review of the Future Acts Regime. The future acts regime is contained in Part 2 Division 3 of the NTA. The regime in its current form was introduced by the Native Title Amendment Act 1998 and has remained largely unchanged since.

The future acts regime aims to promote equality before the law by providing substantive and procedural rights for the protection of native title, similar to the substantive and procedural rights that apply to property interests generally. The stated policy intent was to reform the future acts regime for greater workability and certainty.

The future acts regime applies to land or waters where native title may exist or has been determined to exist. This means that the future acts regime will apply:

- Where native title *may exist* because, in the relevant area, native title has not been extinguished or a negative determination has not been made;
- Where a claim for native title has been lodged over an area; and
- To areas subject to a determination that native title exists.

It does not apply to 'Aboriginal/Torres Strait Islander land or waters' as defined in the NTA including land granted under the Aboriginal Land Rights (Northern Territory) Act 1976 and other similar land rights regimes.

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Future acts are proposed grants of non-native title rights or interests, dedication of land or waters for a particular use, or the making of laws that affect native title. An act 'affects' native title if it:

- extinguishes native title; or
- is wholly or partly inconsistent with the continued existence, enjoyment, or exercise of native title rights and interests

Some examples include:

- Giving someone other than government permission to do something (e.g. granting a mining tenement, licence or lease etc.)
- Creating an interest in land or waters (e.g. granting an irrigation licence, fishing licence etc.)
- doing something itself on land or waters (e.g. building facilities for public services such as a road, powerlines or mobile phone transmission towers)
- passing certain legislation.

The future acts regime provides legal mechanisms for validly doing future acts, e.g. under a registered Indigenous Land Use Agreement, or under another provision of the future acts regime. Other provisions are outlined on page 9 of the attached Native Title Future Acts Issues Paper.

The attached Native Title Future Acts Issues Paper summarises:

- the future acts regime
- how it relates to other laws and frameworks
- what early consultation regarding the review has revealed and
- potential reform options.

The Issues Paper was released for consultation in November 2024 and submissions closed 21 February. Unfortunately, staff were unaware of the consultation at the time, but a subsequent opportunity for participation exists when the discussion paper is released for consultation in the coming months.

Isaac Regional Council is one of the most affected Councils in Queensland regarding the number and extent of native title determinations and claims over its LGA. This means Council is broadly affected by the futures acts regime. Although Council has undertaken significant work in-house regarding its native title compliance system and ILUAS, the future acts regime will continue to present legal compliance and policy challenges.

It is recommended that Council raise the Future Acts Regime with LGAQ and work with them to ensure adequate local government interests are represented in the review process. It is also recommended, that as a Council most affected, that Council engage Marrawah Law to assist with the development of Council's response to the future acts regime.



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## IMPLICATIONS

There will be significant budget and resource implications associated with the proposed recommendations. If Council wants to protect its interests in the Western Kangoulu claim, it will need to participate in Consent Determination process. It is impossible to understand exactly how much this will cost, but the work will be comparable in size and scope to the recent Barada Kabalbara Yetimarala (BKY) Consent Determination. Financial records pulled from TechOne confirm the legal fees associated with the BKY PEPA evidentiary requirements were just under \$35,000. Approximately \$5,000 in legal fees has already been spent on the Western Kangoulu claim to date.

Similarly, it is difficult to ascertain how much it would cost for legal to prepare a submission to the future acts regime. The most recent submission provided by Marrawah Law on Council's behalf regarding the renewal of sales permits for its gravel pits cost just under \$15,000. While the scope of the projects vary, it is anticipated a similar amount of billable hours would be required to complete a submission and provides a sound cost estimate for the submission work.

Both of the cost estimates above exclude the staff time and wages associated with internal work required to support the consent determination and submission. However, it is anticipated there is adequate capacity to undertake the works as part of the existing staff responsibilities.

## CONSULTATION

Oliver Gilkerson, Special Counsel, Marrawah Law and Advisory

Manager of Advocacy and External Affairs

Coordinator Natural Resources - Infrastructure, Planning and Technical Services

## BASIS FOR RECOMMENDATION

Recommendations have been informed by legal advice obtained from Council's native title legal representatives. Endorsement of the recommendations allow important progress in building relationships with our first nations peoples.

## ACTION ACCOUNTABILITY

Executive Manager of Advocacy and External Affairs will be responsible for any actions associated with this report. They will be supported by the Research and Policy Advisor.

## KEY MESSAGES

Council acknowledges the values, history and culture of First Nations People. This work will facilitate the development of stronger relationships with First Nations People of the Isaac Region, anchored on truth-telling and mutual respect.

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**Report prepared by:**

JESSICA BUGEJA  
**Research and Policy Advisor**

Date: 20 March 2025

**Report authorised by:**

CALE DENDLE  
**Chief Executive Officer**

Date: 21 March 2025

## ATTACHMENTS

- Attachment 1 - QUD17.2019 Notice given under s87(9) NTA)
- Attachment 2 - Statement of Agreed Facts as to the Separate Questions
- Attachment 3 - Marrawah Law Update Report Re: Native Title Determination Application QUD17/2019 – Western Kangoulu
- Attachment 4 - Australian Law Reform Commission Review of the Future Acts Regime Issues Paper

## REFERENCE DOCUMENT

- Nil

**Notice given under s 87(9) of the Native Title Act 1993 (Cth)**

Federal Court of Australia  
District Registry: Queensland  
Division: General

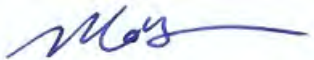
No QUD 17 of 2019

**Jonathon Malone & others on behalf of the Western Kangoulu People**  
Applicant

**State of Queensland** and others named in the schedule  
Respondents

1. This notice is given on behalf of the Chief Executive Officer of the Federal Court of Australia to all parties to the proceeding other than the Applicant and the State of Queensland in accordance with s 87(9) of the *Native Title Act 1993* (Cth).
2. On 6 March 2025, the Applicant filed with the Court a Statement of Agreed Facts dated 19 February 2025 executed on behalf of the Applicant and the State. A copy of the Statement of Agreed Facts is attached to this notice. The Statement of Agreed Facts concerns the determination of the separate questions in the proceeding, which were the subject of initial trial between the Applicant and the State.
3. If any party to the proceeding wishes to object to the Statement of Agreed Facts, a statement giving reasons for objection must be filed with the Court within 21 days after the date on which this notice is given to you.

Date: 7 March 2025



.....  
Signed by Judicial Registrar Colbran  
On behalf of the Chief Executive Officer of the Federal Court of Australia

*Notes:*

*Section 87(10) of the Native Title Act 1993 (Cth) stipulates that, in considering whether to make an order under ss 87(2), (3) or (5), the Court may accept a statement of facts that has been agreed to by some or all of the parties to the proceedings but only if those parties include the applicant and the party that the*

*Court considers was the principal government respondent in relation to the proceedings at the time the agreement was reached.*

*Subsection 87(11) stipulates that, in considering whether to accept under s 87(10) a statement of facts agreed to by some of the parties to the proceeding, the Court must take into account any objections that are made by the other parties to the proceeding within 21 days after the notice is given under s 87(9).*

## NOTICE OF FILING

### Details of Filing

Document Lodged: Statement of Agreed Facts  
Court of Filing: FEDERAL COURT OF AUSTRALIA (FCA)  
Date of Lodgment: 6/03/2025 1:55:36 PM AEST  
Date Accepted for Filing: 6/03/2025 1:55:43 PM AEST  
File Number: QUD17/2019  
File Title: JONATHON MALONE & ORS ON BEHALF OF THE WESTERN  
KANGOULU PEOPLE AND STATE OF QUEENSLAND & ORS  
Registry: QUEENSLAND REGISTRY - FEDERAL COURT OF AUSTRALIA



*Sia Lagos*

Registrar

### Important Information

This Notice has been inserted as the first page of the document which has been accepted for electronic filing. It is now taken to be part of that document for the purposes of the proceeding in the Court and contains important information for all parties to that proceeding. It must be included in the document served on each of those parties.

The date of the filing of the document is determined pursuant to the Court's Rules.



No. QUD17 of 2019

Federal Court of Australia  
District Registry: Queensland  
Division: General

**JONATHON MALONE AND OTHERS ON BEHALF OF THE WESTERN KANGOULU  
PEOPLE**

Applicant

**STATE OF QUEENSLAND and others**

Respondents

**STATEMENT OF AGREED FACTS**

**AS TO THE SEPARATE QUESTIONS**

**AS BETWEEN THE APPLICANT AND THE STATE OF QUEENSLAND**

**A. Introduction**

1. On 6 December 2017, orders were made for the following to be determined separately from any other questions in the proceeding:<sup>1</sup>
  - (a) But for any question of extinguishment of native title, does native title exist in relation to any and if so what, land and waters of the claim area?
  - (b) In relation to that part of the claim area where the answer to (a) above is in the affirmative:
    - (i) Who are the persons, or each group of persons, holding the common or group rights comprising the native title?
    - (ii) What is the nature and extent of the native title rights and interests?

**(Separate Questions)**

2. This Statement of Agreed Facts as to the Separate Questions:
  - (a) is agreed between the Applicant and the State of Queensland (**State**) for the purpose of a proposed agreement and consent orders addressing the Separate Questions pursuant to

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<sup>1</sup> As noted by Justice O'Bryan at [A] in his orders of 30 March 2020.

s 87 of the *Native Title Act* 1993 (Cth) (NTA) (**Proposed s 87 Agreement**), a preliminary draft of which is annexed at Attachment A;

- (b) contains the facts that are agreed between the Applicant and the State on the basis that the State is satisfied that there is evidence that establishes a credible basis for the State to agree those facts and to enter into the Proposed s 87 Agreement; and
  - (c) for the purposes set out in paragraphs 2(a) and 2(b) and subject to paragraph 3, replaces the Applicant’s Statement of Facts and Matters filed 17 April 2020, the State’s Response to the Statement of Facts and Matters filed 8 May 2020, the Applicant’s Amended Statement of Facts and Matters filed 10 August 2022, the State’s Amended Response to Amended Statement of Facts and Matters Sought to be Admitted (**ARASFM** ) filed 25 August 2022, and the Applicant’s Further Amended Statement of Facts and Matters filed 15 September 2022.<sup>2</sup>
3. For the avoidance of doubt, to the extent the State has made admissions on the balance of probabilities at paragraphs [6]-[8], [12]-[13] and [15]-[16] of the ARASFM, the State does not withdraw those admissions and continues to admit those facts on the balance of probabilities.

## **B. Definitions**

4. Unless indicated to the contrary, in this document:
- (a) “**Animal**” means any member of the animal kingdom (other than human) whether alive or dead;
  - (b) “**apical ancestors**” means the persons described as such in paragraph 7;
  - (c) “**Application**” means the amended native title determination application filed by the Applicant on 15 August 2017;
  - (d) “**Applicant**” means Jonathon Malone, Hedley Henningsen, Cynthia Broome and Karen Broome;
  - (e) “**claim area**” means the area of land and waters described in Schedules B and C of the Application;
  - (f) “**Commonwealth**” means the Commonwealth of Australia;

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<sup>2</sup> In accordance with order 7 of the orders made by Justice O’Byrne on 30 March 2020, these documents superseded all pleadings filed in relation to the hearing of the Separate Questions.

- (g) “**effective sovereignty**” means the period between 1845 and the early 1860s when European settlement first occurred in relation to the claim area;
- (h) “**Laws of the State and the Commonwealth**” means the common law and the laws of the State of Queensland and the Commonwealth, and includes legislation, regulations, statutory instruments, local planning instruments and local laws;
- (i) “**native title rights and interests**” has the meaning stated in paragraph 12 below;
- (j) “**natural resources**” means:
  - (i) any Animals and Plants found on or in the lands and waters of the claim area ; and
  - (ii) any clays, soil, sand, gravel or rock found on or below the surface of the claim area,
  - (iii) that have traditionally been taken by the Western Kangoulu People and their ancestors,
  - (iv) but does not include:
    - A. Animals that are the private personal property of any person;
    - B. crops that are the private personal property of another; and
    - C. minerals as defined in the *Mineral Resources Act* 1989 (Qld); or
    - D. petroleum as defined in the *Petroleum Act* 1923 (Qld) and the *Petroleum and Gas (Production and Safety) Act* 2004 (Qld);
- (k) “**Plant**” means any member of the plant or fungus kingdom, whether alive or dead and standing or fallen;
- (l) “**sovereignty**” means 26 January 1788 when sovereignty was asserted over the claim area;
- (m) “**Water**” means:
  - (i) water that flows, whether permanently or intermittently, within a river, creek or stream;
  - (ii) any natural collection of water, whether permanent or intermittent; or
  - (iii) water from an underground water source;
- (n) “**Western Kangoulu People**” means the biological or adoptive descendants of one or more of the apical ancestors whose contemporary descendants assert native title in the Western Kangoulu proceedings (QUD17 of 2019).



**C. Facts and matters agreed by the Applicant and State**

*Sovereignty and Effective Sovereignty*

5. At the time of effective sovereignty, apart from the effects of the effluxion of time on people's lives, the circumstances and state of affairs in relation to Aboriginal people who occupied the claim area, including the laws and customs acknowledged and observed by them, were essentially the same as they were at sovereignty.
6. At sovereignty and at effective sovereignty, Aboriginal people were in occupation of the claim area who were likely united in and by their acknowledgment and observance of a shared system of laws and customs, which likely included the following:
  - (a) an understanding of the mythology of the claim area, including the spiritual forces inherent in land and waters of the claim area;
  - (b) an understanding of spirits in the landscape, including appropriate ways of managing spiritual presence;
  - (c) an embodied relationship between people and their land and waters;
  - (d) inalienability of rights in land and waters;
  - (e) a system of inheritance of identity and rights in land through different genealogical links, including adoption;
  - (f) a variety of responsibilities to manage and protect the land and waters;
  - (g) customary use of natural resources;
  - (h) recognition of gender specific and other significant sites;
  - (i) a classificatory kinship system;
  - (j) a system of authority emphasising the role of senior people;
  - (k) funerary practices; and
  - (l) totemism as an association between totemism and kinship as well as personal totems, **(pre-sovereignty laws and customs)**.

*Apical Ancestors*

7. It is likely that the following persons held rights and interests in the claim area under the pre-sovereignty laws and customs acknowledged and observed by the Aboriginal people associated

with the claim area, as at, or shortly after, effective sovereignty:

- (a) Polly aka Polly Brown aka Polly McAvoy;
- (b) John 'Jack' Bradley;
- (c) Hanny of Emerald;
- (d) Nannie, mother of Nelly Roberts; and
- (e) Annie/Nanny Duggan and Ned Duggan,

**(apical ancestors).**

***Continuity and Connection***

- 8. From generation to generation since effective sovereignty, the Western Kangoulu People (including the apical ancestors) have likely continued to acknowledge and observe most of the pre-sovereignty laws and customs related to rights and interests in the claim area.
- 9. Although the pre-sovereignty laws and customs have undergone varying degrees of loss, change and adaptation, the contemporary system of laws and customs under which rights and interests are held in the claim area remain rooted in the pre-sovereignty laws and customs.
- 10. The adapted pre-sovereignty laws and customs referred to in paragraph 9 include:
  - (a) an understanding of the mythology of the claim area, including the spiritual forces inhering in the land or waters of the claim area;
  - (b) a system of inheritance of identity and rights in land through different genealogical links, including adoption;
  - (c) an understanding of spirits in the landscape, including appropriate ways of managing spiritual presence;
  - (d) an embodied relationship between people and their land and waters;
  - (e) the inalienability of rights in land and waters;
  - (f) a variety of responsibilities to manage and protect the land and waters;
  - (g) the customary use of natural resources;
  - (h) recognition of gender specific and other sensitive significant sites at which certain access protocols apply;
  - (i) a kinship system; and

(j) a system of authority emphasising the role of senior people,

**(adapted laws and customs).**

11. By the adapted laws and customs that they continue to acknowledge and observe, the Western Kangoulu People likely have a connection to, and hold native title rights and interests in, the land and waters of the claim area.

***Native Title Rights and Interests***

12. Under, and in accordance with, the adapted laws and customs they continue to acknowledge and observe, the Western Kangoulu People likely possess the following non-exclusive native rights and interests in the claim area:
- (a) the right to access, be present on, move about on, and travel over the claim area;
  - (b) the right to camp on the claim area, and for that purpose, erect temporary shelters on the claim area;
  - (c) the right to take natural resources from the land and waters of the claim area for personal, domestic and non-commercial communal purposes;
  - (d) the right to take the Water of the claim area for personal, domestic and non-commercial communal purposes;
  - (e) the right to maintain places of importance and areas of significance to the Western Kangoulu People under their adapted laws and customs, and protect those places and areas, from physical harm;
  - (f) the right to teach Western Kangoulu People members the physical and spiritual attributes of the claim area;
  - (g) the right to bury Western Kangoulu People members within the claim area;
  - (h) the right to assemble and conduct ceremonies and other cultural activities on the claim area; and
  - (i) the right to light fires on the claim area for cultural, spiritual or domestic purposes including cooking, but not for the purpose of hunting or clearing vegetation.
13. The Western Kangoulu People do not possess exclusive native title rights and interests in the claim area.
14. The native title rights and interests are subject to and exercisable in accordance with:

- (a) the laws of the State and the Commonwealth; and
  - (b) the adapted laws and customs of the Western Kangoulu People.
15. The precise location in relation to which any particular native title right and interest may be determined to exist is not presently known as the tenure research in the claim area has not been completed or exchanged between the parties.

Date: 17 February 2025



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Solicitor for the Applicant  
David Knobel, P&E Law

Date: 19 February 2025



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For CE Christensen  
**Crown Solicitor**  
Solicitor for the State of Queensland

**Annexure A**

**AGREEMENT UNDER S 87 OF THE *NATIVE TITLE ACT 1993* (CTH)**

No. QUD17 of 2019

Federal Court of Australia  
District Registry: Queensland  
Division: General

**Jonathon Malone and others as named in Schedule 1 on behalf of the Western Kangoulu People**

Applicant

**State of Queensland and others as named in Schedule 1**

Respondents

1. Each party appearing below consents to the making of an order in terms of the draft Order annexed hereto and marked 'A'.

\_\_\_\_\_  
David Knobel, Director, P&E Law, on behalf of the Applicant

Date:

\_\_\_\_\_  
Kristy Snape for CE Christensen, Crown Solicitor  
on behalf of the Respondent, State of Queensland

Date:

\_\_\_\_\_  
[Name], Australian Government Solicitor  
on behalf of the Respondent, Commonwealth of Australia

Date:

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[Name][Law Firm]

on behalf of the Respondent, [Respondent to be confirmed]

Date:

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[Name][Law Firm]

on behalf of the Respondent, [Respondent to be confirmed]

Date:

---

[Name][Law Firm]

on behalf of the Respondent, [Respondent to be confirmed]

Date:

**Schedule 1**

No. QUD17 of 2019

Federal Court of Australia  
District Registry: Queensland  
Division: General

**Applicants**

Second Applicant: Hedley Henningsen  
Third Applicant: Cynthia Broome  
Fourth Applicant: Karen Broome

**Respondents**

Second Respondent: [to be confirmed]  
Third Respondent: [to be confirmed]  
[to be confirmed]

**DRAFT CONSENT DETERMINATION**

No. QUD17 of 2019

Federal Court of Australia  
District Registry: Queensland  
Division: General

**Jonathon Malone and others on behalf of the Western Kangoulu People**

Applicant

**State of Queensland and others**

Respondents

Judge:

Date of Order:

Where made:

THE COURT NOTES THAT:

- A. On 6 December 2017 the Court made orders under r 30.01 of the *Federal Court Rules 2011* (Cth) that the following questions (**Separate Questions**) be determined separately from any other questions in the proceeding (including questions arising under s 225(c), (d) and (e) of the *Native Title Act 1993* (Cth)):
- (a) But for any question of extinguishment of native title, does native title exist in relation to any and if so what, land and waters of the claim area?
  - (b) In relation to that part of the claim area where the answer to (a) above is in the affirmative:
    - i. Who are the persons, or each group of persons, holding the common or group rights comprising the native title?
    - ii. What is the nature and extent of the native title rights and interests?
- B. Order 2 of the orders made on 6 December 2017 required that any respondent party, other than the State of Queensland (**State**), wishing to take an active role in the hearing of the **Separate Questions** file a notice accordingly. No other respondent party filed a notice seeking to take an active role in the **Separate Questions** hearing and the only active parties to the **Separate Questions** are the Applicant and the State (**active parties**).



- C. The Court reserved judgment on the Separate Questions on 24 November 2022.
- D. On 11 August 2023, the active parties informed the Court that they were engaged in negotiations with respect to possible settlement of the proceedings.
- E. On 25 March 2024 the Court made orders pursuant to s 86B(5) of the Native Title Act 1993 (Cth) that the proceedings be referred to mediation before a Judicial Registrar of the Court to be attended by the active parties. By orders of the Court made on 29 May 2024 and 3 September 2024, the matter was listed for further mediation between the active parties before a Judicial Registrar.
- F. Following the mediation referred to above, orders were made on [insert] granting leave for the Applicant to:
  - (a) file a further supplementary expert report of Dr Richard Martin entitled, *Short Report in relation to Society and Boundaries in the Western Kangoulu native title claim* and dated 26 July 2024; and
  - (b) file a Statement of Agreed Facts and Issues in relation to the Separate Questions executed by the active parties on [INSERT] for the purpose of reaching agreement in accordance with s87 of the *Native Title Act 1993* (Cth).
- G. In accordance with the provisions of s 87 of the *Native Title Act 1993* (Cth), the parties have reached agreement on the terms of orders in relation to the proceedings as set out below.

BEING SATISFIED that an order in the terms set out below is within the power of the Court, and it appearing appropriate to the Court to do so, pursuant to s 87 of the *Native Title Act 1993* (Cth):

BY CONSENT THE COURT ORDERS THAT:

1. There be a determination of native title in the terms set out below (the **determination**).
2. Each party to the proceedings is to bear its own costs.

