

# NOTICE OF MEETING

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Dear Committee Members

You are requested to attend the following meeting of Council.

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

TO BE HELD ON  
**TUESDAY 11 FEBRUARY 2025**  
COMMENCING AT 9.30AM  
COUNCIL CHAMBERS, MORANBAH

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**CALE DENDLE**

Chief Executive Officer

**DARREN FETTELL**

Committee Officer  
Director Corporate Governance  
and Financial Services

**Committee Members:**

Cr Melissa Westcott (Chair)  
Mayor Kelly Ve a Ve a  
Cr Jane Pickels  
Cr Vern Russell  
Cr Terry O'Neill

## LOCAL GOVERNMENT ACT 2009

### Local Government Regulation 2012

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

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

#### Section 254J Closed meetings

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

#### Conflict of Interest Obligations

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

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**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**

**STANDING COMMITTEE MEETING**

**OF ISAAC REGIONAL COUNCIL**

**TO BE HELD ON**

**TUESDAY 11 FEBRUARY 2025**

**COUNCIL CHAMBERS, MORANBAH**

1. OPENING OF THE MEETING
  - 1.1 WELCOME
  - 1.2 ACKNOWLEDGMENT OF TRADITIONAL OWNERS
2. APOLOGIES AND LEAVE OF ABSENCES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. GENERAL BUSINESS
7. CONCLUSION

# TABLE OF CONTENTS

## 1. OPENING OF MEETING

## 2. APOLOGIES AND LEAVE OF ABSENCES

- Mayor Kelly Vea Vea

## 3. DECLARATION OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 9:00am on Wednesday 20 November 2024.

## 5. OFFICER REPORTS

### 5.1 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 month before the meeting is held.

### 5.2 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).

# TABLE OF CONTENTS

## **5.3 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.

## **5.4 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.

## **5.5 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.

## **5.6 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.

## **6. GENERAL BUSINESS**

## **7. CONCLUSION**

# UNCONFIRMED MINUTES

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

HELD ON  
**WEDNESDAY, 20 NOVEMBER 2024**  
COMMENCING AT 9.00AM

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON WEDNESDAY 20 NOVEMBER 2024**

<b>Table of Contents</b>	<b>Page</b>
1. Opening	4
2. Apologies and Leave of Absences	4
3. Declaration of Conflicts of Interest	4
4. Confirmation of Minutes	5
5. Officer Reports	5
6. General Business	26
7. Conclusion	26

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**CORPORATE, GOVERNANCE AND FINANCIAL SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON WEDNESDAY 20 NOVEMBER 2024**

**ATTENDANCE**

Cr Melissa Westcott, Division Three (*Chair*)  
Cr Jane Pickels, Deputy Mayor, Division Six  
Cr Terry O'Neill, Division One  
Cr Vern Russell, Division Two

**COMMITTEE  
APOLOGIES**

Mayor Kelly Vea Vea

**OBSERVERS**

Cr Alaina Earl, Division Five  
Cr Viv Coleman, Division Eight

**OFFICERS PRESENT**

Mr Darren Fettell, Director Corporate Governance and Financial Services  
Mr Beau Jackson, Executive Manager Advocacy and External Affairs  
Mr Susan Martin, Acting Manager Financial Services  
Ms Tamara Bateman, Acting Manager Governance and Financial Services  
Mr John Squire, Manager Contracts and Procurement  
Mr Michael Mann, Acting Manager Strategic Assets (*Video Conference*)  
Mrs Trudi Liekefett, Acting Manager People and Capability  
Mr Ken Tucker, Manager Community Facilities (*Video Conference*)  
Mrs Maria Borg, Senior Disaster & Emergency Resilience Partner  
Mrs Tricia Hughes, Coordinator Executive Support, Office of the Mayor and  
CEO  
Ms Gemma Hayes, Executive Assistant



## 1. OPENING

The Chair welcomed all in attendance and declared the meeting open at 9.02am and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

## 2. APOLOGIES AND LEAVE OF ABSENCES

A leave of absence has been requested from Mayor Kelly Vea Vea as she is attending deputations in Canberra with the Greater Whitsunday Alliance on behalf of Council.

**Resolution No.: CGFS0912**

**Moved: Cr Jane Pickels**

**Seconded: Cr Vern Russell**

**That the Corporate, Governance and Financial Services Standing Committee grants a leave of absence for Mayor Kelly Vea Vea.**

**Carried**

## 3. DECLARATION OF CONFLICTS OF INTEREST

### DECLARABLE CONFLICT OF INTEREST

Cr Terry O'Neill declared a declarable conflict of interest for Report 5.9 Shareholder Relationship: Isaac Affordable Housing Trust as his mother-in-law is a tenant of Isaac Affordable Housing Trust.

### NOTE:

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

## 4. CONFIRMATION OF MINUTES

Corporate, Governance and Financial Services Standing Committee Meeting of Isaac Regional Council held at Council Chambers, Moranbah, commencing at 9.00am on Wednesday 16 November 2024.

**Resolution No.: CGFS0913**

**Moved: Cr Vern Russell**

**Seconded: Cr Terry O'Neill**

**That the minutes from the Corporate, Governance and Financial Services Standing Committee meeting held at Council Chambers, Moranbah, commencing at 9.00am on Wednesday 16 October 2024 are confirmed.**

**Carried**

## 5. OFFICERS REPORTS

### 5.1 Isaac Regional Council Monthly Financial Report as at 31 October 2024

#### EXECUTIVE SUMMARY

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

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receive the financial statements for the period ended 31 October 2024 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).**

**Resolution No.:** CGFS0914

**Moved:** Cr Vern Russell

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

1. **Receive the financial statements for the period ended 31 October 2024 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204)*.**

**Carried**

## QUARTER 1 BUDGET REVIEW BRIEFING

The Acting Manager Financial Services provided a briefing to the Corporate, Governance and Financial Services (CGFS) Standing Committee on the upcoming Quarter 1 Budget Review – refer to CGFS Minutes Attachment 1 of the minutes for the document provided to the Committee. A report will be presented to Council at the November 2024 Ordinary Meeting for consideration.

## 5.2 2023/2024 Financial Year Reserve Utilisation

### EXECUTIVE SUMMARY

In line with Council's Reserves Policy, the report outlines a listing of the reserve transfers required to balance the 2023/2024 financial year.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Notes the reserve transfers required to balance the 2023/2024 financial year.**

**Resolution No.:** CGFS0915

**Moved:** Cr Vern Russell

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

1. **Notes the reserve transfers required to balance the 2023/2024 financial year.**

**Carried**

## 5.3 Safety and Resilience Update

### EXECUTIVE SUMMARY

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

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

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

Resolution No.: CGFS0916

Moved: Cr Vern Russell

Seconded: Cr Terry O'Neill

**That the Committee recommends that Council:**

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

**Carried**

## 5.4 Isaac Regional Council Local Disaster Management Plan

### EXECUTIVE SUMMARY

This report is to present the Local Disaster Management Group (LDMG) meeting minutes from 2024, and to seek Council endorsement of the 2024 annual review of the Local Disaster Management Plan (LDMP). The review resulted in the expanded details of agency roles and responsibilities, revised State Government department names, and refreshed all URL links throughout. The LDMP is required to be endorsed by Council under the Queensland Disaster Management Arrangements (*Disaster Management Act 2003* (Qld), Part 5, Section 80, 1(b)).

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- Note and accept the minutes from the Local Disaster Management Group meetings held during 2024:**
  - 2 May 2024**
  - 31 October 2024**
- Endorse the Local Disaster Management Plan 2024.**

**Resolution No.: CGFS0917**

**Moved: Cr Jane Pickels**

**Seconded: Cr Vern Russell**

**That the Committee recommends that Council:**

- Note and accept the minutes from the Local Disaster Management Group meetings held during 2024:**
  - 2 May 2024**
  - 31 October 2024**
- Endorse the Local Disaster Management Plan 2024.**

**Carried**

## **5.5 State Emergency Service Bi-Annual Update**

### EXECUTIVE SUMMARY

This report aims to inform the Council about the current State Emergency Service (SES) operations within the Isaac region, highlighting recent activities, community engagement and any challenges faced by the SES. It is essential for Council to be aware of these updates to ensure effective collaboration and support for ongoing and future emergency management strategies in the community.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- Receive and note the State Emergency Service Bi-Annual Update report.**

Resolution No.: CGFS0918

Moved: Cr Jane Pickels

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Receive and note the State Emergency Service Bi-Annual Update report.

Carried

## 5.6 Register Of Pre-Qualified Suppliers Panel Arrangement for the Provision of Plant Hire (Wet and/or Dry)

### EXECUTIVE SUMMARY

The purpose of this report is to recommend the appointment of selected tenderers to a Register of Pre-Qualified Suppliers (RPQS) Arrangement for the Provision of Plant Hire (Wet and/or Dry) IRCT-ALL2-1123-349 to Isaac Regional Council.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. ***Endorse the award of tender IRCT-ALL2-1123-349, for the creation of a panel of Register of Pre-Qualified Suppliers for Provision of Plant Hire (Wet and/or Dry), for an initial term of two years from 1 December 2024 with 2 (two) additional twelve months extension options.***
2. ***Endorse the list of Pre-Qualified suppliers detailed in the report.***
3. ***Authorise the Chief Executive Officer to negotiate, execute and vary the Pre-Qualified Suppliers Agreements as required.***

**Resolution No.:** CGFS0919

**Moved:** Cr Vern Russell

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

- 1. Endorse the award of tender IRCT-ALL2-1123-349, for the creation of a panel of Register of Pre-Qualified Suppliers for Provision of Plant Hire (Wet and/or Dry), for an initial term of two years from 1 December 2024 with 2 (two) additional twelve months extension options.**
- 2. Endorse the list of Pre-Qualified suppliers detailed in the report.**
- 3. Authorise the Chief Executive Officer to negotiate, execute and vary the Pre-Qualified Suppliers Agreements as required.**

**Carried**

## **5.7 Register of Pre-Qualified Suppliers Panel Arrangement for the Provision of IT Data Cabling Services**

### **EXECUTIVE SUMMARY**

The purpose of this report is to recommend the appointment of selected tenderers to a Register of Pre-Qualified Suppliers (RPQS) Arrangement for the Provision of IT Data Cabling Services IRC-CGFS-0624-T371 to Isaac Regional Council.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Endorse the award of tender IRC-CGFS-0624-T371, for the creation of a panel of Register of Pre-Qualified Suppliers for IT Data Cabling Services, for an initial term of two years from 1 December 2024 with 2 (two) additional twelve months extension options.***
- 2. Endorse the list of Pre-Qualified suppliers detailed in the report.***
- 3. Authorise the Chief Executive Officer to negotiate, execute and vary the Pre-Qualified Suppliers Agreements as required.***

Resolution No.: CGFS0920

Moved: Cr Terry O'Neill

Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. Endorse the award of tender IRC-CGFS-0624-T371, for the creation of a panel of Register of Pre-Qualified Suppliers for IT Data Cabling Services, for an initial term of two years from 1 December 2024 with 2 (two) additional twelve months extension options.
2. Endorse the list of Pre-Qualified suppliers detailed in the report.
3. Authorise the Chief Executive Officer to negotiate, execute and vary the Pre-Qualified Suppliers Agreements as required.

Carried

## 5.8 Exception Based Procurement Arrangements – Moranbah Early Learning Centre

### EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement of an exception under the provisions of Section 235(a) of the *Local Government Regulations 2012* to allow Moranbah Early Learning Centre (MELC) to oversee the completion of the expansion and renovation works, including procurement processes, as part of a larger, ongoing project.

As Council is contributing to a larger renovation and improvement project being undertaken by MELC, it is logical that the projects be combined and delivered by MELC, indicating there is only one supplier reasonably available.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Notes that as Council is contributing to a larger project already planned and being undertaken by Moranbah Early Learning Centre, it is advantageous for them to oversee procurement for the project;**
2. **Resolve to approve the enclosed exception to enter medium-or large-sized contractual arrangements as per s235 of the Local Government Regulations 2012 (Qld) for the expansion and renovation works required, being that there is only one supplier reasonably available.**



**Resolution No.: CGFS0921**

**Moved: Cr Jane Pickels**

**Seconded: Cr Vern Russell**

**That the Committee recommends that Council:**

- 1. Notes that as Council is contributing to a larger project already planned and being undertaken by Moranbah Early Learning Centre, it is advantageous for them to oversee procurement for the project;**
- 2. Resolve to approve the enclosed exception to enter medium-or large-sized contractual arrangements as per s235 of the Local Government Regulations 2012 (Qld) for the expansion and renovation works required, being that there is only one supplier reasonably available.**

**Carried**

## DECLARABLE CONFLICT OF INTEREST

Cr Terry O'Neill declared a declarable conflict of interest for Report 5.9 Shareholder Relationship: Isaac Affordable Housing Trust as his mother-in-law is a tenant of Isaac Affordable Housing Trust. Cr O'Neill left the meeting room at 9.33am and did not participate in the discussion or vote for Report 5.9.

### 5.9

### Shareholder Relationship: Isaac Affordable Housing Trust

#### EXECUTIVE SUMMARY

Chief Executive Officer proposing some shareholder and associated agreements with Isaac Affordable Housing Fund Pty Ltd (IAHF) on behalf of Isaac Affordable Housing Trust (IAHT).

#### OFFICER'S RECOMMENDATION

*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.**

**Resolution No.: CGFS0922**

**Moved: Cr Jane Pickels**

**Seconded: Cr Vern Russell**

**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**

## ATTENDANCE

Cr Terry O'Neill returned to the meeting room at 9.35am.

## 5.10

## Draft 2023-2024 Annual Report

### EXECUTIVE SUMMARY

The preparation and adoption of the Annual Report is a legislative requirement pursuant to section 182 of the *Local Government Regulation 2012*.

Isaac Regional Council's 2023-2024 Annual Report has been prepared in accordance with all requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- Adopts Isaac Regional Council's 2023-2024 Annual Report and delegate authority to the Mayor and Chief Executive Officer to approve minor editorial and administrative changes and to finalise the annual report, no later than 6 December 2024.***

**Resolution No.: CGFS0923**

**Moved: Cr Jane Pickels**

**Seconded: Cr Terry O'Neill**

**That the Committee recommends that Council:**

- Adopts Isaac Regional Council's 2023-2024 Annual Report and delegate authority to the Mayor and Chief Executive Officer to approve minor editorial and administrative changes and to finalise the annual report, no later than 6 December 2024.**

**Carried**

### ATTENDANCE

Mrs Jessica Bugeja, Research and Policy Advisor video conferenced into the meeting at 9.39am.

## 5.11

### Major Projects Meeting Monthly Report

#### EXECUTIVE SUMMARY

This report is provided to update Council on the newly created Major Project's Team and the changing status of major projects across Isaac.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Notes the updates on Major Projects across Isaac*
- 2. Receives the in-progress Major Projects Spreadsheet on the status of all known projects in the region.*

Resolution No.: CGFS0924

Moved: Cr Vern Russell

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

- 1. Notes the updates on Major Projects across Isaac**
- 2. Receives the in-progress Major Projects Spreadsheet on the status of all known projects in the region.**

Carried

## 5.12

### Amended Draft Isaac Corporate Plan 2023 - 2028

#### EXECUTIVE SUMMARY

The purpose of this report is to present the amended draft Isaac Corporate Plan 2023 – 2028 for adoption in accordance with the *Local Government Act 2009*.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Rescind the Isaac Community-Corporate Plan 2023-2028.**
- 2. In accordance with sections 165 and 166 of the Local Government Regulation 2012, adopts the amended Isaac Corporate Plan 2023-2028 to supersede the Community-Corporate Plan 2023-2028.**

**Resolution No.: CGFS0925**

**Moved: Cr Vern Russell**

**Seconded: Cr Jane Pickels**

**That the Committee recommends that Council:**

- 1. Rescind the Isaac Community-Corporate Plan 2023-2028.**
- 2. In accordance with sections 165 and 166 of the Local Government Regulation 2012, adopts the amended Isaac Corporate Plan 2023-2028 to supersede the Community-Corporate Plan 2023-2028.**

**Carried**

### 5.13

### Local Government Energy Partnerships

## EXECUTIVE SUMMARY

The Local Council Energy Partnership (LCEP) program, a \$1.21 million initiative by the Queensland State Government, aims to support local councils in managing the surge in renewable energy projects across the state. Administered by the Local Government Association of Queensland (LGAQ), the program connects councils and Regional Organisations of Councils (ROCs) with planning experts to ensure renewable developments deliver community benefits and align with local priorities. This initiative is part of Queensland's broader renewable energy goals of reaching 80% renewable energy by 2035.

Isaac Regional Council LGA is experiencing rapid growth in renewable energy projects, the LCEP program provides an opportunity for council to develop critical tools to support better outcomes for communities that host renewable projects. Through the LCEP program, council is seeking funding to establish a Renewable Energy Coordinator role, which will enhance its capacity to manage projects, streamline approvals, and strengthen community engagement. This will ensure that local communities benefit from the economic and environmental opportunities brought by renewable energy investments.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Authorises the Chief Effective Officer to negotiate and execute any relevant Local Council Energy Program agreements.*
- 2. Endorses the creation of a new grant funded role of Renewable Energy Coordinator within the Advocacy and External Affairs team.*

**Resolution No.: CGFS0926**

**Moved: Cr Vern Russel**

**Seconded: Cr Terry O'Neill**

**That the Committee recommends that Council:**

- 1. Authorises the Chief Effective Officer to negotiate and execute any relevant Local Council Energy Program agreements.**
- 2. Endorses the creation of a new grant funded role of Renewable Energy Coordinator within the Advocacy and External Affairs team.**

**Carried**

## ATTENDANCE

Mrs Jessica Bugeja ended her video conference with the meeting at 9.47am.

### 5.14

### Standing Orders and Meeting Procedures - Updated

#### EXECUTIVE SUMMARY

This report seeks Council's consideration to review and adopt the updated Standing Orders and Meeting Procedures.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Repeals the current Standing Orders and Meeting Procedures (STAT-PRO-025) – V5.*
2. *Adopts the updated Standing Orders and Meeting Procedures (STAT-PRO-025) – V6.*

Resolution No.: CGFS0927

Moved: Cr Terry O'Neill

Seconded: Cr Vern Russell

That the Committee recommends that Council:

1. Repeals the current Standing Orders and Meeting Procedures (STAT-PRO-025) – V5.
2. Adopts the updated Standing Orders and Meeting Procedures (STAT-PRO-025) – V6.

Carried

## ATTENDANCE

Mr Beau Jackson left the meeting room at 9.52am and returned to the meeting room at 9.56am.

5.15

### Schedule of Ordinary Meetings and Standing Committee Meetings of Council – January to December 2025

#### EXECUTIVE SUMMARY

Council is required under legislation to advertise its meeting dates and times for the coming year in a newspaper that is distributed in the local government area. Council is requested to resolve the meeting schedule for the period January to December 2025.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Adopts the following meeting schedule for Ordinary Meetings of Council for the period of January 2025 to December 2025.*

## ORDINARY MEETINGS

MEETING DATE	TIME	LOCATION
<b>Wednesday 29 January 2025</b>	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 26 February 2025</b>	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 26 March 2025</b>	10.00am	Isaac Regional Council, 16 Queen Elizabeth Drive – Dysart – Training Room
<b>Wednesday 23 April 2025</b>	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 27 May 2025</b>	10.00am	Isaac Regional Council, 25 Daintree Street, Clermont– Board Room
<b>Wednesday 18 June 2025</b>	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 23 July 2025</b>	10.00am	Isaac Regional Council, 11 Carter Place, Middlemount – Board Room
<b>Wednesday 27 August 2025</b>	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 24 September 2025</b>	10.00am	Isaac Regional Council, 10 Reynolds St, Nebo – Board Room
<b>Wednesday 29 October 2025</b>	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 26 November 2025</b>	10.00am	Isaac Regional Council, 36 Macartney Street, St Lawrence – Board Room
<b>Wednesday 17 December 2025</b>	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

2. ***Adopts the following meeting schedule for Standing Committee Meetings of Council for the period of January 2025 to December 2025.***

## CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING COMMITTEE

CGFS STANDING COMMITTEE MEETING DATE	TIME	LOCATION
<b>Tuesday 11 February 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 11 March 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 8 April 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 13 May 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 10 June 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room



# MEETING MINUTES

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<b>Tuesday 8 July 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 12 August 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 9 September 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 7 October 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 11 November 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

## PLANNING, ENVIRONMENT AND COMMUNITY SERVICES STANDING COMMITTEE

<b>PECS STANDING COMMITTEE MEETING DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>Tuesday 11 February 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 11 March 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 8 April 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 13 May 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Tuesday 10 June 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
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<b>Tuesday 11 November 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

## ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE

<b>E&amp;I STANDING COMMITTEE MEETING DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>Wednesday 12 February 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 12 March 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

# MEETING MINUTES

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<b>Wednesday 9 April 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 14 May 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 11 June 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 9 July 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 13 August 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 10 September 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 8 October 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 12 November 2025</b>	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

## WATER AND WASTE STANDING COMMITTEE

<b>W&amp;W STANDING COMMITTEE MEETING DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>Wednesday 12 February 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 12 March 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 9 April 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 14 May 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 11 June 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 9 July 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 13 August 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 10 September 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 8 October 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
<b>Wednesday 12 November 2025</b>	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

**Resolution No.:** CGFS0928

**Moved:** Cr Vern Russell

**Seconded:** Cr Terry O'Neill

**That the Committee recommends that Council:**

- Adopts the following meeting schedule for Ordinary Meetings of Council for the period of January 2025 to December 2025.

## ORDINARY MEETINGS

MEETING DATE	TIME	LOCATION
Wednesday 29 January 2025	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
Wednesday 26 February 2025	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
Wednesday 26 March 2025	10.00am	Isaac Regional Council, 16 Queen Elizabeth Drive – Dysart – Training Room
Wednesday 23 April 2025	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
Tuesday 27 May 2025	10.00am	Isaac Regional Council, 25 Daintree Street, Clermont – Board Room
Wednesday 18 June 2025	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
Wednesday 23 July 2025	10.00am	Isaac Regional Council, 11 Carter Place, Middlemount Board Room
Wednesday 27 August 2025	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
Wednesday 24 September 2025	10.00am	Isaac Regional Council, 10 Reynolds St, Nebo – Board Room
Wednesday 29 October 2025	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
Wednesday 26 November 2025	10.00am	Isaac Regional Council, 36 Macartney Street, St Lawrence – Board Room
Wednesday 17 December 2025	10.00am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room

- Adopts the following meeting schedule for Standing Committee Meetings of Council for the period of January 2025 to December 2025.

## CORPORATE, GOVERNANCE AND FINANCIAL SERVICES STANDING COMMITTEE

CGFS STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Tuesday 11 February 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
Tuesday 11 March 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
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## PLANNING, ENVIRONMENT AND COMMUNITY SERVICES STANDING COMMITTEE

PECS STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Tuesday 11 February 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
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## ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE

<b>E&amp;I STANDING COMMITTEE MEETING DATE</b>	<b>TIME</b>	<b>LOCATION</b>
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## WATER AND WASTE STANDING COMMITTEE

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**Carried**

## 5.16

### Corporate, Governance and Financial Services Monthly Report – November 2024

#### EXECUTIVE SUMMARY

The below information highlights the monthly activities of the departments within the Corporate, Governance and Financial Services directorate.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Receives and notes the Corporate, Governance and Finance Directorate update for November 2024.**

**Resolution No.: CGFS0929**

**Moved: Cr Terry O'Neill**

**Seconded: Cr Vern Russell**

**That the Committee recommends that Council:**

- 1. Receives and notes the Corporate, Governance and Finance Directorate update for November 2024.**

**Carried**

## 5.17 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.: CGFS0930**

**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**

## 6. GENERAL BUSINESS

No general business this meeting.

## 7. CONCLUSION

There being no further business, the Chair declared the meeting closed at 10.15am.

These minutes will be confirmed by the Committee at the Corporate, Governance and Financial Services Standing Committee Meeting to be held in February 2025 in Moranbah.

.....  
Chair

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

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services</b> <b>Standing Committee Meeting</b> Tuesday, 11 February 2025
<b>AUTHOR</b>	Jason Rivett
<b>AUTHOR POSITION</b>	Manager Financial Services

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## 5.1 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.

### OFFICER'S RECOMMENDATION

*That Council:*

- 1. Receives the financial statements for the period ended 31 January 2025 pursuant to, and in accordance with, the Local Government Regulation 2021(s204).**

### BACKGROUND

#### Statutory Obligation Table – Isaac Regional Council

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

Requirement	Date
Budget 2024/2025	Budget adopted 26 June 2024
Financial Statements 2023/2024	Financial Statements adopted 30 October 2024

### IMPLICATIONS

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

The January YTD result shows Council operating within budget (overall) however it should be noted that various Directorates are above YTD budget on some expense line items. These will be assessed during the 2nd Quarter Budget Review and monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

Year to date actual figures represent the position as at 24 January 2025 to meet the earlier reporting timelines for the February Standing Committee Meeting.



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## 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: 27 January 2025	Date: 31 January 2025

## ATTACHMENTS

- Attachment 1 Monthly Financial Statements 31 January 2025

## REFERENCE DOCUMENT

- Nil

# FINANCIAL STATEMENTS

## REPORT TO COUNCIL

Current as at 31 January 2025

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



# TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY</b>	<b>3</b>
<b>BACKGROUND</b>	<b>3</b>
<b>OPERATING POSITION</b>	<b>4</b>
<b>OPERATING REVENUE</b>	<b>4</b>
<b>OPERATING EXPENDITURE</b>	<b>5</b>
<b>CAPITAL REVENUE</b>	<b>6</b>
<b>CAPITAL EXPENDITURE</b>	<b>7</b>
<b>CAPITAL FUNDING AND PROJECT COMMITMENTS</b>	<b>8</b>
<b>FINANCIAL SUSTAINABILITY RATIOS</b>	<b>9</b>
<b>INVESTMENTS AND CASH BALANCES</b>	<b>12</b>
<b>LOANS</b>	<b>13</b>
<b>ACCOUNTS RECEIVABLE</b>	<b>14</b>
<b>ACCOUNTS PAYABLE</b>	<b>15</b>
<b>YEAR TO DATE RATES REPORT</b>	<b>16</b>
<b>APPENDIX 1 – FINANCIAL STATEMENTS</b>	<b>18</b>
<b>APPENDIX 2 – PRELIMINARY EXECUTIVE LEVEL REPORTS</b>	<b>23</b>

# FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JANUARY 2025

## EXECUTIVE SUMMARY

At the end of January, the operating result is \$3,950,907 ahead of the budgeted position. This positive outcome is attributed to several revenue line items exceeding budget expectations, complemented by lower than budgeted employee expenses and material and services expenditure.

Capital revenue for January amounted to \$11,124,811 and when combined with the operating position, results in a net surplus of \$11,290,725, which is \$4,781,837 ahead of the YTD budgeted net result.

PRELIMINARY JANUARY FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	78,423,301	77,158,846	1,264,455	147,706,719	53.1%
Total operating expenses	78,257,388	80,943,840	2,686,452	144,667,613	54.1%
<b>Operating position</b>	<b>165,913</b>	<b>(3,784,994)</b>	<b>3,950,907</b>	<b>3,039,106</b>	<b>5.5%</b>
Capital revenue	11,124,811	10,293,882	830,929	27,910,905	39.9%
<b>Net result</b>	<b>11,290,725</b>	<b>6,508,888</b>	<b>4,781,837</b>	<b>30,950,011</b>	<b>36.5%</b>

## BACKGROUND

Each month, year to date financial statements are prepared to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 31 January 2025. Actual amounts are compared against year to date (YTD) adopted Revised Budget figures. See appendix 1 for detailed financial statements.

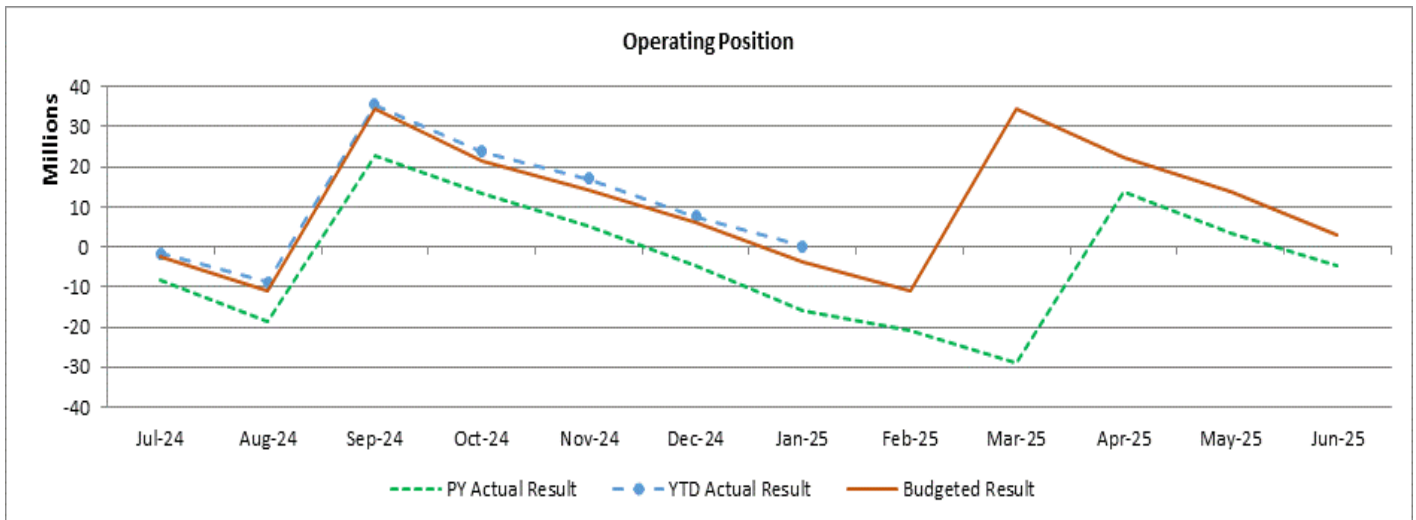
It is noted that to meet earlier reporting timelines for statutory meetings that this reporting period has been closed earlier than normal (24 January 2025) which impacts on YTD actual results throughout the report.

The January result shows Council operating within budget (overall) however it should be noted that various Directorates are above YTD budget for Materials and Services expenditure, which are currently offset by other Directorates being under YTD budget. It should be noted that various commitments raised relate to the remainder of the year and the 2026 financial year. It is also noted that revenue and expenditure items will be reassessed through the Quarter 2 Budget Review and monitored to ensure that Council remains within budget and delivers efficient and effective services to the community.

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

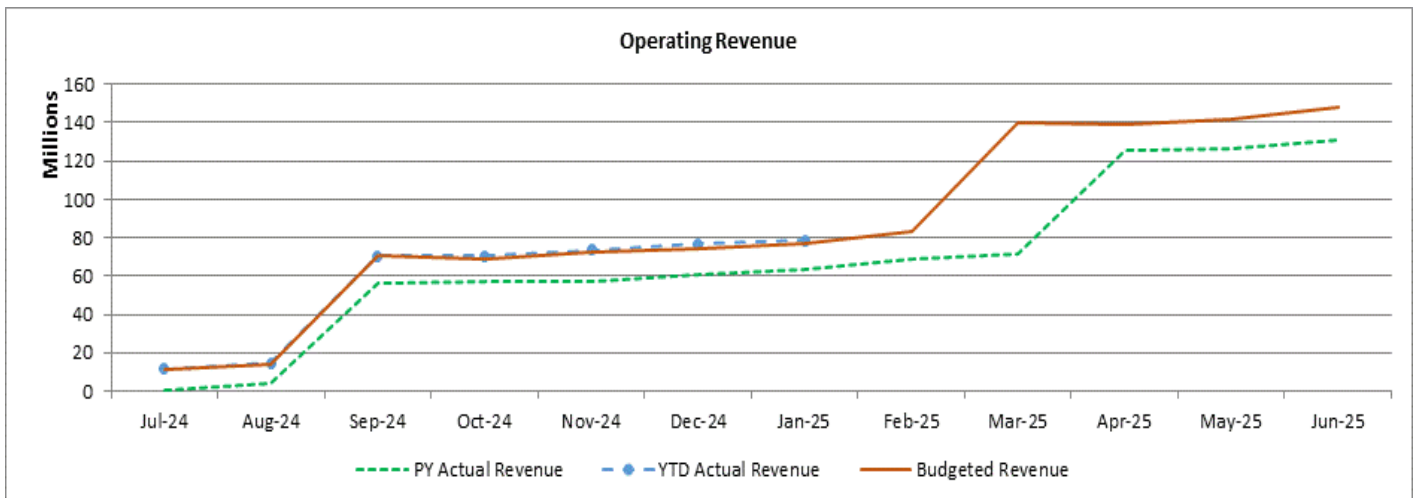
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

## OPERATING POSITION



The current operating position for January has resulted in a surplus of \$165,913. This is favourable when compared to the YTD budget by \$3,950,907. Operating Revenue is \$1,264,455 favourable compared to YTD budget complemented by Operating Expenses which are \$2,686,452 favourable when compared to YTD budget.

## OPERATING REVENUE

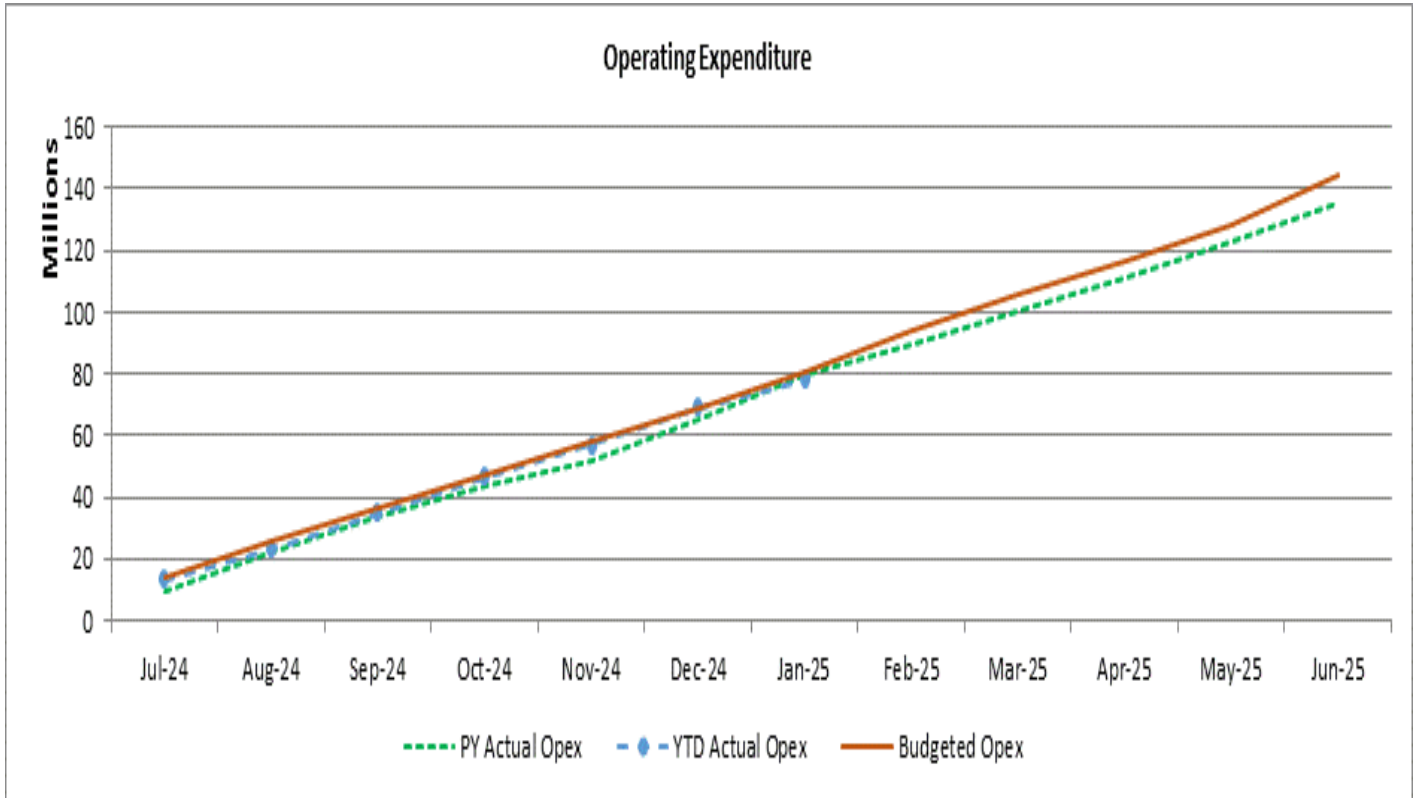


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

Operating revenue for January YTD was \$78,423,301 which is favourable when compared to budget by \$1,264,455. This favourable position is primarily due to higher than anticipated interest revenue, potable water sales, development fees, building and plumbing revenue partially offset by cash flowing of recoverable works for RMPC revenue and grant revenue for the DRFA November 2021 event.

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

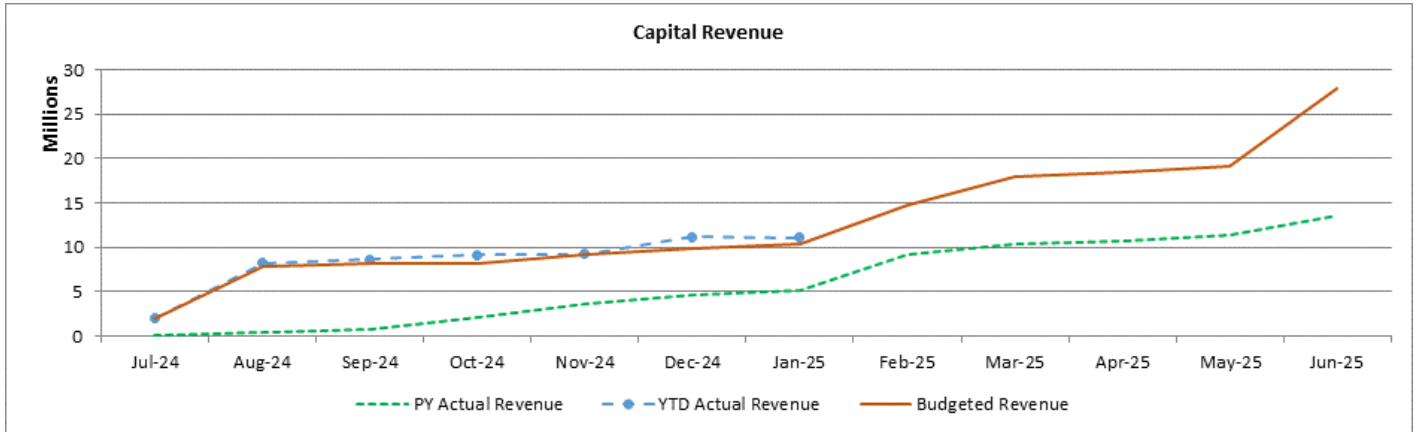


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for January YTD was \$78,257,388 which is favourable to budget by \$2,686,452. This favourable result is predominantly due to lower than budgeted employee expenses. It should be noted that various Directorates are above YTD budget for Materials and Services expenditure, which are currently offset by other Directorates being under YTD budget.

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

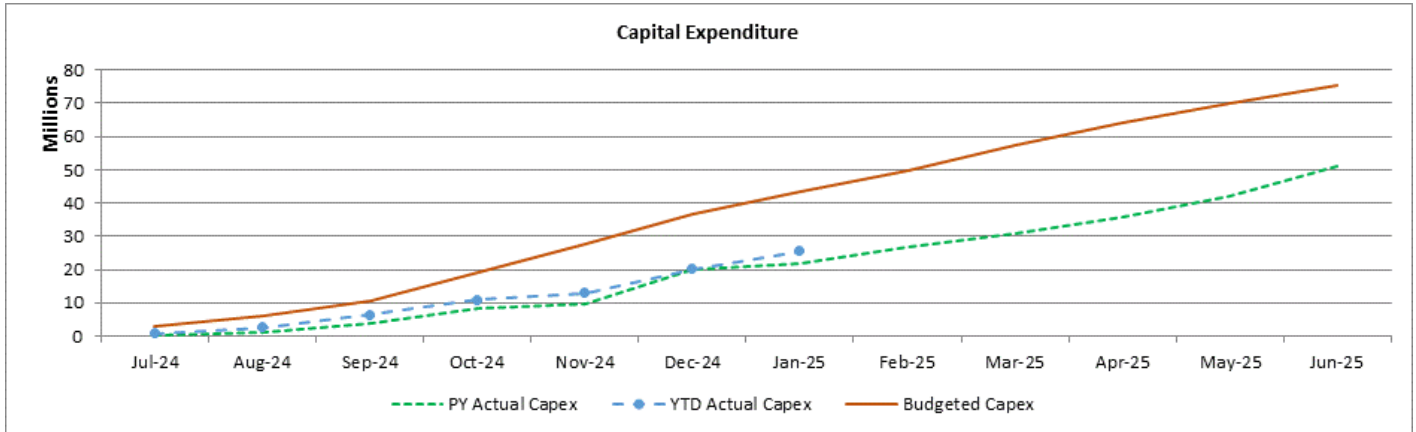


Capital Revenue for January YTD is \$11,124,811 which consists of grants, contributions and proceeds from the disposal of assets. This favourable variance is predominately due to an advance payment for the Roads to Recovery program.

Budgeted capital revenue for 2024/2025 is detailed below:

Grants	Revised Budget	YTD Actuals
Philips Creek Bridge	4,995,000	4,995,000
Roads of Significant Infrastructure	2,538,273	849,473
Resource Community Infrastructure Fund	6,896,356	2,000,000
Bridges Renewal Program	2,009,073	-
Roads to Recovery Program	1,890,000	808,139
Nebo Showgrounds Masterplan Stage 1	1,625,745	-
Transport Infrastructure Development Scheme	1,477,707	-
Sale of Plant and Equipment	1,229,698	747,800
Local Roads & Community Infrastructure Grants	1,455,754	-
REFF	700,000	700,000
Building our Regions	716,211	244,690
W4QLD 24 - 27	380,000	190,000
Disaster Ready	376,500	-
Solar Grant	344,437	39,525
HVSPP	322,729	-
Local Government Grants and Subsidies Program	823,422	427,422
STIP	130,000	-
Developer Contributions	-	122,773
Other various Minor Grants	-	- 9
<b>Total</b>	<b>27,910,905</b>	<b>11,124,811</b>

# CAPITAL EXPENDITURE



Capital expenditure (\$25.6M) is under YTD budget (\$43.2M) excluding commitments, noting that when the \$36.9M of commitments are included, the capital expenditure is at 82.9% of annual budget. It should be noted that \$20M of commitments relate to the Phillips Creek Bridge construction with the majority of this expenditure anticipated to occur in the 25/26 financial year. Excluding this project YTD actuals and commitments are at 60.6% of the annual budget.

Major budgeted projects for 2024/2025 financial year are:

Project	Revised Budget	YTD Actuals	YTD Commitments
MBH Community Centre - Refurbishment	10,998,539	6,812,141	999,969
Phillips Creek Bridge Construction	5,550,000	199,440	19,976,286
MBH Rectification of Landfill Cell	4,161,297	20,581	433,153
Fleet / Plant replacement program	3,685,678	2,369,276	1,208,826
REG Surface Renewal Program	3,500,000	3,532,119	241,213
REG Resheeting Program	3,492,063	1,615,536	1,549,618
Cooroora Creek Bridge Replacement	2,511,342	73,838	2,625,994
Isaac Resources Excellence Precinct	2,000,000	266,743	53,644
NBO Showgrounds Masterplan Stage 1	1,683,452	161,327	8,084
REG Floodway Construction	1,640,000	955,062	685,460
Dysart-Clermont Road Upgrade- ROSI	1,612,841	1,402,663	23,750
Eaglefield Road- Pave and Seal (ROSI)	1,560,000	28,482	1,491,921
Peak Downs Mine Road Recon & Widen	1,535,414	141,525	90,909
CORP Residential Renewals 2025	1,250,000	317,088	188,680



# CAPITAL FUNDING AND PROJECT COMMITTALS

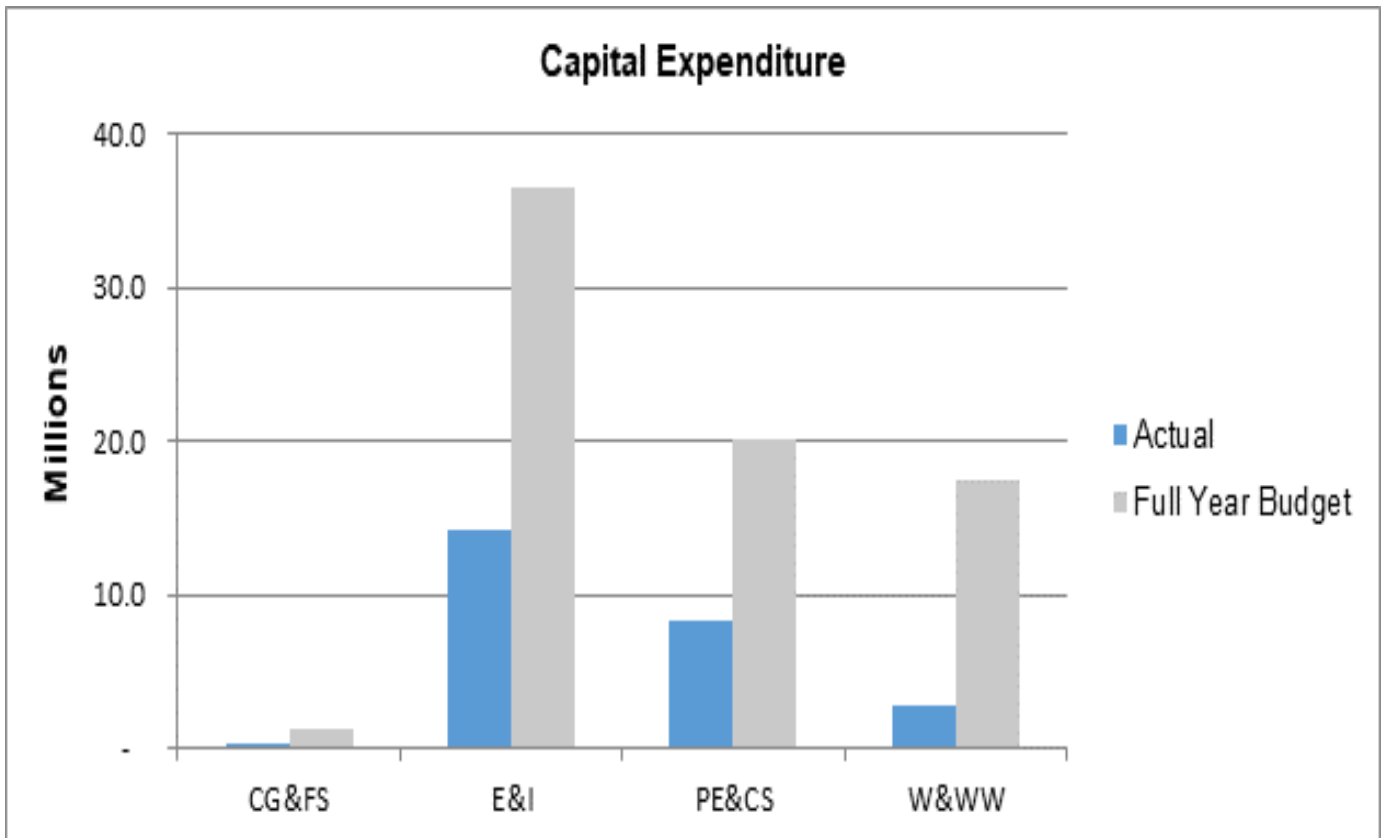
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 January 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	388,835	107,231	496,067	1,262,008	30.8%	39.3%
E&I	14,195,761	31,731,013	45,926,774	36,518,836	38.9%	125.8%
PE&CS	8,306,275	1,632,356	9,938,632	20,072,818	41.4%	49.5%
W&WW	2,714,391	3,393,017	6,107,408	17,520,405	15.5%	34.9%
<b>TOTAL</b>	<b>25,605,263</b>	<b>36,863,618</b>	<b>62,468,880</b>	<b>75,374,067</b>	<b>34.0%</b>	<b>82.9%</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	76.35%	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%	0.21%	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%	25.94%	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	4.82	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%	93.24%	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%	65.47%	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	0.69	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 76.35%, 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 profit of \$165,913 year to date, the ratio is 0.21%, which is above the benchmark range.