BY CONSENT THE COURT DETERMINES THAT:

3. The determination area is the land and waters described in Schedule 4 and depicted in the map attached to Schedule 6 to the extent those areas are within the External Boundary and not otherwise excluded by the terms of Schedule 5 (the **Determination Area**). To the extent of any inconsistency between the written description and the map, the written description prevails.
4. Native title exists in the Determination Area.
5. The native title is held by the Western Kangoulu People described in Schedule 1 (the **Native Title Holders**).
6. Subject to orders 8, 9 and 10 below the nature and extent of the native title rights and interests in relation to the land and waters described in Schedule 4 are the non-exclusive rights to:
  - (a) access, be present on, move about on and travel over the area;
  - (b) camp, and for that purpose, erect temporary shelters on the area;

- (c) take Natural Resources from the land and waters of the area for personal, domestic and non-commercial communal purposes;
  - (d) take the Water of the area for personal, domestic and non-commercial communal purposes;
  - (e) maintain places of importance and areas of significance to the Native Title Holders under their traditional laws and customs and protect those places and areas from physical harm;
  - (f) teach Native Title Holders, on the area, the physical and spiritual attributes of the area;
  - (g) bury Native Title Holders within the area;
  - (h) assemble and conduct ceremonies and other cultural activities on the area; and
  - (i) light fires on the area for cultural, spiritual or domestic purposes including cooking, but not for the purpose of hunting or clearing vegetation.
7. The native title rights and interests are subject to and exercisable in accordance with:
- (a) the Laws of the State and the Commonwealth; and
  - (b) the traditional laws acknowledged and traditional customs observed by the Native Title Holders.
8. The native title rights and interests referred to in order 6 do not confer possession, occupation, use or enjoyment to the exclusion of all others.
9. There are no native title rights in or in relation to minerals as defined by the *Mineral Resources Act 1989* (Qld) and petroleum as defined by the *Petroleum Act 1923* (Qld) and the *Petroleum and Gas (Production and Safety) Act 2004* (Qld).
10. The nature and extent of any other interests in relation to the Determination Area (or respective parts thereof) are set out in Schedule 2.
11. The relationship between the native title rights and interests described in order 6 and the other interests described in Schedule 2 (the **Other Interests**) is that:
- (a) the Other Interests continue to have effect, and the rights conferred by or held under the Other Interests may be exercised notwithstanding the existence of the native title rights and interests;
  - (b) to the extent the Other Interests are inconsistent with the continued existence, enjoyment or exercise of the native title rights and interests in relation to the land and waters of the Determination Area, the native title continues to exist in its entirety but the native title rights and interests have no effect in relation to the Other Interests to the extent of the inconsistency for so long as the Other Interests exist; and
  - (c) the Other Interests and any activity that is required or permitted by or under, and done in accordance with, the Other Interests, or any activity that is associated with or incidental to such an activity, prevail over the native title rights and interests and any exercise of the native title rights and interests;

## DEFINITIONS AND INTERPRETATION

12. In this determination, unless the contrary intention appears:

“**Animal**” means any member of the animal kingdom (other than human), whether alive or dead;

“**Commonwealth**” means the Commonwealth of Australia;

“**land**” and “**waters**”, respectively, have the same meanings as in the *Native Title Act 1993* (Cth);

“**Laws of the State and the Commonwealth**” means the common law and the laws of the State of Queensland and the Commonwealth, and includes legislation, regulations, statutory instruments, local planning instruments and local laws;

“**Local Government Act**” has the meaning given in the *Local Government Act 2009* (Qld);

“**Local Government Area**” has the meaning given in the *Local Government Act 2009* (Qld);

“**Natural Resources**” means:

- (a) any Animals and Plants found on or in the lands and waters of the Determination Area; and
- (b) any clays, soil, sand, gravel or rock found on or below the surface of the Determination Area,

that have traditionally been taken by the Native Title Holders,

- (c) but does not include:
  - i. Animals that are the private personal property of another;
  - ii. crops that are the private personal property of another; and
  - iii. minerals as defined in the *Mineral Resources Act 1989* (Qld); or
  - iv. petroleum as defined in the *Petroleum Act 1923* (Qld) and the *Petroleum and Gas (Production and Safety) Act 2004* (Qld);

“**Plant**” means any member of the plant or fungus kingdom, whether alive or dead and standing or fallen;

“**Reserve**” means a reserve dedicated or taken to be a reserve under the *Land Act 1994* (Qld);

[NOTE: To be confirmed, will be removed if not included in Schedule 2 and there are no references to the term ‘Reserve’ in the determination.]

“**Water**” means:

- (a) water which flows, whether permanently or intermittently, within a river, creek or stream;
- (b) any natural collection of water, whether permanent or intermittent; or
- (c) water from an underground water source.

[NOTE: To be confirmed, will be removed if no such water source in the determination area.]

“Works” has the same meaning as in the *Electricity Act 1994* (Qld).

[NOTE: To be confirmed once clauses in Schedule 2 finalised.]

Other words and expressions used in this determination have the same meanings as they have in Part 15 of the *Native Title Act 1993* (Cth).

**THE COURT DETERMINES THAT:**

[NOTE: To be confirmed, which of the following options apply depending on whether native title is or is not held in trust.]

- 13. The native title is held in trust.
- 14. The [name of PBC] Aboriginal Corporation (ICN: [insert number]), incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth), is to:
  - (a) be the prescribed body corporate for the purpose of ss 56(2)(b) and 56(3) of the *Native Title Act 1993* (Cth); and
  - (b) perform the functions mentioned in s 57(1) of the *Native Title Act 1993* (Cth) after becoming a registered native title body corporate.

OR

- 13. The native title is not held in trust.
- 14. The [name of PBC] Aboriginal Corporation (ICN: [insert number]), incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth), is to:
  - (a) be the prescribed body corporate for the purpose of s 57(2) of the *Native Title Act 1993* (Cth); and
  - (b) perform the functions mentioned in s 57(3) of the *Native Title Act 1993* (Cth) after becoming a registered native title body corporate.

**LIST OF SCHEDULES**

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*Schedule 1 – Native Title Holders*

1. The Native Title Holders are the Western Kangoulu People. The Western Kangoulu People are the biological or adoptive descendants of one or more of the following people:
  - (a) Polly aka Polly Brown aka Polly McAvoy;
  - (b) John ‘Jack’ Bradley;
  - (c) Hanny of Emerald;
  - (d) Nannie, mother of Nelly Roberts; and
  - (e) Annie/Nanny Duggan and Ned Duggan.

## *Schedule 2 – Other Interests in the Determination Area*

The nature and extent of the other interests in relation to the Determination Area are the following as they exist as at the date of the determination:

The rights and interests of the parties under the following agreements lodged for registration on the Register of Indigenous Land Use Agreements:

- (a) [insert name] [QIA or QI number], authorised on [date] and signed on [date of last signatory];

[NOTE: Final list to be confirmed]

2. The rights and interests of the parties under the following agreements registered on the Register of Indigenous Land Use Agreements:

- (a) [QI number] – [insert name];

[NOTE: Final list to be confirmed]

3. The rights and interests of the holders of water allocations [insert numbers] granted pursuant to the *Water Act 2000* (Qld).

[NOTE: To be confirmed]

4. The rights and interests of the holders of the following leases granted pursuant to the *Land Act 1962* (Qld) or *Land Act 1994* (Qld):

- (a) .....

[NOTE: To be confirmed]

5. The rights and interests of the holders of the following tenements granted pursuant to the *Mineral Resources Act 1989* (Qld):

- (a) exploration permits for minerals [insert EPM numbers];

- (b) mineral development licences [insert MDL numbers];

- (c) mining leases [insert ML numbers].

[NOTE: To be confirmed]

6. The rights and interests of the holders of pipeline licences [insert PPL numbers] granted pursuant to the *Petroleum Act 1923* (Qld) and administered under the *Petroleum and Gas (Production and Safety) Act 2004* (Qld).

[NOTE: To be confirmed]

7. The rights and interests of Telstra Corporation Limited ACN 051 775 556:

- (a) as the owner or operator of telecommunications facilities within the Determination Area;

- (b) created pursuant to the *Post and Telegraph Act 1901* (Cth), the *Telecommunications Act 1975* (Cth), the *Australian Telecommunications Corporation Act 1989* (Cth), the *Telecommunications Act 1991* (Cth) and the *Telecommunications Act 1997* (Cth), including rights:

- (i) to inspect land;
  - (ii) to install, occupy and operate telecommunication facilities; and
  - (iii) to alter, remove, replace, maintain, repair and ensure the proper functioning of its telecommunications facilities;
- (c) for its employees, agents or contractors to access its telecommunication facilities in and in the vicinity of the Determination Area in the performance of their duties; and
- (d) under any lease, licence, access agreement, permit or easement relating to its telecommunications facilities in the Determination Area.

[NOTE: Final wording to be confirmed with relevant other respondent party/ies]

8. The rights and interests of [NOTE: wording of clauses addressing interests of the relevant energy provider to be confirmed with relevant other respondent party/ies]
9. The rights and interests of Queensland Electricity Transmission Corporation Limited trading as Powerlink Queensland ACN 078 849 233:
- (a) as the owner or operator of any “Works” within the Determination Area;
  - (b) as an electricity entity under the *Electricity Act 1994* (Qld) including rights to enter and pass through the Determination Area to access, use, maintain, repair, replace, upgrade, or otherwise deal with Works; and
  - (c) under any lease, licence, easement, permit or agreement within the Determination Area.
10. The rights and interests of Queensland Bulk Water Supply Authority (trading as Seqwater) ABN 75 450 239 876:
- (a) as trustee of the following reserves located within the Determination Area;
    - (i) [insert]
  - (b) as the owner and operator of the following dams located within the Determination Area;
    - (i) [insert]
  - (c) as the owner and occupier of weirs and other infrastructure facilities in or in the vicinity of the following creeks, rivers and lakes located within the Determination Area;
    - (i) [insert]
 including:
  - (d) rights to enter the Determination Area by its employees, agents or contractors to exercise any of the rights and interests referred to in this paragraph 13 of Schedule 2.

[NOTE: Final wording to be confirmed with relevant other respondent party/ies]

11. The rights and interests of [NOTE: wording of clauses addressing interests of the relevant Local Government(s) to be confirmed with relevant other respondent party/ies]:
12. The rights and interests of the Commonwealth pursuant to any lease, permit or authority granted or issued pursuant to the *Radio Communications Act 1992* (Cth) as may be current as at the date of the determination.



[NOTE: to be confirmed with the Commonwealth].

13. Rights and interests granted by the Commonwealth pursuant to statute or otherwise in the exercise of its executive power including, but not limited to, the rights and interests of persons holding licences, permits, statutory fishing rights, or other statutory rights pursuant to:
  - (a) the *Fisheries Management Act 1991* (Cth), or regulations or management plans made under that Act; and
  - (b) any other legislative scheme for the control, management and exploitation of the living resources within the Determination Area.

[NOTE: to be confirmed with the Commonwealth].

14. The rights and interests of the Commonwealth represented by the Bureau of Meteorology including:
  - (a) as the owner and operator of meteorological facilities within the Determination Area at [insert location]; and
  - (b) for its employees, agents and contractors to access its facilities referred to in 19(a) in the exercise of powers and functions under the *Meteorology Act 1955* (Cth).

[NOTE: to be confirmed with the Commonwealth].

15. The rights and interests of the Commonwealth pursuant to the Environment Protection and *Biodiversity Conservation Act 1999* (Cth) (EPBC Act) and relevant regulations, declarations and plans made under the Act relating to the use and management of that part of the Determination Area that is a declared RAMSAR wetland within the meaning of the EPBC Act.

[NOTE: to be confirmed with the Commonwealth].

16. The rights and interests of the State of Queensland and the [name of Local Government(s)] to access, use, operate, maintain and control the dedicated roads in the Determination Area and the rights and interests of the public to use and access the roads.

[NOTE: Final wording to be confirmed with relevant other respondent party/ies]

17. The rights and interests of the State of Queensland in Reserves, the rights and interests of the trustees of those Reserves and the rights and interests of the persons entitled to access and use those Reserves for the respective purpose for which they are reserved, including the rights and interests of the holders of permits issued by the trustees of the following reserves:
  - (a) Lot x on Plan y; and
  - (b) etc

[NOTE: Final wording to be confirmed]

18. The rights and interests of the State of Queensland or any other person existing by reason of the force and operation of the laws of the State of Queensland, including those existing by reason of the following legislation or any regulation, statutory instrument, declaration, plan, authority, permit, lease or licence made, granted, issued or entered into under that legislation:
  - (a) the *Fisheries Act 1994* (Qld);

- (b) the *Land Act 1994* (Qld);
- (c) the *Nature Conservation Act 1992* (Qld);
- (d) the *Forestry Act 1959* (Qld);
- (e) the *Water Act 2000* (Qld);
- (f) the *Petroleum Act 1923* (Qld) or *Petroleum and Gas (Production and Safety) Act 2004* (Qld);
- (g) the *Mineral Resources Act 1989* (Qld);
- (h) the *Planning Act 2016* (Qld);
- (i) the *Transport Infrastructure Act 1994* (Qld);
- (j) the *Fire and Emergency Services Act 1990* (Qld) or *Ambulance Service Act 1991* (Qld);
- (k) the *Marine Parks Act 2004* (Qld);
- (l) the *Fisheries Act 1994* (Qld);
- (m) the *Coastal Protection and Management Act 1995* (Qld);
- (n) the *Transport Operations (Marine Safety) Act 1994* (Qld); and
- (o) the *Transport Operations (Marine Pollution) Act 1995* (Qld).

19. The rights and interests of members of the public arising under the common law, including but not limited to the following:

- (a) any subsisting public right to fish; and
- (b) the public right to navigate.

[NOTE: Final list of legislation to be confirmed]

20. So far as confirmed pursuant to s212(2) of the *Native Title Act 1993* (Cth) and s18 of the *Native Title (Queensland) Act (1993)*(Qld) as at the date of this determination, any existing rights of the public to access and enjoy the following places in the Determination Area:

- (a) waterways;
- (b) beds and banks or foreshores of waterways;
- (c) stock routes;
- (d) beaches; or
- (e) areas that were public places at the end of 31 December 1993;

[NOTE: To be confirmed]

21. Any other rights and interests:

- (a) held by the State of Queensland or Commonwealth; or
- (b) existing by reason of the force and operation of the Laws of the State and the Commonwealth.

*Schedule 3 – External Boundary*

The area of land and waters commencing:

[Note: description to be confirmed and inserted from amended Form 1 filed on 10 January 2019].

*Insert Data reference and source information, and reference to use of coordinates if relevant*

**Schedule 4 – Description of Determination Area**

The determination area comprises all of the land and waters described by lots on plan, or relevant parts thereof, [and any rivers, streams, creeks or lakes] described in the first column of the tables in the Parts immediately below, and depicted in the maps in Schedule 6, to the extent those areas are within the External Boundary and not otherwise excluded by the terms of Schedule 5.

[NOTE: the description of the Determination Area will be confirmed once extinguishment has been agreed between the parties.]

**Non-Exclusive Areas**

All of the land and waters described in the following table and depicted in [colour (to be confirmed)] on the determination map contained in Schedule 6:

Area description (at the time of the determination)	Determination Map Sheet Reference	Note
[Eg 202NR7310]	Sheet 1	Delete column if not relevant
[Eg That part of Lot 168 on Plan BON895 excluding the area subject to historical Portion 2 on B3720]	Sheet 2	~
[Eg That part of Lot 101 on Plan AP202 being within an area defined as: commencing at a point on the eastern boundary of Lot 101 on Plan AP202 at latitude....]	Sheet 3	*
Save for any waters forming part of a lot on plan, all rivers, creeks, streams and lakes within the External Boundary described in Schedule 3, including but not limited to: <ul style="list-style-type: none"> <li>(i) Gully Creek;</li> <li>(ii) Woode Creek.</li> <li>(iii) ...</li> </ul>		

NOTE: Delete any of the notes that are not relevant to this table.

[\* denotes areas to which s 47 of the *Native Title Act 1993* (Cth) apply]

[^ denotes areas to which s 47A of the *Native Title Act 1993* (Cth) apply]

[~ denotes areas to which s 47B of the *Native Title Act 1993* (Cth) apply]

### *Schedule 5 – Areas Not Forming Part of the Determination Area*

[NOTE: final wording of this Schedule to be confirmed once extinguishment is agreed].

The following areas of land and waters are excluded from the determination area as described in [Schedule 4]:

1. Those land and waters within the External Boundary which at the time the native title determination application was made were, or had been, the subject of one or more Previous Exclusive Possession Acts, within the meaning of s 23B of the *Native Title Act 1993* (Cth) as they could not be claimed in accordance with s 61A of the *Native Title Act 1993* (Cth).
2. Specifically, and to avoid any doubt, the land and waters described in (1) above includes:
  - (a) the Previous Exclusive Possession Acts described in ss 23B(2) and 23B(3) of the *Native Title Act 1993* (Cth) to which s 20 of the *Native Title (Queensland) Act 1993* (Qld) applies, and to which none of ss 47, 47A or 47B of the *Native Title Act 1993* (Cth) applied, including, but not limited to the whole of the land and waters described as:
    - (i) [insert];
    - (ii) [insert]; and
    - (iii) [etc]; and
  - (b) the land and waters on which any public work, as defined in s 253 of the *Native Title Act 1993* (Cth), is or was constructed, established or situated, and to which ss 23B(7) and 23C(2) of the *Native Title Act 1993* (Cth) and to which s 21 of the *Native Title (Queensland) Act 1993* (Qld), applies, together with any adjacent land or waters in accordance with s 251D of the *Native Title Act 1993* (Cth), including, but not limited to, the whole of the land and waters described as:
    - (i) [insert];
    - (ii) [insert]; and
    - (iii) [etc].
3. Those land and waters within the External Boundary on which, at the time the native title determination application was made, public works were validly constructed, established or situated after 23 December 1996, where s 24JA of the *Native Title Act 1993* (Cth) applies, and which wholly extinguished native title.
4. Those land and waters within the External Boundary which, at the time the native title determination application was made, were the subject of one or more Pre-existing Rights Based Acts, within the meaning of s 24IB of the *Native Title Act 1993* (Cth), which wholly extinguished native title.

*Schedule 6 – Map of Determination Area*

[NOTE: final mapping to be confirmed].

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## Update Report

**To: Beau Jackson, Executive Manager Advocacy and External Affairs, Isaac Regional Council**

**From: Oliver Gilkerson, Special Counsel, Marrawah Law and Advisory**

**Re: Native Title Determination Application QUD 17/2019 – Western Kangoulu**

**Date: 18 March 2025**

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### 1. Background

1.1 Native title involves two broad sets of implications for Council:

(a) *Protecting Council's Existing Interests* – Where the Federal Court proposes a *Positive Determination* (one recognising that native title exists in a claim area), it is important that Council protects any interests it has in the area at the time the determination is made. It may be able to do this by seeking the inclusion of provisions in the Court's determination orders that either:

- i. recognise native title has been previously extinguished at law over the areas where the interests exist (for example because of so-called public works previous exclusive possession acts ("PEPA") done before 23 December 1996); or
- ii. for non-extinguishment areas, including provisions in the determination orders recognising Council's non-native title interests and providing that they prevail over native title where the native title and non-native title interests otherwise co-exist.

(b) *Future Acts* – Even where Council's existing interests are protected in a Positive Determination in the way referred to above, the *Native Title Act 1993* (Cth) ("NTA"), contains complex laws that protect native title. In basic terms, the current laws do this by rendering any activities (by government and anyone else) that affect native title (so-called "future acts") *invalid* unless they are done in accordance with the laws in Part 2, Division 3 of the NTA (the so-called "future acts regime"). Coincidentally, the Australian Law Reform Commission ("ALRC") is currently reviewing the future acts regime for the Australian Government.

1.2 For several decades the Federal Court has been slowly working through native title determination applications (so-called "native title claims"), brought by Traditional Owner groups. The Western Kangoulu People commenced a native title claim in 2013. It was revised in 2019 and has since proceeded through a convoluted Court process. The State of Queensland is the lead respondent to the claim. Affected local governments and many others with interests in the claim area have also been joined as respondents.



1.3 Final resolution of a claim by a Positive Determination or a Negative Determination (one that native title does not exist), can either be achieved by "consent" (i.e. agreement) of all parties or after a long, complex and costly trial where the Court hears all the evidence and independently makes the final decision.

1.4 Either way, a determination must resolve each of the following issues:

(a) The threshold issue of whether native title exists. For this, the claimants must prove on the balance of probabilities through admissible evidence that they have maintained sufficient "connection" with the claim area by way of the continued exercise of their traditional laws and customs.

(b) If it is determined that native title does exist, the following must also be determined:

- Any locations where native title has been extinguished at law (e.g. by PEPAs). This can be by specifying those locations in the determination and/or by way of a "catch-all" PEPA extinguishment clause.
- Which persons hold the native title (the so-called "common law native title holders") and which corporation will hold the native title rights on their behalf (a so-called "prescribed body corporate" ("PBC")).
- What the native title rights and interests consists of.
- Who holds any non-native title interests in the determination area (such as Council) and what the legal relationship is between the native title and non-native title interests.
- Whether the nature of the native title rights and interests affords the native title holders a right to the exclusive possession, occupation, use and enjoyment of the land (i.e. is the native title "exclusive" or "non-exclusive").

1.5 On 7 March 2025, the Federal Court Registry sent Marrawah Law, as Council's legal representative, a technical notice under Section 87(g) of the NTA and a copy of a Statement of Agreed Facts prepared jointly by Western Kangoulu and the State. Attached to the Statement of Agreed Facts is a proposed "Section 87 Agreement" containing a draft "Draft Consent Determination".

1.6 We have surveyed the history of the matter by reference to the Court file – there is more information in the chronology in paragraph 2. Looking at all of the available information, it is apparent that the Western Kangoulu applicant and the State have, between themselves, reached agreement that native title does exist. They effectively say that the claim should now proceed to a Positive Determination without the Court independently deciding the issue of connection.

1.7 The Court's notice requires Council and all other respondents to file a statement by 28 March 2025 if they object to the State/applicant's agreement as reflected in the Statement of Agreed Facts. That effectively involves such a respondent objecting to the State/applicant's conclusion that native title exists in the claim area.

## 2. Chronology

2.1 The position agreed by the State/applicant is the result of a long running Court process. Key aspects are as follows:

- **2013** – The Western Kangoulu authorised their applicant to make the native title claim in the Federal Court on behalf of the common law native title holders.
- **2013 to 2017** – The State/applicant could not agree that the applicant's initial evidence was sufficient to prove connection.
- **6 December 2017** – The Court orders that the threshold question of connection/existence of native title be heard and decided by the Court as a so-called "separate question" (i.e. separate to the other determination issues referred to in paragraph 1.4(b) above). Given the issues involved, and the complexity and cost of the separate questions litigation, none of the respondents apart from the State elected to participate.
- **2017 to 2022** – The applicant prepares and files substantial lay and expert evidence. A dispute arises between the State and applicant about whether some of the evidence can be admitted.
- **19 July 2022** – The Court decides the evidentiary dispute allowing some but not all of the applicant's evidence.
- **August, September and November 2022** – The Court held a trial of the separate question involving only the applicant and the State. The Court reserves its decision on the separate question.
- **2 December 2024** – Mr Michael Huet makes application to the Court for late joinder as an Indigenous respondent to the claim. He identifies as Gangalu and says that some of the Western Kangoulu claim area is Gangalu country. The Court had previously made a Negative Determination in respect of Gangalu native title claim. On 31 January 2025 the Court refuses to allow the joinder on several grounds including that the application was too late.
- **6 March 2025** – The applicant and the State file their Statement of Agreed Facts with the Court. The Court records indicate that a Registrar of the Court had mediated between the applicant and the State in reaching the agreement. The mediation was conducted confidentially between those parties.

2.2 The Statement of Agreed Facts does not disclose much detail of the applicant's evidence in support of connection. At paragraph 2(b) it says that *"...the facts that are agreed between the applicant and the State (are the basis on which) the State is satisfied that there is evidence that establishes a credible*

*basis for the State to agree those facts and enter into a Proposed Section 87 Agreement".*

- 2.3 A Section 87 Agreement is a reference to the provision in the NTA that requires all parties to sign a written agreement which is then filed with the Court. It is an agreement to the effect that all parties agree that the Court is empowered to make a Consent Determination – i.e. one made by agreement of the parties rather than an independent decision of the Court after hearing all the evidence.
- 2.4 If none of the respondents object to the Statement of Agreed Facts it is likely the Court will make no decision on the separate question. Instead the focus of the proceedings will shift to completing a Section 87 Agreement and associated Draft Consent Determination. Council will be drawn back into active participation in the claim for that purpose.

### **3. Advice**

- 3.1 From a practical, if not legal, perspective we can not advise Council to object to the Statement of Agreed Facts. If the claim is not resolved by way of the now proposed Section 87 Agreement/Draft Consent Determination, there would need to be a trial by the Court of the entire claim. Those respondents effectively objecting to an agreed outcome would end up opposing both the applicant and the State at a trial.
- 3.2 Any trial would be long, complex and very costly. The respondents opposing the agreed outcome would need to develop their own evidence rebutting the applicant's evidence about connection.
- 3.3 In addition, Council's interests in the claim area will not be sufficient to justify Council opposing the Statement of Agreed Facts. Attached is a map showing that only a relatively small part of the claim area extends into Council's local government area. Although five Council gravel pits have been identified in that part of the claim area, those and any other Council interests can likely be adequately dealt with through inclusion of appropriate provisions in a Consent Determination.
- 3.4 Although we recommend that Council not file a statement of objection in response to the Court's recent notice, there are some other actions which we do recommend Council take.

### **4. Recommendations**

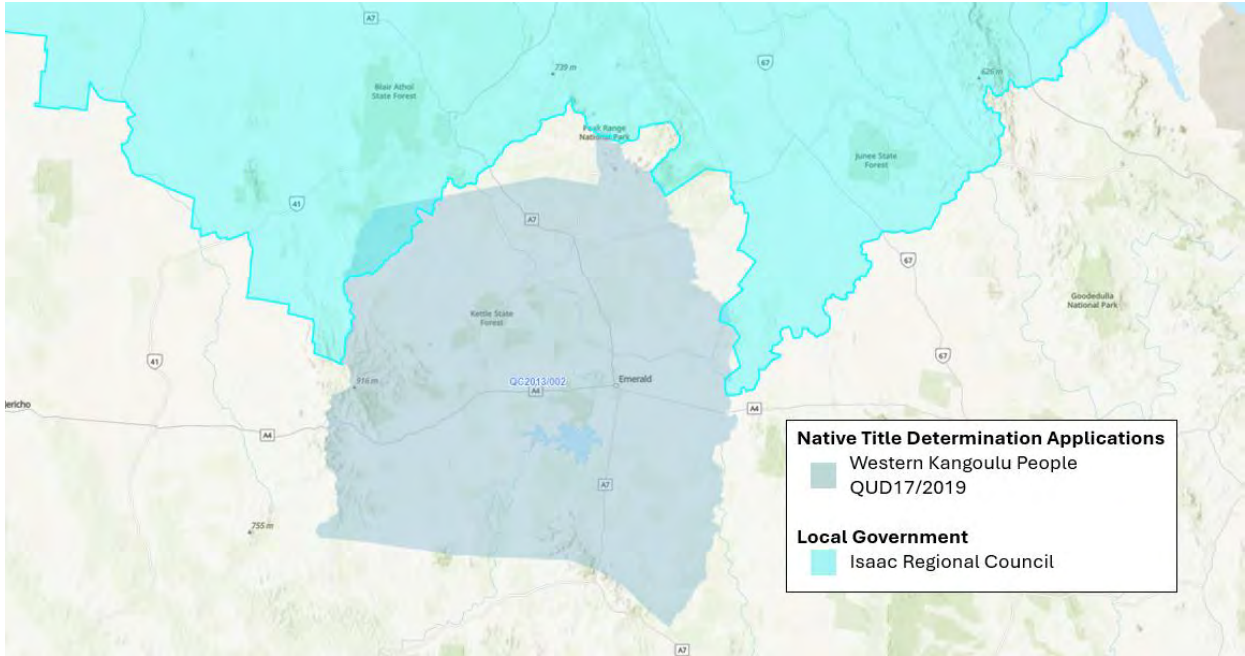
- 4.1 Having regard to the above, we recommend the following actions:
- (a) Council resolve not to file with the Federal Court a statement of objection to the Statement of Agreed Facts in response to the notice issued by the Court Registrar to all respondents dated 7 March 2025.

- (b) Council instruct its solicitors to write to Crown Law for the State indicating that Council does seek to participate in addressing issues of extinguishment and Council's non-native title interests for purposes of any Section 87 Agreement and associated Consent Determination.
- (c) Council review the claim area to assess the extent of all of the current non-native title interests it holds in that part of the claim area that falls within Council's LGA. This includes full details of the gravel pits and supporting Sale Permit and the history of the gravel pits (hopefully going back beyond 23 December 1996). If you can provide that information to us, we can start to consider Council's legal position on those issues.

4.2 Council is one of the most affected Council's in Queensland when it comes to the number and extent of native title determinations and claims over its LGA. This means that Council is broadly affected by the future acts regime. Although Council has undertaken a sophisticated response by way of its in-house native title compliance system, ILUAs and other initiatives, the future acts regime will continue to present legal compliance and policy challenges. It would be appropriate for Council to take the following actions:

- (a) Ascertain to what extent LGAQ is participating in the ALRC review of the future acts regime on behalf of all Queensland local governments.
- (b) Seek access to the ALRC Discussion Paper on the review expected some time in the first half of 2025 and consider whether Council should participate directly by way of a response submission.

**Attachment 1**





Australian Government  
Australian Law Reform Commission

**ISSUES PAPER**

# **REVIEW OF THE FUTURE ACTS REGIME**

Issues Paper 50  
November 2024

We acknowledge the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters, skies, and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.

We also acknowledge the distinct cultural identity of Aboriginal and Torres Strait Islander peoples. In this paper, we use the terms 'Aboriginal and Torres Strait Islander peoples' and 'First Nations people' synonymously. The term 'Indigenous' is used in reference to original source materials, such as the United Nations *Declaration on the Rights of Indigenous Peoples*. All terms are used with the utmost respect.

This Issues Paper reflects the law as at 18 November 2024.

The Australian Law Reform Commission ('ALRC') was established on 1 January 1975 and operates in accordance with the *Australian Law Reform Commission Act 1996* (Cth).

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Requests for further authorisation should be directed to the ALRC.

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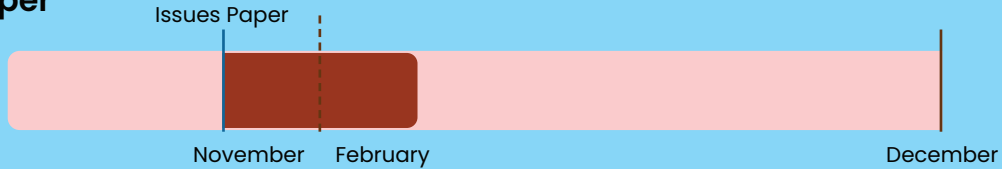
# How do I participate?



## Make a formal submission

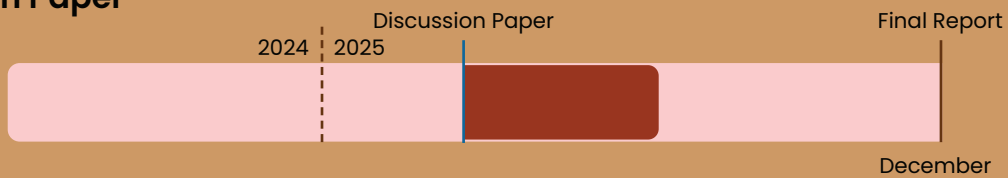
Your submission might respond to our Issues Paper or our Discussion Paper. You can also respond to both.

### Issues Paper



You can send your submission to us between November 2024 and 21 February 2025

### Discussion Paper



You can send your submission to us when we publish our Discussion Paper

Your submission might be



a written document



an audio recording



an artwork



## Get in touch and share your views



You can share your views with us at any time during the Inquiry

You might like to



email us



send us a letter



give us a call

## Introduction

1. Aboriginal and Torres Strait Islander peoples hold special relationships and connections to Country that have continued for many tens, and perhaps hundreds, of thousands of years. The preamble to the *Native Title Act 1993* (Cth) ('NTA') acknowledges that since European settlement of Australia, Aboriginal and Torres Strait Islander peoples have been progressively dispossessed of their lands. The preamble also notes that the *NTA* is intended to provide a means of rectifying past injustices and ensuring that Aboriginal and Torres Strait Islander peoples 'receive the full recognition and status within the Australian nation to which history, their prior rights and interests, and their rich and diverse culture, fully entitle them to aspire'.<sup>1</sup>

2. The *NTA* provides for legal recognition of the rights and interests that Aboriginal and Torres Strait Islander peoples hold in their traditional lands and waters. We have been asked to review one part of the *NTA* known as the future acts regime. The future acts regime provides the legal framework for doing future acts. In summary, 'future acts' are acts which occur after the *NTA* commenced in 1993 that affect native title rights and interests.<sup>2</sup> Broadly speaking, only a state, territory, or the Commonwealth government can do an 'act' that can lawfully affect native title rights and interests.<sup>3</sup> Some examples of future acts are discussed further below.<sup>4</sup>

3. This Issues Paper aims to explain the future acts regime at a high level and introduce our Inquiry. It starts a conversation by asking you to let us know your thoughts about the Inquiry. You can do this by making a submission or in another way that works for you.

4. Your input is very important and we are committed to listening. At this stage of the Inquiry, we are especially interested in hearing about what you see as problematic in the current future acts regime and your ideas for improvements.

This Issues Paper has three parts:		Here you will find ...
1	<b>What we have been asked to do</b>	Information about how we plan to approach this Inquiry
2	<b>Native title and the future acts regime</b>	A brief explanation of key legal concepts, including native title and the future acts regime
3	<b>What we have heard and found so far</b>	A summary of the key issues that people have raised with us, and some questions you might like to respond to in a submission

1 *Native Title Act 1993* (Cth) preamble.

2 Ibid ss 227, 233. Note that ss 232A–D of the *NTA*, inserted by the *Native Title Amendment Act 1998* (Cth), provide that acts occurring after the commencement of the *NTA* but prior to the end of 23 December 1996 are defined as 'intermediate period acts' and affect native title as set out there.

3 Section 226 of the *NTA* provides for a range of 'acts' that may affect native title, including 'the creation, variation, extension, renewal or extinguishment of any legal or equitable right, whether under legislation, a contract, a trust or otherwise' and 'an act having any effect at common law or in equity'. Section 227 defines when an act 'affects' native title.

4 See [37] below.

## Making a submission

5. We welcome submissions from anyone who is interested in the Inquiry. This Issues Paper sets out **five** questions that you may wish to answer. We are asking these questions to help us identify the issues that we should examine and to help us develop ideas for reform. You do not need to answer all of them.

**Questions 1 and 2** ask what you see as the **important issues** for us to consider and whether there are any issues that we have not yet identified.

**Question 3** asks if there are any aspects of the future acts regime you think **work well**.

**Question 4** asks for your **ideas** about how to reform the future acts regime.

**Question 5** asks what an **ideal future acts** regime would look like.

6. You can structure your submission in any way that works for you. You can also make a submission without answering specific questions. For example, you may wish to tell us about your experiences of the future acts regime, or to comment on parts of our [Terms of Reference](#), which are discussed further below.<sup>5</sup>

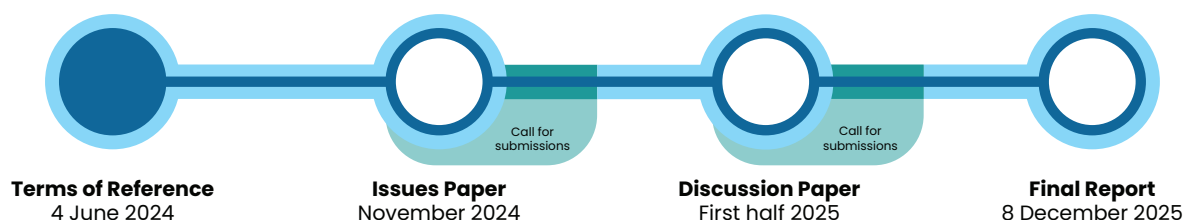
7. The best way to make a written submission is by uploading it through the [ALRC website](#) or by email to [nativetitle@alrc.gov.au](mailto:nativetitle@alrc.gov.au). You can also write or draw your ideas, or send us an audio or video recording if this is easier. Please contact us about how best to do this.

8. We will accept submissions until **21 February 2025**. We will publish submissions on our website, unless you ask for your submission to be confidential.<sup>6</sup>

We know that making a submission can be time-consuming and sometimes difficult. We also know that people have competing demands on their time and resources, including from the future acts regime itself.

We are asking for submissions now to help us identify the issues we should address when we develop our ideas for reform. **If you cannot make a submission now, there will be another opportunity to make a submission when we publish our Discussion Paper.** The Discussion Paper will contain ideas for reform and ask for feedback on those ideas.

**You are welcome to make a submission in response to one or both of our papers, however you think best.**



<sup>5</sup> See [11]–[13] below.

<sup>6</sup> We will not publish submissions that breach applicable laws, promote a product or a service, contain offensive language, may be defamatory, express sentiments that are likely to offend or vilify sections of the community, or that do not substantively comment on issues relevant to the Inquiry. More information is available on the ALRC website: Australian Law Reform Commission, 'Submissions and Inquiry Material' <[www.alrc.gov.au/about/policies/submissions-and-inquiry-material/](http://www.alrc.gov.au/about/policies/submissions-and-inquiry-material/)>.

## How we will handle First Nations people’s information and data

9. We recognise that First Nations people have a right to have a say about how government collects, stores, and manages their information and data. However, laws about how government and agencies like the ALRC must handle information often mean that First Nations people cannot exercise full control over how their information is managed or shared. Wherever possible, we will seek to communicate clearly about what we will do with the information we collect and seek consent for future uses of that information.

10. If you wish to share confidential or sensitive information with us, please tell us that you want it to be treated as confidential. Further information about how we handle information is available on our [website](#).<sup>7</sup>

## What we have been asked to do

11. The [Terms of Reference](#) describe what we have been asked to do. In summary, the Australian Government has asked us to review the future acts regime in the *NTA* and develop recommendations for how it can be improved. The Terms of Reference ask us to consider a list of specific things. These include options for reform to:

- rectify any inefficacy, inequality, or unfairness in how the regime currently works, as well as ways to make it work more efficiently;
- support native title holders so they can effectively engage with the future acts regime, as well as supporting fair negotiation and collaboration between native title holders and proponents; and
- strengthen data collection and data transparency to support the operation of the future acts regime into the future.

12. The Terms of Reference ask us to consider the rights and obligations recognised in the international instruments to which Australia is a party or which it has pledged to support, including the United Nations *Declaration on the Rights of Indigenous Peoples* (‘UNDRIP’). We will examine whether the future acts regime adequately reflects internationally recognised principles of human rights, including the right to free, prior, and informed consent (‘FPIC’) and the right to self-determination.

13. We have been asked to consult with key users of the native title system, including native title holders, proponents, government departments and agencies, and non-government stakeholders. We aim to engage with affected communities, particularly native title holders and First Nations groups in ways that:

- are culturally safe and appropriate, and consistent with UNDRIP; and
- minimise consultation fatigue as far as practicable.

14. Our Inquiry is the first comprehensive review of the future acts regime since it was created. It comes after the Joint Standing Committee on Northern Australia’s inquiry and report, which examined the destruction of two 46,000 year old rock shelters in Juukan Gorge and recommended that the future acts regime be reviewed.<sup>8</sup>

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7 Australian Law Reform Commission, ‘Submissions and Inquiry Material’ <[www.alrc.gov.au/about/policies/submissions-and-inquiry-material/](http://www.alrc.gov.au/about/policies/submissions-and-inquiry-material/)>.

8 Joint Standing Committee on Northern Australia, Parliament of Australia, *A Way Forward: Final Report into the Destruction of Indigenous Heritage Sites at Juukan Gorge* (2021).

## Native title and the future acts regime

15. This part introduces two important concepts: native title and the future acts regime. These are both large and complex areas of law, so this part only discusses them briefly and in overview. Footnotes help to explain some of the legal terminology used in this part. This part also briefly explains some of the other laws that interact with the future acts regime.

### What is native title?

16. Native title was first recognised in Australia by the High Court of Australia in 1992 in *Mabo (No 2)*.<sup>9</sup> The case was the result of decade-long legal proceedings in which the Meriam People sought legal recognition of rights over their traditional Country, Mer (Murray) Island in the Torres Strait. In its landmark decision, the High Court found that Australian law recognised the Meriam People's rights and interests in their Country that came from their traditional laws.

17. Following *Mabo (No 2)*, the Commonwealth Parliament passed the *NTA*. The *NTA* establishes a legal framework for the recognition and protection of native title in Australia.<sup>10</sup>

18. Native title is difficult to define using common law legal concepts.<sup>11</sup> This is because it is not a common law interest, but rather an interest *recognised* by the common law.<sup>12</sup> Through native title, the common law recognises the rights and interests that form part of the traditional laws acknowledged, and customs observed, by First Nations people. Native title is not “won” or “given”, but it is ‘the legal recognition of rights that have existed for thousands of years’.<sup>13</sup> Put differently, native title ‘is not granted; nor is it a right that has been created by the legislatures, it is about recognising rights that “have always been there”’.<sup>14</sup>

19. When courts and tribunals decide matters about native title, they use the definition of ‘native title’ found in the *NTA*.<sup>15</sup> Section 223(1) of the *NTA* defines ‘native title’ (or ‘native title rights and interests’) as having three parts.<sup>16</sup> First, native title rights and interests are possessed under the traditional laws acknowledged, and the traditional customs observed, by the group of First Nations people who claim native title. Secondly, by those traditional laws and customs, the group of people claiming native title have a connection with the land or waters in the claim area. Thirdly, the common law must recognise the rights and interests. The third requirement ‘emphasises the fact that there is an intersection between legal systems and that the intersection occurred at the time of [European settlement]’.<sup>17</sup> This makes native title unique: it exists at the intersection of common law and First Nations law. **Figure 1** below illustrates the intersection of these two legal systems.

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9 *Mabo v Queensland (No 2)* (1992) 175 CLR 1.

10 *Native Title Act 1993* (Cth) s 3(a).

11 See Noel Pearson, ‘The Concept of Native Title at Common Law’ (1997) 5 *Australian Humanities Review* <<https://australianhumanitiesreview.org/1997/03/01/the-concept-of-native-title-at-common-law/>>.

12 The **common law** refers to a body of court decisions developed over time and means that legal disputes decided in Australia must consider earlier decisions.

13 Queensland Government, ‘What Is Native Title?’ <[www.qld.gov.au/firstnations/environment-land-use-native-title/connecting-with-country/native-title](http://www.qld.gov.au/firstnations/environment-land-use-native-title/connecting-with-country/native-title)>.

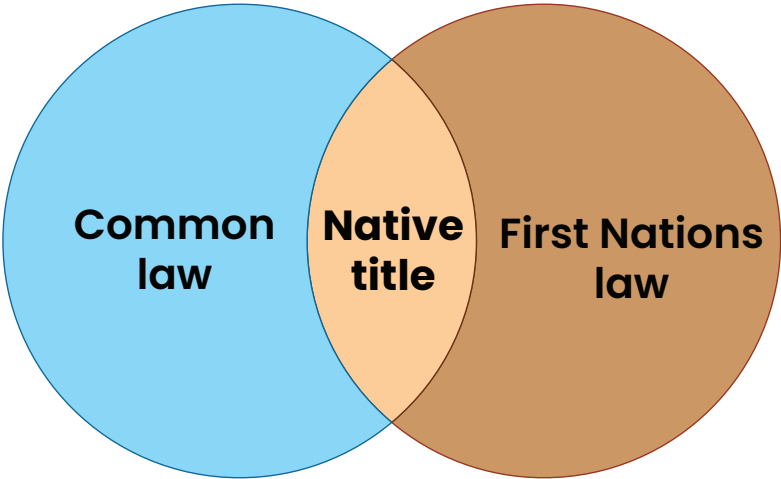
14 Norman Laing, ‘Distinguishing Native Title and Land Rights: Not an Easy Path to Rights or Recognition’ [2007] (8) *The Journal of Indigenous Policy* 50, 54.

15 *Commonwealth v Yarmirr* (2001) 208 CLR 1 [7].