- 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 25.94%, which is higher than Council's budget (24.13%) and benchmark range (>0%).

- 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 4.82 months, exceeding Council's budget and benchmark range.

- 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 January, the ratio is at 93.24%, 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 65.47%, 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 0.69 times, within Council's benchmark (0-3 times), but lower than the budget (0.74) and the five-year average (0.73).

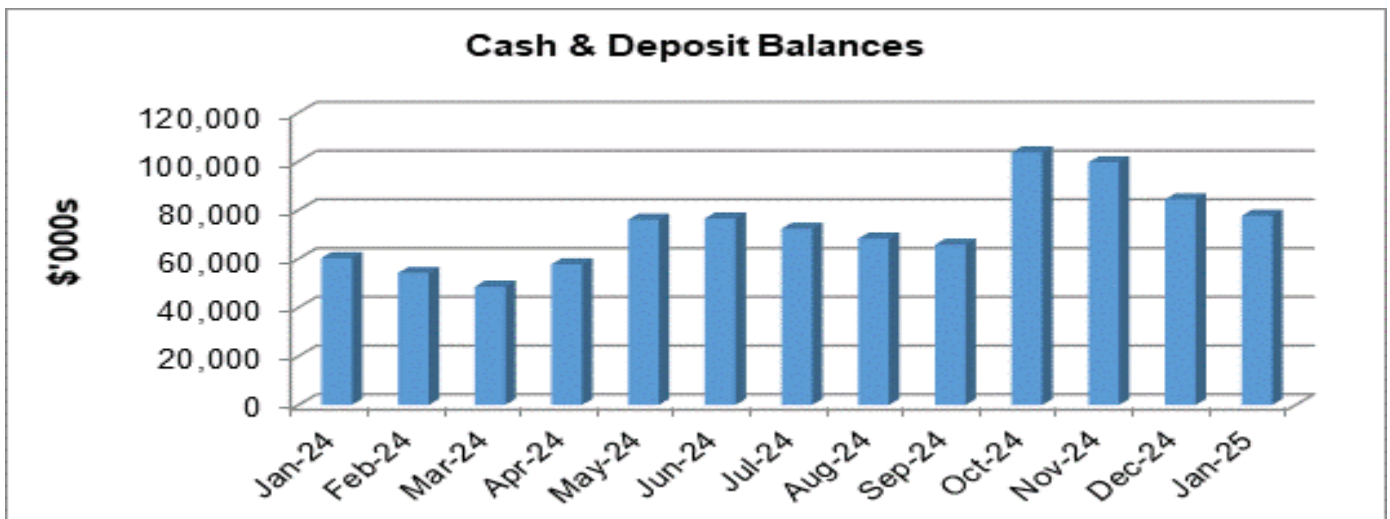
# INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 31 January 2025.

ISAAC REGIONAL COUNCIL					
Investments					
For the Period Ended 31 January 2025					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
5016-001-1124	Police & Nurses Ltd Term Deposit	PNU	2,000,000	17/06/2025	5.10%
5014-001-1124	NAB Term Deposit	NAB	5,000,000	10/06/2025	5.16%
6006-001-1124	Suncorp Term Deposit	SUNCORP	5,000,000	07/08/2025	5.13%
10-000-1113	Cash at Bank - ANZ	ANZ	1,254,926		
10-000-1117	ANZ Business Premium Saver	ANZ	261		4.30%
10-000-1114	Cash at Bank NAB	NAB	1,073,649		3.85%
10-000-1115	NAB Savings account	NAB	2,178,191		4.50%
10-000-1118	Cash at Bank - NAB	NAB	5,081,214		3.85%
10-000-1116	QTC Operating Fund	QTC	56,122,985		5.17%
10-000-1131	Petty Cash		2,550		
10-000-1132	Floats		4,280		
Total Investments			77,718,057		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	72.21%	No Limit
National Australia Bank	AA-	17.16%	Maximum 60%
ANZ Banking Group	AA-	1.63%	Maximum 60%
Suncorp Bank	AA-	6.43%	Maximum 60%
Police & Nurses Ltd (P&N Bank)	A2	2.57%	Maximum 30%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 31 January 2025.



# LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 31 January 2025							
							Repayment Due 15 Mar 2025
Loan Name	Balance as at 31 January 2025	Rate as at 31 January 2025	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$8,912,817	5.1	20	7.88	\$227,316	\$113,616	\$340,932
Land Development Moranbah	\$6,886,539	4.37	20	8.38	\$168,343	\$75,235	\$243,578
Waste Loan	\$2,138,243	2.22	20	16.38	\$26,926	\$11,841	\$38,766
Moranbah Community Centre	\$5,914,485	5.32	20	19.38	\$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 31 January 2025.

Accounts Receivable Ageing Analysis at 31 January 2025			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	105	560,677.00	12.00%
30 Day	44	591,586.02	12.66%
60 Day	7	96,098.64	2.06%
90 Day	125	3,423,969.21	73.28%
<b>Total</b>	<b>281</b>	<b>4,672,330.87</b>	<b>100.00%</b>

The Accounts Receivable balance at 31 January 2025 is \$4,672,330.87 which has decreased from 31 December 2024 balance of \$6,787,635.20.

- 30 day balance has decreased this month due to large waste invoices being paid.
- 60 day balance has decreased due to waste invoices being paid in addition to a waste invoice and maintenance contribution invoices ageing to 90 days.
- 90 days and over receivables have increased due to a waste invoice and maintenance contribution invoices ageing to 90 days. There are 125 invoices totalling \$3,423,969.21 in 90 Days which are made up of the following charges:
  - 1 Invoice totalling \$2,000,000.00 relates to infrastructure Grant invoice awaiting approval for a variation to the funding agreement from the Grant body. Variation has now been received and the invoice should be paid within the next two months.
  - 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.
  - 1 Invoice totalling \$519,363.54 relates to a Capital Works Project that is currently subject to legal proceedings.
  - 4 Invoices totalling \$169,607.76 relate to maintenance contribution invoices. Payment is delayed due to late transmission of invoices. Payment is expected within the next 2 weeks.
  - 1 Invoice totalling \$55,324.50 relates to historic planning/infrastructure charges which are currently being assessed by Liveability & Sustainability.
  - 3 Invoices totalling \$29,682.38 relate to waste management facility invoices. Debtor accounts are on stop credit and have been lodged for debt collection.
  - 33 Invoices totalling \$27,482.67 relate to Community Education & Compliance invoices in various stages of recovery.
  - 67 Invoices totalling \$18,288.95 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 12 Invoices totalling \$3,977.21 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 31 January 2025.

Accounts Payable Ageing Analysis at 31 January 2025			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	112	902,955.80	64.61%
30 Day	31	270,929.40	19.38%
60 Day	71	175,153.55	12.53%
90 Day	26	48,571.78	3.48%
<b>TOTAL</b>	<b>240</b>	<b>1,397,610.53</b>	<b>100.00%</b>

The outstanding Accounts Payable balance as at 31 January 2025 was \$1,397,610.53. The 30, 60 & 90 day aging accounts total \$494,654.73

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

- 30 day balances – \$270,929.40 (30 invoices, 1 credits) remain unpaid with 4 invoices (\$28,166.40) relating to suppliers who reside in the IRC region. The 30 day balances consists of 16 invoices (\$185,107.51) awaiting approval, 11 invoices (\$52,228.93) awaiting approval after being received late from the supplier, 3 invoices (\$33,871.01) under discussion with the supplier and 1 credit note (-\$278.05).
- 60 day balances – \$175,153.55 (69 invoices, 2 credit note) remain unpaid of which 1 invoice (\$5,000.00) relates to a supplier within the IRC region. The 60 day balance consists of 66 invoices (\$141,350.85) awaiting approval, 2 invoices (\$34,050.00) under discussion with the supplier, 1 invoice (\$67.27) received late from the supplier and 2 credit notes (-\$314.57).
- 90 day balances – \$48,571.78 (17 invoices, 9 credit notes) remain unpaid with 9 invoices (\$32,902.50) relating to suppliers within the IRC region. The 90 day balance consists of 15 invoice (\$28,516.13) awaiting approval and 2 invoices (\$23,961.38) under discussion with supplier and 9 credit notes (-\$3,905.73).



# YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 31 January 2025.

<b>Rates Balancing Report As At 31 January 2025</b>		
	<b>31 Jan 2025</b>	<b>YTD 31 Jan 2024</b>
Opening Balance	3,277,319	2,486,266
<b>Rates Charges</b>		
Rates Levied	57,008,963	55,045,038
Interest	287,780	223,347
Refunds	82,687	145,856
<b>Total Rates</b>	<b>57,379,430</b>	<b>55,414,241</b>
<b>Discounts and Receipts</b>		
Discounts	(3,699,720)	(3,661,429)
Receipts	(53,830,696)	(51,124,541)
Government Subsidy	(39,030)	(37,334)
Council Subsidy	(123,678)	(114,143)
Remissions	(21,812)	(2,391)
Write Offs	(106)	(111)
<b>Total Discounts &amp; Receipts</b>	<b>(57,715,042)</b>	<b>(54,939,950)</b>
Legal	44,624	17,853
<b>Closing Balance</b>	<b>2,986,331</b>	<b>2,978,410</b>

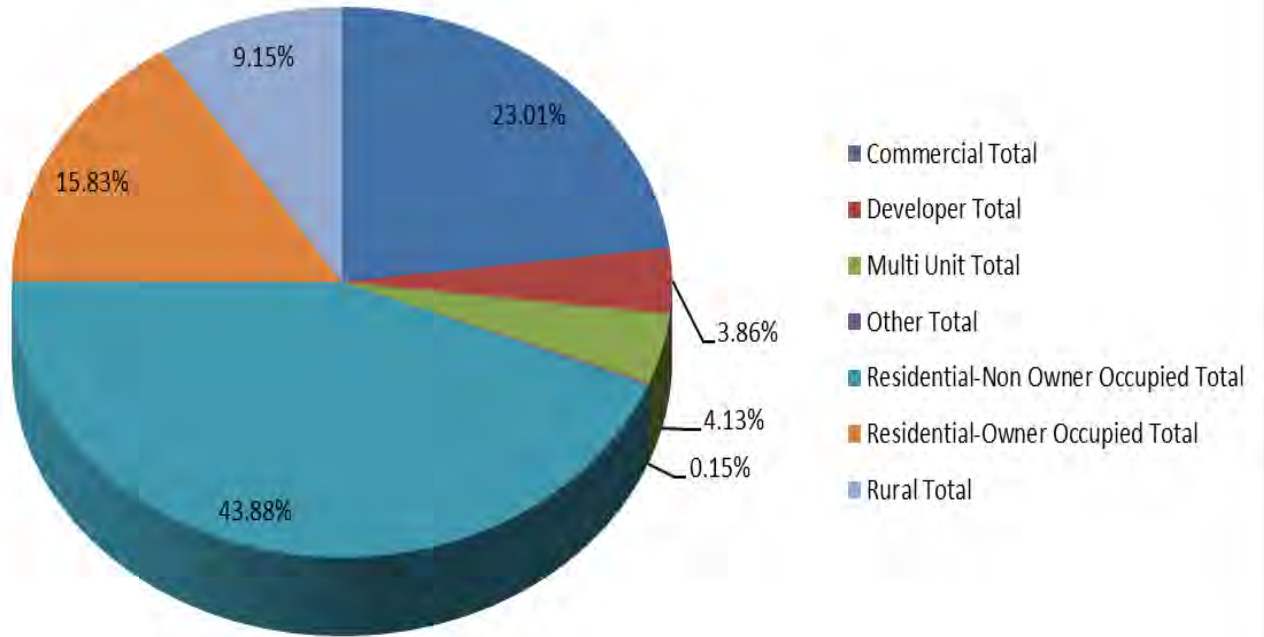
<b>Rates Breakdown</b>	<b>As At 31 Jan 2025</b>
Rates in Credit	(1,020,806)
Rates Not Due Yet	236
Rates In Arrears	4,006,900
<b>Total Rates Balance</b>	<b>2,986,331</b>

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

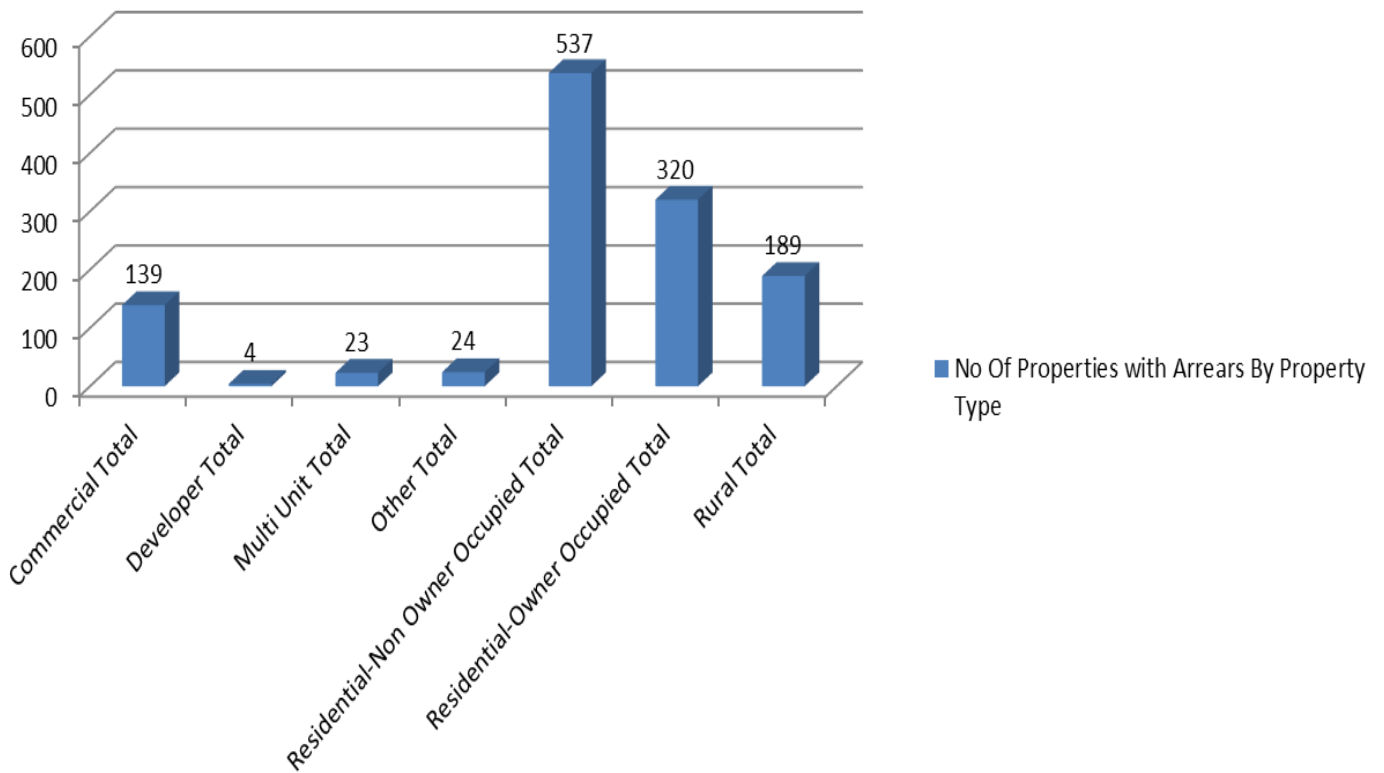
## Rate Arrears – Aged by Year

Prior 2021	2021/22	2022/23	2023/24	2024/25	TOTAL
1,580,723	246,341	342,152	524,936	1,312,749	4,006,900
39.45%	6.15%	8.54%	13.10%	32.76%	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 31 January 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 31 January 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		50,507,729	-	50,507,729	50,486,158	21,571	105,042,315	48.1%
Fees & Charges	1	3,086,803	-	3,086,803	2,186,163	900,640	3,794,550	81.3%
Rental Income		1,088,646	-	1,088,646	1,016,647	71,998	1,726,801	63.0%
Interest Received	2	2,676,859	-	2,676,859	2,129,688	547,170	2,759,466	97.0%
Sales of Contract & Recoverable Works		1,485,245	-	1,485,245	1,580,833	(95,588)	6,290,000	23.6%
Operating Grants, Subsidies & Contributions	3	12,916,325	-	12,916,325	13,165,513	(249,188)	15,724,337	82.1%
Other Recurrent Revenue		6,661,695	-	6,661,695	6,593,844	67,851	12,369,250	53.9%
		<b>78,423,301</b>	<b>-</b>	<b>78,423,301</b>	<b>77,158,846</b>	<b>1,264,455</b>	<b>147,706,719</b>	<b>53.1%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	4	26,041,517	-	26,041,517	28,255,541	(2,214,024)	52,229,563	49.9%
Materials & Services	5	32,266,213	19,857,110	52,123,323	33,622,945	18,500,379	59,258,878	88.0%
Finance Costs		704,052	-	704,052	713,438	(9,386)	1,318,744	53.4%
Depreciation and Amortisation	6	19,245,606	-	19,245,606	18,351,916	893,690	31,860,428	60.4%
		<b>78,257,388</b>	<b>19,857,110</b>	<b>98,114,498</b>	<b>80,943,840</b>	<b>17,170,658</b>	<b>144,667,613</b>	<b>67.8%</b>
<b>Operating Position Before Capital Items</b>		<b>165,913</b>	<b>(19,857,110)</b>	<b>(19,691,197)</b>	<b>(3,784,994)</b>	<b>(15,906,203)</b>	<b>3,039,106</b>	<b>(647.9%)</b>
<b>Capital Revenue</b>								
Capital Revenue	7	10,377,012	-	10,377,012	9,740,882	636,130	26,681,207	38.9%
Proceeds from Sale of Land & PPE	8	747,800	-	747,800	553,000	194,800	1,229,698	60.8%
		<b>11,124,811</b>	<b>-</b>	<b>11,124,811</b>	<b>10,293,882</b>	<b>830,929</b>	<b>27,910,905</b>	<b>39.9%</b>
<b>Net Result Attributable to Council in Period</b>		<b>11,290,725</b>	<b>(19,857,110)</b>	<b>(8,566,386)</b>	<b>6,508,888</b>	<b>(15,075,274)</b>	<b>30,950,011</b>	<b>(27.7%)</b>
<b>Total Comprehensive Income</b>		<b>11,290,725</b>	<b>(19,857,110)</b>	<b>(8,566,386)</b>	<b>6,508,888</b>	<b>(15,075,274)</b>	<b>30,950,011</b>	<b>(27.7%)</b>

Council's operating position at month end is a \$0.2M surplus

1. **Fees & Charges** are \$900,640 favourable when comparing actuals to YTD budget. The predominant reason for this favourable variance is the higher than anticipated revenue from potable water sales, road corridor permits, development fees, and building and plumbing services. The budgeted amount for this revenue will be reviewed during the Quarter 2 Budget Review.
2. **Interest Received** is \$547,170 favourable when compared to revised budget. This favourable variance is due to increased interest income from investments. The budgeted amount for this revenue will be reviewed during the Quarter 2 Budget Review.
3. **Operating Grants, Subsidies & Contributions** are \$249,188 unfavourable compared to the YTD budget. This unfavourable variance is predominately due to cash flowing of revenue for the DRFA November 2021 event.
4. **Employee Expenses** are favourable to the revised budget by \$2,214,024. This favourable variance is due to employee vacancies within Departments some of which are currently being backfilled through Agency Temp Staff (current actuals \$963K and commitments of \$494K).
5. **Materials & Services** actual expenses for the year to date are \$32,266,213 with \$19,857,110 being recorded in commitments, resulting in an unfavourable variance to YTD budget by \$18,500,379. Excluding commitments YTD expenditure would be approximately \$1.4M below YTD budget. This unfavourable variance is due to the inclusion of commitments, although it should be noted that various Directorates are above YTD budget for Materials and Services expenditure, which are currently offset by other Directorates being under YTD budget. Large commitments of note are \$4.8M Galilee and Bowen Basin recoverable works, \$2.2M RMPC works, \$2M Water purchases, \$1.5M Waste Levy, \$1.1M of IT expenses associated with the Digital Strategy and \$994K Contractor costs at Waste Management Facilities.
5. **Depreciation and Amortisation** is unfavourable to the budget by \$893,690. It should be noted that the first few months of the financial year the depreciation expenditure is run as per the budgeted amount while the finalisation of the 23/24 financial year occurs. Post year end audit the depreciation is then calculated by the system which encompasses any changes made to asset values (e.g. capitalisation of new assets, write off/disposal of assets, revaluation and review of useful life). The 24/25 projected Depreciation will be reviewed as part of the Quarter 2 Budget Review.
6. **Capital Revenue** for the year to date is \$10,377,012 which is favourable to revised budget by \$636,130. This favourable variance is due to an advance payment for the Roads to Recovery program and the cash flowing of LGGSP funds partially offset by various grant payments yet to be received.
7. **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.