16 The first two parts of the definition are based on the judgment of Brennan J in *Mabo v Queensland (No 2)* (1992) 175 CLR 1, 57: ‘The term “native title” conveniently describes the interests and rights of indigenous inhabitants in land, whether communal, group or individual, possessed under the traditional laws acknowledged by and the traditional customs observed by the indigenous inhabitants’.

17 See *Members of the Yorta Yorta Aboriginal Community v Victoria* (2002) 214 CLR 422 [77].

**Figure 1 Native title at the intersection of legal systems**



20. The content of native title rights and interests is determined according to traditional laws and customs. This means that the content of native title for a particular group of First Nations people requires a factual inquiry into the traditional laws and customs acknowledged and observed by that group over their Country. The factual inquiry about traditional laws and customs is at the heart of the native title claims process, which is briefly discussed further below.<sup>18</sup>

21. Some examples of native title rights and interests include rights to:
- protect places and areas of importance on native title land and waters;<sup>19</sup>
  - hunt, fish, or gather;<sup>20</sup>
  - take resources, which may include taking for commercial purposes;<sup>21</sup>
  - access areas to perform ceremonies;<sup>22</sup>
  - camp;<sup>23</sup> and
  - possess, occupy, use, and enjoy an area to the exclusion of all others (commonly referred to as ‘exclusive possession’ or ‘exclusive native title’).<sup>24</sup>

22. It is generally accepted that there are no native title rights and interests in minerals, gas, or petroleum.<sup>25</sup>

23. Native title rights and interests may be extinguished by a lawful grant of rights that shows a ‘clear and plain intention’<sup>26</sup> to extinguish native title or by the construction of public works in certain circumstances.<sup>27</sup> The High Court has held that a clear and plain intention to extinguish native title is demonstrated by the objective inconsistency between the rights granted to a third party and

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18 See [27]–[31] below.  
 19 See, eg, *Austin on behalf of Eastern Maar People v Victoria* [2023] FCA 237; *Daniel v Western Australia* [2003] FCA 666.  
 20 *Native Title Act 1993* (Cth) s 223(2).  
 21 See, eg, *Akiba v Commonwealth* (2013) 250 CLR 209.  
 22 See, eg, *Yindjibarndi Aboriginal Corporation RNTBC v Western Australia* [2020] FCA 1416.  
 23 See, eg, *Austin on behalf of Eastern Maar People v Victoria* [2023] FCA 237; *Daniel v Western Australia* [2003] FCA 666.  
 24 See, eg, *Warrie (on behalf of the Yindjibarndi People) v Western Australia (No 2)* (2017) 366 ALR 467; *Fortescue Metals Group v Warrie* (2019) 273 FCR 350; *Anderson v Western Australia* [2000] FCA 1717; *James on behalf of the Martu People v Western Australia* [2002] FCA 1208.  
 25 See Richard Bartlett, *Native Title in Australia* (LexisNexis, 5th ed, 2023) 831–2; *Western Australia v Ward* (2002) 213 CLR 1 [376]–[385].  
 26 *Mabo v Queensland (No 2)* (1992) 175 CLR 1, 64. But see discussion in Bartlett (n 25) 375–95.  
 27 See, eg, *Native Title Act 1993* (Cth) ss 24JA, 24JB.

native title rights and interests.<sup>28</sup> Extinguishment means that native title rights and interests no longer exist in a particular parcel or parcels of land. Once a native title right is extinguished, it cannot be revived (except in the limited circumstances covered by ss 47–47C of the *NTA*).<sup>29</sup>

24. Extinguishing native title means that Australian law no longer *recognises* those rights and interests. Extinguishment does not break the spiritual connection to Country but it may mean First Nations people are unable to exercise many aspects of their pre-existing connection to Country.<sup>30</sup> Native title rights and interests have been found by the High Court to be a ‘bundle of rights’,<sup>31</sup> and each right in the ‘bundle’ may be extinguished separately.<sup>32</sup>

25. Granting freehold title over land is an example of an act that wholly extinguishes native title because it grants the freehold title holder exclusive rights to possess the land.<sup>33</sup> By contrast, some acts will not extinguish, or wholly extinguish, native title because they can coexist with native title. A non-exclusive pastoral lease is an example of an interest in land that can coexist with non-exclusive native title.<sup>34</sup>

26. Extinguishment of native title is different from a finding that there is no native title. Native title can exist in a broad claim area, but be extinguished in particular parcels within that area.<sup>35</sup> However, if a claim does not meet the requirements of the *NTA* to demonstrate that native title exists in an area, then native title does not exist in the area.

### **The native title claims process**

27. The process for claiming native title has some unique features that distinguish it from other court processes. This section gives a brief overview.

28. The claims process begins when a group of First Nations people apply to the Federal Court for a native title determination over a specified claim area (known as a claimant application). A claimant application must contain certain information set out in the *NTA*.<sup>36</sup> A copy of the application is given to the National Native Title Tribunal (‘NNTT’) to consider whether the claim meets certain conditions, known as the ‘registration test’.<sup>37</sup> If the application passes this test, then the applicants become ‘registered native title claimants’ and acquire rights under the future acts regime.<sup>38</sup> This, however, does not mean that the native title rights and interests claimed have been formally recognised.

29. The claims process can take several years. It will usually require claimants to collect and present evidence about traditional laws and customs. It may also involve mediation or negotiation between the registered native title claimants and other parties. The other parties will generally include the relevant state or territory minister and other people who claim interests in the relevant land or waters.

30. If a claim is not withdrawn or dismissed, the outcome of the claims process is a native title determination made by the Federal Court. A determination that native title exists, sometimes called a ‘positive determination’, must specify certain details about the persons holding native title, the

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28 *Western Australia v Ward* (2002) 213 CLR 1 [78].

29 *Western Australia v Brown* (2014) 253 CLR 507 [39]; *Fejo v Northern Territory* (1998) 195 CLR 96 [56]–[58].

30 See, eg, Pearson (n 11).

31 *Western Australia v Ward* (2002) 213 CLR 1 [76].

32 *Akiba v Commonwealth* (2013) 250 CLR 209 [59].

33 **Freehold title**, sometimes called an ‘estate in fee simple’, is the strongest form of property rights in land in the common law system. In broad terms, freehold title means a person owns and controls the land indefinitely.

34 See *Wik Peoples v Queensland* (1996) 187 CLR 1.

35 This may be because tenure that is inconsistent with native title, such as freehold title, has been granted over some parcels of land, but not the entirety of the area.

36 See *Native Title Act 1993* (Cth) ss 61, 62.

37 *Ibid* ss 190A–190C.

38 See [42]–[68] below.

native title rights and interests themselves, and other interests in the area.<sup>39</sup> The determination will usually name a Prescribed Body Corporate ('PBC') which will hold the native title rights and interests in trust or as agent for the group of people included in the determination (referred to as the 'common law holders' in the *NTA*).<sup>40</sup> A determination that native title does not exist, where the requirements of the *NTA* are not met, is commonly known as a 'negative determination'.

31. It is also possible for people other than native title parties to make a 'non-claimant application' seeking a negative determination over an area of land or waters. This may be done for several reasons, including to offer certainty for land use of an area.

### What is the future acts regime?

32. The future acts regime is contained in Part 2 Division 3 of the *NTA*. The regime in its current form was introduced by the *Native Title Amendment Act 1998* (Cth) ('*NT Amendment Act*'). The *NT Amendment Act* was the legislative response to the High Court decision in *Wik Peoples v Queensland*, which concerned the native title implications of pastoral leases.<sup>41</sup> The *NT Amendment Act* implemented the policies underpinning what was known as the 'Ten Point Plan'.<sup>42</sup> The future acts regime has remained largely in this form since 1998.

33. In broad terms, the future acts regime aims to promote equality before the law by providing substantive and procedural rights for the protection of native title, similar to the substantive and procedural rights that apply to property interests generally.<sup>43</sup> The stated policy intent underpinning the *NT Amendment Act* in 1998 was to reform the future acts regime for greater workability and certainty.<sup>44</sup> According to one commentator, however, changes made by the *NT Amendment Act* 'fell short of providing equality before the law' and 'attributed an inferior tenor and nature to native title' compared to other rights over land.<sup>45</sup> Any inequality that may exist is permitted through the suspension of the *Racial Discrimination Act 1975* (Cth) ('*RDA*').<sup>46</sup>

### Where does the future acts regime apply?

34. The future acts regime applies to land or waters where native title may exist or has been determined to exist. This means that the future acts regime will apply:

- where native title *may exist* because, in the relevant area, native title has not been extinguished or a negative determination has not been made;
- where a claim for native title has been lodged over an area; and
- to areas subject to a determination that native title exists.

35. The future acts regime does not apply to 'Aboriginal/Torres Strait Islander land or waters' as defined in the *NTA*, which includes land granted under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) and other similar land rights regimes.<sup>47</sup>

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39 *Native Title Act 1993* (Cth) s 225. Positive determinations may be made by the Court following a contested application hearing or by consent between the parties.

40 See *ibid* s 56(2).

41 *Wik Peoples v Queensland* (1996) 187 CLR 1.

42 Explanatory Memorandum, *Native Title Amendment Bill 1997* (Cth) 17–20.

43 See, eg, Bartlett (n 25) 561–3.

44 Commonwealth, *Parliamentary Debates*, House of Representatives, 6 December 1997, 12337 (John Howard).

45 Bartlett (n 25) 562–3.

46 *Native Title Act 1993* (Cth) s 7.

47 *Ibid* ss 233(3), 253 (definition of 'Aboriginal/Torres Strait Islander land or waters').



## What are future acts?

36. In broad terms, future acts are acts that deal with land or waters in a way that impacts native title rights and interests.

37. Future acts are done by government. This is because they usually involve a government:

- giving someone (other than government) permission to do something;
- creating an interest in land or waters;
- doing something itself on land or waters; or
- passing certain legislation.

### Examples of future acts

Some examples of future acts include:

- granting a mining tenement,<sup>48</sup> such as a prospecting licence, exploration licence, or mining lease;
- granting an irrigation licence;
- granting a fishing licence or making a fisheries management plan;
- issuing a permit for operating a tourist boat in a marine park;
- building facilities for public services, such as a road, powerlines, or mobile phone transmission tower; and
- compulsory acquisition.<sup>49</sup>

38. In more technical terms, future acts are proposed grants of non-native title rights or interests (such as a permit or licence), dedication of land or waters for a particular use (such as building a road or creating a national park), or the making of laws that affect native title. An act 'affects' native title if it:

- extinguishes native title; or
- is wholly or partly inconsistent with the continued existence, enjoyment, or exercise of native title rights and interests.<sup>50</sup>

39. A 'future act' does *not* refer to a 'prospective' act (something to be done in the future) at a particular point in time.<sup>51</sup> Rather, a future act refers to an act other than the passing of a law (such as granting a permit) *after* 1 January 1994, or an act that is the passing of a law after 1 July 1993. If an act is not a 'future act', the future acts regime does not apply.

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48 A **tenement** is a right over a particular parcel of land granted by a government that permits particular activities. A tenement is generally granted by a government under particular legislation.

49 The Commonwealth, state, and territory governments have compulsory acquisition powers which may be used to acquire and extinguish native title rights and interests. These powers have, for example, been used on various occasions in New South Wales for road construction purposes: see, eg, *Bandjalang Aboriginal Corporation Prescribed Body Corporate RNTBC on behalf of the Bandjalang People v Transport for NSW* [2020] NSWLEC 1008.

50 *Native Title Act 1993* (Cth) s 227.

51 *Lardil Peoples v Queensland* (2001) 108 FCR 453 [89].

## Future acts must be done validly

40. The future acts regime provides the legal mechanisms for validly doing future acts.<sup>52</sup> Future acts can be done validly under a registered Indigenous Land Use Agreement ('ILUA') or under another provision of the future acts regime. These provisions are commonly identified by the subdivision of Part 2 Division 3 of the *NTA* in which they appear. **Table 1** below gives an overview of these provisions.

**Table 1 Overview of future acts provisions**

Relevant Subdivision ( <i>NTA</i> Part 2 Division 3)	Future acts covered
Subdivisions B, C, and D	Acts agreed to under an ILUA
Subdivision F	Acts where there is an absence of native title in the area
Subdivision G	Acts which involve: <ul style="list-style-type: none"> <li>• Primary production activities on non-exclusive agricultural or pastoral leases</li> <li>• Primary production activities on non-exclusive agricultural leases (where the activity predates the <i>NTA</i>)</li> <li>• Off-farm activities directly connected to primary production activities</li> </ul>
Subdivision HA	Acts relating to the management of water and airspace, including both: <ul style="list-style-type: none"> <li>• Legislative acts of regulation of water and airspace</li> <li>• Acts involving leases, licences and permits relating to aquatic or airspace management</li> </ul>
Subdivision I	Renewals and extensions of both: <ul style="list-style-type: none"> <li>• Pre-<i>NTA</i> acts</li> <li>• Lease, licence, permit or authorities</li> </ul>
Subdivision JA	Acts relating to public housing in Aboriginal and Torres Strait Islander communities
Subdivision J	Acts involving reservations and leases of land or waters for a particular purpose
Subdivision K	Acts involving construction, operation, use, maintenance or repair of facilities for services to the public
Subdivision L	'Low impact' acts (can be only be used pre-native title determination)
Subdivision M	Acts that pass the freehold test <sup>53</sup>
Subdivision N	Acts affecting offshore places
Subdivision P	Acts subject to the right to negotiate

<sup>52</sup> Under the *NTA*, 'valid' is defined to include meaning 'having full force and effect': *Native Title Act 1993* (Cth) s 253 (definition of 'valid').

<sup>53</sup> The **freehold test** is a hypothetical test that aims to treat native title rights and interests the same as freehold interests in certain cases. The test asks: could the proposed act be done over the area if the native title holders had a freehold interest in that area? If yes, then the act passes the freehold test. See also [52]–[53] below.

41. Any future act can be done validly under a registered ILUA. Where a future act is not done under an ILUA, it may be able to be done validly under another subdivision of the future acts regime. If a future act does not fall within one of the subdivisions, the only option for the act to be done validly is an ILUA.

### A note on terminology

In this paper, we use the term **native title party** to refer to any group of First Nations people who hold native title or *may* hold native title.<sup>54</sup> We do this because under the future acts regime, First Nations people who have obtained a positive native title determination, who have applied for a native title determination, or who hold connections to Country over which native title has not yet been determined, can all make native title agreements with proponents.

We use the term **native title holders** to refer to registered native title claimants, PBCs, and common law holders.<sup>55</sup> We do this because most procedural rights under the future acts regime are conferred on these groups. Native title holders are a subset of the broader term 'native title parties'. In practice, if a positive native title determination has been made then the relevant PBC will exercise rights and perform functions under the future acts regime on behalf of the common law holders.

These terms have slightly different definitions in the *NTA*.

42. Some subdivisions specify procedural rights or substantive rights, depending on the nature of the future act and the subdivision that applies. Procedural rights typically provide for native title holders to be notified and to comment about a proposed future act. Substantive rights include rights to:

- negotiate an agreement (for example, with a mining company for the grant of some mining tenements);
- seek a determination from the NNTT about whether a future act may be done or not (this right is also available to proponents);<sup>56</sup> and
- compensation for the impact that a future act has on native title rights and interests.

43. The future acts regime does not generally give native title parties a right of veto. However, an effective right of veto may arise in cases where an ILUA is the only means of complying with the future acts regime and the relevant government will not exercise compulsory acquisition powers. This is because ILUAs are entirely voluntary.<sup>57</sup>

44. If a future act is not done validly, it does not mean the act is unlawful. However, a failure to do a future act validly may entitle native title holders to take certain actions. These actions may include seeking an injunction or damages for trespass, though there is only limited case law on this point.

54 This term is also used by the *NTA*, sometimes with a specific definition: see, eg *Native Title Act 1993* (Cth) ss 29, 30.

55 This usage differs from how the term is defined by s 224 of the *NTA*.

56 The NNTT is an independent body established under the *NTA*. It performs a variety of functions, including as the arbitral body for future acts. See further *Native Title Act 1993* (Cth) pt 6.

57 For example, in Queensland a registered ILUA is currently required for tenure for an electricity generation facility on native title land. This is because Queensland government policy specifically excludes generation facilities from the application of s 24KA of the *NTA*: see Department of Resources, Queensland Government, Queensland Government Native Title Work Procedures: Module K: Facilities for Services to the Public (Native Title Work Procedures, 2022) 1. See also Lily O'Neill et al, 'Renewable Energy Development on the Indigenous Estate: Free, Prior and Informed Consent and Best Practice in Agreement-Making in Australia' (2021) 81 *Energy Research and Social Science* 1, 4.

45. All future act provisions (other than s 24NA of the *NTA*) apply to acts done in an onshore place. Section 24NA of the *NTA* applies only to offshore places.<sup>58</sup> In general terms, onshore places are land or waters above (that is, on the landward side of) the low water mark, and offshore places are land or waters below (that is, on the seaward side of) the low water mark.<sup>59</sup> Some future act provisions do not specify if they apply to onshore places or offshore places, meaning they are not limited to one or the other and so apply to both (for example, Subdivision I, which relates to certain renewals and extensions).

## **ILUAs**

46. An ILUA is a voluntary agreement between native title parties and other people or bodies (for example, private companies or governments) about the use and management of land and waters. Once an ILUA is registered on the Register of Indigenous Land Use Agreements, the ILUA binds all native title parties for the area covered by the ILUA.<sup>60</sup> In practice, an ILUA will usually be entered into by the representatives of a group claiming native title (such as the registered native claimant) or, if a determination has been made that native title exists, the PBC that holds or manages native title rights and interests on behalf of the common law holders.

47. Future acts done in accordance with a registered ILUA will be valid if the ILUA is registered at the time the future act is done, and future acts done invalidly can be retrospectively validated under an ILUA.<sup>61</sup> ILUAs can include any matters concerning native title.<sup>62</sup> Common conditions include:

- consents to non-extinguishing future acts proposed to be done or that have previously been done;
- payment of financial compensation to, and conferral of other benefits on, native title parties (such as employment and business opportunities); and
- grants of extinguishing and non-extinguishing tenure over land, including freehold title and leasehold title.<sup>63</sup>

48. Where a native title party consents to a future act under an ILUA, the native title party is only entitled to the compensation provided for in the ILUA for that future act.<sup>64</sup> This means that a native title party cannot later make another claim or claim a different amount of compensation for the act, except in limited circumstances. ILUAs sometimes function as a key component for expansive native title settlement agreements between government and First Nations people.<sup>65</sup>

## **Procedural rights**

49. Where a future act is not covered by an ILUA, some of subdivisions F–N in Part 2 Division 3 of the *NTA* give native title holders procedural rights. The *NTA* defines ‘procedural right’ as ‘a right to be notified of the act’, ‘a right to object to the act’, or ‘any other right that is available as part of the procedures that are to be followed when it is proposed to do the act’.<sup>66</sup> If a future act would fall within more than one subdivision, the subdivision earlier (or higher) in the alphabetical

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58 *Native Title Act 1993* (Cth) s 24NA.

59 *New South Wales v Commonwealth* (1975) 135 CLR 337; *Native Title Act 1993* (Cth) ss 6, 253 (definitions of ‘offshore place’ and ‘onshore place’).

60 *Native Title Act 1993* (Cth) s 24EA.

61 *Ibid* s 24EBA. However, the relevant state or territory must be a party to the ILUA.

62 *Ibid* ss 24BB, 24CB, 24DB.

63 *Bartlett* (n 25) 733.

64 *Native Title Act 1993* (Cth) ss 24EB(4)–(6), 24EBA(5).

65 For example, ILUAs are a key component of settlement packages under the *Traditional Owner Settlement Act 2010* (Vic). Additionally, the recent settlement agreement between the government and Noongar people in Western Australia comprises six ILUAs for the original six specific claim areas: see South West Aboriginal Land and Sea Council, ‘Settlement Agreement’ <[www.noongar.org.au/about-settlement-agreement](http://www.noongar.org.au/about-settlement-agreement)>.

66 *Native Title Act 1993* (Cth) s 253 (definition of ‘procedural right’).

order will apply.<sup>67</sup> Earlier subdivisions generally give procedural rights of notice and opportunity to comment,<sup>68</sup> while some future acts do not give rise to any procedural rights.<sup>69</sup>

50. If there is a registered claim for native title over an area where a future act is proposed, the procedural rights will be conferred on the registered native title claimants for the area. Where a positive determination has been made, the rights will be conferred on the relevant PBC for the area.

51. At a high level, procedural rights are granted under the categories outlined in **Table 2** below.

**Table 2 Procedural rights under the future acts regime**

Procedural rights	Types of future acts and relevant section of the <i>NTA</i>
<b>Right to notice</b>	<p>This procedural right applies to all future acts under relevant subdivisions <i>except for</i>:</p> <ul style="list-style-type: none"> <li>• acts over land subject to s 24FA protection (future acts where procedures indicate absence of native title);</li> <li>• certain primary production activity under s 24GC (activities on non-exclusive agricultural or pastoral leases granted on or before 23 December 1996); and</li> <li>• low impact future acts under s 24LA (applies to future acts completed prior to the determination of native title over an area).</li> </ul>
<b>Opportunity to comment</b>	<ul style="list-style-type: none"> <li>• Primary production on agricultural and pastoral leases (s 24GB)</li> <li>• Off-farm activities directly connected to primary production (s 24GD)</li> <li>• Third party rights on non-exclusive agricultural and pastoral leases (s 24GE)</li> <li>• Management of water and airspace (s 24HA)</li> <li>• Some renewals and extensions of leases and licences (ss 24IB, 24IC, and 24ID)</li> <li>• Public housing (s 24JAA)</li> <li>• Some acts related to reservations and leases — where the act relates to the construction or establishment of public works or the creation of a management plan for a national, state, or territory park (ss 24JA and 24JB)</li> </ul>
<b>Right to be consulted</b>	<ul style="list-style-type: none"> <li>• Some renewals and extensions of leases and licences — non-exclusive pastoral or agricultural leases where the term of the renewal is longer than the term of the original lease (ss 24IC and 24ID)</li> <li>• Public housing (s 24JAA)</li> <li>• Certain acts that pass the freehold test that are not subject to the right to negotiate (s 24MD(6B))</li> </ul>

67 Ibid s 24AB.

68 Bartlett (n 25) 567.

69 See, eg, *Native Title Act 1993* (Cth) s 24LA.

Procedural rights	Types of future acts and relevant section of the <i>NTA</i>
<b>Right to object</b>	<ul style="list-style-type: none"> <li>Some renewals and extensions of leases and licences — non-exclusive pastoral or agricultural leases where the term of the renewal is longer than the term of the original lease (ss 24MB(6B), 24IC, and 24ID)</li> <li>Acts that pass the freehold test that are not subject to the right to negotiate (s 24MD)</li> </ul>
<b>Rights of ordinary title holder (or other corresponding rights or interests)</b>	<ul style="list-style-type: none"> <li>Facilities for services to the public (s 24KA)</li> <li>Acts that pass the freehold test that are not subject to the right to negotiate (s 24MD)</li> <li>Acts affecting offshore places (s 24NA)</li> </ul>

## Substantive rights

### The right to negotiate

52. The right to negotiate applies to certain future acts that pass the ‘freehold test’.<sup>70</sup> The freehold test

reflects the notion that, for the purposes of providing equality before the law, future acts should only be valid over native title lands or waters if they could also be done over ‘ordinary title’, and subject to similar conditions and procedural requirements.<sup>71</sup>

53. In practice, these acts are usually the grant of mining tenements and petroleum titles (and renewals of these grants). Where the right to negotiate applies, the NNTT’s role as an ‘arbitral body’ under the *NTA* is enlivened. This means that the NNTT can hear applications for future act determinations and undertake what is known as an ‘inquiry’.<sup>72</sup>

54. Where a future act triggers the right to negotiate, the relevant state or territory government must inform the public and any PBC or registered native title claimant of a proposed grant.<sup>73</sup> States and territories do this using what is referred to as a ‘section 29 notice’. Unless the expedited procedure applies, the negotiation parties must negotiate in good faith with a view to reaching agreement to the doing of the act.<sup>74</sup> Future acts will be done validly under the right to negotiate process if the parties enter an agreement under s 31 of the *NTA*. This is commonly known as a ‘section 31 agreement’. Parties can also request that the NNTT help them mediate negotiations for an agreement during the negotiation period.<sup>75</sup>

55. If the negotiation parties do not reach an agreement within six months of the notification day in a notice, any party may apply to the NNTT for a future act determination.<sup>76</sup> Once an application is made, the NNTT is obliged to take all reasonable steps to make a determination as soon as practicable.<sup>77</sup> During the 2023–24 financial year, the NNTT received eight applications for future act determinations.<sup>78</sup>

70 Ibid pt 2 div 3 subdivs M, P.

71 Bartlett (n 25) 600–1.

72 *Native Title Act 1993* (Cth) s 139.

73 Notice is also given to the proponent, to the NNTT, and to any representative Aboriginal or Torres Strait Islander body where there is no PBC for the whole of the area: *ibid* s 29.

74 *Ibid* s 31(1)(b). The expedited procedure is discussed further below: see [59]–[65].

75 *Ibid* s 31(3).

76 *Ibid* ss 35(1), 38(1).

77 *Ibid* s 36(1). The NNTT cannot make a determination if the parties otherwise reach agreement: *ibid* s 37.

78 This was a reduction from 26 applications in the 2022–23 financial year: see Federal Court of Australia, *Annual Report 2023–24* (2024) 106; Federal Court of Australia, *Annual Report 2022–23* (2023) 77.

56. A native title holder may argue that the NNTT should dismiss an application for a future act determination because another party has not negotiated in good faith. If the NNTT determines that a party has not negotiated in good faith then the NNTT has no power to make a determination.<sup>79</sup>

57. Where the good faith requirement is met, the NNTT has the power to decide that the future act may be done (with or without conditions) or that it may not be done.<sup>80</sup> The NNTT has wide discretion as to the nature of any conditions as long as they are connected to ‘the matters relevant to the inquiry’.<sup>81</sup> However, the *NTA* prohibits the NNTT from imposing a condition for payments worked out by reference to the amount of profits, any income derived, or things produced by a proponent.<sup>82</sup> These matters may nonetheless be agreed between the parties in the course of negotiations.<sup>83</sup>

58. The NNTT must consider the criteria set out in s 39 of the *NTA* when making a determination.<sup>84</sup> These include consideration of the act’s impact on native title holders’ rights and interests, and the act’s potential benefit to the economy or public interest.<sup>85</sup> The NNTT has only made three determinations that a future act may not be done since the commencement of the *NTA* in 1994.<sup>86</sup> A decision by the NNTT that a future act cannot be done may be overruled by the Commonwealth Minister, though we are not aware of the Minister ever exercising this power.<sup>87</sup>

### **The expedited procedure**

59. The expedited procedure is intended to provide a ‘fast-tracked’ process for the grant of certain kinds of mining tenements.<sup>88</sup> The expedited procedure is typically applied to the grant of exploration and prospecting licences.

60. When giving a section 29 notice, the government party may include a statement that it considers the expedited procedure applies to the proposed future act. If the native title holder does not object to the application of the expedited procedure, the government party may grant the tenement without taking any further steps in respect of native title.<sup>89</sup>

61. A native title holder may object to the application of the expedited procedure within four months of the notification day in the notice.<sup>90</sup> When determining an objection to the expedited procedure, the NNTT can decide that the expedited procedure applies or does not apply to the future act.<sup>91</sup> If the NNTT decides that the expedited procedure does not apply, the right to negotiate process must be followed.

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79 *Native Title Act 1993* (Cth) 36(2); *Walley v Western Australia* (1996) 67 FCR 366.

80 *Native Title Act 1993* (Cth) s 38(1).

81 Bartlett (n 25) 664–5, citing *Downes v Gomerai People* [2022] NNTTA 26 [268].

82 *Native Title Act 1993* (Cth) s 38(2).

83 *Ibid* s 33(1).

84 *Ibid* s 39.

85 *Ibid*.

86 These three determinations related to a total of six future acts.

87 *Native Title Act 1993* (Cth) s 42(2); Bartlett (n 25) 669.

88 Explanatory Memorandum, *Native Title Amendment Bill 1997* (Cth) 190; Bartlett (n 25) 670–1.

89 *Native Title Act 1993* (Cth) s 32(2).

90 *Ibid* s 32(3).

91 *Ibid* s 32(4), (5).

62. When deciding an objection to the expedited procedure, the NNTT must consider whether the act is not likely to:

- ‘interfere directly with the carrying on of the community or social activities’ of the native title holders in relation to the land or waters concerned;<sup>92</sup>
- ‘interfere with areas or sites of particular significance, in accordance with their traditions,’ to the native title holders in relation to the land or water concerned;<sup>93</sup> or
- ‘involve major disturbance ... or create rights whose exercise is likely to involve major disturbance to any land or waters concerned’.<sup>94</sup>

63. Future acts notified under the expedited procedure have made up the majority of acts notified under s 29 of the *NTA* in recent years:

- 2,097 out of a total 2,465 (85%) in 2022–23; and
- 2,188 out of a total 2,468 (89%) in 2023–24.<sup>95</sup>

64. As outlined in **Table 3** below, the majority of objections to the application of the expedited procedure lodged with the NNTT in recent years related to future acts in Western Australia.

**Table 3 Number of objections to the expedited procedure**

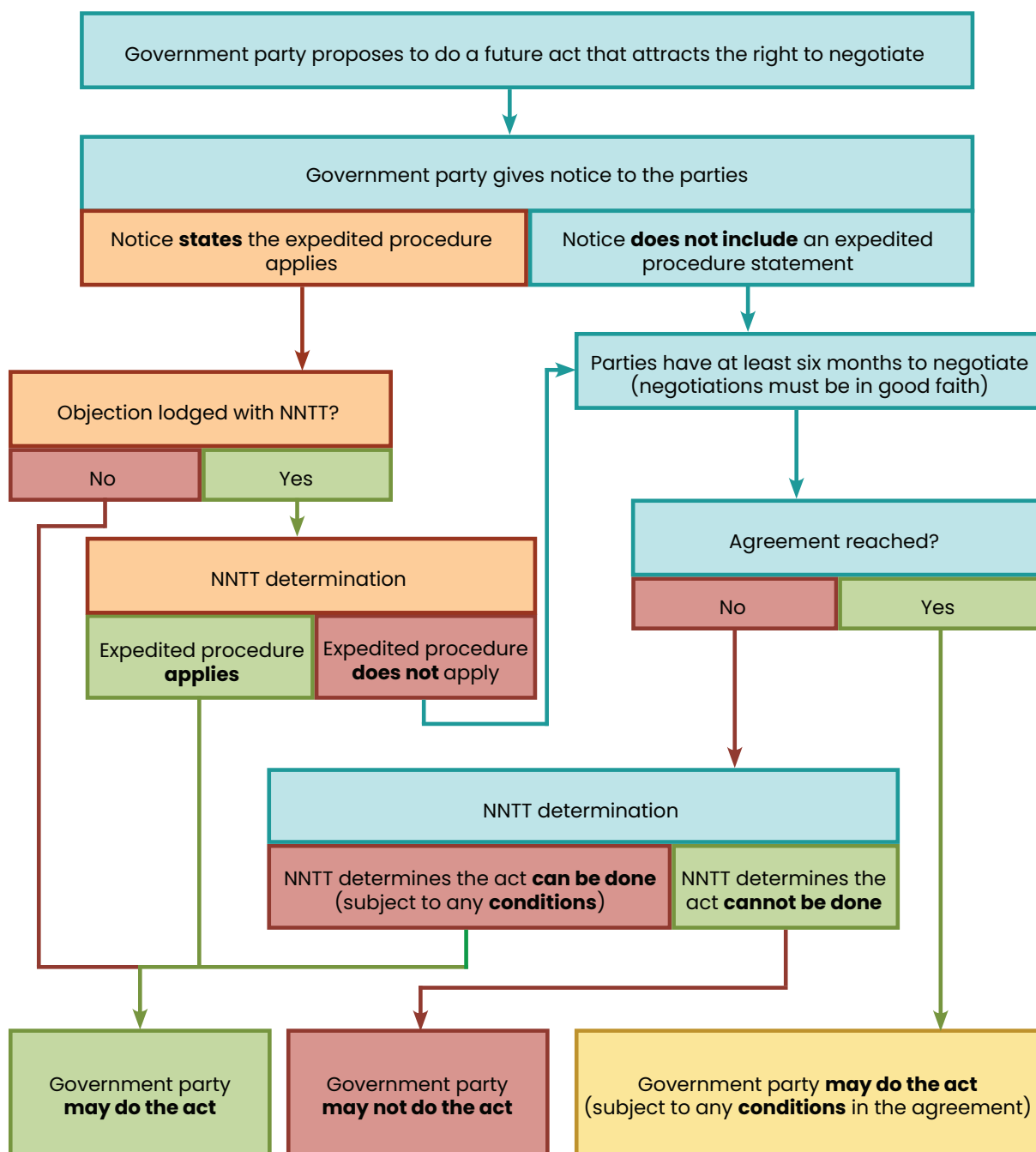
Year	Northern Territory	Queensland	Western Australia	Total
2021–22 <sup>96</sup>	27 (2%)	74 (4%)	1,669 (94%)	1,770
2022–23 <sup>97</sup>	39 (3%)	58 (5%)	1,193 (92%)	1,290
2023–24 <sup>98</sup>	34 (3%)	46 (4%)	1,017 (93%)	1,097

65. **Figure 2** below illustrates how the expedited procedure and right to negotiate processes interact.

92 Ibid s 237(a).  
 93 Ibid s 237(b).  
 94 Ibid s 237(c).  
 95 Data supplied by the NNTT. Data here refers to the number of future acts notified under s 29 of the *NTA*, and not the number of section 29 notices. Individual section 29 notices may sometimes relate to multiple future acts.  
 96 Federal Court of Australia, *Annual Report 2021–22* (2022) 84.  
 97 Federal Court of Australia, *Annual Report 2022–23* (n 78) 77.  
 98 Federal Court of Australia, *Annual Report 2023–24* (n 78) 106.



**Figure 2 The expedited procedure and right to negotiate**



**Compensation for interference with or extinguishment of native title**

66. Native title holders under a positive determination are entitled to compensation for valid future acts.<sup>99</sup> This recognises the fact that future acts interfere with, or in some cases extinguish, native title rights and interests. Compensation may be monetary or non-monetary.<sup>100</sup>

99 *Native Title Act 1993* (Cth) ss 51, 53.

100 *Ibid* ss 51(5), (6).

67. Compensation is payable by the relevant state, territory, or Commonwealth government to whom a future act is 'attributable'.<sup>101</sup> Compensation is not automatically paid or payable upon the doing of a future act. Rather, native title holders must:

- agree compensation as part of future act negotiations; or
- apply to the Federal Court under Part 2 Division 5 of the *NTA* to obtain an award of compensation, which will determine the party liable to pay the compensation and the amount of the compensation payable.<sup>102</sup>

68. In practice, compensation applications have been rare and accessing compensation can be difficult.<sup>103</sup>

## Other relevant laws and frameworks

69. Other legislation impacts how the future acts regime works in practice. This is because future acts under the *NTA* usually involve the grant of rights, permits, or approvals under other legislation, or otherwise are generally subject to other legislative frameworks that regulate how acts can be done. These include:

- legislation setting out approval processes and requirements, such as mining and Crown lands legislation;<sup>104</sup>
- state and territory Aboriginal and Torres Strait Islander cultural heritage legislation;<sup>105</sup> and
- Commonwealth Aboriginal and Torres Strait Islander cultural heritage legislation and environmental legislation.<sup>106</sup>

70. Legislation aimed at protecting Aboriginal and Torres Strait Islander cultural heritage varies substantially between each state and territory, and as between the states and territories and the Commonwealth. The Australian Government is currently working with the First Nations Heritage Protection Alliance 'to develop advice on reforms to strengthen First Nations cultural heritage protections'.<sup>107</sup>

71. Some states and territories have land rights or settlement regimes that are separate or alternatives to native title. These include the *Aboriginal Land Rights (Northern Territory) Act 1975* (Cth), the *Aboriginal Land Rights Act 1983* (NSW), and the *Traditional Owner Settlement Act 2010* (Vic) ('*Victorian Settlement Act*').

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101 Ibid s 239.

102 Ibid ss 50(2), 61.

103 See [119]–[122] below.

104 For example, the *Mineral Resources Act 1989* (Qld); *Mineral Titles Act 2010* (NT); *Mining Act 1978* (WA). The Queensland Law Reform Commission is currently reviewing the processes used to decide contested applications for mining leases in Queensland under the *Mineral Resources Act 1989* (Qld) and associated environmental authorities under the *Environmental Protection Act 1994* (Qld). The QLRC's final report is due on 30 June 2025. See Queensland Law Reform Commission, 'Mining Lease Objections Review' <[www.qlrc.qld.gov.au/reviews/mining-lease-objections-processes-review](http://www.qlrc.qld.gov.au/reviews/mining-lease-objections-processes-review)>.

105 *Heritage Act 2004* (ACT); *National Parks and Wildlife Act 1974* (NSW); *Northern Territory Aboriginal Sacred Sites Act 1989* (NT); *Aboriginal Cultural Heritage Act 2003* (Qld); *Torres Strait Islander Cultural Heritage Act 2003* (Qld); *Aboriginal Heritage Act 1972* (WA); *Aboriginal Heritage Act 1975* (Tas); *Aboriginal Heritage Act 1988* (SA); *Aboriginal Heritage Act 2006* (Vic).

106 *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth); *Environment Protection and Biodiversity Conservation Act 1999* (Cth).

107 See Partnership Agreement, *Agreement between the First Nations Heritage Protection Alliance and the Commonwealth of Australia to Establish a Co-Design Partnership on Cultural Heritage Reform* (June 2024).

## What we have heard and found so far

72. This part summarises what we have heard so far through early consultations and found through research about the future acts regime. It is not comprehensive, but focused on the issues that have been most prominent in our consultations and research so far. We seek your feedback to help us complete the picture and identify what is most important to you.

73. This part also discusses some of the preliminary reform options that we have identified through our research. Although at this stage of the Inquiry we are focused on identifying issues, we invite you to share any ideas that you may have for reforming the future acts regime.

74. So far, we have consulted with a number of native title holders, representative bodies, legal practitioners, government and industry bodies, and other stakeholders. We are very grateful to them for sharing their experiences with us, and although this summary does not reflect the full extent of information shared with us, we will take it into account as we develop proposals for reform. We will continue to consult broadly throughout the Inquiry.

75. We know that a lot has already been said about native title and the future acts regime. To help identify key issues and to reduce the need for stakeholders to repeat themselves, we have reviewed recommendations made in several recent reports and ideas contained in submissions that relate to the future acts regime. We have also reviewed some of the reports and submissions relating to Bills introduced to Parliament that would have amended the *NTA*, but which were not passed. **Appendix A** to this Issues Paper contains a list of the reports, other papers, and Bills that we have reviewed.

### Key issues: Questions 1–3

**Question 1** What are the most important issues to consider for reform in the future acts regime? If you have had negative experiences, we would like to hear about them and what did not work well.

**Question 2** Are there any important issues with how the future acts regime currently operates that we have not identified in this Issues Paper?

**Question 3** Are there any aspects of the future acts regime that work well? If you have had positive experiences, we would like to hear about them and why they were positive.

When responding to **Questions 1–3**, you may wish to consider the issues summarised here and discussed in further detail below:

- a. **Resourcing and capacity** constraints are significant barriers to meaningful participation. This can be true for both native title parties and proponents.
- b. While **agreement-making** can have important benefits, its success in reaching an equitable outcome can depend on the parties involved and resources available to them. Bargaining power is often uneven and weighted in favour of proponents.
- c. The strength of **procedural rights** does not always align with the potential impact that some categories of future acts may have on native title rights and interests. Additionally, there are few, if any, legal consequences for non-compliance with the requirements of the future acts regime.
- d. The **right to negotiate** applies to only limited future acts and the six-month negotiation window may limit its effectiveness. It can be difficult to satisfy the onus of proof that a party has not negotiated in **good faith**.

- e. The **expedited procedure** is problematic, particularly in how it intersects with state and territory Aboriginal and Torres Strait Islander cultural heritage laws.
- f. **Future act determinations** have predominately been in favour of the future act being done.
- g. It is difficult for native title holders to obtain **timely and accessible compensation**.
- h. **Alternative regimes** offer a point of comparison to the future acts regime, but experiences are mixed.
- i. The interaction between the future acts regime and **other legislative regimes** is confusing.
- j. The future acts regime does not appear to achieve its **goals** as stated in the preamble to the *Native Title Act 1993* (Cth).
- k. **Disapplying the Racial Discrimination Act 1975 (Cth)** may not be needed or appropriate for a fair and balanced future acts regime.
- l. The future acts regime is **complex**.
- m. A lack of **data** and its centralised collection makes it difficult to assess how the future acts regime is operating.
- n. The current categories of future acts may not be fit for purpose for **new and emerging industries**.

76. This section outlines some of the key issues identified through our consultations and research so far.

77. We know that experiences can vary greatly between, and within, different states and territories. When responding to our questions, we welcome your feedback on whether your experiences reflect the broad issues discussed here, or issues that may be unique to your region.

### ***Resourcing and capacity are significant barriers to meaningful participation***

78. There are significant disparities in resources available to parties engaging in the future acts regime. Here, resources and capacity refer to more than financial resources: they also include access to legal advice, familiarity with the regime, and understanding of the regime. Insufficient resources and capacity can affect native title parties as well as smaller or non-commercial proponents. Under-resourced parties are unable to engage meaningfully with the future acts regime.

79. PBCs have reported that the PBC Basic Support funding available from the Commonwealth's National Indigenous Australians Agency, intended to assist PBCs to meet their corporate and operational obligations, is not sufficient to fund these basic needs. We have also heard that where PBCs are able to charge fees (including under s 60AB of the *NTA*) or recover expenditure for future acts work, the amounts are often insufficient to cover the full cost of the work. Some PBCs therefore have no funding or only minimal funding to support their participation in future acts processes. This, in turn, places pressure on PBC directors and other community members to use their own time and resources to make up for the shortfall.

80. Some proponents also report that their experience with the future acts regime, including the expedited procedure, is unnecessarily time-consuming, expensive, complex, and disrupts their core business.

81. It is common for native title parties to request proponents to fund meetings for negotiations, project approval, and agreement-making. Some native title parties may be unable to meaningfully engage, or may refuse to engage, in negotiations unless this request is granted. We have heard

that large, commercial proponents are more likely to have the resources to agree to requests for funding and may feel a greater obligation to do so to meet community expectations (that is, to maintain their social licence to operate). Other proponents and government parties may not have the resources to do so.

82. The future acts regime does not provide a process for resolving situations where a native title party is unable to participate meaningfully without support from government or a proponent. This limits native title parties' ability to exercise their rights and can create uncertainty for proponents and government parties about whether a future act can be done validly. This makes the regime inefficient.

83. Where native title parties cannot participate in some future acts processes, the future acts regime does not achieve its aim of ensuring that native title holders are able to enjoy fully their rights and interests.<sup>108</sup>

84. There are capacity and resourcing issues more broadly in the native title sector. First Nations people who participate in native title processes can experience significant fatigue. In this context, it is important to recognise the considerable processes that First Nations people must undergo to obtain a native title determination. The expectations and burden placed on a PBC, its directors, and common law holders to participate in future acts processes — after obtaining a determination — can be a significant source of additional fatigue.

85. We have also heard of the propensity for people working in the native title sector, including lawyers, to suffer burnout. This can mean a higher turnover of people working in the field and loss of expertise when it comes to dealing with the complexity of native title law (including the future acts regime). This, in turn, affects the quality of legal advice and assistance available to parties to effectively engage with future acts processes.

86. These considerations point to the importance of taking a whole-of-system approach when considering reforms to the future acts regime.

### ***Agreement-making is important, but success depends on a number of factors***

87. Agreement-making here refers to agreements negotiated under the future acts regime. This includes both ILUAs and section 31 agreements. Though ILUAs and section 31 agreements are negotiated under different provisions of the regime, many of the issues we have identified in relation to agreement-making are relevant to both kinds of agreements.