<b>ISAAC REGIONAL COUNCIL</b>				
<b>Statement of Financial Position</b>				
<b>For the Period Ended 31 January 2025</b>				
	Notes	Actual YTD	30 June 2024	Variance
		\$	\$	%
<b>Current Assets</b>				
Cash & Cash Equivalents		77,718,057	76,337,945	1.8%
Receivables		7,962,719	9,434,248	(15.6%)
Inventories		1,071,183	1,065,249	0.6%
Contract assets		105,487	2,784,197	(96.2%)
Other assets		1,269,846	4,288,431	(70.4%)
<b>Total Current Assets</b>		<b>88,127,291</b>	<b>93,910,070</b>	<b>(6.2%)</b>
<b>Non-Current Assets</b>				
Receivables		5,593,329	4,000,171	39.8%
Inventories		18,406,298	18,406,298	0.0%
Property, Plant and Equipment		1,225,109,619	1,219,383,744	0.5%
Intangible assets		-	501	(100.0%)
<b>Total Non-Current Assets</b>		<b>1,249,109,247</b>	<b>1,241,790,714</b>	<b>0.6%</b>
<b>TOTAL ASSETS</b>		<b>1,337,236,538</b>	<b>1,335,700,784</b>	<b>0.1%</b>
<b>Current Liabilities</b>				
Trade and other payables		3,472,905	11,054,970	(68.6%)
Provisions		9,385,603	9,981,009	(6.0%)
Borrowings		1,031,006	1,854,118	(44.4%)
Leases		81,007	81,007	0.0%
Contract liabilities		10,161,338	9,308,818	9.2%
Other liabilities		551,981	1,006,529	(45.2%)
<b>Total Current Liabilities</b>		<b>24,683,841</b>	<b>33,286,451</b>	<b>(25.8%)</b>
<b>Non-Current Liabilities</b>				
Trade and other payables		43,371	43,371	0.0%
Provisions		24,251,212	24,431,968	(0.7%)
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>51,029,162</b>	<b>51,209,917</b>	<b>(0.4%)</b>
<b>TOTAL LIABILITIES</b>		<b>75,713,003</b>	<b>84,496,368</b>	<b>(10.4%)</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,261,523,535</b>	<b>1,251,204,416</b>	<b>0.8%</b>
<b>Community Equity</b>				
Retained surplus		899,419,153	300,044,713	199.8%
Asset revaluation reserve		300,139,914	900,320,045	(66.7%)
Other reserves		61,964,468	50,839,658	21.9%
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,261,523,535</b>	<b>1,251,204,416</b>	<b>0.8%</b>

<b>ISAAC REGIONAL COUNCIL</b>			
<b>Statement of Cash Flows</b>			
<b>For the Period Ended 31 January 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	81,684,434	143,372,416	57.0%
Payments to suppliers and employees	(67,251,344)	(104,097,063)	64.6%
Cash provided by / (used in) net result	14,433,090	39,275,353	36.7%
<b>Cash Flows from Investing Activities</b>			
Profit / (Loss) on sale of capital assets	(319,013)	(4,792,284)	6.7%
Grants, subsidies, contributions and donations	10,383,745	13,626,210	76.2%
Payments for property, plant and equipment	(22,294,598)	(49,623,835)	44.9%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	(12,229,866)	(40,789,909)	30.0%
<b>Cash Flow from Financing Activities</b>			
Proceeds from borrowings	-	4,145,882	0.0%
Repayment of borrowings	(823,112)	292,497	(281.4%)
Net cash provided by financing activities	(823,112)	4,438,378	(18.5%)
<b>Net Increase / (Decrease) in Cash Held</b>	<b>1,380,111</b>	<b>2,923,822</b>	<b>47.2%</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>77,718,057</b>	<b>76,337,945</b>	<b>101.8%</b>

## Appendix 2 – Preliminary Executive Level Reports

Executive Level operating statements provide information on the performance of each Directorate for the period ended 31 January.

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 31 January 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		261,708	-	261,708	189,167	72,541	245,000	106.8%
		<b>261,708</b>	<b>-</b>	<b>261,708</b>	<b>189,167</b>	<b>72,541</b>	<b>245,000</b>	<b>106.8%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	1	2,427,295	-	2,427,295	2,734,931	(307,636)	5,010,838	48.4%
Materials & Services		999,504	291,410	1,290,914	1,295,132	(4,218)	2,110,822	61.2%
Corporate Overheads & Competitive Neutrality Costs		(3,171,643)	-	(3,171,643)	(3,171,643)	-	(5,437,102)	58.3%
		<b>255,156</b>	<b>291,410</b>	<b>546,566</b>	<b>858,420</b>	<b>(311,854)</b>	<b>1,684,558</b>	<b>32.4%</b>
<b>Operating Position Before Capital Items</b>		<b>6,552</b>	<b>(291,410)</b>	<b>(284,858)</b>	<b>(669,253)</b>	<b>384,395</b>	<b>(1,439,558)</b>	<b>19.8%</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>6,552</b>	<b>(291,410)</b>	<b>(284,858)</b>	<b>(669,253)</b>	<b>384,395</b>	<b>(1,439,558)</b>	<b>19.8%</b>
<b>Total Comprehensive Income</b>		<b>6,552</b>	<b>(291,410)</b>	<b>(284,858)</b>	<b>(669,253)</b>	<b>384,395</b>	<b>(1,439,558)</b>	<b>19.8%</b>

**1. Employee Expenses** for the financial year are favourable compared to budget by \$307,636. 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 31 January 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		35,823,691	-	35,823,691	35,793,588	30,103	71,587,176	50.0%
Fees & Charges		78,670	-	78,670	53,667	25,004	92,000	85.5%
Rental Income		-	-	-	788	(788)	1,350	0.0%
Interest Received	1	2,535,672	-	2,535,672	2,014,072	521,600	2,561,266	99.0%
Sales of Contract & Recoverable Works		140,989	-	140,989	52,500	88,489	90,000	156.7%
Operating Grants, Subsidies & Contributions		6,859,059	-	6,859,059	6,855,355	3,704	7,477,867	91.7%
Other Recurrent Revenue		87,363	-	87,363	49,167	38,196	90,000	97.1%
		<b>45,525,444</b>	<b>-</b>	<b>45,525,444</b>	<b>44,819,136</b>	<b>706,308</b>	<b>81,899,659</b>	<b>55.6%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses		5,005,584	-	5,005,584	4,910,071	95,514	9,692,196	51.6%
Materials & Services	2	9,995,988	2,006,003	12,001,991	9,758,872	2,243,119	13,940,368	86.1%
Finance Costs		251,351	-	251,351	273,615	(22,264)	514,541	48.8%
Depreciation and Amortisation	3	470,113	-	470,113	769,519	(299,406)	1,462,032	32.2%
Corporate Overheads & Competitive Neutrality Costs		(9,816,247)	-	(9,816,247)	(9,816,247)	-	(16,827,852)	58.3%
		<b>5,906,789</b>	<b>2,006,003</b>	<b>7,912,793</b>	<b>5,895,830</b>	<b>2,016,963</b>	<b>8,781,285</b>	<b>90.1%</b>
<b>Operating Position Before Capital Items</b>		<b>39,618,654</b>	<b>(2,006,003)</b>	<b>37,612,651</b>	<b>38,923,306</b>	<b>(1,310,655)</b>	<b>73,118,374</b>	<b>51.4%</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>39,618,700</b>	<b>(2,006,003)</b>	<b>37,612,696</b>	<b>38,923,306</b>	<b>(1,310,609)</b>	<b>73,118,374</b>	<b>51.4%</b>
<b>Total Comprehensive Income</b>		<b>39,618,700</b>	<b>(2,006,003)</b>	<b>37,612,696</b>	<b>38,923,306</b>	<b>(1,310,609)</b>	<b>73,118,374</b>	<b>51.4%</b>

- 1. Interest Received** is \$521,600 favourable when compared to revised budget. This favourable variance is due to increased interest income from investments. The budgeted amount for this revenue will be reviewed during the Quarter 2 Budget Review.
- 2. Materials & Services** for the financial year to date are \$2,243,119 unfavourable with \$9,995,988 in actual expenditure and \$2,006,003 in commitments against the YTD budget of \$9,758,872. This unfavourable variance is due to the consolidation of Sundry Creditors for the whole of Council within this Directorate, computer expenses and the inclusion of commitments which relate to future reporting periods. Large commitments of note are \$1.1M of IT expenses associated with the Digital Strategy and \$268K for computer / software licence expenses.
- 3. Depreciation and Amortisation** for the financial year to date are \$299,406 favourable when compared to YTD revised budget of \$769,519. It is noted that an additional \$500K of depreciation was added into this Directorate to assist with the increase in depreciation expected within Council after the finalisation of the 23/24 FY audit and the changes it encompassed (e.g. capitalisation of new assets, write off/disposal of assets, revaluation and review of useful life). The 24/25 projected Depreciation will be reviewed as part of the Quarter 2 Budget Review.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 31 January 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		275,328	-	275,328	175,750	99,578	263,000	104.7%
Rental Income		917,845	-	917,845	852,276	65,568	1,461,045	62.8%
Sales of Contract & Recoverable Works	1	1,344,256	-	1,344,256	1,528,333	(184,077)	6,200,000	21.7%
Operating Grants, Subsidies & Contributions	2	4,479,734	-	4,479,734	4,933,924	(454,190)	6,303,170	71.1%
Other Recurrent Revenue		73,806	-	73,806	-	73,806	-	0.0%
		<b>7,090,969</b>	<b>-</b>	<b>7,090,969</b>	<b>7,490,284</b>	<b>(399,315)</b>	<b>14,227,215</b>	<b>49.8%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	3	8,304,529	-	8,304,529	9,193,512	(888,984)	16,733,465	49.6%
Materials & Services	4	8,355,881	8,855,744	17,211,625	7,777,577	9,434,048	14,569,190	118.1%
Depreciation and Amortisation	5	10,414,033	-	10,414,033	9,961,226	452,807	17,076,387	61.0%
Corporate Overheads & Competitive Neutrality Costs		7,468,848	-	7,468,848	7,468,848	-	12,803,739	58.3%
		<b>34,543,290</b>	<b>8,855,744</b>	<b>43,399,034</b>	<b>34,401,163</b>	<b>8,997,871</b>	<b>61,182,781</b>	<b>70.9%</b>
<b>Operating Position Before Capital Items</b>		<b>(27,452,321)</b>	<b>(8,855,744)</b>	<b>(36,308,065)</b>	<b>(26,910,878)</b>	<b>(9,397,187)</b>	<b>(46,955,566)</b>	<b>77.3%</b>
<b>Capital Revenue</b>								
Capital Revenue	6	6,929,976	-	6,929,976	6,641,727	288,249	15,191,270	45.6%
Proceeds from Sale of Land & PPE	7	747,489	-	747,489	553,000	194,489	1,229,698	60.8%
		<b>7,677,465</b>	<b>-</b>	<b>7,677,465</b>	<b>7,194,727</b>	<b>482,738</b>	<b>16,420,968</b>	<b>46.8%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(19,774,856)</b>	<b>(8,855,744)</b>	<b>(28,630,600)</b>	<b>(19,716,151)</b>	<b>(8,914,449)</b>	<b>(30,534,598)</b>	<b>93.8%</b>
<b>Total Comprehensive Income</b>		<b>(19,774,856)</b>	<b>(8,855,744)</b>	<b>(28,630,600)</b>	<b>(19,716,151)</b>	<b>(8,914,449)</b>	<b>(30,534,598)</b>	<b>93.8%</b>

1. **Sales of Contract & Recoverable Works** are unfavourable to the budget by \$184,077. This unfavourable variance is due to cash flowing of recoverable works for RMPC revenue.
2. **Operating Grants, Subsidies & Contributions** are \$454,190 unfavourable compared to the YTD budget. This unfavourable variance is predominately due to cash flowing of revenue for the DRFA November 2021 event.
3. **Employee Expenses** are favourable compared to the revised budget by \$888,984. This favourable variance is predominantly due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff (current actuals \$102K and commitments of \$51K).
4. **Materials & Services** for the financial year to date are \$9,434,048 unfavourable with \$8,355,881 of actual expenditure and \$8,855,744 in commitments against YTD budget of \$7,777,577. Excluding commitments YTD expenditure would be approximately \$578,304 above YTD budget. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods, RMPC expenditure, consultancy for Galilee and Bown Basin Operations, internal plant hire charges and cash flowing of the motor vehicle registrations (cash flowed for February). Large commitments of note are \$4.8M Galilee and Bowen Basin recoverable works and \$2.2M for RMPC works.
5. **Depreciation and Amortisation** is currently unfavourable to the annual budget by \$452,807. It should be noted that the first few months of the financial year the depreciation expenditure is run as per the budgeted amount while the finalisation of the 23/24 financial year occurs. Post year end audit the depreciation is then calculated by the system which encompasses any changes made to asset values (e.g. capitalisation of new assets, write off/disposal of assets, revaluation and review of useful life). The 24/25 projected Depreciation will be reviewed as part of the Quarter 2 Budget Review.
6. **Capital Revenue** for the financial year is \$288,249 favourable when compared to revised budget. This favourable variance is due to an advance payment for the Roads to Recovery program.
7. **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 31 January 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	1	1,974,670	-	1,974,670	1,410,079	564,591	2,353,550	83.9%
Rental Income		130,662	-	130,662	124,833	5,829	214,000	61.1%
Operating Grants, Subsidies & Contributions	2	758,392	-	758,392	629,637	128,754	1,140,870	66.5%
Other Recurrent Revenue		15,806	-	15,806	16,250	(444)	45,000	35.1%
		<b>2,879,529</b>	<b>-</b>	<b>2,879,529</b>	<b>2,180,800</b>	<b>698,729</b>	<b>3,753,420</b>	<b>76.7%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	3	5,984,042	-	5,984,042	6,989,413	(1,005,371)	12,724,635	47.0%
Materials & Services	4	4,729,320	2,182,781	6,912,101	5,043,720	1,868,381	8,631,825	80.1%
Finance Costs		426,608	-	426,608	413,927	12,681	756,546	56.4%
Depreciation and Amortisation	5	1,775,629	-	1,775,629	1,274,213	501,416	2,184,365	81.3%
Corporate Overheads & Competitive Neutrality Costs		1,947,088	-	1,947,088	1,947,088	-	3,337,865	58.3%
		<b>14,862,686</b>	<b>2,182,781</b>	<b>17,045,467</b>	<b>15,668,362</b>	<b>1,377,106</b>	<b>27,635,236</b>	<b>61.7%</b>
<b>Operating Position Before Capital Items</b>		<b>(11,983,157)</b>	<b>(2,182,781)</b>	<b>(14,165,938)</b>	<b>(13,487,562)</b>	<b>(678,377)</b>	<b>(23,881,816)</b>	<b>59.3%</b>
<b>Capital Revenue</b>								
Capital Revenue		2,739,525	-	2,739,525	2,829,525	(90,000)	9,950,304	27.5%
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>9,950,304</b>	<b>27.5%</b>
<b>Net Result Attributable to Council in Period</b>		<b>(9,243,376)</b>	<b>(2,182,781)</b>	<b>(11,426,157)</b>	<b>(10,658,037)</b>	<b>(768,120)</b>	<b>(13,931,512)</b>	<b>82.0%</b>
<b>Total Comprehensive Income</b>		<b>(9,243,376)</b>	<b>(2,182,781)</b>	<b>(11,426,157)</b>	<b>(10,658,037)</b>	<b>(768,120)</b>	<b>(13,931,512)</b>	<b>82.0%</b>

1. **Fees & Charges** are \$1,974,670 compared to the YTD budget of \$1,410,079 resulting in a favourable variance of \$564,591. The predominant reason for this favourable variance is due to higher than anticipated revenue from development fees, building and plumbing services.
2. **Operating Grants, Subsidies & Contributions** actuals are \$758,392 YTD against a revised budget of \$629,637 resulting in a favourable variance of \$128,754. This favourable variance is primarily due to new grant funding received for Flood Studies.
3. **Employee Expenses** are favourable compared to the YTD budget by \$1,005,371. This favourable variance is predominately due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff (current actuals \$160K and commitments of \$82K).
4. **Materials & Services** for the financial year to date are \$1,868,381 unfavourable with \$4,729,320 of actual expenditure and \$2,182,781 in commitments against YTD budget of \$5,043,720. Excluding commitments YTD expenditure would be approximately \$314K below YTD budget. Significant commitments to note include \$594K for the management of facilities, \$525K for legal expenses, and \$242K for consultancy fees.
5. **Depreciation and Amortisation** is currently \$501,416 unfavourable to YTD budget. It should be noted that the first few months of the financial year the depreciation expenditure is run as per the budgeted amount while the finalisation of the 23/24 financial year occurs. Post year end audit the depreciation is then calculated by the system which encompasses any changes made to asset values (e.g. capitalisation of new assets, write off/disposal of assets, revaluation and review of useful life). The 24/25 projected Depreciation will be reviewed as part of the Quarter 2 Budget Review.

**ISAAC REGIONAL COUNCIL**  
**Statement of Comprehensive Income**  
**For the Period Ended 31 January 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		14,684,038	-	14,684,038	14,692,570	(8,532)	33,455,139	43.9%
Fees & Charges	1	758,135	-	758,135	546,667	211,468	1,086,000	69.8%
Rental Income		40,139	-	40,139	38,750	1,389	50,406	79.6%
Interest Received		141,187	-	141,187	115,617	25,570	198,200	71.2%
Operating Grants, Subsidies & Contributions		557,433	-	557,433	557,430	3	557,430	100.0%
Other Recurrent Revenue		6,484,720	-	6,484,720	6,528,427	(43,707)	12,234,250	53.0%
		<b>22,665,652</b>	<b>-</b>	<b>22,665,652</b>	<b>22,479,460</b>	<b>186,192</b>	<b>47,581,425</b>	<b>47.6%</b>
<b>Expenses</b>								
<b>Operating Expenses</b>								
Employee Expenses	2	4,320,067	-	4,320,067	4,427,614	(107,547)	8,068,429	53.5%
Materials & Services	3	8,185,520	6,521,172	14,706,692	9,747,643	4,959,049	20,006,673	73.5%
Finance Costs		26,093	-	26,093	25,895	198	47,657	54.8%
Depreciation and Amortisation	4	6,585,831	-	6,585,831	6,346,959	238,872	11,137,644	59.1%
Corporate Overheads & Competitive Neutrality Costs		3,571,955	-	3,571,955	3,571,955	-	6,123,351	58.3%
		<b>22,689,467</b>	<b>6,521,172</b>	<b>29,210,638</b>	<b>24,120,066</b>	<b>5,090,572</b>	<b>45,383,754</b>	<b>64.4%</b>
<b>Operating Position Before Capital Items</b>		<b>(23,815)</b>	<b>(6,521,172)</b>	<b>(6,544,987)</b>	<b>(1,640,606)</b>	<b>(4,904,380)</b>	<b>2,197,671</b>	<b>(297.8%)</b>
<b>Capital Revenue</b>								
Capital Revenue	5	707,520	-	707,520	269,630	437,890	1,539,633	46.0%
		<b>707,520</b>	<b>-</b>	<b>707,520</b>	<b>269,630</b>	<b>437,890</b>	<b>1,539,633</b>	<b>46.0%</b>
<b>Net Result Attributable to Council in Period</b>		<b>683,704</b>	<b>(6,521,172)</b>	<b>(5,837,467)</b>	<b>(1,370,976)</b>	<b>(4,466,491)</b>	<b>3,737,304</b>	<b>(156.2%)</b>
<b>Total Comprehensive Income</b>		<b>683,704</b>	<b>(6,521,172)</b>	<b>(5,837,467)</b>	<b>(1,370,976)</b>	<b>(4,466,491)</b>	<b>3,737,304</b>	<b>(156.2%)</b>



1. **Fees & Charges** are \$758,135 compared to YTD budget of \$546,667, resulting in a favourable variance of \$211,468. This favourable variance is due to higher than expected revenue for Potable Water Sales and Plumbing fees. The budgeted amount for this revenue will be reviewed during the Quarter 2 Budget Review.
2. **Employee Expenses** are favourable compared to the revised budget by \$107,547. This favourable variance is due to employee vacancies in Water and Wastewater operations some of which are currently being backfilled through Agency Temp Staff (current actuals \$586K and commitments of \$307K).
3. **Materials & Services** for the financial year to date are \$4,959,049 unfavourable, with \$8,185,520 in actual expenditure and \$6,521,172 in commitments. Excluding commitments YTD expenditure would be approximately \$1,562,123 below YTD budget. Large commitments to note include \$2M for water purchases, \$1.5M for the Waste Levy, and \$994K for Contractor costs at Waste Management Facilities.
4. **Depreciation and Amortisation** is currently \$238,872 unfavourable to the YTD budget. It should be noted that the first few months of the financial year the depreciation expenditure is run as per the budgeted amount while the finalisation of the 23/24 financial year occurs. Post year end audit the depreciation is then calculated by the system which encompasses any changes made to asset values (e.g. capitalisation of new assets, write off/disposal of assets, revaluation and review of useful life). The 24/25 projected Depreciation will be reviewed as part of the Quarter 2 Budget Review.
5. **Capital Revenue** for the year to date is \$707,520 which is favourable to budget by \$437,890. This favourable variance is due to the receipt of a progress payment from LGSP which was not cash flowed to be received until February.

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services</b> <b>Standing Committee Meeting</b> Tuesday 11 February 2025
<b>AUTHOR</b>	Warren Clough
<b>AUTHOR POSITION</b>	Senior Safety and Resilience Partner

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## 5.2

## 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.**

### 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:

- Safety & Resilience team farewelled S&R Manager, Alexis Coutts.
- Senior officers completed priorities and goals workshop for 2025
- Continuing preparation for audit and maintaining business as usual activities

### 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

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## 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>	<b>Report authorised by:</b>
WARREN CLOUGH	DARREN FETTELL
<b>Senior Safety and Resilience Partner</b>	<b>Director Corporate, Governance and Financial Services</b>
Date: 03 February 2025	Date: 04 February 2025

## ATTACHMENTS

- Attachment 1 – Safety and Resilience Monthly Report January 2025

## REFERENCE DOCUMENT

- Nil

# SAFETY AND RESILIENCE MONTHLY REPORT

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DATE	January 2025
TO	February 2025, Ordinary Council meeting
FROM	Senior Safety and Resilience Partners

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## 1. SUMMARY

S&R team conducted drug and alcohol testing at the Nebo Depot.

S&R team facilitated hazard hunter award presentations for the Clermont Waste Facility.

S&R Seniors completed priorities and goal workshop for 2025.

S&R team farewelled S&R Manager, Alexis Coutts.