88. We have heard that there are several benefits to parties entering an agreement for future acts:

- ILUAs and section 31 agreements are the only part of the future acts regime that require consent from native title parties. In this sense, they are the only mechanisms in the future acts regime that have the potential to reflect the principles of FPIC.
- ILUAs provide a framework to build an ongoing relationship between project proponents (or government departments) and native title parties. For future acts that attract only procedural rights, negotiating an ILUA instead of using other future acts provisions can be a more constructive way to engage with native title parties.
- Once an ILUA is registered or a section 31 agreement is in place, financial and non-financial benefits can flow immediately. These are the only timely compensation opportunities provided by the future acts regime.

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108 *Native Title Act 1993* (Cth) preamble.

89. However, native title parties report that bargaining power is often uneven and weighted in favour of proponents. This asymmetry is informed by several related factors, including:

- the relative resources available to each party and their ability to access information;
- the statistical likelihood that the NNTT will determine that a future act can be done if the parties cannot reach agreement;
- the potential for fallback alternatives (such as compulsory acquisition) to be used, where available, if the parties cannot reach agreement; and
- pressure to secure benefits in negotiations, such as profit-sharing conditions, because the NNTT cannot impose profit-sharing conditions in a determination.

90. There are no minimum prescribed content standards for agreements. Because agreements are generally confidential to the parties, there is no way to evaluate the terms of particular agreements and whether they meet applicable benchmarks of the time for agreements of that kind. The only means for assessing whether an agreement meets benchmarks is based on the prior experience of the native title party, their legal and other advisers (increasingly including economic advisers), and limited publicly available data.

91. The effectiveness of the working relationship between native title parties and project proponents largely depends on the policies and available resources of the proponent, including its commitment to going beyond minimum legal requirements. This means that whether an agreement is in accordance with or exceeds applicable compliance requirements may be determined by factors extraneous to the *NTA*.

92. Some stakeholders have observed that there are barriers to building the capacity of native title parties, particularly PBCs, meaning they are often required to engage a significant amount of external assistance. Where this external assistance is inadequate — for example, because an adviser has not communicated key information to the native title party, or an adviser lacks relevant expertise — it can hinder relationship building between native title parties and project proponents when negotiating agreements.

93. We have heard that some types of clauses that may be included in ILUAs are problematic. These include ‘gag’ clauses, confidentiality clauses, entire agreement clauses, and clauses that may prevent or inhibit native title parties from exercising their rights under other laws, such as Aboriginal and Torres Strait Islander cultural heritage laws.

94. Aside from asserting that a party has not negotiated in good faith, which only arises if the future act triggers the right to negotiate, there is no mechanism to require that negotiations be conducted in any particular manner, including in good faith or otherwise. There is also no formal mechanism under the *NTA* for monitoring the implementation of agreements. This means it is not possible to objectively assess whether the terms of an agreement are in accordance with prevailing benchmarks or to monitor whether parties are satisfying their obligations under an agreement.

95. Enforcing an agreement, or seeking a remedy for non-compliance, falls entirely on the native title party through legal action for breach of contract. A proponent’s non-compliance with an agreement does not generally have any consequences for the validity or lawfulness of the future act. There is also no obligation on a proponent to revisit the terms of an agreement at any stage, including to assess whether the impacts of the future act on native title rights and interests differ from what had been anticipated at the time any compensation was negotiated.

96. Some native title parties encounter difficulties in decision-making, including reaching agreement where consensus is a part of the group’s decision-making processes. This can create uncertainty for proponents and government parties. For native title parties, difficulties in reaching

agreement within the group about a particular future act may risk not concluding a beneficial agreement with a proponent and increase the risk of the proponent seeking an arbitrated outcome (and the native title party missing out on the benefits the proponent had been prepared to grant under an agreement).

97. Identifying the correct native title party to authorise and enter into an ILUA can also be problematic. If there is a determination that native title exists, the PBC for the area is the correct party. However, if there is not yet a native title determination or claim, it can be difficult to say whether the native title party entering the ILUA includes the group of people ultimately entitled to native title for that area. We have also heard about difficulties during the negotiation process where there is not yet a determination (or claim), including people being excluded from negotiations.

98. Section 199C of the *NTA* requires that an ILUA be deregistered if any of the group of people ultimately entitled to native title did not authorise entry into the ILUA. While this mitigates the risk that attach to ILUAs being made between incorrect parties, there can still be uncertainty for all parties to an ILUA about its status following a determination or if a claim is discontinued or dismissed. This includes uncertainty about management and distribution of compensation paid prior to the determination and whether a further compensation liability may arise for the future acts consented to under the ILUA after a determination is made.

### **Some procedural rights are weak**

99. The content of procedural rights conferred on native title holders under the *NTA* depends on the provision that applies to the type of future act. The content of procedural rights is therefore not informed by, or tied to, the anticipated impact of a particular future act on the native title rights and interests in the area where the future act will be done. Put differently, the current future acts regime appears to assume that some future acts have lesser or more significant impacts than others, and that this is always the case (regardless of the particular future act, the rights involved, the scale of the project, or area).

100. There are few, if any, legal consequences for proponents and government parties if procedural rights are not afforded, or not properly afforded, to native title holders. The Full Federal Court has held that a failure to comply with the provisions that afford procedural rights to native title parties (for example, failing to give notice and an opportunity to comment) will not result in the future act being done invalidly under the *NTA*.<sup>109</sup> This lack of consequences, combined with the minimal rights of notice and opportunity to comment, means that native title holders may consider the *NTA* does not provide any meaningful role for them in mitigating the impacts of a future act on their native title rights and interests. Native title holders may therefore be less likely to participate in these processes, even where the proponent or government elects to comply with procedural requirements.

101. Non-compliance with the future acts regime can have important consequences for native title holders. For example, failure to give notice of a future act may deny native title holders an opportunity to ensure compliance with cultural heritage laws and maintain records for the purpose of obtaining compensation.

102. The quality of future acts notices given to native title holders can vary greatly. For example, notices may contain inadequate or imprecise descriptions of the nature of the future act and the area it may impact. Additionally, some notices may be issued for the entirety of a state or territory (or other very large area), making it difficult for native title holders to assess how their native title rights and interests may be impacted. This can mean that rights to notice and opportunity

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<sup>109</sup> *BHP Billiton Nickel West Pty Ltd v KN (Deceased) (Tjiwarl and Tjiwarl #2)* (2018) 258 FCR 521. See also *Lardil Peoples v Queensland* (2001) 108 FCR 453. Cf Richard Bartlett, 'Undermining the Objects of the Native Title Act: The Debasing of the Future Act Process by the Federal Court' (2019) 46(1) *University of Western Australia Law Review* 161.

to comment are effectively meaningless or difficult to exercise. Responding to imprecise notices can also impose a significant burden on representative bodies and PBCs, particularly those that receive a large volume of notices.

103. Where the future acts regime gives native title holders a right to comment, it does not also require comments to be taken into account by the decision-maker in considering whether to proceed to grant the future act (with or without variations or conditions to address any concerns expressed by native title holders). There is also no requirement for decision-makers to provide reasons for their decision or explain how any comments they receive from native title holders are taken into account.

### ***Limitations on the right to negotiate***

104. The future acts regime does not expressly give native title holders a right of veto over any future acts (although as discussed above, an effective right of veto may arise if an ILUA is the only means of validly doing a future act).<sup>110</sup> The right to negotiate, which applies to future acts such as the grant of a mining lease, therefore confers the highest level of protection over native title rights and interests. Given the potential impact of some future acts on native title rights and interests, there is a question as to whether the right to negotiate should be extended to other kinds of future acts beyond mining interests.

105. The onus of proof to establish that a party has not negotiated in good faith under the right to negotiate is on the party asserting that failure. In practice, this can place significant resourcing and costs burdens on a native title holder to identify and produce the requisite evidence.<sup>111</sup> A lack of resources may therefore prevent a native title holder from applying to the NNTT where another party has not negotiated in good faith.

106. When the right to negotiate applies, the *NTA* provides a six-month window in which parties must negotiate before seeking a determination by the NNTT. Some stakeholders say that this time period is too short to negotiate fair agreement terms, particularly for complex projects. It also means that proponents may wait and seek a determination of the NNTT shortly after the good faith negotiation period has expired. However, because of limits on the NNTT's powers, negotiating an agreement is the only way for certain benefits to be conferred on native title holders (for example, a profit-sharing arrangement). The timeframe therefore places pressure on native title holders to reach agreement, which can mean entering into agreements that may contain unfair terms.

107. In the course of negotiations, proponents sometimes require certain compensation structures, such as trusts, for the purpose of managing compensation under an agreement. These structures may impose overly restrictive conditions on native title holders' access to compensation, thereby limiting the group's right to self-determination.

### ***The expedited procedure is problematic***

108. The expedited procedure is intended to fast-track future acts that the *NTA* deems as having only minimal impacts on native title. It aims to reduce the burden on proponents, governments, and native title holders for this class of future act where the right to negotiate would otherwise apply. It is unclear whether, in practice, the expedited procedure achieves this objective.

109. We have heard that there are issues with the quality of expedited procedure notices issued, including that they are difficult to understand and do not include sufficiently specific information about a proposed act. Expedited procedure notifications are sometimes issued over the same

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110 See above [43].

111 While s 31 of the *NTA* requires all negotiation parties to negotiate in good faith, s 36(2) only applies in circumstances where a negotiation party other than a native title party does not negotiate in good faith.



areas where the NNTT has previously upheld the native title holders' objections. In these cases, native title holders have to go through the objection process afresh, including collating evidence to substantiate why the expedited procedure should not apply.

110. It is not clear whether governments have systems for tracking or understanding the cumulative impact of future acts on native title rights and interests, and for taking this into account when deciding whether the expedited procedure criteria have been met.

111. Some native title holders report being overwhelmed by the volume of expedited procedure notices they receive. Given resourcing constraints, they are unable to meaningfully consider or engage with the high volume of notices received.

112. To successfully object to the expedited procedure in practice, a native title holder must give the NNTT sufficient evidence to demonstrate that the criteria for the expedited procedure to apply have not been met. One consequence of resourcing constraints and the high volume of notifications is that, having objected, a native title holder may be unable to file evidence and submissions. The NNTT therefore routinely decides expedited procedure objections without any evidence or submissions being filed by the native title holder.

113. To uphold an objection to the expedited procedure, the NNTT requires evidence of specific sites of particular significance that fall within the area of the future act. However, it may be culturally impermissible for native title holders to disclose information regarding the cultural significance of sites, including by providing that information to proponents or filing a report with the NNTT. Such evidence may also be difficult to gather. For example, information about sacred sites may be closely held by a limited number of traditional owners and sites may be remote and difficult to reach.

114. Objections to the expedited procedure make up a large portion of the NNTT's future acts workload.<sup>112</sup> As outlined in **Table 4** below, the proportion of objections to the application of the expedited procedure has been higher in recent years compared to the overall proportion since the *NTA* commenced in 1994.<sup>113</sup>

**Table 4 Objections to the expedited procedure**

Period	Percentage of objections for future acts notified under s 29 of the <i>NTA</i> including an expedited procedure statement <sup>114</sup>
1994–2024	35%
2022–23	54%
2023–24	48%

112 For example, in 2023–24, 1,097 expedited procedure objections, eight future act determination applications, and 47 ILUAs for registration were lodged with the NNTT: Federal Court of Australia, *Annual Report 2023–24* (n 78) 106–7.

113 Cf Michael Lucas, 'The Future Act Regime in Australian Native Title: Data Analysis, Trends, and Insights' (2024) 51(2) *University of Western Australia Law Review* 249.

114 Data supplied by the NNTT. The figure for 2022–23 represents the number of objections where the four-month period for objections fell within the 2022–23 financial year. This does not mean that these future acts were notified in that year: some may have been notified in the previous financial year, but the closing date for an objection fell in the 2022–23 financial year.

### ***Future act determinations are predominately in favour of the future act being done***

115. To date, the NNTT has determined in almost all arbitral determinations that a future act can be done. This appears to be for a variety of reasons, including:

- The NNTT is bound to consider mandatory statutory criteria equally and apply strict legal tests.
- In some cases, native title holders are not sufficiently resourced to put on evidence and submissions for the NNTT to consider.

116. The statistical likelihood that the NNTT will determine that an act may be done increases pressure on native title holders to reach agreements.

117. The NNTT cannot impose profit-sharing conditions in a determination. In general, the NNTT has taken the position that it cannot determine the amount of compensation (as that is a matter for the Federal Court). This has consequences for parties in agreement-making, because the only mechanism for parties to obtain profit-sharing conditions is by reaching agreement.

118. There is no mechanism which allows merits review of a decision made by the NNTT.<sup>115</sup> This means that parties cannot challenge the substantive merits of decisions made by the NNTT.

### ***Compensation***

119. While the *NTA* provides for compensation for valid future acts, native title parties are required to bring a separate application for compensation in the Federal Court to confirm the entitlement (rather than compensation being assessed and payable before or upon the act being done). When making a future act determination, the NNTT will not determine the amount of compensation payable for the future act. This means compensation is not paid 'up-front'. This is typically not the case in respect of other property rights and legal frameworks (such as mining and compulsory acquisition laws), for which compensation is usually paid upon a right being impacted or taken away.

120. PBCs generally have limited capacity to bring compensation claims and representative bodies do not currently have the resources to support such claims.

121. Further, the *NTA* does not expressly provide for compensation or damages to be payable for invalid future acts.

122. Relatedly, we have heard that the operation of s 60AB of the *NTA*, which provides for a PBC to recover particular costs, requires clarification and should be extended to the expedited procedure.

### ***Alternative regimes offer a point of comparison***

123. There are alternative regimes in some parts of Australia that deal with future acts — for example, the *Victorian Settlement Act* and the Tjiwarl compensation settlement in Western Australia.<sup>116</sup> Where land is held as Aboriginal land granted under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth), the future acts regime does not apply. South Australia also has an alternative right to negotiate regime under Part 9B of the *Mining Act 1971* (SA).<sup>117</sup>

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115 Appeals on questions of law are permitted to the Federal Court in respect of right to negotiate applications: see *Native Title Act 1993* (Cth) s 169(1).

116 See Indigenous Land Use Agreement, *Tjiwarl Palyakuwa: Tiiwa Kuwarri Yampa Ngula* (22 May 2023).

117 See also *Opal Mining Act 1995* (SA) pt 7; *Land Acquisition Act 1969* (SA) pt 4. These have been endorsed as 'alternative state provisions' under s 43 of the *NTA*.

124. Some states and territories are at various stages of beginning a treaty negotiation process, which may also potentially result in alternative frameworks.

125. Experiences of alternative regimes are mixed. We are interested to understand what works well in these alternative regimes, and what does not.

126. For example, Land Use Activity Agreements in Victoria (which are one of the agreements included in a comprehensive settlement under the *Victorian Settlement Act*) replace the future acts regime. Compensation is negotiable prior to the doing of a 'land use activity'. This addresses one of the criticisms of the future acts regime, in which compensation is generally payable after a future act has been done and only once the native title parties have applied to the Federal Court for a compensation determination. Payment of compensation up-front requires the government to take account of this liability in the process of deciding whether to proceed with a particular act or not, rather than deferring the liability to a future time or government.

### ***Interaction with other legislative regimes is confusing***

127. The future acts regime interacts with state and territory Aboriginal and Torres Strait Islander cultural heritage legislation, as well as other Commonwealth legislation.<sup>118</sup> The interactions between different pieces of legislation can be confusing, create inefficiency and duplication, and produce unnecessary complexity.

128. There are significant differences in Aboriginal and Torres Strait Islander cultural heritage legislation between jurisdictions. This means that there is no national, standard approach. Rather, Commonwealth laws are generally applied only at the discretion of the Minister and in cases where there has been a perceived shortcoming under the applicable state or territory law.

### ***The future acts regime does not appear to achieve its goals***

129. There is inconsistency between the stated intent of the future acts regime and how it operates in practice.

130. The *NTA* is intended to help secure the 'adequate advancement and protection of Aboriginal peoples and Torres Strait Islander peoples'.<sup>119</sup> The *NTA* recognises the link between native title rights and interests and improved social, cultural, and economic outcomes for First Nations people. The *NTA*'s preamble expresses the importance of the future acts regime in ensuring that native title holders are able to fully enjoy their rights and interests and while also ensuring that the broader Australian community has certainty that particular acts can be done validly. The preamble also expresses that reasonable efforts to reach agreement with native title holders should be required through a special right to negotiate for future acts that could also be done over freehold land. We have heard that, in practice, some parts of the future acts regime limit the agency of native title holders and fail to ensure that native title holders are able to fully enjoy their rights and interests.

131. As noted above, the policy intent underpinning the *NT Amendment Act* in 1998 was to reform the future acts regime for greater workability and certainty.<sup>120</sup> However, we have heard from native title holders and other stakeholders that some aspects of the future acts regime are not working well. The expedited procedure provides one example.<sup>121</sup>

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118 See, eg, *Environment Protection and Biodiversity Conservation Act 1999* (Cth); *Aboriginal and Torres Strait Islander Heritage Protection Act 1984* (Cth).

119 *Native Title Act 1993* (Cth) preamble.

120 Commonwealth, *Parliamentary Debates*, House of Representatives, 6 December 1997, 12337 (John Howard).

121 See [108]–[114] above.

## **Disapplying the Racial Discrimination Act**

132. The *RDA* prohibits discrimination on the basis of ‘race, colour, descent or national or ethnic origin’ and implements the *International Convention on the Elimination of all Forms of Racial Discrimination* in Australian law.<sup>122</sup> Section 7 of the *NTA*, as amended by the *NT Amendment Act*, has the effect of disapplying legal protections contained in the *RDA*.<sup>123</sup> This means that, generally speaking, the future acts regime is not subject to the general standards of equality and non-discrimination contained in the *RDA*.

## **Other issues**

133. The future acts regime, and the legislation that creates it, is complex. This can make the regime difficult to understand, particularly for people who are not lawyers. Complexity also makes it difficult for lawyers to explain the regime and advise their clients in a way that is easy to understand.

134. It is not clear whether governments keep centralised records of future acts. This means native title parties must independently track their rights (including procedural rights or rights to seek compensation) for future acts on their Country. The lack of a centralised record of future acts also presents challenges for whole of Country compensation claims.

135. Similarly, it is not clear whether state and territory government departments have central oversight mechanisms for complying with the future acts regime. This can mean native title parties have different experiences with different government departments.

136. These issues speak to a general lack of transparent data about the future acts regime. This makes it difficult to understand the full scale of future acts activity and assess how the future acts regime is operating.

137. The current categorisation of future acts may not be fit for purpose for new and emerging industries, such as critical minerals and renewable energy. It is unclear how these new industries should be incorporated into the future acts regime.

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122 *Racial Discrimination Act 1975* (Cth) s 9.

123 See, eg, Bartlett (n 25) 59–60, 561–63.

## Potential reform options: Questions 4 and 5

**Question 4** Do you have any ideas for how to reform the future acts regime?

You may wish to consider how the future acts regime could be reformed to:

- a. make it work better, more equally, and more fairly;
- b. make it more efficient to reduce the time and cost of compliance for all parties;
- c. reflect fundamental principles of human rights, such as equality before the law and free, prior, and informed consent;
- d. support fair negotiations and encourage proponents and native title groups to work collaboratively, including options for native title groups, proponents, and governments to share in the benefits of development on native title land; and
- e. strengthen data collection and appropriate data transparency.

**Question 5** What would an ideal future acts regime look like?

138. We invite you to share any ideas that you have for reform of the future acts regime. As well as considering the matters outlined in **Question 4** above, you may find it helpful to look at the full [Terms of Reference](#).

139. We would also like to hear what you think an ideal future acts regime would look like (**Question 5**). In other words, what would make the best possible future acts regime? What do you think is the best way for realising the social and economic benefits of future acts in a way that respects the rights and interests of native title holders?

140. We have reviewed numerous earlier reports and inquiries to see what has already been said about native title and the future acts regime. Through those processes, people have suggested ways to reform the future acts regime, but the suggested changes have not been implemented. We have set out below some of the suggestions for reform. Some of these suggestions have been made multiple times and by multiple people.<sup>124</sup> The ideas include:

- changing the way PBCs are funded and resourced to make sure they can meet their cultural, administrative, and legal obligations;<sup>125</sup>
- making sure native title legal services have resources and funding that are commensurate with their role and responsibilities;<sup>126</sup>
- extending the time period for parties to negotiate an agreement under the right to negotiate process (for example, increasing from six months to eight months);<sup>127</sup>

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<sup>124</sup> We have included in the following footnotes a sample of the Bills, inquiry reports, and submissions that suggest these ideas for reform. The footnotes do not include every time the idea has been raised.

<sup>125</sup> Joint Standing Committee on Northern Australia, Parliament of Australia (n 8) rec 7; Joint Standing Committee on Northern Australia, Parliament of Australia, *The Engagement of Traditional Owners in the Economic Development of Northern Australia* (2022) recs 1 and 2. See also Australian Human Rights Commission, *Discussion Paper: Leading Practice Agreements: Maximising Outcomes from Native Title Benefits* (2010) rec 2. The Australian Human Rights Commission has raised this issue in their Annual Native Title Reports in 2005, 2008, 2012, 2016, and 2024. Some people have pointed out that the native title and cultural heritage systems usually require First Nations people and communities to do a lot of unpaid labour to fulfil their responsibilities to Country and culture: see, eg, Aboriginal and Torres Strait Islander Social Justice Commissioner, *Women in Native Title: Native Title Report 2024* (2024) rec 13.

<sup>126</sup> The Australian Human Rights Commission raised this in their Annual Native Title Reports in 2001, 2009, 2010, and 2016. Some people have recommended reviewing whether PBCs, native title representative bodies, and native title service providers are able to fulfil their legal and cultural responsibilities and functions: Aboriginal and Torres Strait Islander Social Justice Commissioner (n 125) rec 11.

<sup>127</sup> Native Title Amendment Bill 2012 (Cth) sch 2 cl 7. Several submissions to the Parliamentary Committees that considered this Bill supported the suggestion.

- more clearly defining what it means to ‘negotiate in good faith’ by amending the *NTA*;<sup>128</sup>
- requiring parties to show that they have negotiated in good faith before they can ask the NNTT to make a future act determination;<sup>129</sup>
- allowing the NNTT to decide whether to impose conditions on a future act determination requiring a proponent to provide native title holders with royalty payments or a share of the profits of a project;<sup>130</sup>
- giving native title holders a right to veto certain future acts;<sup>131</sup>
- creating an independent body to review ILUAs and other agreements in the future acts regime;<sup>132</sup>
- preventing parties from including certain clauses in ILUAs and other agreements in the future acts regime (for example, ‘gag clauses’ and clauses that prevent First Nations people from accessing protections under Aboriginal and Torres Strait Islander cultural heritage legislation);<sup>133</sup>
- requiring the NNTT to publish guidance about when the expedited procedure will apply;<sup>134</sup>
- expanding the range of future acts that attract the right to negotiate to include:
  - sea country (offshore places);<sup>135</sup>
  - land that is being compulsorily acquired by a government;<sup>136</sup> and
  - future acts related to water in onshore places (such as groundwater, rivers, and lakes);<sup>137</sup>

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128 Ibid sch 2, cl 6; Native Title Amendment (Reform) Bill (No 1) 2012 (Cth) sch 1 cl 4; Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Amendment Bill 2012 [Provisions]* (2013); Aboriginal and Torres Strait Islander Social Justice Commissioner (n 125) rec 24; Australian Human Rights Commission (n 125) rec 5.

129 Native Title Amendment (Reform) Bill (No 1) 2012 (Cth) sch 1 cl 10. A subsequent amendment Bill proposed a slightly altered onus. In that Bill, if one party said that the other party had not negotiated in good faith, it would be up to that other party to show the Tribunal that they did negotiate in good faith: Native Title Amendment Bill 2012 (Cth) sch 2, cl 8. Parliament did not pass either Bill. See also Australian Human Rights Commission (n 125) rec 6.

130 See, eg, Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2009* (Report No 2/2010, 2010) rec 3.15; National Native Title Council, Submission No 4 to Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Legislation Amendment Bill 2019 [Provisions]* (2019); Goldfields Land and Sea Council, Submission No 10 to House Standing Committee on Aboriginal and Torres Strait Islander Affairs, Parliament of Australia, *Native Title Amendment Bill 2012* (January 2013).

131 See, eg, Samantha Hepburn, Submission No 54 to Joint Standing Committee on Northern Australia, Parliament of Australia, *Inquiry into the Destruction of 46,000 Year Old Caves at the Juukan Gorge in the Pilbara Region of Western Australia* (2020); National Native Title Council, Submission No DR70 to the Productivity Commission, Australian Government, *Resources Sector Regulation Study* (12 August 2020). Some people have also suggested that the right to veto should be given to both native title holders and First Nations people with interests in heritage but who do not hold native title: see Kate Galloway, Submission No 27 to Joint Standing Committee on Northern Australia, Parliament of Australia, *Inquiry into the Destruction of 46,000 Year Old Caves at the Juukan Gorge in the Pilbara Region of Western Australia* (2020).

132 See, eg, Wintawari Guruma Aboriginal Corporation, Submission No 50 to Joint Standing Committee on Northern Australia, Parliament of Australia, *Inquiry into the Destruction of 46,000 Year Old Caves at the Juukan Gorge in the Pilbara Region of Western Australia*; Marcia Langton, Submission No 103.1 to Joint Standing Committee on Northern Australia, Parliament of Australia, *Inquiry into the Destruction of 46,000 Year Old Caves at the Juukan Gorge in the Pilbara Region of Western Australia* (2020). The Australian Human Rights Commission has previously recommended that the Australian Government work with native title parties to create criteria to evaluate and monitor these types of agreements: Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2009* (n 130) rec 3.22.

133 Joint Standing Committee on Northern Australia, Parliament of Australia (n 8) recs 1, 4. See also Joint Standing Committee on Northern Australia, Parliament of Australia (n 125) rec 9.

134 Productivity Commission, *Resources Sector Regulation: Productivity Study Report* (2020) rec 5.1.

135 Native Title Amendment (Reform) Bill (No 1) 2012 (Cth) sch 1 cl 2; Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2009* (n 130) rec 3.15. As an alternative, some people have suggested that there should be procedural rights for future acts in offshore areas: see Aboriginal and Torres Strait Islander Social Justice Commissioner (n 125) rec 25.

136 Aboriginal and Torres Strait Islander Social Justice Commissioner (n 125) rec 23.

137 Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2008* (Report No 2/2009, 2009) rec 6.3.

- making future acts that do not comply with the applicable procedural requirements invalid;<sup>138</sup>
- making the *NTA* less complex;<sup>139</sup> and
- more clearly incorporating international law principles such as FPIC in the future acts regime.<sup>140</sup>

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138 See, eg, Bartlett (n 109).

139 See, eg, Puutu Kunti Kurrama and Pinikura people, Submission No 129 to Joint Standing Committee on Northern Australia, Parliament of Australia, *Inquiry into the Destruction of 46,000 Year Old Caves at the Juukan Gorge in the Pilbara Region of Western Australia* (2020).

140 Native Title Amendment (Reform) Bill 2011 (Cth) sch 1 cl 1. The Australian Human Rights Commission made this suggestion in their Annual Native Title Reports in 2008, 2010, 2011, 2012, and 2024. See also Joint Standing Committee on Aboriginal and Torres Strait Islander Affairs, Parliament of Australia, *Inquiry into the Application of the United Nations Declaration on the Rights of Indigenous Peoples in Australia* (2023) rec 1; Joint Standing Committee on Northern Australia, Parliament of Australia (n 125) rec 9; Joint Standing Committee on Northern Australia, Parliament of Australia (n 8) rec 4.

## Appendix A List of earlier reports and papers

141. In preparing this Issues Paper, we have reviewed a number of reports and papers. These include:

- the Australian Human Rights Commission ('AHRC') Aboriginal and Torres Strait Islander Social Justice Commissioner's *Women in Native Title: Native Title Report 2024*;<sup>141</sup>
- the Joint Standing Committee on Aboriginal and Torres Strait Islander Affairs' 2023 report *Inquiry into the application of the United Nations Declaration on the Rights of Indigenous Peoples in Australia*;<sup>142</sup>
- the former Joint Standing Committee on Northern Australia's 2022 Report *Opportunities and Challenges of the Engagement of Traditional Owners in the Economic Development of Northern Australia*;<sup>143</sup>
- the former Joint Standing Committee on Northern Australia's 2021 *A Way Forward: Final Report into the Destruction of Indigenous Heritage Sites at Juukan Gorge*, and submissions to that inquiry;<sup>144</sup>
- the Productivity Commission's 2020 Resource Sector Regulation Study, and some submissions to the Commission;<sup>145</sup>
- the ALRC's 2015 *Connection to Country: Review of the Native Title Act 1993 (Cth)* Report;<sup>146</sup>
- the AHRC's 2010 Discussion Paper *Leading Practice Agreements: Maximising Outcomes from Native Title Benefits*;<sup>147</sup>
- reports by Parliamentary Committees relating to draft legislation, some of which did not become law, and some submissions to those Committees;<sup>148</sup>

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141 Aboriginal and Torres Strait Islander Social Justice Commissioner (n 125).

142 Joint Standing Committee on Aboriginal and Torres Strait Islander Affairs, Parliament of Australia (n 140).

143 Joint Standing Committee on Northern Australia, Parliament of Australia (n 125).

144 Joint Standing Committee on Northern Australia, Parliament of Australia (n 8).

145 Productivity Commission (n 134).

146 Australian Law Reform Commission, *Connection to Country: Review of the Native Title Act 1993 (Cth)* (2015).

147 Australian Human Rights Commission (n 125).

148 Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Legislation Amendment Bill 2019 [Provisions]* (2020); Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Amendment (Indigenous Land Use Agreements) Bill 2017 [Provisions]* (2017); Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Amendment Bill 2012 [Provisions]* (n 128); Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Amendment (Reform) Bill 2011* (2011); House of Representatives Standing Committee on Aboriginal and Torres Strait Islander Affairs, Parliament of Australia, *Advisory Report: Native Title Amendment Bill 2012* (2013); Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Amendment Bill (No. 2) 2009 [Provisions]* (2010); Senate Legal and Constitutional Affairs Legislation Committee, Parliament of Australia, *Native Title Amendment Bill 2009 [Provisions]* (2009); Senate Standing Committee on Legal and Constitutional Affairs, Parliament of Australia, *Native Title Amendment (Technical Amendments) Bill 2007 [Provisions]* (2007); Senate Standing Committee on Legal and Constitutional Affairs, Parliament of Australia, *Native Title Amendment Bill 2006 [Provisions]* (2007); Joint Committee on Native Title and the Aboriginal and Torres Strait Islander Land Fund, Parliament of Australia, *Effectiveness of the National Native Title Tribunal* (2003); Joint Committee on Native Title and the Aboriginal and Torres Strait Islander Land Fund, Parliament of Australia, *Consistency of the Native Title Amendment Act 1998 with Australia's International Obligations under the Convention on the Elimination of All Forms of Racial Discrimination* (2000).



- the AHRC’s annual native title reports;<sup>149</sup>
- reports by Australian Government departments about the native title system;<sup>150</sup>
- reports commissioned by the Australian Government about native title organisations.<sup>151</sup>

142. We have also reviewed some Bills that have been introduced to Parliament but were not passed. These include:

- Native Title Legislation Amendment Bill 2019 (Cth);
- Native Title Amendment Bill 2012 (Cth);
- Native Title Amendment (Reform) Bill (No 1) 2012 (Cth);<sup>152</sup> and
- Native Title Amendment (Reform) Bill 2011 (Cth).

143. We will continue to review these and other relevant reports during the Inquiry. We would welcome feedback on whether there are any other reports that we should also consider.

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149 Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Social Justice and Native Title Report 2016* (2016); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Social Justice and Native Title Report 2015* (2015); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Social Justice and Native Title Report 2014* (2014); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Social Justice and Native Title Report 2013* (2013); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Social Justice and Native Title Report 2012* (2012); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2011* (2011); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2010* (Report No 2/2011, 2011); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2009* (n 130); Aboriginal and Torres Strait Islander Social Justice Commissioner, Australian Human Rights Commission, *Native Title Report 2008* (n 137); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2007* (Report No 2/2008, 2008); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2006* (Report No 2/2007, 2007); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2005* (Report No 4/2005, 2005); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2004* (2005); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2003* (2004); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2002* (2003); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2001* (2002); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 2000* (2001); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 1999* (Report No 1/2000, 2000); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report 1998* (1998); Aboriginal and Torres Strait Islander Social Justice Commissioner, Human Rights and Equal Opportunity Commission, *Native Title Report July 1996 – June 1997* (1997).

150 Attorney-General’s Department (Cth), *Exposure Draft of Native Title Legislation Amendment Bill 2018: Public Consultation Paper* (2018); Attorney-General’s Department (Cth), *Options Paper: Reforms to the Native Title Act 1993 (Cth)* (2017); Department of the Treasury (Cth), *Taxation of Native Title and Traditional Owner Benefits and Governance Working Group: Report to Government* (2013).

151 Nous Group, *Performance Reviews of Native Title Representative Bodies and Services Providers* (2021); Deloitte Access Economics, *Review of the Roles and Functions of Native Title Organisations* (March 2014).

152 Later reintroduced as the Native Title Amendment (Reform) Bill 2014 (Cth).

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<b>MEETING DETAILS</b>	<b>Ordinary Meeting</b> Wednesday 26 March 2025
<b>AUTHOR</b>	Sean Robinson
<b>AUTHOR POSITION</b>	Manager Galilee and Bowen Basin Operations

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## 10.2

## COUNTRY ROADS CONNECT PROGRAM – COTHERSTONE ROAD

### EXECUTIVE SUMMARY

The report is seeking delegation to the Chief Executive Officer to submit a nomination under the Country Roads Connect Program for Pave and Seal Activities on Cotherstone Road.

### OFFICER'S RECOMMENDATION

*That Council:*

1. ***Delegates the Authority to the Chief Executive Officer to submit the Nomination form under the 2025 Round of the Country Roads Connect Program for Pave and Seal works on Cotherstone Road for a total project cost of \$3,000,000 inclusive of a 20% co-contribution.***
2. ***Subject to the Nomination being successful, supports the Co-Contribution amounts to be included in future year budgets as outlined below***
  - a. ***\$20,000 2025-26 Financial Year.***
  - b. ***\$300,000 2026-27 Financial Year.***
  - c. ***\$280,000 2027-28 Financial Year.***

### BACKGROUND

The Country Roads Connect Program has recently been announced by the State Government with Nomination forms required to be submitted to the Department of Transport and Main Roads by 7 April 2025. The intent of the program is focused on the sealing of Local Roads of Regional Significance (LRRS). Further within the guidelines, it is identified that works on existing sealed roads and major drainage improvements would be deemed ineligible.

Upon review of the LRRS network, it has been identified that the most opportune road within the Isaac Region is Cotherstone Road, specifically chainages 0.47km to 3.47km, measured from Dysart Clermont Road. It is noted that the first 470m of Cotherstone Road is currently sealed.

The evaluation and selection of Cotherstone Road was based on several factors including:

- Evaluation Criteria as outlined in the Funding Guidelines:
  - Road safety;

- Community resilience;
- Economic productivity; and
- Emergency service access.
- Constructability – The road is on a relatively straight horizontal alignment with some change in vertical alignment, this should reduce construction costs and improve value for money;
- Availability of local material – Council’s existing gravel pits in the area struggle to provide suitable material for an unsealed road, however the properties of the material utilised to date demonstrate that it could be used to sealed pavement construction:
  - This should reduce construction costs due to material being located adjacent (or near to) the construction site.
- Historical Maintenance requirements – due to the material on the road, the maintenance requirements of the road have indicatively been higher than other LRRS Roads.

The proposed funding profile for the application is currently identified to be an 80/20% split as outlined below in Table 1.

Table 1: Funding split per financial year

	2025/26	2026/27	2027/28	Total
Stage	Design	Construction	Construction	
Council	\$20,000	\$300,000	\$280,000	\$600,000
State Government	\$80,000	\$1,200,000	\$1,120,000	\$2,400,000
Total	\$100,000	\$1,500,000	\$1,400,000	\$3,000,000

Consideration was given to submitting a nomination on State Controlled Roads including May Downs Road, however this was discounted due to the following reasons:

- The department has advised that should a Council nominate a project on a State Controlled Road and that nomination is successful, the Council would be responsible for the following:
  - Design Development
  - State Approvals (Works on State Controlled Roads Corridor)
  - Construction
  - Cost Over Runs
- Specifically for May Downs Road, with the approved prioritisation option following the Central Queensland Beef Roads Investment Strategy (CQBRIS) Strategic Advisory Group (SAG) meeting on Friday 14 March 2025, the full length of May Downs Road will be sealed within the current Queensland Beef Corridors \$500 million allocation with the exception of 9km:

- o Department of Transport and Main Roads have advised that the remaining 9km is unable to be progressed until the options analysis for the alignment and design is finalised for the Isaac River Bridge.

## IMPLICATIONS

*Financial* – it is acknowledged that a co-contribution is identified within the report, however the grant guidelines do not require a co-contribution.

*Financial* – It is acknowledged that the Road upgrade will impact the long-term depreciation profile within the Roads and Transport Asset Class Asset Management Plan.

*Resourcing* – Should the nomination be successful, the delivery of the design development and construction activities to be evaluated as part of future budget development (PAG) process and in accordance with Council Procurement Policies.

## CONSULTATION

- Bowen Basin Regional Roads and Transport Group Technical Committee
- Director Engineering and Infrastructure
- Chief Executive Officer

## BASIS FOR RECOMMENDATION

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.

We will optimise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network.

## ACTION ACCOUNTABILITY

Galilee and Bowen Basin Operations Department to complete the Nomination form for review by Director Engineering and Infrastructure and Chief Executive Officer.

## KEY MESSAGES

Council will actively pursue long-term sustainable futures for Isaac's communities.

### Report prepared by:

SEAN ROBINSON  
Manager Galilee and Bowen Basin Operations

Date: 19 March 2025

### Report authorised by:

ROBERT PERNA  
Director Engineering and Infrastructure

Date: 20 March 2025

## **ATTACHMENTS**

- Attachment 1 - Isaac Regional Council LRRS Road Register
- Attachment 2 - Country Roads Connect Program Guidelines

## **REFERENCE DOCUMENT**

- Nil

Road Ownership (State, Local, ASC)	Local Road Name	State-controlled Road Name	Road No.	Start Description	End Description	Start Chainage	End Chainage	Total Length (km)	Sealed Length (km)	Unsealed Length (km)	Comments
Local	Barada Barna Road		74	Peak Downs Highway	Fitzroy Developmental Road	0.00	50.06	50.06	5.86	44.20	
Local	Moray Carmichael Boundary Road		811	Elgin Road	Moray Carmichael Boundary Road (private)	0.00	40.94	40.95	0.00	40.95	
Local	Blair Athol Mine Road		859	Peak Downs Highway	Blair Athol Mine	0.00	<del>43.225</del> 13.1	<del>43.225</del> 13.1	<del>43.225</del> 13.1		The mapping ends at Venus Rd intersection, previous end coordinate has a 175m difference. Coordinate updated to the correct mapping (-22.721875, 147.532338)
Local	Cotherstone Capella Road		82	Dysart Clermont Road	CHRC - IRC Boundary	0.00	17.16	17.16	0.48	16.68	Mapping does not align with the IRC/CHRC boundary, extended into CH by 100m, please update mapping file.
Local	Dysart Bypass Road		79	Dysart Middlemount Road	Golden Mile Road	0.00	2.82	2.82	2.82		Not on the mapping system
Local	Dysart Clermont Road		81	Dysart Middlemount Road	CHRC - IRC Boundary	0.00	37.24	37.24	37.24		
Local	Elgin Road		809	Gregory Developmental Road	Moray Carmichael Boundary Road / Bullwallah Road	0.00	56.19	56.19	0.00	56.19	
Local	Golden Downs Road		818	Kilcummin Diamond Downs Road	Amaroo Avon Road / Dooruna Road	0.00	53.98	53.98	11.61	42.37	
Local	Golden Mile Road		80	<del>Dysart Connection Road</del> Dysart Bypass Road	Fitzroy Developmental Road	0.00	34.66	34.66	34.66		Update mapping so start of Golden Mile Road starts at the Dysart Bypass Road.
Local	Gooniyella Road		900	Mills Avenue	Gooniyella Road (Private Section)	0.00	3.93	3.93	3.93		
Local	Grasstree Road		100	Mackenzie River Capella Road	CHRC - IRC Boundary	0.00	12.61	12.61	12.61		
Local	Huntley Road		833	Gregory Highway	CHRC - IRC Boundary	0.00	23.07	23.07	23.07		
Local	<del>Elgin Connection Road</del>		73	<del>Barada Barna Road</del>	<del>Vermont Park Road</del>	0.00	2.71	2.71	0.00	2.71	No longer LRRS - to be removed from map - See change no.3 - 8 Aug 2024 (repeated in change no.10 - 28 Oct 2024)
Local	Isaac River Road		76	<del>May Downs Carfax Road</del>	<del>Lotus Creek Road</del>	0.00	12.43	12.43	0.00	12.43	No longer LRRS - to be removed from map - See change no.3 - 8 Aug 2024 (repeated in change no.10 - 28 Oct 2024)
Local	Kenlogan Road		823	Peak Downs Highway	Russell Park Road	0.00	52.56	52.56	43.91	8.65	The mapping ends at Russel Park Rd intersection; however, the end coordinate extends for another 8.3km, End Coordinate updated to reflect mapping and register details.
Local	Laglan Road		801	Clermont Alpha Road	Laglan Pioneer Road	0.00	114.64	114.64	64.77	49.87	
Local	Lizzie Creek Road		502	Turrawalla Road (Part B)	IRC - MRC Boundary	0.00	6.97	6.97	0.00	6.97	
Local	Lotus Creek Road		69	Marlborough Sarina Road	Isaac River Road	0.00	24.85	24.85	2.50	22.35	
Local	Lou Lou Park Road		846	Laglan Pioneer Road	IRC - BRC Boundary	0.00	66.44	66.44	0.00	66.44	
Local	Mackenzie River Capella Road		91	Fitzroy Developmental Road	CHRC - IRC Boundary	0.00	52.58	52.58	4.96	47.62	
Local	<del>May Downs Carfax Road</del>		77	<del>May Downs Road</del>	<del>Fitzroy Developmental Road</del>	0.00	35.89	35.89	11.08	24.81	No longer LRRS - to be removed from map - See change no.3 - 8 Aug 2024 (repeated in change no.10 - 28 Oct 2024)
Local	Moranbah Access Road		8201	Peak Downs Highway	Mills Avenue	0.00	11.97	11.97	11.97		
Local	Mount McLaren Road		856	Kilcummin Diamond Downs Road	Kenlogan Road	0.00	19.63	19.63	19.63		
Local	Mt Stuart Bedford Weir Road		94	Mackenzie River Capella Road	CHRC - IRC Boundary	0.00	41.35	41.35	41.35		The start coordinate did not align with the CHRC-IRC boundary. Updated to align with the boundary.
Local	Notch Point Road		59	Greenhill Road	Notch Point	0.00	8.15	8.15	5.34	2.81	
Local	Pasha Road		844	Eaglefield Road	Riverside Road	0.00	47.95	47.95	47.95		
Local	Peak Downs Mine Road		8202	Peak Downs Highway	Saraji Road	0.00	25.94	25.94	25.94		
Local	Peakvale Road		837	Clermont Rubyvale Road	<del>No Name Road</del> Percy Albert Drive	0.00	51.6 7.6	51.6 7.6	51.6 7.6		Mapping currently ends at the intersection with Percy Albert Dr, updating register for end location to align with the mapping
Local	Percy Albert Drive		860	Peakvale Road	Theresa Creek Dam	0.00	5.63	5.63	5.63		
Local	Pioneer Road		808	Albro Road / Degulla Road	Clermont Alpha Road	0.00	78.60	78.60	0.00	78.60	