### Explanatory Note:

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

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

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

## 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.

- 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

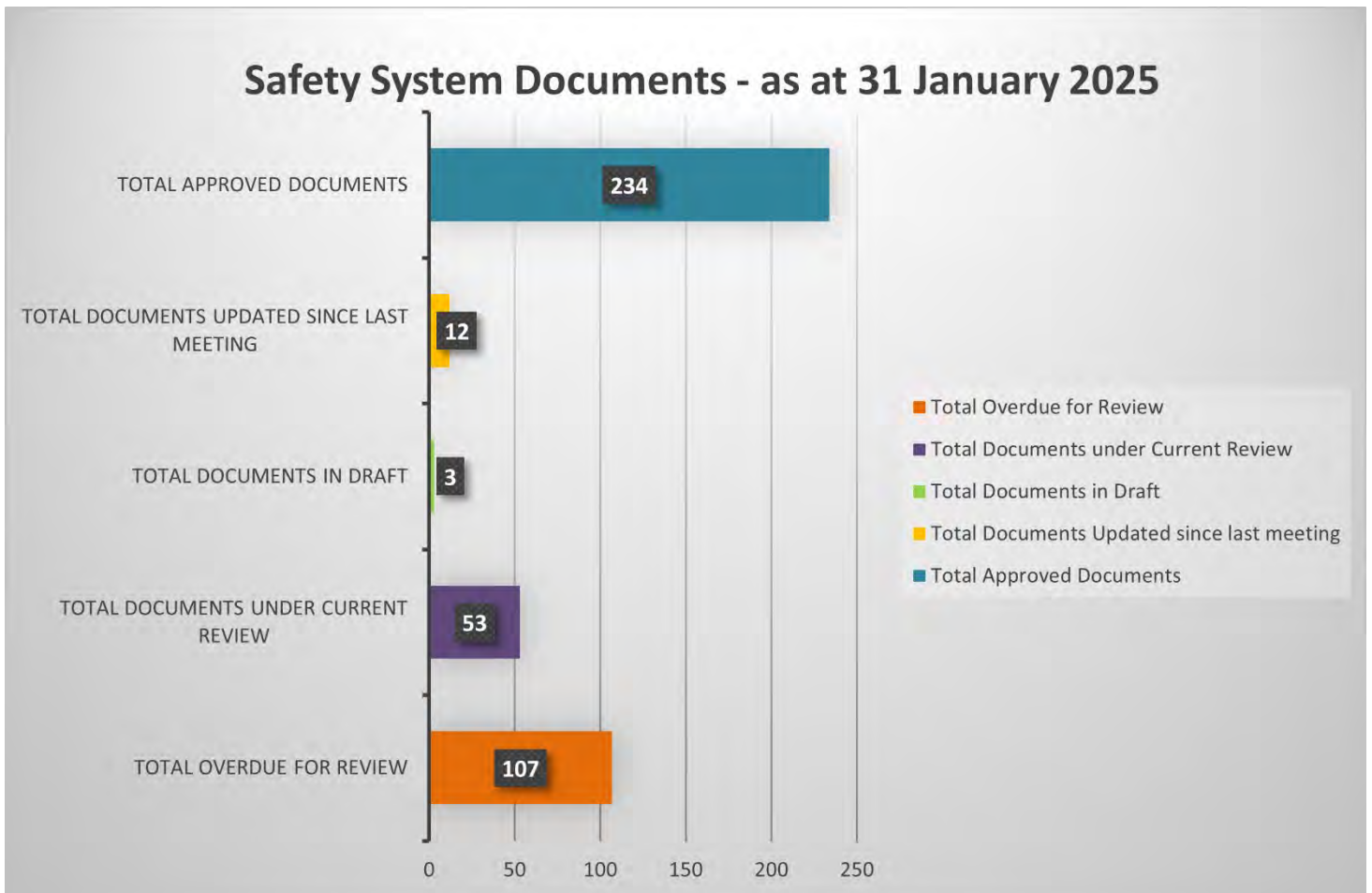
• 100% documents reviewed within timeframes

**BEST PRACTICE  
SYSTEM**



# SAFETY AND RESILIENCE MONTHLY REPORT

Document Type	234 Approved	107 Overdue	53 Reviewing	3 Draft	12 Updated
Checklists	7	6	1		3
Process / Flowcharts	16	15	4		3
Forms	51	35	6		3
Guidelines	67	26	13	1	
Miscellaneous	4	1	1	1	
Plans	11	1	2		
Policies	3	2	0		
Procedures	9	9	14		
SWMS	7	0	2		
Templates	12	10	0		
Terms of Reference	1	2	2		
Work Instructions	46	0	8	1	3



**\*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

NIL

## 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:** 6 hazards were identified for 01/01/25-31/01/25, and 1 has been fully managed and closed.

Consistent reporting of hazards for January, whilst this reflects a good result for the reporting of hazards:

3 – Draft

2 – Approved

0 – Closed

1 – Complete

3 remain still at draft stage with no action taken within Lucidity. There was one Hazard Hunter award presentations conducted during the month of January.

The presentation was for Clermont Waste Facility who won the December award, for reporting. Member of public identified syringes on the ground at the Clermont Landfill and notified the Waste Officer.

**Action taken:** Waste Officer placed witches' hats around the area to stop any further public interactions and notified supervisor. The syringes were disposed of in the appropriate manner as per IRC work instructions.

- 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

## 4.2 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:** **105** 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. Emails will be sent to responsible managers who have events in draft, for action.

## 4.2 EVENTS RECORDED DURING [MONTH]

There have been **46** events recorded during the month to **31 January**, of these:

- **20** events still within draft waiting for action from the responsible manager
- **9** at approved stage with actions assigned.
- **11** closed out with actions assigned, then completed and event finalized.
- **6** events at complete stage with actions closed out waiting for final review and closeout.

## 4.3 EMERGENCY MANAGEMENT COMMITTEE

No meeting held during this period

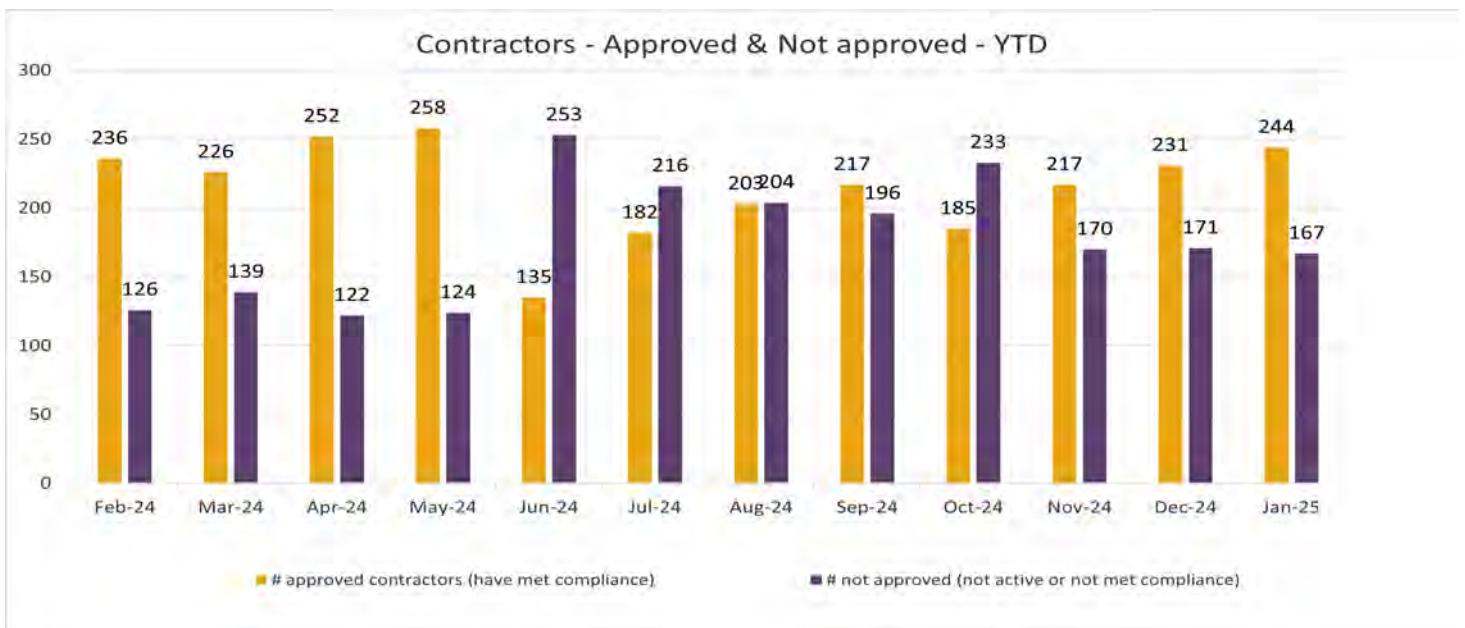
## 4.4 CONTRACTOR MANAGEMENT

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

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

**STATUS:** **APPROVED** contractor companies **244**

**NOT APPROVED – 167**



Noted minor improvement in the amount of approved contractors compared to the last report. The team has been reviewing our current Not-Approved contractors and archiving those that haven't been engaged within the last financial year.

# SAFETY AND RESILIENCE MONTHLY REPORT

Work will continue to be done collaborating 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.

## 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 no meeting held during this period.

**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.

**3** employee attended medical centers to update their vaccinations.

### 6.2 DRUG & ALCOHOL TESTING

The Safety & Resilience Partners conducted D&A testing at the Nebo Depot on the 14<sup>th</sup> of January.

**12** tests were completed with **0** non-negative test recorded, requiring third party confirmatory analysis.

### 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.

- **7** active (accepted) workers compensation cases.
- **21** non-work-related cases.
- **1** pending workers compensation case awaiting a response from LGW.

- 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 January against the plan.

- 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**



## 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 78 overdue open actions as of 31 January 2025, with 40 of these being overdue >30 days.

- There are currently 78 overdue open actions as of the end of 31 January 2025.
- Of these 65 overdue open actions, 40 are overdue by greater than 30 days.
- These actions are aligned to incident (25), hazard (16), audit/inspections (28), improvement opportunity reports only (1), meetings and other (3), regulatory notification (1), non-conformity (4).

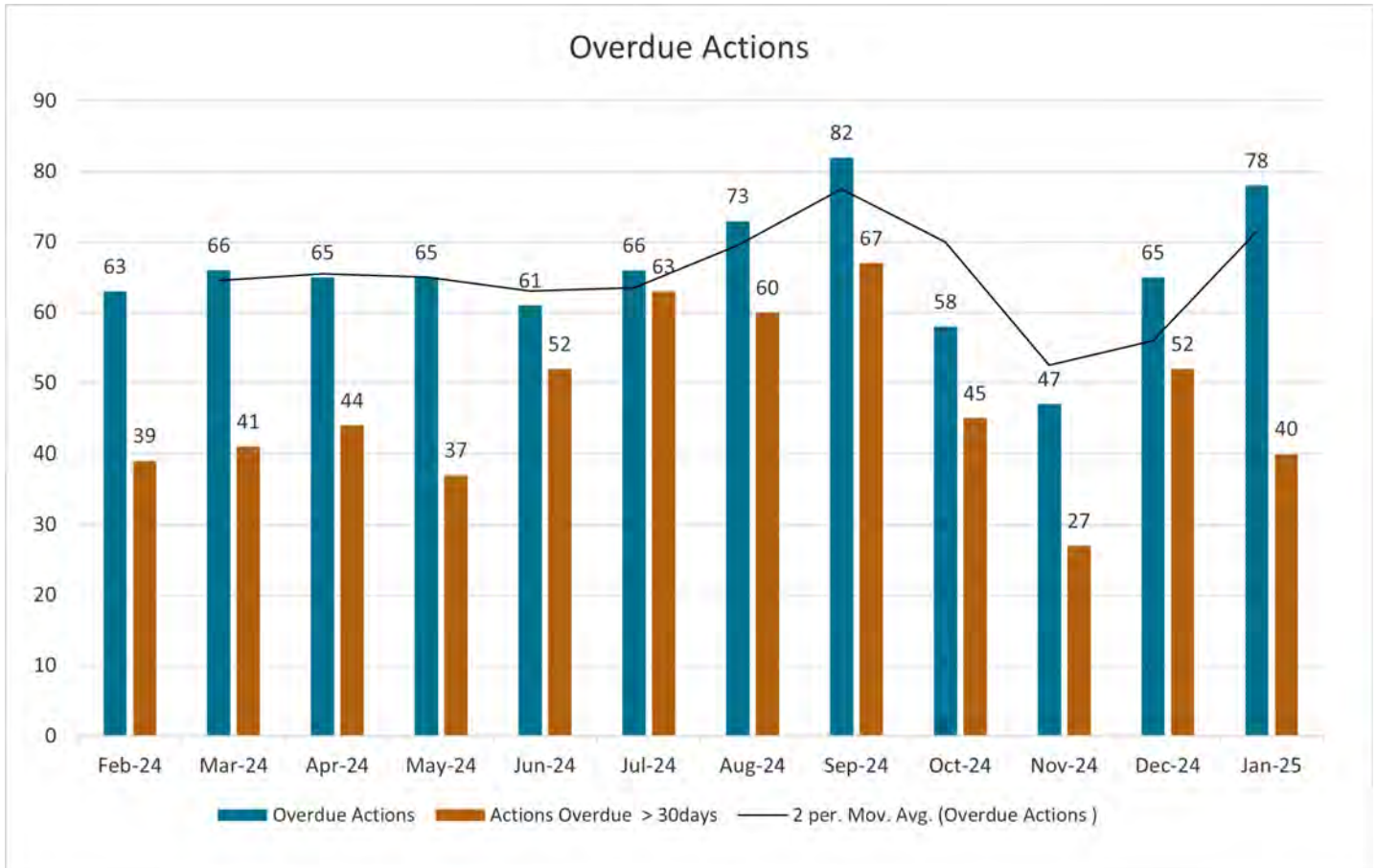
- Ensure that any identified corrective actions from incidents, hazards, audits have been entered and followed through to completion

- 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**



\*Note - The Safety and Resilience teams continuous review of assigned actions has not revealed any high-risk items, requiring immediate attention.



## 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.

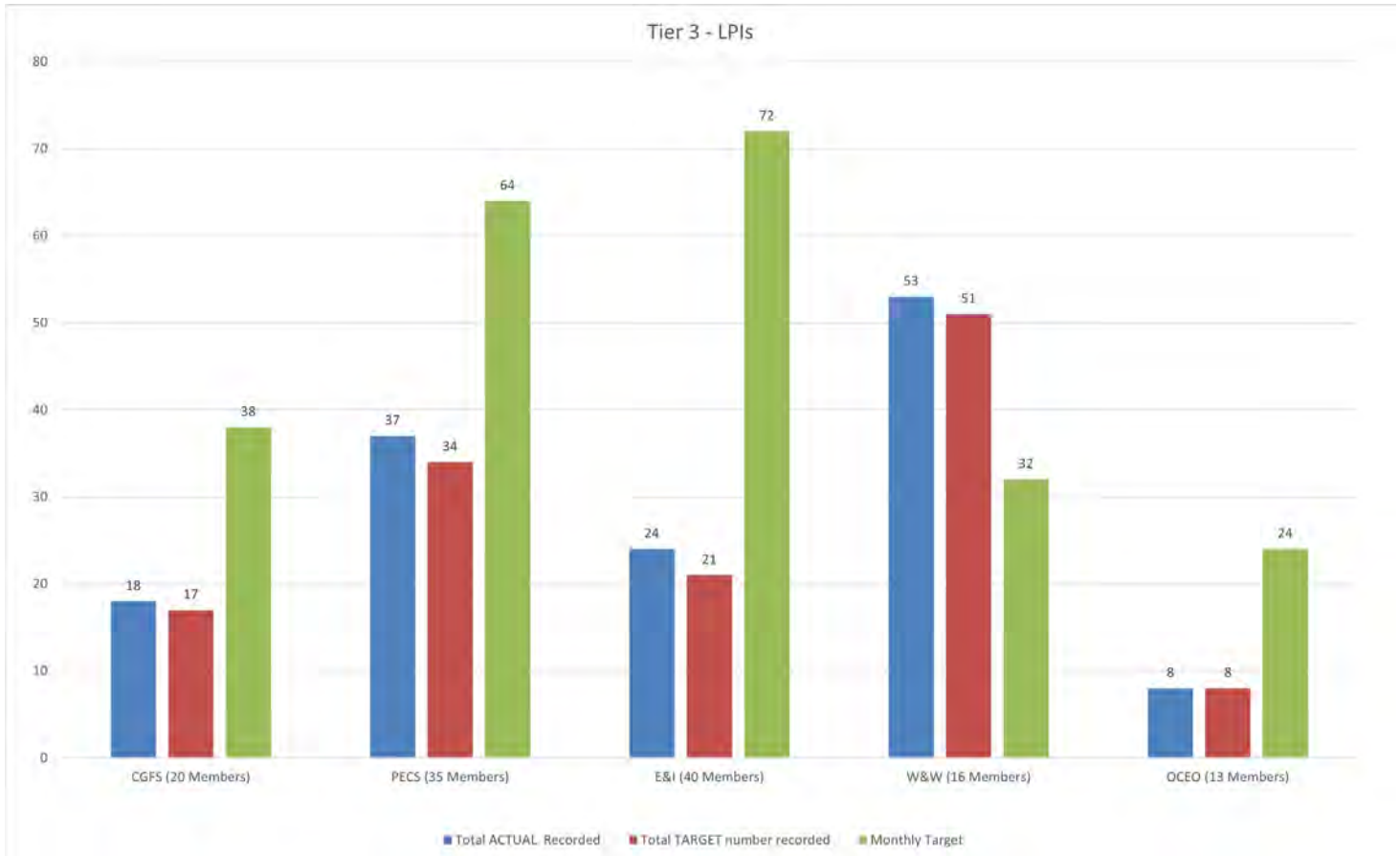
- Providing leaders with knowledge and tools to effectively manage the wellbeing and risk resilience of our workers
- Support supervisors in cultural leadership

- # 95% manager attendance at Safety leadership training

**EMPOWERING AND SUPPORTING LEADERSHIP**

# SAFETY AND RESILIENCE MONTHLY REPORT



- 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.

**TIER 3 LEAD PERFORMANCE INDICATORS**  
ELT, SLT and OLT members - 2 per month - 24 per year

Lead a Team Talk with your team	Lead a Prestart Talk with your team	Conduct and record a Safety Chat	Provide feedback on HSW procedure or policy	Conduct and record a Post Project Supplier Evaluation form	Conduct and record a Project Monitoring Inspection form	Conduct and record a Site Hazard Inspection	Conduct and record a Wellness Chat	Conduct a coaching session	Conduct a Leadership Activities Report
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- Continuing turnover, vacancies and the Christmas shutdown period are noted as contributing factors to the above results.

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<b>MEETING DETAILS</b>	<b>Corporate, Governance and Financial Services</b> <b>Standing Committee Meeting</b> Tuesday 11 February 2025
<b>AUTHOR</b>	Zoe Behrendt
<b>AUTHOR POSITION</b>	Manager Rates & Accounts

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## 5.3 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.

### OFFICER'S RECOMMENDATION

*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.***

### BACKGROUND

The purpose of the report is to advise Council on subsequent organisations who have submitted appropriate documentation in line with the Rates Concession – Not-for-Profit Policy. Council has received 8 new eligible application and one application to be removed (due to transfer of ownership) that meet the necessary criteria from relevant organisations within the community since its last report to Council.

The properties have been highlighted in the attached updated Rates Concession Register which also identifies the proposed concession to be granted in line with the Rates Concession – Not-for-Profit Policy and section 122 of the *Local Government Regulation 2012* whereby a Local Government may grant the concession only by a resolution to a stated ratepayer.

The updated Rates Concession Register is presented for Council's information. Concessions have been applied in line with delegated authority.

### IMPLICATIONS

#### **Community Groups**

As a result of the adopted policy, Attachment 1 details the organisations where Council has received appropriate correspondence and the concession applications that have been granted in line with the Rates Concession – Not for Profit Policy.

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## **Budget / Financial**

Council grants considerable relief to organisations that provide useful social and economic benefits to our community. For the 2024/2025 Financial Year, approximately 100 Not-For-Profit organisations are expected to receive concessions totalling more than \$400,000 in rates relief.

Attachment 1 outlines all the organisations and their concession entitlements inclusive of the subsequent applications.

## **CONSULTATION**

- Senior Rates Administrator

## **BASIS FOR RECOMMENDATION**

Support the implementation of the Rates Concession - Not for Profit Policy and provide support to the community groups of the Isaac Region in delivering social, recreational and other services to the community.

## **ACTION ACCOUNTABILITY**

Manager Rates and Accounts to maintain the Rates Concession Register in accordance with the Rates Concession - Not for Profit Policy.

## **KEY MESSAGES**

Receive this report to grant concessions as per Section 122 of the *Local Government Regulation 2012* demonstrating that Council is transparent in its decision making and is committed to supporting not for profit groups in the Isaac Region.

<b>Report reviewed by:</b>	<b>Report authorised by:</b>
ZOE BEHRENDT Manager Rates & Accounts	JASON RIVETT Manager Financial Services
Date: 27 January 2025	Date: 27 January 2025

## **ATTACHMENTS**

- Attachment 1 – Rates Concession Register – January 2025

## **REFERENCE DOCUMENT**

- Rates Concession – Not for Profit Policy (CORP-POL-025)

## RATES CONCESSION REGISTER – as at 1 January 2025

\*\*  Denotes new / updated / removed NFP applications

Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
202992	Australian Christian Churches Queensland Ltd	Middlemount	Yes	A	N/A	100%	100%
201685	Broadsound Coastal Community Development Association	Carmila	Yes	A1	100%	100%	N/A
203738	Clarke Creek Campdraft Association Inc	Clarke Creek	Yes	A	100%	N/A	N/A
103336	Clermont and District Senior Citizens Assn. Inc	Clermont	Yes	A	100%	100%	100%
210649	Clermont Artslink Inc	Clermont	Yes	A	100%	100%	100%
103838	Clermont Bowls Club Incorporated	Clermont	Yes	A	100%	100%	100%
103211	Clermont Clay Target Club Inc	Clermont	Yes	A	100%	100%	N/A
104829	Clermont Community Housing and Other Services	Clermont	Yes	A	100%	100%	100%
100207	Clermont Hospital Auxiliary Inc	Clermont	Yes	A	100%	100%	100%
100100	Clermont Hospital Auxiliary Inc	Clermont	Yes	A	100%	100%	100%
104995	Clermont Hospital Auxiliary Inc	Clermont	Yes	A	100%	100%	100%
100167	Clermont Hospital Auxiliary Inc	Clermont	Yes	A	100%	100%	100%
104576	Clermont Junior Motorcycle Club Inc	Clermont	Yes	A	100%	100%	N/A

Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
100090	Clermont Kindergarten Day Care Centre Association Incorporated	Clermont	Yes	A	100%	100%	100%
208329	Clermont Men's Shed Inc	Clermont	Yes	A	100%	100%	100%
100991	Clermont Pony Club Inc	Clermont	Yes	A	100%	100%	N/A
103745	Clermont Rifle Association Inc.	Clermont	Yes	A	100%	N/A	N/A
103153	Clermont Rodeo & Show Society Inc	Clermont	Yes	A	100%	100%	N/A
201990	Dig Deep Competitive Boxing Inc	Dysart	Yes	A	100%	100%	N/A
201947	Dysart Amateur Boxing Club Inc	Dysart	Yes	A	100%	N/A	N/A
202232	Dysart Arts Inc	Dysart	Yes	A	100%	100%	100%
206691	Dysart BMX Club Inc	Dysart	Yes	A	100%	N/A	N/A
204552	Dysart Bowls Club Inc	Dysart	Yes	C	50%	0%	0%
204525	Dysart Community Support Group Inc	Dysart	Yes	A	100%	100%	100%
206530	Dysart Gun Club Inc	Dysart	Yes	A	100%	N/A	N/A
203845	Dysart Horse Performance Association Inc	Dysart	Yes	A	100%	100%	N/A
204152	Dysart Junior Motocross Club Inc	Dysart	Yes	A	100%	N/A	N/A
201943	Dysart Junior Rugby League Club	Dysart	Yes	A1	N/A	100%	100%

Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
201942	Dysart Junior Soccer Club	Dysart	Yes	A1	N/A	100%	100%
204558	Dysart Kindergarten Inc.	Dysart	Yes	A1	100%	100%	100%
201624	Dysart Owners & Trainers Association Inc & Dysart Rodeo Club Inc	Dysart	Yes	A1	100%	100%	N/A
203967	Dysart Pony Club Incorporated	Dysart	Yes	A1	100%	100%	N/A
202231	Dysart Pottery Club Inc	Dysart	Yes	A	100%	100%	100%
201948	Dysart Rugby League Football Club Inc	Dysart	Yes	A1	100%	100%	100%
202232	Dysart Social Riders Club Inc	Dysart	Yes	A	100%	100%	100%
102971	Emergency & Long Term Accommodation in Moranbah	Moranbah	Yes	A	100%	100%	100%
102193	Emergency & Long Term Accommodation in Moranbah Inc	Moranbah	Yes	A	100%	100%	100%
200260	Glenden Junior Motocross Inc.	Glenden	Yes	A	100%	100%	100%
200268	Glenden Pony Club Inc	Glenden	Yes	A1	100%	100%	N/A
200270	Glenden Rodeo Association Inc	Glenden	Yes	A1	100%	100%	N/A
210402	Glenden Rural Interest Inc	Glenden	Yes	A	100%	N/A	N/A
101658	Guides Queensland – Moranbah	Moranbah	Yes	A	N/A	100%	100%
206253	Gymnastics Moranbah Inc	Moranbah	Yes	A	100%	100%	100%



Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
202294	Hinterland Community Care Inc	Dysart	Yes	A	100%	100%	100%
102975	Hinterland Community Care Inc	Moranbah	Yes	A	100%	100%	100%
204452	Ilbilbie Hall Management Association Inc	Ilbilbie	Yes	A	100%	N/A	N/A
103776	Kilcummin Group Selector's Assoc Inc	Kilcummin	Yes	A	100%	N/A	N/A
203217	Landscapes Queensland Limited As Trustee/s	Avoid Island, The Percy Group	Yes	A	100%	N/A	N/A
202374	Middlemount Boxing & Fitness Incorporated	Middlemount	Yes	A	100%	100%	100%
202418	Middlemount Community Sports Association Inc	Middlemount	Yes	A	100%	100%	100%
210219	Middlemount Fellowship A O G	Middlemount	Yes	A	N/A	100%	100%
202452	Middlemount Golf Club Inc	Middlemount	Yes	C	50%	0%	0%
203880	Middlemount Horse & Pony Club Inc	Middlemount	Yes	A	100%	100%	N/A
203881	Middlemount Race Club Inc	Middlemount	Yes	A	100%	100%	N/A
203876	Middlemount Rodeo Association Inc	Middlemount	Yes	A	100%	100%	N/A
202417	Middlemount Rugby League Football Club Inc	Middlemount	Yes	A1	100%	100%	100%
202419	Middlemount Touch Football Association Incorporated	Middlemount	Yes	A1	100%	100%	100%
202674	Middlemount Youth Support Incorporated	Middlemount	Yes	A	100%	100%	100%

Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
210255	Moranbah Arts Council Inc	Moranbah	Yes	A	100%	100%	100%
210256	Moranbah Arts Council Inc	Moranbah	Yes	A	100%	100%	100%
206704	Moranbah Arts Council Inc	Moranbah	Yes	A	100%	100%	100%
210294	Moranbah Australian Football Association Inc	Moranbah	Yes	A	100%	100%	100%
206689	Moranbah B.M.X Club Incorporated	Moranbah	Yes	A1	100%	100%	N/A
210221	Moranbah Bowhunters & Field Archers Inc	Moranbah	Yes	A	100%	100%	100%
101125	Moranbah Bowls Club Inc	Moranbah	Yes	B1	50%	50%	50%
104661	Moranbah Boxing and Sporting Association Inc	Moranbah	Yes	A	100%	100%	100%
206708	Moranbah Gelsoft Club Inc	Moranbah	Yes	A	100%	N/A	N/A
210250	Moranbah Hawks Football Federation Incorporated	Moranbah	Yes	A1	100%	100%	100%
206252	Moranbah Hockey Association Inc	Moranbah	Yes	A	100%	100%	100%
206711	Moranbah Horse and Pony Club Inc	Moranbah	Yes	A	100%	N/A	N/A
207810	Moranbah Junior Dirt Drag Club Inc	Moranbah	Yes	A1	100%	100%	N/A
206709	Moranbah Kart Club Association Inc	Moranbah	Yes	A	100%	100%	N/A
206707	Moranbah Motorcycle Riders Club Inc	Moranbah	Yes	A1	100%	100%	N/A
100686	Moranbah Neighbourhood Centre Association Inc	Moranbah	Yes	A	100%	100%	100%

Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
101118	Moranbah Neighbourhood Centre Association Inc	Moranbah	Yes	A	100%	100%	100%
210382	Moranbah Netball Association Inc	Moranbah	Yes	A	100%	100%	100%
206706	Moranbah Pistol Club Inc	Moranbah	Yes	A	100%	N/A	N/A
101100	Moranbah Race Club Incorporated	Moranbah	Yes	A1	100%	100%	N/A
206712	Moranbah Rodeo Association Inc & Moranbah Campdrafting Assoc Inc	Moranbah	Yes	A1	100%	100%	N/A
206710	Moranbah Speedway Association Inc	Moranbah	Yes	A	100%	100%	N/A
206759	Moranbah Tennis Association Incorporated	Moranbah	Yes	A	100%	100%	100%
210291	Moranbah Touch Football Association Inc	Moranbah	Yes	A	100%	N/A	N/A
210290	Moranbah X-Fit Inc	Moranbah	Yes	A	100%	N/A	N/A
200515	Nebo Community Sport & Recreation Club Inc.	Nebo	Yes	A1	100%	100%	100%
100422	Returned & Service League of Australia (Qld Branch) Clermont	Clermont	Yes	A	100%	100%	100%
104678	Sonrise Central Queensland Property Ltd	Clermont	Yes	A	100%	100%	100%
206531	Sporting Shooters Association Australia Dysart Branch Inc	Dysart	Yes	A	100%	N/A	N/A
203864	Sporting Shooters Association of Australia (Middlemount Branch) Inc	Middlemount	Yes	A	100%	N/A	N/A
210697	St Lawrence And District Bowls Club Inc	St Lawrence	Yes	A1	100%	100%	N/A

Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
210604	St Lawrence Public Sportsground Committee Inc	St Lawrence	Yes	A	100%	100%	N/A
102673	St Vincent De Paul Society Queensland	Clermont	Yes	A	N/A	100%	100%
103245	The Clermont Race Club Inc.	Clermont	Yes	A1	100%	100%	N/A
202229	The Corporation of The Diocesan Synod of North Queensland	Carmila	Yes	A	N/A	100%	N/A
200571	The Corporation of The Diocesan Synod of North Queensland & The Roman Catholic Trust Corporation for the Diocese of Rockhampton	Glenden	Yes	A	100%	100%	100%
204490	The Corporation of the Synod of the Diocese of Rockhampton	St Lawrence	Yes	A	N/A	100%	N/A
101076	The Corporation of the Synod of the Diocese of Rockhampton	Moranbah	Yes	A	N/A	100%	100%
202259	The Roman Catholic Trust Corporation for the Diocese Of Rockhampton	Carmila	Yes	A	N/A	100%	N/A
102039	The Roman Catholic Trust Corporation for The Diocese Of Rockhampton	Clermont	Yes	A	N/A	100%	100%
202863	The Roman Catholic Trust Corporation for The Diocese Of Rockhampton	Middlemount	Yes	A	N/A	100%	100%
100714	The Corporation of the Trustees of The Grand Lodge of the Royal Antediluvian Order of Buffaloes	Moranbah	Yes	A	100%	100%	100%
206082	The Creche and Kindergarten Association Limited	Moranbah	Yes	A	100%	100%	100%

Property ID	Organisation Name	Property Location	Application Received	Category	General Rate concession	Water Infrastructure Concession	Sewerage Infrastructure Concession
202853	The Creche and Kindergarten Association Limited	Middlemount	Yes	A	100%	100%	100%
201767	The Gowrie (QLD) Inc	Dysart	Yes	A	100%	100%	100%
200011	The Queensland Country Women's Association	Nebo	Yes	A	N/A	100%	100%
<del>100389</del>	<del>The Scout Association of Australia Queensland Branch Inc.</del>	<del>Clermont</del>	<del>Yes</del>	<del>A</del>	<del>100%</del>	<del>100%</del>	<del>100%</del>
202233	The Scout Association of Australia Queensland Branch Inc.	Dysart	Yes	A	100%	100%	100%
102012	The Scout Association of Australia Queensland Branch Inc	Moranbah	Yes	A1	100%	100%	100%
100865	The Trustees of the Moranbah Lodge No. 516 of Antient Free and Accepted Masons of Queensland	Moranbah	Yes	A	100%	100%	100%
203861	The Trustees of The Middlemount Moto Cross Club	Middlemount	Yes	A	100%	N/A	N/A
206705	Theresa Creek Water Sports Club Inc	Clermont	Yes	A	100%	N/A	N/A
103677	Twin Hills Campdraft Association In	Frankfield	Yes	A	100%	N/A	N/A

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## MEETING DETAILS

Corporate, Governance and Financial Services

Standing Committee Meeting

Tuesday 11 February 2025

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## AUTHOR

John Squire

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## AUTHOR POSITION

Manager Contracts and Procurement

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## 5.4

## 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.

### 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 Contract and Procurement department's operations.**

### BACKGROUND

The Contracts and Procurement department is responsible for;

- process leadership for establishing contractual arrangements for works or acquisition of goods and services.
- Cost effective and efficient management of warehousing and supply chain operations.

### IMPLICATIONS

The attached documents are available to provide Council visibility into the operational aspects of the Contracts and Procurement department.

- FY25 Contracts & Procurement Business Plan, and;
- Contracts and Procurement Quarterly Report – February 2025

### CONSULTATION

Director Corporate Governance and Financial Services

Contracts and Procurement 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 Contracts and Procurement Department's operations.

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## ACTION ACCOUNTABILITY

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.

## KEY MESSAGES

The Manager Contracts and Procurement will provide information on a quarterly 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>
JOHN SQUIRE <b>Manager Contracts and Procurement</b>	DARREN FETTELL <b>Director Corporate Governance and Financial Services</b>
Date: 04/02/2025	Date: 04/02/2025

## ATTACHMENTS

- Attachment 1 - FY25 Contracts & Procurement Business Plan
- Attachment 2 - Contracts and Procurement Quarterly Report – February 2025

## REFERENCE DOCUMENT

Nil

# CORPORATE, GOVERNANCE AND FINANCIAL SERVICES

# CONTRACTS AND PROCUREMENT

## BUSINESS PLAN FINANCIAL YEAR – 2024/2025

Prepared by: John Squire  
Current as at: xx/xx/xxxx

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# TABLE OF CONTENTS

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<b>PURPOSE</b>	<b>3</b>
<b>SCOPE</b>	<b>3</b>
<b>KEY FOCUS AREAS</b>	<b>3</b>
<b>CONTRACTS AND PROCUREMENT PLAN ON A PAGE</b>	<b>5</b>
<b>DEPARTMENT OVERVIEW</b>	<b>7</b>
Our Objectives	7
Our Functions and Services	7
Department Outputs	7
People Resources (as at February 2025):	8
Key Customers/Stakeholders	8
<b>STRATEGIES INFLUENCING DEPARTMENT</b>	<b>9</b>
Strategies Influencing Department	9
Legislative Influences on Department	9
<b>DEPARTMENTAL INFLUENCES AND RISKS</b>	<b>10</b>
Department Influences/Impacts	10
Department Identified Risks	11
<b>DEPARTMENT PRIORITIES AND PROJECTS</b>	<b>11</b>
Key Priorities of Department Outputs	11

## 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 of the featured 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.

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.

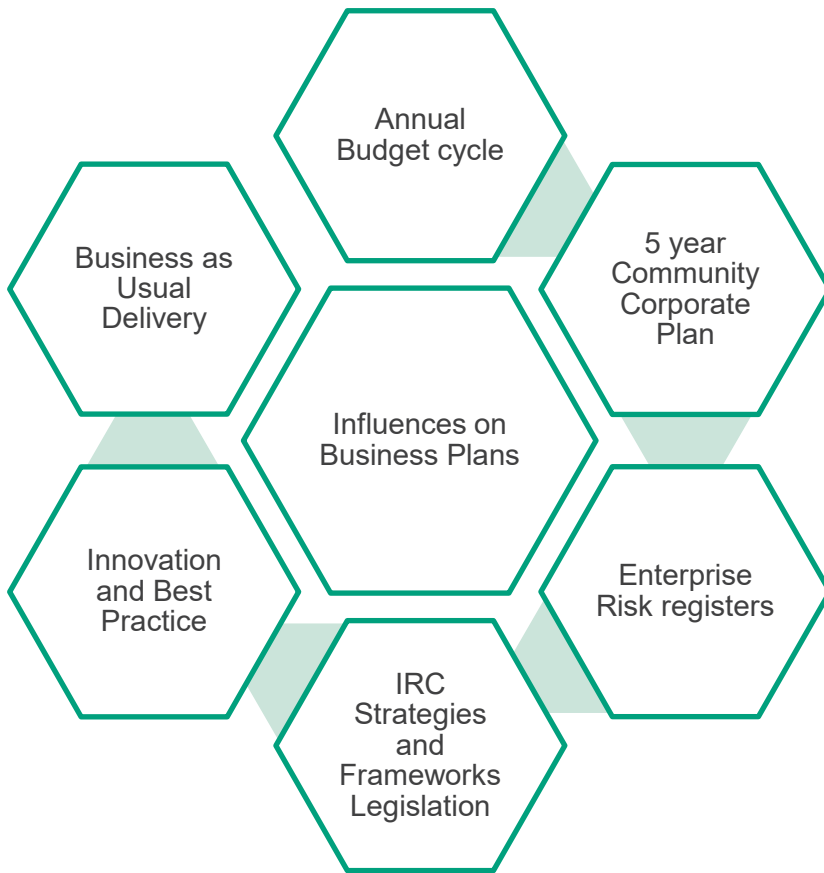
## KEY FOCUS AREAS

We're delivering and in changing world. At Isaac, the how matters

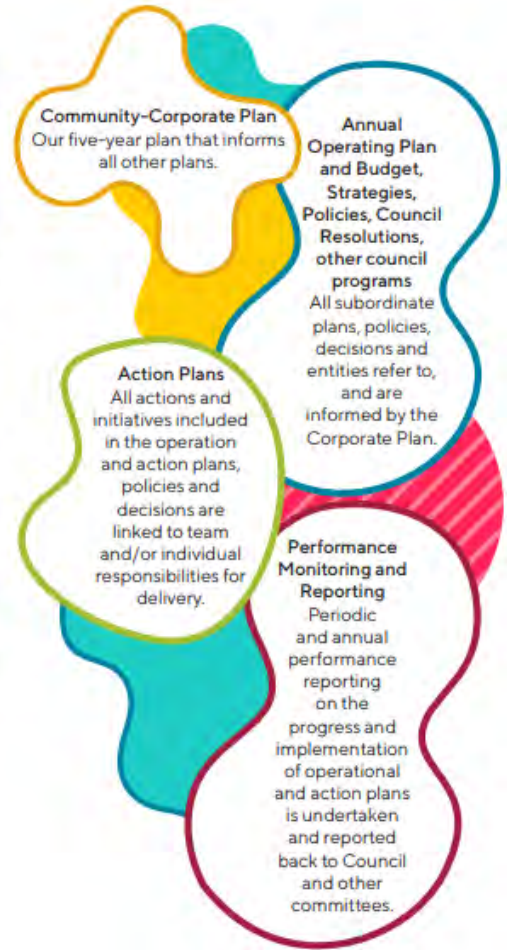


# BUSINESS PLAN INFLUENCES

How the Business plan is the key link to all business activities.



## OUR STRATEGIC PLANNING FRAMEWORK



## HOW WILL WE MEASURE OUR SUCCESS?

**Annual Operational Plan**  
Each year, Council adopts an operational plan. It captures key deliverables in that year based on the Community-Corporate Plan's goals and short-term priorities. The annual operational plan supports our annual budget process.

**Annual Report**  
At the conclusion of each financial year, we produce a detailed annual report that reviews our performance and achievements. The annual report provides our community with concise operational and financial information about our performance against the priorities and service delivery commitments set out in the corporate and operational plans.

**Quarterly Performance Report**  
Every three months, a quarterly performance report is prepared and presented to Council by the Chief Executive Officer. This report outlines performance and progress on priorities identified in the Community-Corporate Plan as well as organisational performance.

**Council Reports**  
Over the life of the plan, additional progress reports may be submitted to Council detailing specific achievements against the Community-Corporate Plan.

**Isaac Community Satisfaction Survey**  
We conduct the Isaac Community Satisfaction Survey every two years to gauge our community's satisfaction with the services we are delivering. The information gathered from the survey helps us maintain or review priorities and service delivery commitments.

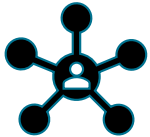
**Other**  
There will be instances where Council will not have primary responsibility or control over delivery and outcomes. Instead, Council may have shared responsibility or may influence outcomes. These may be reflected within other reporting mechanisms.

## CONTRACTS AND PROCUREMENT PLAN ON A PAGE

**DEPARTMENT NAME** Contracts and Procurement

**DEPARTMENT OBJECTIVES**

To drive the strategic development and strength of the procurement, contracts and supply chain functions and deliver sustainable quality outcomes in an environment of workplace health and safety best practice, effective procurement governance, superior service delivery and the achievement of best value for money



**OVERVIEW**

**KEY FUNCTIONS**

Fair and transparent sourcing for contractual arrangements. Process leadership for acquisition of goods and services. Cost effective and efficient management of warehousing and supply chain operations.

**KEY STAKEHOLDERS**

Council, ELT, Directorate Project Managers.

**RESOURCES**

Human resources skilled in management of procurement processes and warehouse management.  
 Technology 1 (ERP system), VendorPanel (market engagement platform), LocalBuy (sourcing via pre-qualified panel arrangements).  
 Materials and warehouse storage locations at Moranbah, Clermont, Nebo and St Lawrence.

**KEY STRATEGIES**

Corporate Plan  
 Annual Operation Plan  
 Budget  
 Digital Strategy



**STRATEGY**

**KEY LEGISLATION**

Local Government Act 2009  
 Local Government Regulation 2012  
 Information Privacy Act 2009 (and IP Regulation 2009)  
 Public Sector Ethics Act 1994  
 Public Records Act 2002  
 Right to Information Act 2009 (and RTI Regulation 2009)  
 Integrity Act 2009  
 Queensland Fair Trading Act 1989  
 Australian Competition and Consumer Act 2010

**KEY INFLUENCES**

Procurement Policy  
 Local Preference Policy  
 Capital Works program  
 Operational Works program  
 Audit and Risk recommendations



## INFLUENCES AND RISKS

### KEY RISKS

Staff retention and attrition.

Technology 1 CiA implementation suitability of CiA to support Sourcing

Legislative changes

### KEY BUSINESS AS USUAL

(TOP 5)

Providing advice to stakeholders on the interpretation of legislation, regulation and policy to achieve compliance.

Facilitate market engagement for procurement activity of Capital and Operational works over \$15k.

Training and education of procurement process requirements.

Issue Purchase orders through the Tech1 system.

Maintain adequate stock holding of spares and consumables within store locations and manage supply chain redistribution.



## PRIORITIES & PROJECTS

### KEY OPERATIONAL PROJECTS

Transition from T1 Ci to T1 CiA. Requires revision of material codes x location.

CiA implementation of additional modules to support Contract Management and Spend Analysis.

Establishment of Register of Pre-Qualified Suppliers (RPQS) for Wet/Dry hire of plant and various Trade services.

Revision of Contract templates to reflect changes in legislation regarding Unfair Contract Terms.

### KEY CAPITAL PROJECTS

The Contracts and Procurement Departments do not have any capital works projects, however assists other departments and directorates in sourcing suppliers and establishing the contractual arrangements that govern the delivery of their capital works programs. A Procurement Program for FY24/25 has been developed, compiling both operational and capital works planned across all council business units.

## DEPARTMENT OVERVIEW

### OUR OBJECTIVES

The Contracts and Procurement department is committed to;

- providing a range of specialist procurement and commercial services and advice to support its internal and external customers and stakeholders, and assist them to meet their prioritised objectives and responsibilities in a timely and responsive manner.
- ensuring goods and services are sourced in a fair and ethical manner, with minimal risk and still demonstrate the best value, in terms of cost, and quality whilst considering social, economic, and environmentally sustainable aspects.

### OUR FUNCTIONS AND SERVICES

The Contracts and Procurement team delivers a range of services under the following programs:

### DEPARTMENT OUTPUTS

OUTPUT	FREQUENCY	INTERNAL/EXTERNAL
Advice to stakeholders on the interpretation of legislation, regulations and policy	Daily	Internal
Procurement, contract and commercial guidance and advice to stakeholders	Daily	Internal
Maintenance of Procurement Policies, Standards, Guidelines and Templates	On-going with annual review	Both
Coordinate RFx (Tenders / Quotations)	Daily	Both
Coordinate Expressions of Interest	As required	Both
Validation and accuracy of RFx documentation	Daily	Internal
Commercial specifications	As required	Internal
Coordinate requests for information	Daily	Both
Probity Advice	As required	Internal
Coordinate Response Clarifications	As required	Both
Verification of Recommendation Report information and scrutinization of RFx Evaluations	Daily	Internal
Contractual arrangements	Daily	Both
Letters of Award	Daily	Both
Public Notice for large contracts	Monthly	Both
Contract Variations	As required	Internal

Contract Extensions	As required	Both
Training and education documentation and services	On-going	Internal
Advice on the use of “procurement” systems and processes	Daily	Internal
Validation of requisitions and compliance with Policy	Daily	Internal
Purchase Order processing (Direct and Stock)	Daily	Both
Exception Reporting	As required	Internal
Maintain warehouse using 5s principles	Daily	Internal
Perform inventory management tasks for stores stocked items– Ordering, Goods Receipt, Goods Issues,	Daily	Both
Stocktakes, and Stock reconciliations	Bi-annually	Internal
Manage Fuel	Daily	Both
Dispose of items no longer of use	Every 2nd year	Both
Compliance Reporting	Monthly	Internal
Liaison and Representation (Government departments, other councils, industry associations, community groups and associations and professional associations)	As required	External

#### PEOPLE RESOURCES (AS AT SEPTEMBER 2024):

UNIT	NUMBER OF STAFF	TENURE TYPE
Management	1	Full time
Contracts and Procurement	3	Full time
	1	Part time
Stores and Supply Chain	3	Full time
	1	Temp (1 day/week)

#### KEY CUSTOMERS/STAKEHOLDERS

INTERNAL	EXTERNAL
Elected members	State Government Departments
Chief Executive Officer	Major suppliers
All staff	Local Government Association of Queensland (LGAQ)

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Peak Services

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Local Buy

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Vendor Panel

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Suppliers and Contractors

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## STRATEGIES INFLUENCING 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.

### STRATEGIES INFLUENCING DEPARTMENT

REFERENCE PLANS	DEPARTMENTAL LINKS
<b>Vision &amp; values</b>	We're delivering in a changing world. At Isaac, the how matters.
	<u>Strategic Objective Themes.</u>
	Leading and enabling a changing world
	Engaged communities.
<b>Community Corporate Plan</b>	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 plan</b>	Asset class plan
<b>Project management framework</b>	How the project will deliver value.
<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
Local Government Act 2009 (LGA 2009)	Local Preference Policy
Local Government Regulation 2012	Procurement Policy
Queensland Fair Trading Act 1989	
Australian Competition and Consumer Act 2010	
Information Privacy Act 2009 (& IP Regulation 2009)	Quality Management Policy
Public Records Act 2002	



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Public Sector Ethics Act 1994

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Integrity Act 2009

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Right to Information Act 2009 (& RTI Regulation 2009)

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Work Health and Safety Act Queensland 2011      WHS Policy Statement and Health and Wellbeing Policy Statement

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Environmental      Environmental Management Policy

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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	Capital Works Program	Risk
Internal	Grants / funding applications influence on timeframes	Risk
Internal	Recommendations and findings of Internal Audits	Opportunity
Internal	Systems related opportunities to improve business processes and category expenditure analysis	Opportunity
Internal	Budget projections vs Project timelines	Risk
Internal	Preference to local suppliers, influenced through Council and Economy and Prosperity team.	Risk
External	LGAQ/Local Buy contracting and systems activity	Opportunity
External	Marketplace conditions	Risk (currently)
External	Recommendations and findings of External Audits	Opportunity
External	Recommendations and determinations of regulatory bodies such as the Crime and Corruption Commission, and the ACCC	Opportunity
External	Relationships with State Agencies in particular the Office of the Assistant Director General Queensland Government Procurement	Opportunity
External	Legislation changes to Unfair Contract Terms regime.	Risk
External	Legislation changes to BIF Act for Project Trust Accounts and Retention Trust Accounts.	Risk

External Legal, regulatory risks (International Free-trade Agreements, National Procurement Agreement, Trade Practices Act, BCIPA and other State Government Initiatives with respect to Construction Law) 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 - Procurement	CORP0009	Continue with the procurement training program, and promotion of both the Procurement Decision Matrix and Contracting Procedure.
Operational risk register	Theft and Pilferage (Shrinkage) of IRC Equipment, Stores and Fuel at Depots	CORP0026	Tighten access to stores through defined hours of collection and implementation of internal/store requisition process. Further consolidation of store operations and substitution with delivery service.
Operational risk register	Contract award and commencement controls	CORP0037	Implementation of Contractor Management module with CiA implementation.
Internal audit risk register	Limited Strategic Procurement Planning	4.1	Introduced role of Strategic Sourcing Officer to perform organisational oversight and develop a Procurement Plan for FY24/25 of both Capital and Operational projects.
Internal audit risk register	Inconsistent understanding of Procurement Processes	4.2	Continue with the procurement training program, and promotion of both the Procurement Decision Matrix and Contracting Procedure.
Internal audit risk register	Limited monitoring of exception reporting	4.3	Addressed through the reports to Council, Audit and Risk Committee, and the directorate team meetings.
External audit risk register	As per findings		Findings and actions are discussed through the Contracts and Procurement team, in Directorate team meetings and Audit Risk Committee forums.