Local	Red Hill Road		849	Red Hill Road (Private Section) Goonyella Road	Mabbin Road Intersection of North Gooneyella Mine Access Rd and Ellensfield Road	15.97, 0.00	33.07	17.1 33.07	33.07		Mapping to be updated to end Coordinate, LRRS road doesn't continue through to the state controlled road.
Local	Rileys Crossing Road		96	Mount Stuart Bedford Weir Road	CHRC - IRC Boundary	0.00	41.62	41.62	0.00	41.62	
Local	Rubyvale Road		819	Francis Street	CHRC - IRC Boundary	0.00	8.89	8.89	8.89		
Local	Russell Park Road		824	Peak Downs Highway	Kenlogan Road	0.00	27.61	27.61	27.61		
Local	Saraji Road		201	Dysart Clermont Road	Peak Downs Mine Road	0.00	42.93	42.93	42.93		
Local	Settlement Road		8	Cannon Street / Macartney Street	Newport Conservation Area	0.00	5.36	5.36	2.10	3.26	No longer LRRS - to be removed from map - See change no.3 - 8 Aug 2024 (repeated in change no.10 - 28 Oct 2024)
Local	Tieri Road		302	Dysart Middlemount Road	CHRC - IRC Boundary	0.00	3.20	3.20	3.20		
Local	Turrawulla Road		506	Suttor Developmental Road	Lizzie Creek Road	0.00	88.82 65.2	88.82 65.2	38.38 31.96	50.44 43.47	Mapping correct, end coordinate updated on register to reflect the LRRS end location of the intersection with Lizzie Creek Rd. Coordinates previously extended a further 30.8km.
Local	Twin Hills Road		810	Gregory Developmental Road	Elgin Road	0.00	17.70	17.70	0.00	17.70	No longer LRRS - to be removed from map - See change no.3 - 8 Aug 2024 (repeated in change no.10 - 28 Oct 2024)
Local	Valkyrie Road		72	Fitzroy Developmental Road	Lotus Creek Road / Isaac River Road	0.00	54.42	54.42	34.44	19.98	
Local	Warwick Park Road		87	Fitzroy Developmental Road	Dysart Middlemount Road	0.00	26.71	26.71	0.26	26.45	No longer LRRS - to be removed from map - See change no.3 - 8 Aug 2024 (repeated in change no.10 - 28 Oct 2024)
Local	Wuthung Road		850	Peak Downs Highway	Kilcummin Diamond Downs Road	0.00	49.62	49.62	9.02	40.60	
State		Blue Mountain Road	5127	Marlborough - Sarina Road	Peak Downs Highway	0.00	28.35	28.35	6.15	22.20	
State		Bowen Developmental Road	888	IRC - WRC Boundary	Gregory Developmental Road	160.13	177.96	17.84	3.59	14.25	
State		Clermont - Alpha Road	552	Clermont Connection Road	IRC - BRC Boundary	0.00	103.04	103.04	41.36	61.68	
State		Collinsville - Elphinstone Road	5307	IRC - WRC Boundary	Suttor Developmental Road	29.71	79.74	50.03	50.03		
State		Dysart - Middlemount Road	519	Dysart Connection Road	Culvert Ch.37.977 Abut A	0.00	37.98	37.98	37.98	0.00	
State		Dysart - Middlemount Road	519	Culvert Ch.37.977 Abut A	IRC - CHRC Boundary	37.98	39.29	1.31	1.31	0.00	
State		Dysart - Middlemount Road	519	CHRC - IRC Boundary	Roper Creek Bridge Abut A	41.84	52.74	10.90	10.90	0.00	
State		Dysart - Middlemount Road	519	Roper Creek Bridge Abut A	Fitzroy Developmental Road	52.74	67.54	14.81	14.81	0.00	
State		Kilcummin - Diamond Downs Road	5309	Gregory Developmental Road	Diamond Downs - Eaglefield Road	0.00	67.74	67.74	19.91	47.83	
State		Marlborough - Sarina Road	512	IRC - RRC Boundary	IRC - MRC Boundary	53.38	212.97	159.59	159.59	0.00	
State		May Downs Road	5122	Fitzroy Developmental Road	Marlborough - Sarina Road	0.00	69.50	69.50	38.04	31.46	
State		Oxford Downs - Sarina Road	514	Peak Downs Highway	Marlborough - Sarina Road	0.00	27.56	27.56	27.56	0.00	
State		St Lawrence - Crowdon Road	5124	Bruce Highway	Marlborough - Sarina Road	0.00	44.36	44.36	3.45	40.91	
State		St Lawrence Connection Road	858	Bruce Highway	Cannon Street	0.00	7.99	7.99	7.99	0.00	
State		Suttor Developmental Road	82A	Collinsville - Elphinstone Road	IRC - WRC Boundary	52.89	121.92	69.03	21.33	47.70	

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# Country Roads Connect

## Program Guidelines

March 2025

Version 2





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# Grants snapshot

**Opening Date**

11 March 2025

**Closing date for submission of project nominations**

7 April 2025

**Program budget**

\$100 million

**Program type**

Targeted competitive

**Policy entity**

Department of Transport and Main Roads and Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development (DNRMMRRD)

**Administering entity**

Department of Transport and Main Roads

**Enquiries**

Questions should be directed to:

Local Government Partnerships team

Policy, Planning and Investment

Department of Transport and Main Roads

[RTA@tmr.qld.gov.au](mailto:RTA@tmr.qld.gov.au)

# Country Roads Connect Program Grants Process\*

## **March**

### **Program opens for nominations**

Eligible councils will be invited to submit nominations

## **April**

### **Assessment of nominations**

TMR will check all nominations against the eligibility criteria and eligible nominations will be assessed by a multi-agency Assessment Panel with advice from technical assessors to inform the Panel's decisions.

## **May**

### **TMR and DNRMMRRD will recommend projects for funding**

The assessment panel will recommend projects to the Ministers.

## **May/June**

### **Ministerial decision on projects to fund**

The Ministers decide which nominations are successful.

## **June**

### **Funding offers for successful nominees**

Formal funding agreement entered into between State and councils.

## **2024-25 to 2027-2028**

### **Delivery of projects**

Successful nominees commence projects in allocated year and deliver according to agreed timeframe.

## **Ongoing**

### **Evaluation of the Program**

TMR will evaluate the specific project activity and the Program as a whole. TMR will base this on information provided by Program participants and collected from various sources.

*\*Exact timings to be confirmed*

## Program overview

The Country Roads Connect (CRC) Program is a \$100 million Queensland Government election commitment aimed at improving resilience and safety in regional communities by sealing key regional access roads.

The Program will provide \$100 million over four years (2024-25 to 2027-28) targeting paving of unsealed regional roads that serve rural communities and producers, provide access for emergency vehicles and are most at risk of becoming impassable following severe weather events.

The CRC Program is part of the Right Plan for Queensland's Future to ease pressure on transport and insurance costs by investing money into regional roads, and boost safety and reduce transport costs by upgrading regional roads. The Program will work hand-in-hand with the Safer Roads, Better Transport plan which will deliver congestion-busting and safety upgrades across Queensland.

The Department of Transport and Main Roads (TMR) will administer the CRC Program, in collaboration with the Department of Natural Resources and Mines, Manufacturing, and Regional and Rural Development (DNRMMRRD).

## Program objectives

The objectives of the CRC Program are to boost safety on regional roads whilst:

- Increasing the resilience of regional communities by improving the durability and reliability of regional road networks to withstand severe weather conditions.
- Maintaining productivity by ensuring that regional areas remain accessible for economic activities, thereby supporting local economies.
- Ensuring access for emergency services by providing reliable access to communities that may be cut off during severe weather events.

## Eligibility criteria

Only eligible local governments can nominate projects for the CRC Program.

The 66 councils listed in **Appendix 1** are eligible to receive funding under the CRC Program. The CRC Program is primarily focused on those councils outside of South East Queensland to maximise investment of funds to rural and regional councils.

## Who is not eligible for the CRC Program?

The councils in the South East Queensland region that are not eligible for CRC Program funding are Brisbane City, Gold Coast City, Ipswich City, Lockyer Valley Regional, Logan City, Moreton Bay Regional, Noosa Shire, Redland City, Scenic Rim Regional, Somerset Regional and Sunshine Coast Regional.

## Eligible projects

Projects on both the state-controlled road and local government-controlled road (LCR) network are eligible. Project nominations for LCR will be limited to Local Roads of Regional Significance, or for Aboriginal Shire Councils, Significant Local Roads or Primary Access Routes, to ensure the Program focusses on higher order roads with greater regional benefits.

Project nominations must deliver on one or more of the CRC Program objectives:

- Road Safety
- Community resilience
- Economic productivity
- Emergency service access

Initiatives eligible for the CRC Program must focus primarily on road sealing projects rather than major structures or upgrade projects. Consideration will be given to minor culvert works and concrete crossings associated with road sealing projects. This may include:

- Road pavement and formation upgrade, including sealing and/or upgrading unsealed roads, pavement strengthening
- Minor drainage upgrades related to sealing works, including floodway's, formation related drainage

Works on lower order local government-controlled roads are not eligible.

## Costs that can be included in the CRC Program nomination

All costs associated with pre-construction, construction and finalisation activities of delivering the project are eligible. These can include:

- Direct administration costs of the projects
- Detailed design
- Construction (including traffic management, contactors and materials)
- Post construction / finalisation costs.

## Eligible and ineligible project costs

Program funding may only be used for 'eligible project costs,' which includes direct costs only.

The below table identifies common examples of eligible and ineligible costs and is not intended to be definitive. If there is any doubt about ineligible projects or costs, please contact TMR.

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<b>Eligible project costs</b>	<b>Ineligible project costs</b>
<ul style="list-style-type: none"><li>• purchase of materials</li><li>• labour hire</li><li>• plant and equipment hire</li><li>• construction activities</li><li>• project management costs</li><li>• labour costs for eligible work</li></ul>	<ul style="list-style-type: none"><li>• routine maintenance</li><li>• project costs incurred prior to the funding offer being signed</li><li>• core business (business as usual costs)</li><li>• any other costs as determined by the TMR to be ineligible</li><li>• project cost overruns</li></ul>

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Generally, provision of grant funding to local governments is not considered a taxable supply and so GST is not applicable.

## Co-contributions

Co-contributions are not required under the CRC Program however projects with co-funding will be considered.

## How to nominate

Funding is awarded through a competitive nomination-based assessment process.

To nominate a project, you must complete the nomination form, address eligibility and assessment criteria, and identify the year/s that the project could commence.

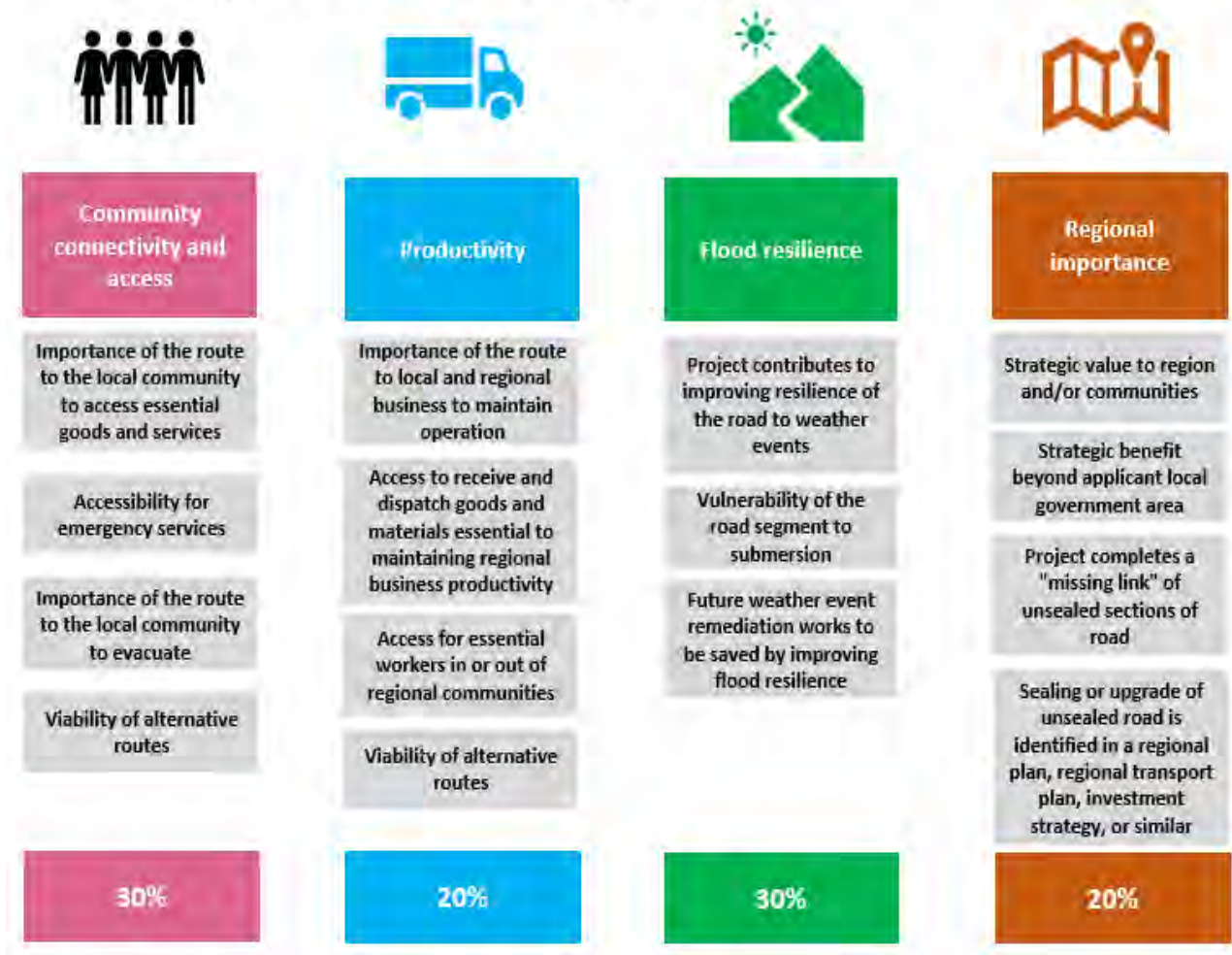
**Nominations close 7 April 2025.**

## Assessment criteria

All project nominations will be assessed against the Multi-Criteria Assessment (MCA) below, which aligns with the CRC Program objectives.

# Multi-Criteria Assessment (MCA)

## criteria, measures and weightings



## CRC Program assessment process

Project nominations will initially be reviewed for eligibility based on the:

- project being on a LRRS or SCR, or Significant Local Road or Primary Access Route
- nomination being made by an eligible local government
- work type being within the eligible scope, and
- nomination including a response to the assessment criteria.



Councils are encouraged to consider regional priorities in accordance with Regional Roads and Transport Group regional investment strategies or other strategic planning documents. Nominations that achieve broad benefits to the region while enabling multiple projects to be delivered across the state will be prioritised.

Only those nominations that meet the threshold eligibility requirements will progress to the subsequent assessment phases.

## Technical assessment

A technical assessment of relevant nomination materials will be conducted following confirmation of eligibility, with the results being used to inform the Assessment Panel's consideration of nominated projects. Technical assessors will provide advice to the Assessment Panel during moderation if required.

The technical assessment will provide information to the Assessment Panel on:

- whether the proposed treatment is fit for purpose,
- whether the cost and delivery time estimate is reasonable,
- whether the project is scalable and
- regional priority of the proposed project.

During this stage, additional information and/or clarification on nominations may be sought.

You may consider supporting your nomination with objective or authoritative anecdotal information about the problem and the project, such as frequency and duration of impact when the road segment is impassable (either submerged or unusable).

## Panel assessment

Project nominations will be assessed against the MCA by a multi-disciplinary panel of senior officers with relevant interest and expertise from TMR and DNRMMRRD.

Should the project nominations received exceed the funding available, the Assessment Panel will use the project nomination information, the technical assessment, and as well as the outcomes of the MCA to prioritise projects and provide final recommendations for Ministerial approval.

## Ministerial decision making

Upon completion of assessment, projects and years for delivery will be recommended to the Ministers, or their delegates, for approval.

The Ministers, or their delegates, will make the final decision on projects funded under the CRC Program.

### Notification of outcomes

Following the Ministers' decision, councils will be advised of the outcome of their nominations in writing.

## Successful projects

### Funding agreement

Successful nominees are required to enter into a legally binding Agreement with TMR before commencing the project and making claims for payment. The Agreement must be signed by an authorised officer and returned to TMR for execution. Once executed by TMR, a copy will be returned to council.

### Reporting and evaluation

All funded projects will be monitored by TMR to ensure that the Program is achieving the aim and objectives.

Quarterly progress reports are to be provided for funded projects. Progress reports are to be submitted via email to TMR and will include information on project progress, timelines (including if milestones are on track), risks and finances (including if it is anticipated the project will have cost overruns or savings).

Requests for information and/or updates on specific projects may be requested at any time. Funding recipients must work with TMR to provide the requested information in a timely manner.

### Payment claim requirements

Payments will be made according to the following schedule:

<b>Payment schedule</b>	<b>Milestone</b>
First payment (50% of Project Funding)	TMR will make the first payment upon provision of the Agreement being executed by both parties.
Second payment (30% of Project Funding)	Commencement of construction.

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Final payment (20% of Project Funding)	TMR will pay the Council upon receipt of a completed Post Completion Report, properly certified by the Chief Executive Officer or authorised delegate.
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The Post Completion Report is to be supported (where practical) by:

- project photographs showing the site before works commenced and after the project has been completed.
- any recognition signage, plaques or event documentation; and
- proof of expenditure (must include copies of general ledger extract for relevant job/project detail payments that indicate monies spent in the delivery of the project).

## Projects over budget

Where a project goes over budget, there will be no additional funding from the State. As a result, any project cost overruns are to be managed within the approved project budget.

## Projects under budget

In the event an approved project is completed under the original budget, the savings must be returned to the State for distribution to other projects. Council must notify TMR of any potential savings in the quarterly reporting and as early as the council become aware of the saving.

## Project variations

The Agreement with TMR will provide that all project activities must always be carried out in accordance with terms and conditions of the Agreement. If circumstances occur that are likely to adversely affect a council's ability to deliver a project in compliance with the terms of the Agreement, then the council must submit a project variation request in writing to TMR.

Project variations must be sought as soon as practicable and within four weeks of the council becoming aware of any changes to the approved project, and prior to the completion of the construction of the project. Requests for variations with retrospective effect will only be approved in exceptional circumstances.

The CRC Program has limited funding, and councils are expected to meet any cost overruns on a project.

Project variations must be approved prior to any change in work. Councils should not assume that a variation request will be successful. Regular reporting and engagement with TMR must be maintained through the project's life to be eligible for variations. The Minister or their delegate has complete discretion to approve or reject requests, noting the project must always represent good value for money.

## Project withdrawal

If circumstances occur that a council determines an approved project can no longer proceed, councils must advise TMR in writing that the council is withdrawing the project from the CRC Program. Councils must provide reasons for the withdrawal, as well as any alternative or future plans relating to the project.

Council will be required to return any funds already paid to council unless otherwise agreed by TMR.

## Acknowledgement of the funding

Funding recipients must acknowledge the contributions of the Queensland Government funding.

This may include signage requirements or acknowledgement in publicly made statements, on websites, or other appropriate documentation.

## Communications

All media enquiries or public announcements relating to the CRC Program will be coordinated and handled by TMR in collaboration with DNRMMRRD. Nominees must seek and obtain TMR's approval before discussing any information regarding successful or unsuccessful nominations for funding support under or in connection with the Program.

For individual project media or communications, nominees must seek and obtain TMR's approval before contacting the media or sharing any communications about the project.

## Enquiries and contact details

Nominees may contact TMR in relation to general questions, requests for clarification and requests for further information via [RTA@tmr.qld.gov.au](mailto:RTA@tmr.qld.gov.au).

## Privacy and confidentiality

The State will maintain controls in relation to the management of confidential information provided by nominees. Nominees should specifically mark any information the nominee considers to be confidential.

The use and disclosure of information provided by nominees for the Program is regulated by the relevant provisions and penalties of the *Right to Information Act 2009* and the *Information Privacy Act 2009* and the general laws of the State of Queensland.

The information contained in nominations will be regarded as private and confidential and will be treated as such by the department. This is subject to the operational need to provide nominations to assessors and any statutory or legal requirements to provide information to the Parliament and other organisations, for audit, law enforcement, investigative or other purpose.

As part of the assessment of a nomination, the department may need to consult with, and provide material from the nomination to, other government agencies or bodies, other organisations and/or relevant individuals, to substantiate any claims or statement made in the nomination form, or to otherwise assist in the assessment of the nomination. If this occurs, the department will endeavour to ensure that the parties who are consulted observe appropriate confidentiality provisions.

Following approval of a nomination, the broad details of a nomination may be placed online via the department website. In addition, regular updates will be provided on project implementation and progress.

## Appendix 1 – Eligible (non-SEQ) councils

Aurukun Shire Council	Livingstone Shire Council
Balonne Shire Council	Lockhart River Aboriginal Shire Council
Banana Shire Council	Longreach Regional Council
Barcaldine Regional Council	Mackay Regional Council
Barcoo Shire Council	Mapoon Aboriginal Shire Council
Blackall-Tambo Regional Council	Maranoa Regional Council
Boulia Shire Council	Mareeba Shire Council
Bulloo Shire Council	McKinlay Shire Council
Bundaberg Regional Council	Mornington Shire Council
Burdekin Shire Council	Mount Isa City Council
Burke Shire Council	Murweh Shire Council
Cairns Regional Council	Napranum Aboriginal Shire Council
Carpentaria Shire Council	North Burnett Regional Council
Cassowary Coast Regional Council	Northern Peninsula Area Regional Council
Central Highlands Regional Council	Palm Island Aboriginal Shire Council
Charters Towers Regional Council	Paroo Shire Council
Cherbourg Aboriginal Shire Council	Porpumpuraaw Aboriginal Shire Council
Cloncurry Shire Council	Quilpie Shire Council
Cook Shire Council	Richmond Shire Council
Croydon Shire Council	Rockhampton Regional Council
Diamantina Shire Council	South Burnett Regional Council
Doomadgee Aboriginal Shire Council	Southern Downs Regional Council
Douglas Shire Council	Tablelands Regional Council
Etheridge Shire Council	Toowoomba Regional Council
Flinders Shire Council	Torres Shire Council
Fraser Coast Regional Council	Torres Strait Island Regional Council
Gladstone Regional Council	Townsville City Council
Goondiwindi Regional Council	Western Downs Regional Council
Gympie Regional Council	Whitsunday Regional Council
Hinchinbrook Shire Council	Winton Shire Council
Hope Vale Aboriginal Shire Council	Woorabinda Aboriginal Shire Council
Isaac Regional Council	Wujal Wujal Aboriginal Shire Council
Kowanyama Aboriginal Shire Council	Yarrabah Aboriginal Shire Council

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