## 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)
Digital Strategy	CiA transition and implementation preparation including the Contract Management and Spend Analysis modules		Go-live to occur successfully
	Creation of a Procurement Plan for FY24/25 and use to track delivery of Capital and Operational projects.	OPS (no additional funding required)	Projects are captured and visibility provided at Director level
	Embed 5S principles and consolidation of materials at warehouses.	OPS (no additional funding required)	STL and CLM re-organised. Remaining inventory removed from DYS and MMT.

## Ongoing or Future Years

PROPOSED FY	CORPORATE PLAN LINK	PROJECT OR BAU PRIORITY	OPS OR CAP BUDGET
25/26		Implement cycle counting processes for stocktakes. Follows CiA implementation.	OPS (no additional funding required)
25/26		Improve stock ordering processes. Follows CiA implementation. Will require a better understanding on behalf of Stores Officers of principles such as safety stock, reorder points, inventory turnover, demand planning.	OPS (no additional funding required)
25/26		Embed Strategic Sourcing processes and Procurement Program of Works.	OPS (no additional funding required)

# CONTRACTS AND PROCUREMENT

QUARTERLY UPDATE  
FEBRUARY 2025

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Current as at 04.02.2025

Presented by **Manager Contracts and Procurement**

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## **EXECUTIVE SUMMARY**

This report is a quarterly update for the Contracts and Procurement Department presented in February 2025 for the period 01/11/2024 to 31/01/2025.

### **HIGHLIGHTS**

- Wet and Dry Hire of Plant - panel established
- TechnologyOne CiA Supply Chain Management (SCM) Implementation - progress reviewing material codes, process workflow diagrams and evaluation process
- Training and education sessions held
- Procurement Program 24/25
- Xmas and New Year periods passed without incident.
- Establishment of Fleet and Stores working group
- Restructure of store layout. St Lawrence completed. Nebo 90% complete. Clermont 90% complete.

### **3-MONTH OUTLOOK**

- Revision of Contract templates
- Meet the Buyer – local sessions to be held in Moranbah and Clermont, in association with Greater Whitsunday Regional Economic Development.
- Tender for Trade services (plumbing, electrical, HVAC, etc) will follow the “Meet the Buyer” market engagement
- Auction for redundant items
- Tender for Janitorial and Washroom supplies
- CiA Implementation – material codes review (ongoing)
- Stockholding revised (Fleet spares)

### **EMERGING ISSUES**

- Record keeping through ECM to align with C & P filing practices

### **FINANCES**

- Actual expenditure remains within budget, notwithstanding ongoing requirement for an additional temp resource to perform the Dysart/ Middlemount delivery service.

### **RESOURCES**

- Team is fully staffed with no vacancies. Staff level remains appropriate for workload.

# Highlights



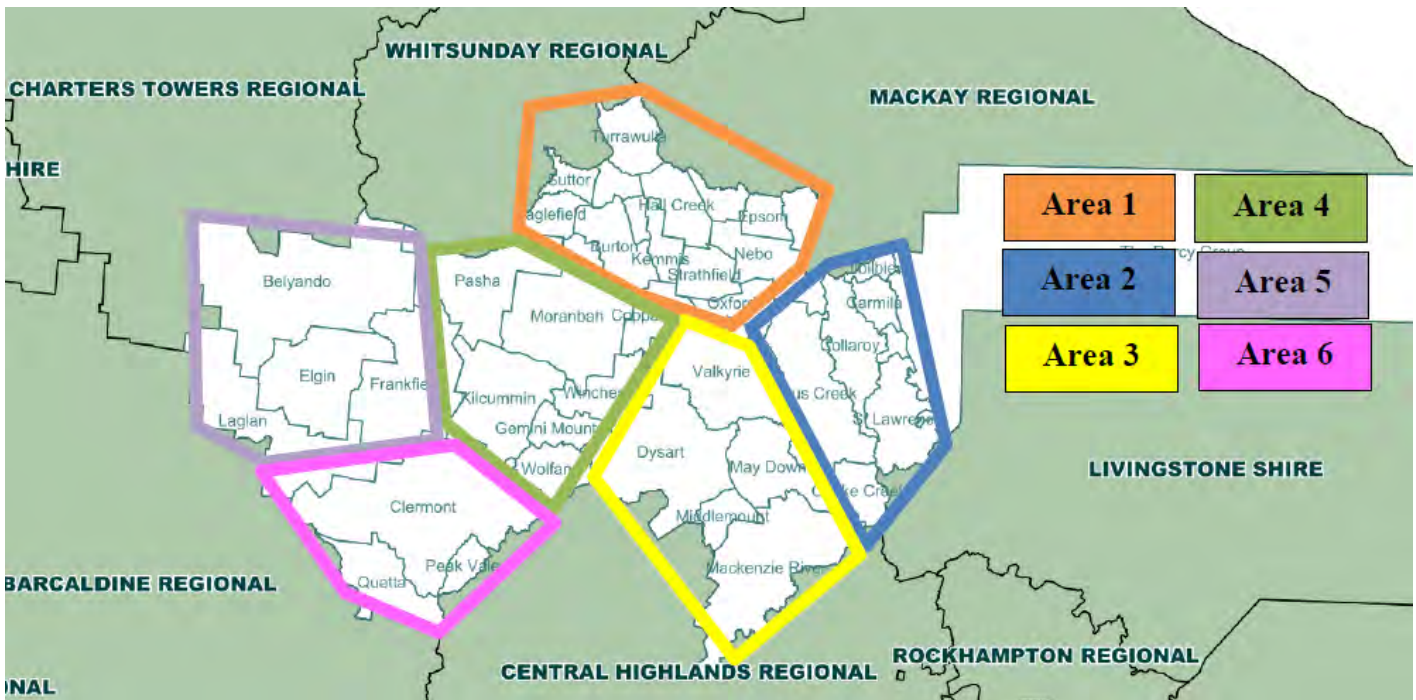
## 1.1. WET AND DRY HIRE OF PLANT

### OVERVIEW

The panel arrangement for Wet and Dry Hire of Plant provides Council with an accessible directory of approved Contractors / Suppliers, complete with their corresponding hire rates for the hire of plant and equipment. The contract commenced on 1 December 2024 for an initial term of two years, with two extension periods of twelve months each. The contract includes fixed schedule of rates pricing, subject to annual price reviews in accordance with relevant CPI indexation.

Due to the variable cost of mobilisation and demobilisation depending on the supplier's location and proximity to the works, the arrangement has been structured with segmented geographic areas within the Isaac region as follows;

- Area 1 North
- Area 2 East
- Area 3 Central
- Area 4 Kilcummin & Wolfgang
- Area 5 West North
- Area 6 West South



Structuring the arrangement this way permits IRC staff to efficiently determine which supplier is the best option to provide the service for each discrete engagement without the need to ask the short listed, pre-qualified suppliers to quote each time. The assessment criteria and scoring are used from the evaluation of responses, which only leaves the duration of each engagement to be applied to the schedule of rates to determine a price and overall ranking of the panelists. If the first-choice supplier for the region is unavailable, the next best supplier can be approached and so on.

### APPOINTED SUPPLIERS

Following the evaluation phase, it was decided not to include two of the Respondents onto the Panel. This decision was primarily due to the high costs associated with mobilisation and demobilisation from their place of business, and due to having other contractors who are geographically closer and can provide the same equipment, thereby ensuring more cost-effective and efficient operations.

Note; Some suppliers declined to submit an offer for all areas, preferring to only service their immediate locations. The complete list of vendors appointed to the panel are;

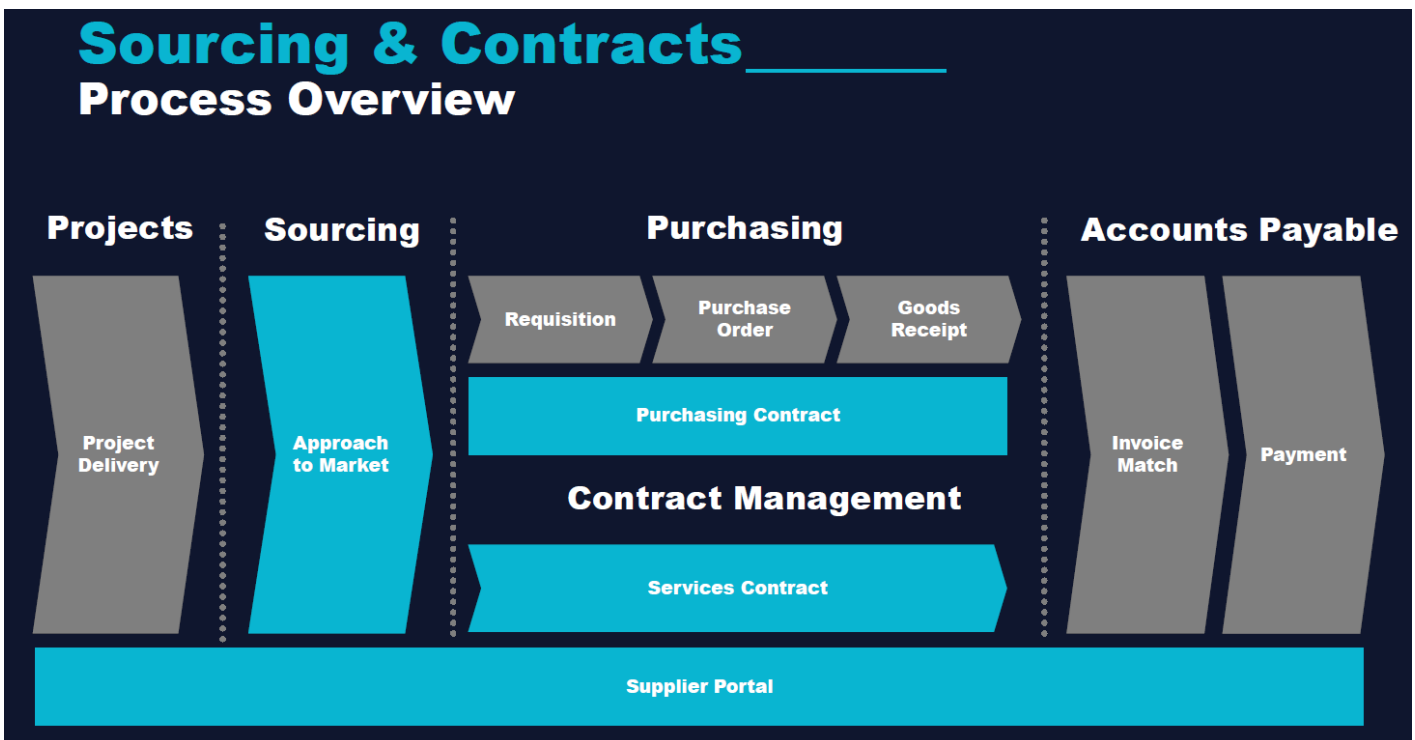
Vendor	ABN
Am Earthmoving (QLD) Pty Ltd	87 638 103 198
Anthony Phillip Graham	30 131 596 339
Bennett Contracting and Plant Hire Pty Ltd	26 154 343 389
Brooks Hire Services Pty Ltd	20 008 975 988
G & R Brown & Sons Pty Ltd T/A Brown Contractors	33 154 911 609
BRW Transport & Quarries Pty Ltd	96 085 637 010
Clermont Hydraulics & Produce Family Trust T/A Belyando Produce	40 104 510 870
Cooper McCullough Group Pty Ltd	62 644 700 989
CQ Mining Hire Pty Ltd	99 160 878 419
Lou's Contracting Services Pty Ltd	13 118 747 780
DG Services Pty Ltd	75 159 716 793
Dufty Earthmoving & Plant Hire Pty Ltd	51 072 313 538
Durack Civil Pty Ltd	35 633 665 380
Elite Bitumen & Asphalt No 1 Pty Ltd	56 665 147 302
Ellis Stabilising Pty Ltd	96 144 885 334
Fairbrother Vegetation	43 884 208 778
Flexihire Pty Ltd	95 010 108 559
G. & G. Markwell Pty Ltd	46 056 466 767
Gudjala Pty Ltd	71 680 255 921
Hawk Plant Hire Pty Ltd	37 616 534 251
HSM Contracting Pty Ltd	98 152 534 588
Jeff Read Earthmoving Pty Ltd	29 149 427 092
K2 Plant Hire Pty Ltd	43 668 563 979
Koumala Excavation Pty Ltd	82 159 536 562
LD & LJ Hillery Pty Ltd	82 633 919 990
Luke Morrison Plumbing Pty Ltd T/A LMP Project Services	46 130 064 005
Nixon Plumbing Pty Ltd	39 088 324 350
Onsite Rental Group Operations Pty Ltd	74 126 102 485



Premiair Services Pty Ltd	31 074 651 951
Queensland Central Bitumen Pty Ltd	44 134 294 723
Rollers Queensland	50 087 309 091
Sarina Crane Hire Pty Ltd	13 125 818 760
Seaforth Civil Pty Ltd	91 119 032 450
Sherrin Rentals Pty Ltd	52 074 176 756
Specialised Pavement Services Pty Ltd	46 076 353 887
The Robertson Family Trust T/A Mark Robertson Earthmoving	31 314 136 691
The Trustee for the BD & SM Lawrence Trusty T/A BSL Earthmoving	32 648 401 529
Trafquip Pty Ltd	13 124 765 760
Transformation Earthmoving	82 779 058 971
Tutt Bryant Hire	59 087 847 489
Verax (formerly Clermont Plant Hire Pty Ltd)	26 662 372 107
WC Wall Transport Pty Ltd	42 838 871 794

## 1.2. CIA SCM IMPLEMENTATION

The following visual provides an overview of the Technology One CiA Sourcing to Contract (S2C) and Procure to Pay (P2P) processes.



A key argument for using Tech1 across the entire Source to Contract (S2C) and Procure to pay (P2P) cycles is the streamlining of process with end to end visibility. There are benefits in having a seamless end to end solution across its functional modules. However as with many ERP systems, CiA has its strengths and its weaknesses across the suite of Supply Chain Management (SCM) modules.

Noting the underlying principle for the Ci upgrade to CiA is to adopt not adapt, (which makes sense from the perspective of system maintenance), the procurement team have formed an opinion of the best solution for council following a number of demonstration sessions which involves using all standard CiA functionality to the exclusion of Sourcing which we recommend continues to be performed through VendorPanel.

## **MATERIALS MANAGEMENT**

Initial review performed analysing the materials currently in the Ci system to determine which of these items will be brought forward into the CiA version.

A key focus will be to align the product codes and the material group codes and descriptions with United Nations Standard Product and Services Code (UNSPSC) classification principles. This will benefit the team by grouping like products in the system to streamline stocktake with the intended implementation of cycle counting and automated ordering. Further there are benefits for data analysis that can be used to assist strategic sourcing efforts.

The team continue to review the material descriptions for consistency and easy identification as well as reviewing each material by location to determine the Material Requirements Planning (MRP) parameters for order automation.

## **SOURCING**

The Procurement team are unanimous in the opinion that T1 CiA sourcing module lacks the functionality of our current sourcing program VendorPanel.

For the most part CiA does an acceptable job within the P2P space, however the S2C area does have some downfalls in terms of the market engagement and sourcing processes, which is why we are recommending that we continue to use VendorPanel for Sourcing.

Vendorpanel is the dominate sourcing product, used by 70 of 77 QLD local Governments and will soon be adopted by 90 QLD state government agencies as they migrate from Qtenders.

It should also be noted that this recommendation mirrors the findings of many other councils, however, please note that we are not blindly following in the footsteps of others, having made this determination by our own critical analysis of the products prior to discussing with peers from other council organisations and identifying which systems other councils have elected to implement.

TechnologyOne CiA allows for sourcing interactions with parties that are either already suppliers on our database or that are specifically invited to provide a response and therefore CiA Sourcing will still be worthwhile for low value invitations (ie <\$15k) on our short form template. (As with VP, there are no “shipped” templates, rather we provide these as “external documents” that are visible to external parties).

As the CiA instance is specific to Isaac Regional Council it does not have the market reach of VendorPanel, which makes it ineffective for open tenders.

In addition, LocalBuy has had a longstanding partnership with VendorPanel (“NexGen”) and is an important source of market engagement for IRC. CiA was not proven to have the same interconnections with LocalBuy during the demonstrations.

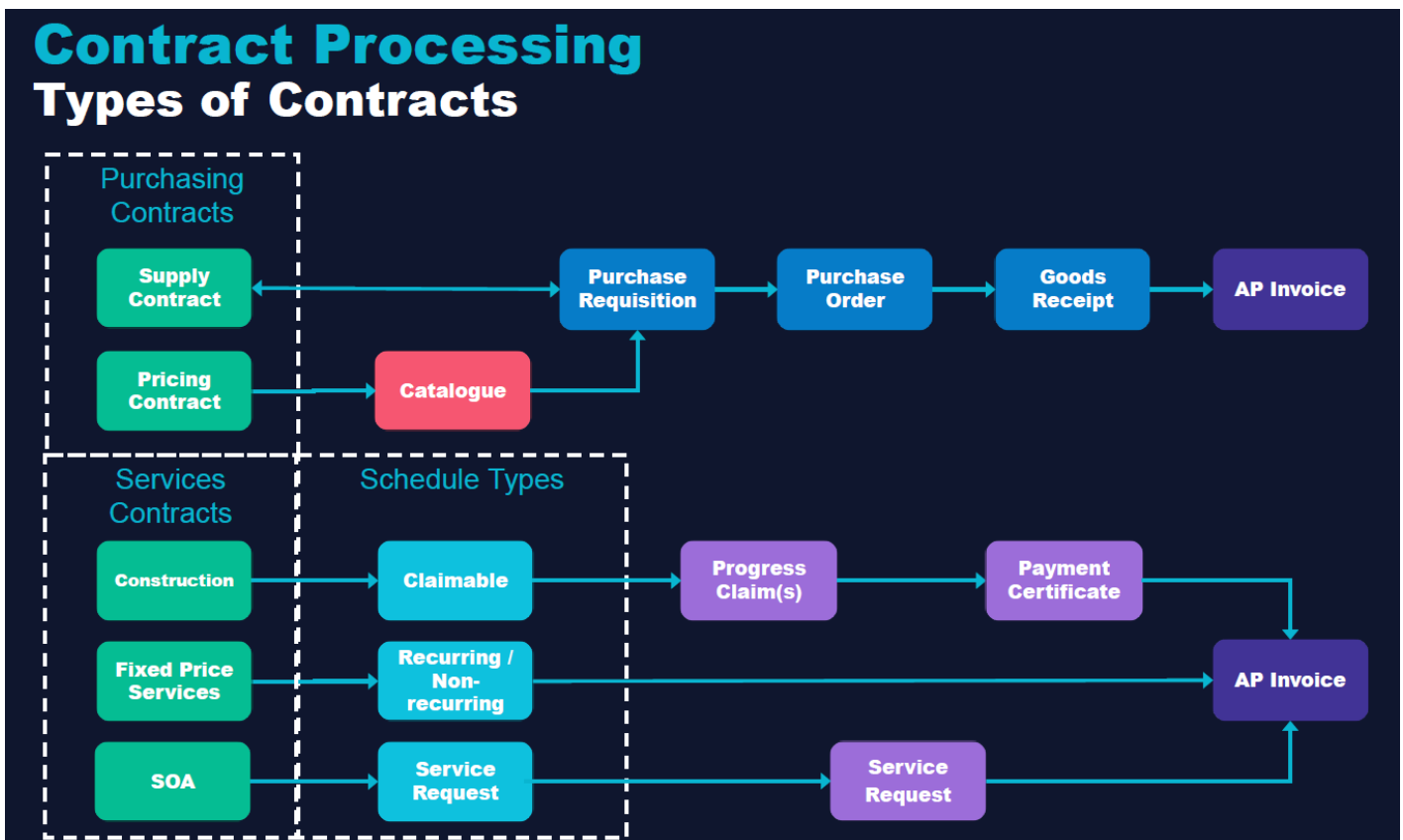
In terms of functionality, it becomes apparent that CiA is less mature in the development of the Sourcing module than the VendorPanel solution, with inflexible processes that do not account for sourcing practicalities around evaluation processes. It has linear sequencing and does not allow for return of steps ie

following an initial evaluation, if a clarification request is required it does not permit re-opening previous steps for submitting a response and re-evaluation.

Process flow diagrams are being developed to demonstrate how this shall work between Technology One and VendorPanel.

## CONTRACT MANAGEMENT

The CiA Contract Management repository is sufficient for our needs and due to the integrations with Purchasing and Financials within the P2P area, it provides a more streamlined procurement process. It is proposed that we adopt this over Lucidity.



## SUPPLIER PORTAL

The Supplier Portal will be used for contractors to update their details, bank information, qualifications, insurances, inductions and onboarding etc. Suppliers can respond to simple RFQs, submit invoices through the portal and track payment progress. It can also be used when performing reviews to provide feedback to suppliers. This will supersede Lucidity.

## 1.3. TRAINING AND EDUCATION

### TRAINING SESSIONS

Procurement and Requisition training addresses basic understanding of Procurement Policy, Regulation requirements, how to obtain quotes easily to meet Policy, understanding & completing the Purchase Requisition Quote Form, Local Buy & RPQS/PSA panels overview with time for specific questions. We also cover the steps to raise a requisition correctly in TechOne including key tips on navigating through the screen, shortcuts, mandatory requirements and the approval process with time for specific questions in each session.

During the reporting period Procurement and Requisition training was held on 19/11/2024 and the 21/01/2025. The session held on the 19/11/2024 was fully booked.

The schedule for the 2025 calendar year has been published on the Council intranet.

Day	Date	Location	Time
Tuesday	21 January 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	18 February 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	18 March 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	15 April 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	13 May 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	10 June 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	15 July 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	12 August 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	16 September 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	14 October 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	11 November 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm
Tuesday	9 December 2025	Lords Table Room OR via Teams	10:00 am – 12:30 pm

### TRAINING INFORMATION

Additional training information has recently been published on the Procurement section of the Council intranet (IRIS) for ease of access and self-paced education.

## 1.4. PROCUREMENT PROGRAM FY24/25

A concerted effort to capture the breadth of operational and capital projects planned by the various departments commenced in May 2024 and was finally collated in September 2024 into a Microsoft Project file. The purpose was to understand the timing and impact on resources, particularly leading up to the Christmas and New Year period where staff become unavailable and many suppliers close for an extended period of time. This highlighted the need for proactive procurement and where possible expediting certain

tasks to ensure the best result possible from the sourcing activity. As a result October and November and early December were particularly busy for the Procurement team. There were still a few late internal submissions that were required to be issued to market in order to meet external funding timeframe hurdles, however this period was generally well handled, which we attribute to this effort in planning.

## 1.5. FLEET AND STORES WORKING GROUP

The weekly catch up between departments discusses;

- Upcoming scheduled preventative maintenance requirements. (two week horizon) To provide visibility into which vehicles will be serviced and can ensure sufficient stocks are available.
- Visibility into retiring fleet, so that spares stock can be managed to minimize redundancies and write-offs.
- Changes in types of spares to be held (PM kits / individual filters or both)
- Stock holding levels and changes in usage patterns, ie vehicles changing base location.
- Changes to internal maintenance plans. ie if we are unable to service vehicles internally and need to outsource; which vehicles will this effect and can we still utilize store stock to maintain stock rotation.
- Approach to slow moving / stagnant spares
- New materials requests
- Access and availability (ordering through the system so spares are picked and packed in preparation for use)

## 1.6. STORES LAYOUT RESTRUCTURE

### ST LAWRENCE

The clean-up effort for the St Lawrence unmanned store was largely completed by October with a few items that were potentially of historical importance the only things unresolved. These have since been handed to the museum. The final result is very pleasing with the space being used only for stocked items in one half of the building with the other half open for temporary storage if required.

### NEBO

The Nebo store has been the recipient of the compactus that had been languishing for over a decade on the Moranbah Depot mezzanine floor. It has been repurposed and is now used within the Nebo store for holding vehicle spares. The intent is to relocate the items held within the old shipping container outside into the caged area.

In addition, some redundant racking from Clermont has been relocated to Nebo where it can be put to better use.

### CLERMONT

Following review from the June 2024 stocktake an opportunity for improvement was identified through reorganisation within the store. The Clermont Store has undergone a significant refresh based on 5S warehousing principles (Sort, Set in order, Shine ie clean, Standardise and Sustain). The losses identified from that stocktake have largely been recouped / accounted for with multiple contributing factors. Taking the opportunity around reorganisation of the warehouse space and improve clear labelling of items allowing for easy identification of stored products is aimed to improve accessibility for all areas of Council and associated notification / record keeping for stores items.

# 3 – Month Outlook

## 2.1. CONTRACT TEMPLATE REVIEW

In November 2023, changes were made to legislation in an effort to address market imbalances of power, by imposing fines to a broader range of contracts, where previously such contract clauses would have been declared void without penalty.

A contract term is considered unfair if it;

- would cause a significant imbalance in the parties' contractual rights and obligations;
- is not reasonably necessary to protect the legitimate interests of the party advantaged by the term; and
- would cause detriment (financial or otherwise) to a party.

However, the principle of fairness is assessed on the contract as whole and whether an appropriate balance has been struck between the legitimate commercial interests of the business and the detrimental effect of the term if enforced.

This may include terms such as;

- limitation of liability clauses;
- termination for convenience clauses;
- unilateral variations or extensions;
- automatic renewals;
- terms requiring contractors to provide evidence of insurance
- policy wording;
- terms that refer to a party acting in its 'sole discretion';
- non-disparagement clauses;
- exclusivity clauses; and
- non-reciprocal obligations.

To address this concern, IRC will perform a revision of the standard IRC bespoke contract templates and the list of departures applied to the Australian Standard (AS) suite. We have been approached by a legal firm who have volunteered their services to perform a review of our bespoke contract templates to advise if we are at risk and pending the outcome of the initial investigation we may need to engage a legal advisor to draft alternative clauses.

In addition, to avoid the fees associated with purchasing the AS contract documents (AS4000 and AS4902 etc), IRC currently contract with a party by referencing these documents only, and instead attach specific clause departures. This does pose some difficulty in being able to read and interpret the contract because we don't provide the base document. We are considering altering this practise for Major Works contracts only pending the review and cost/benefit analysis of supplying the full AS contract document.

## 2.2. MEET THE BUYER

Discussions have commenced with the Department of State Development, Infrastructure and Planning for a joint project initiative to engage with the local business community. The "Meet the Buyer" event will give local businesses an opportunity to promote their businesses, network with peers, discuss upcoming work opportunities, and to find out about how to do business with IRC.

These sessions will be expanded to involve contributions and participation from the PECS directorate to encourage the development of local business and industry.

The format will involve presenting information to the group and participating in the “speed dating” for one-on-one discussion.

The intention is to hold the sessions in Moranbah and Clermont in the newly completed Isaac Events Centre and the Clermont Showgrounds Pavilion around the beginning of April.

## 2.3. TRADE SERVICES

Following the Meet the Buyer event, the Contracts and Procurement team will proceed with the market engagement for the purpose of establishing panels of suppliers for trade services on behalf of IRC. The arrangement will be similar in operation to the recently established Wet and Dry Hire of Plant arrangement in that it will utilise the same regions and structure with a schedule of rates. Each discrete engagement thereafter will be assessed according to the same evaluation criteria and scoring as previously determined by the evaluation panel and a price calculated by an estimate of the duration and the established schedule of rates. The best supplier will be afforded the first opportunity to confirm their availability.

Categories include the following;

Classification	Description	Licence requirements
Arborist Consultant	<ul style="list-style-type: none"> <li>• Consultant</li> <li>• Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• AQF Level 5 Diploma in Arboriculture</li> <li>• AQF Level 6 Diploma in Arboriculture</li> </ul>
Arborist Practising (Tree Lopping and Removal)	<ul style="list-style-type: none"> <li>• Tree pruning/removal</li> <li>• Stump grinding</li> <li>• Weather related emergency works</li> <li>• Public management and control in accordance with this specification.</li> <li>• Setting out the works and clean up after completion of activities each day</li> <li>• Recording and reporting on works undertaken</li> <li>• Disposal of Materials</li> </ul>	<ul style="list-style-type: none"> <li>• AQF Level 3 in Arboriculture</li> </ul>
Automatic Doors Automatic Gates Roller Doors (electric)	<ul style="list-style-type: none"> <li>• Supply and install new automatic doors.</li> <li>• Service, repairs and maintain existing automatic doors.</li> <li>• Condition and asset reporting</li> <li>• Roller doors ranging in height to 3m</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Builders	<ul style="list-style-type: none"> <li>• Property repairs and maintenance</li> <li>• Minor construction projects</li> <li>• Condition and asset reporting</li> <li>• Building restumping</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Building Inspectors	<ul style="list-style-type: none"> <li>• Undertake condition and asset reporting</li> <li>• Provide building certifications</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate IV in Building and Construction</li> </ul>



Carpentry	<ul style="list-style-type: none"> <li>• General repairs and alterations</li> <li>• Construction of walls, decks, stairs, roofs and building etc</li> <li>• Exterior and interior finishing works</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• Make safe cleaning</li> <li>• Remediation cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• IICRC Certification (min)</li> <li>• Applied mould remediation technician.</li> <li>• Trauma and crime scene technician</li> </ul>
Concreting Services	<ul style="list-style-type: none"> <li>• General repairs</li> <li>• Footpath construction</li> <li>• Concrete cutting, grinding and removal of unwanted materials</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Electrical trade services	<ul style="list-style-type: none"> <li>• General Electrical Works.</li> <li>• Testing of RCD's.</li> <li>• Installation of new electrical cabling.</li> <li>• Repairs and maintenance of existing electrical infrastructure.</li> <li>• Replacement of lighting fixtures and tubes, bulbs etc.</li> <li>• The repair of defects that affect the immediate and continued functioning of Council facilities.</li> <li>• Condition and asset reporting.</li> <li>• After hours requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Contractors License in accordance with the <i>Electrical Safety Act 2002</i> and the <i>Electrical Safety Regulations 2013</i>.</li> <li>• QBCC License</li> </ul>
Electrical / Mechanical pumps	<ul style="list-style-type: none"> <li>• Repairs and maintenance of Small, and domestic pumps.</li> <li>• Repairs and maintenance of Water Fountains.</li> <li>• Service and Maintenance of generators.</li> <li>• Service and Maintenance of switchboards.</li> <li>• Thermographic scanning and completion of thermographic condition report.</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Contractors License.</li> </ul>
Test and Tag	<ul style="list-style-type: none"> <li>• Test and tag of electric appliances, leads and tools in offices, depots &amp; other Council locations.</li> <li>• Record details in a register.</li> <li>• Testing and fitting Smoke alarms</li> </ul>	<ul style="list-style-type: none"> <li>• Restricted Electrical Contractors License</li> <li>• Test and tag qualification (AS/NZS 3760)</li> </ul>
Fencing	<ul style="list-style-type: none"> <li>• Construction and maintenance of existing fencing and gates.</li> <li>• Supply and erection of new fences and gate.</li> <li>• Construct and repair barriers, retaining walls and trellises.</li> <li>• Condition and asset reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Floor coverings	<ul style="list-style-type: none"> <li>• Repair, maintenance and / or replacement of floor coverings including but not limited to vinyl, timber, ceramic tiles, flake, spray stone, carpet and laminate.</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC licence</li> </ul>

Glazier	<ul style="list-style-type: none"> <li>• Replace glass windows and doors</li> <li>• Replace and repair screen doors</li> <li>• Replace, repair and maintain window gaskets and guides</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Handyman	<ul style="list-style-type: none"> <li>• Undertake and control small maintenance works under the value of \$3,300 (including GST).</li> <li>• Relocation of office furniture/ equipment to allow required works to be undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>• Competent person employed by a company that specialises in this works.</li> </ul>
Heating, Ventilation and Air Conditioning (HVAC)	<ul style="list-style-type: none"> <li>• Installation</li> <li>• Electrical (if qualified)</li> <li>• Maintenance</li> <li>• Testing</li> <li>• Repairing / replacing.</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> <li>• Restricted Electrician Contractors License</li> </ul>
Irrigation Services	<ul style="list-style-type: none"> <li>• Installation of irrigation systems</li> <li>• Repairs and maintenance to irrigation systems</li> <li>• Condition and asset reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate III or IV in Irrigation or</li> <li>• Certificate IV in Horticulture</li> </ul>
Landscaping and Gardening maintenance	<ul style="list-style-type: none"> <li>• Mowing of lawns</li> <li>• General maintenance of gardens including weeding, replanting, etc.</li> <li>• Poisoning of weeds</li> <li>• General yard cleaning</li> <li>• Overgrown and unsightly allotments (refer to Clause 4.19 below for full details)</li> </ul>	<ul style="list-style-type: none"> <li>• Local Government Worker – Authorised Person requirements</li> </ul>
Mechanical Maintenance	<ul style="list-style-type: none"> <li>• Supply OEM consulting, diagnosis &amp; repair.</li> </ul>	
Painting	<ul style="list-style-type: none"> <li>• Internal and external painting of Council properties and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Pest Control Services	<ul style="list-style-type: none"> <li>• Inspection of Council buildings and facilities.</li> <li>• Undertake scheduled treatments for cockroaches, spiders, ants, mites etc.</li> <li>• Provide services in emergency situations. (e.g. White Ants).</li> <li>• Undertake baiting programs.</li> <li>• Subterranean termite treatment to Australian Standards.</li> <li>• Condition and asset reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Plasterer	<ul style="list-style-type: none"> <li>• General repairs</li> <li>• Walls and Ceiling replacement</li> <li>• Setting and fitting</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Plumber – Maintenance	<ul style="list-style-type: none"> <li>• Water meter repairs</li> <li>• Water main repairs</li> <li>• Water Service Repairs</li> <li>• Sewer Main repairs</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>

	<ul style="list-style-type: none"> <li>• Unblock sewer main chokes</li> <li>• Water main sewer laying</li> <li>• Property and Facilities maintenance</li> <li>• Outside of Hours Breakdowns</li> <li>• Jetter</li> <li>• Hydrovac</li> </ul>	
Plumber - Roofing	<ul style="list-style-type: none"> <li>• Perform repairs and maintenance on the downpipes, roofs and flashings as directed.</li> <li>• Re-roofs on buildings as directed in line with Council's current procurement policy.</li> <li>• Roof condition and asset reporting.</li> <li>• Project design, scoping, cost estimating.</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC License</li> </ul>
Pool Plant Maintenance	<ul style="list-style-type: none"> <li>• Maintain heat pumps</li> <li>• Maintain pool cleaners</li> <li>• Maintain disinfection controls</li> <li>• General pool maintenance and repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate IV in Swimming Pool and Spa Services</li> </ul>
Refrigeration mechanic	<ul style="list-style-type: none"> <li>• Undertake fridge maintenance and repairs</li> <li>• Replacement of equipment if required.</li> </ul>	<ul style="list-style-type: none"> <li>• Refrigerant handling license</li> </ul>
SCADA	<ul style="list-style-type: none"> <li>• Refer to Clause 4.18 below for full details</li> </ul>	
Tiler	<ul style="list-style-type: none"> <li>• Repair and maintenance of tiled areas.</li> <li>• Water proofing of wet areas.</li> <li>• Laying tiles.</li> </ul>	<ul style="list-style-type: none"> <li>• QBCC licence</li> </ul>
Window Coverings	<ul style="list-style-type: none"> <li>• Supply and installation of curtains, including rods</li> <li>• Supply and installation of blinds including all fittings</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate III in blinds, awnings, security screens and grills (preferred)</li> </ul>

## 2.4. AUCTION OF REDUNDANT ITEMS

There are a number of items throughout the organization that have been identified as redundant and may represent some value to other parties. The call to identify these items was issued in November and a listing has since been collated and circulated to the SLT to see if these items can be utilised elsewhere within council before being offered to the public. The auction will be advertised on Council website and through social media.

The public auction does pose some issues for anyone wishing to inspect the items prior to or during the auction as they are held at various secure locations throughout the Isaac region. The condition of the items varies and any items that are not sold will be disposed of. Items include large electric motors, survey equipment, filters and service kits, coffins, file cabinets, furniture etc

The process will be managed internally by the Contracts and Procurement Team.

## 2.5. JANITORIAL AND WASHROOM SUPPLIES

The Contracts and Procurement team will co-ordinate the establishment of supply arrangement/s for an array of cleaning items, chemicals, and washroom consumables utilised across all IRC locations.

# REPORTING



### 3.1. CONTRACTING ACTIVITY

#### SUMMARY OF CONTACTING ACTIVITY

01/11/2024 – 31/01/2025	OCEO	CGFS	E & I	W & W	PECS
Awarded Tenders	0	2	7	2	2
Active Tenders	0	0	6	1	5
In progress Tenders	0	5	6	4	4
Awarded RFQ's	0	0	7	6	7
Active RFQ's	1	1	7	5	5
In progress RFQ's	0	0	10	1	12
Active - out to market or under evaluation as at the end of the reporting period In Progress - specification under development as at the end of the reporting period Awarded – during the reporting period					

#### CONTRACTS VARIATIONS

Contracts Variations Approved - 01/11/2024 – 31/01/2025 (Top 5 summarised below)	Quantity	Total Amount
	12	\$ 2,167,898.71

Reference	Contract Name	Variation Amount	Total Value
IRCT-MBH5-1122-306	Moranbah Community Centre Redevelopment	\$ 1,510,466.33	\$ 13,983,923.83
IRC-E&I-0424-T364	Regional Reseals 2024	\$ 401,879.30	\$ 4,079,754.91
IRCT-DYS4-0822-294	IRC Dysart Clermont Road Should Widening Design and Construct	\$ 291,652.51	\$ 1,470,140.82
IRC-E&I-0624-T374	Regional Pavement Renewal Works - IRC Roads 2024	-\$ 190,387.58	\$ 2,383,396.37
IRCQ 2055-1020-768	Moranbah Community Centre Stage 2 Design	\$ 81,543.00	\$ 699,331.30

In accordance with Chapter 6, Part 4, Section 237 of the Local Government Regulation 2012 a local government must, as soon as practicable after entering a contract worth \$200,000 or more (GST Exclusive), publish the relevant details of the contract on the local government's website; and display relevant details of the contract in a conspicuous place in the local government's public office. The relevant details must also be published or displayed for a period of at least 12 months. The full listing of all such contracts are published as required. For full disclosure, it is the practice of IRC to publish the total of the contractual arrangement which includes the sum of all variations to the original contract value.

## CONTRACTS AWARDED OVER \$200K

During the reporting period, the following contracts above \$200k were awarded;

Contract Number	Contractor	Details	Contract Value	Commence Date	Completion Date
IRC-PECS-0924-Q1362	RP Infrastructure Pty Ltd	Project Management Services for Isaac Resources Excellence Precinct	Schedule of Rates	28/01/2025	11/06/2027
IRC-E&I-1024-Q1369	RPQ Mackay Pty Ltd	Full Service Crew (Pothole Patching Works)	Schedule of Rates Estimated value (\$250,000.00)	24/01/2025	9/6/2025
IRC-W&W-0624-Q1334	Roebuck Civil Pty Ltd	Middlemount Water Network Augmentation and Drainage Works	\$1,344,766.70 (ex GST)	21/01/2025	26 weeks approx. 21/07/2025
IRC-E&I-0924-T391	CQ Building Projects Pty Ltd	Multiple Bathrooms and Rectification	\$428,106.25 (ex GST)	17/01/2025	30/06/2025
IRC-E&I-0824-T390	Dynamic Sports Technology Pty Ltd	Soccer Fields Lighting Upgrade, Moranbah	\$312,745.11 (ex GST)	08/01/2025	30/05/2025
IRC-E&I-0824-T387	Oaka Construction Pty Ltd	Eaglefield Road Full Service Pave and Seal	\$1,315,431.70 (ex GST)	08/01/2025	25/04/2025
IRC-W&W-0724-T381	Relining Solutions Pty Ltd	IRC Sewer Network CCTV Survey & Relining	\$2,919,732.35 (ex GST and Rise and Fall)	08/01/2025	30/06/2027
IRCT-ALL2-1123-349	Various	RQPS Provision of Plant Hire (Wet and Dry)	Schedule of Rates	01/12/2024	30/12/2026 (with 2 x 1 year extension options)

Contract Number	Contractor	Details	Contract Value	Commence Date	Completion Date
IRC-W&W-1024-T399	More Air Group Pty Ltd	WTP & WWTP Air Compressor & Blower Maintenance	Schedule of Rates for an approximate value of \$301,876.48 (ex GST) inclusive of extension options	20/12/2024	20/12/2026 (with 2 x 1 year extension options)
IRC-CGFS-0624-T371	NQBE Integrated IT  Roy Powell Security  Goodline	RPQS Provision of IT Data Cabling Services	Schedule of Rates	09/12/2024	09/12/2026 (with 2 x 1 year extension options)
IRC-W&W-1124-SFQ0051	ACE Projects QLD Pty Ltd	Water & Waste Project Management	Schedule of Rates	31/12/2024	31/12/2026 (with optional extension x 1 year)
IRC-E&I-0624-T375	Davbridge Constructions Pty Ltd	Phillips Creek Bridge Replacement/Upgrade	\$18,781,657.18 (ex GST)	29/11/2024	15/12/2025
IRC-E&I-0724-T383	Haulpro Pty Ltd	Road Train and Loader	Schedule of Rates (estimated value \$609,000.00 ex GST)	03/12/2024	11/03/2025
IRC-CGFS-0224-T356	Galaxy 42 Pty Ltd t/as Attura Business Applications  Chartertech Pty Ltd  Green Cloud Consulting Pty Ltd	RPQS Provision of Software Consulting Services	Schedule of Rates	18/11/2024	18/11/2026 (with optional extension 2 x 1 year)

Contract Number	Contractor	Details	Contract Value	Commence Date	Completion Date
	<p>KPMG Australia Technology Solutions Pty Ltd</p> <p>Trent Macleod Investments Pty Ltd</p> <p>Landfile Consultancy Pty Ltd t/as Insight GIS</p> <p>TSM Solutions Pty Ltd t/as XY Mapping</p>				
IRC-E&I-0424-T363 24/25	Clermont Plant Hire t/a Brents Rental Solutions	24/25 Regional Roller Hire Includes Separable Portion A, B, & C	Schedule of Rates	11/11/2024	11/11/2025 (with optional extension 2 x 1 year)



### 3.2. PURCHASING ACTIVITY

Purchase Requisitions Released	Qtr period (01/11/24 – 31/01/25)
Value of Purchase Requisitions processed	\$ 40,324,725.46
No. Purchase Requisitions Released	1586
Requisitions Suspended (not yet released)	11

Exceptions Raised	QTY	Total Amount
	51	\$ 2,763,622.35
Details (top 5 by value)	Reason – LG Regs 2012	Amount
Project Management W&W directorate	S234 LocalBuy (LB279)	\$ 400,000.00
IT Equipment replacement	S235 f Whole of Government ICTSS.1010	\$ 389,846.58
Air-conditioning repairs Moranbah office	S235 c Emergency	\$ 299,826.36
Project Management for Phillips Ck Bridge	S234 LocalBuy (LB279)	\$ 168,590.00
CiA Digital upgrade consultant	S232 IRC Panel (IRC-CGFS-0224-T356)	\$ 110,000.00

### 3.3. INVENTORY

#### INVENTORY TURNOVER

1/11/2024 – 31/01/2025	Moranbah	Clermont	Nebo	St Lawrence
Total Value of Inventory (SOH)	\$ 170,840.36	\$ 263,006.95	\$ 116,716.93	\$ 51,524.45
Value of Goods Issues (for the reporting period)	\$ 37,435.88	\$ 69,223.51	\$ 30,995.24	\$ 18,617.59
Inventory Turns (Annual)	0.88	1.05	1.06	1.45
Stock on hand (average)	13.7 months	11.4 months	11.3 months	8.3 months

\* As at period end date

\* Excludes Fuel, Jet Fuel and Avgas

These figures are based on the total for the location and does not account for individual product circumstances. It is not an average of individual product turnover, noting that some items have faster turnover than others.

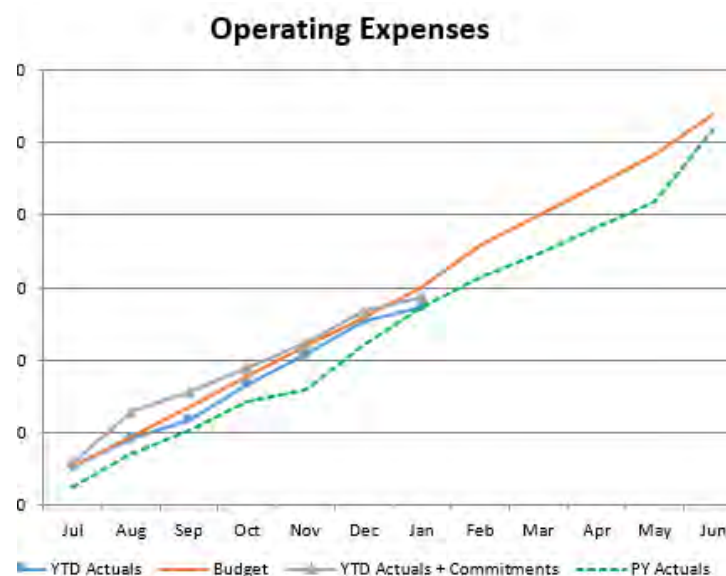
### 3.4. SUPPLIER LOCATION METRICS

Awarded Purchase Order Value by Region – (01/11/2024 – 31/01/2025)				
Region	<\$5k	\$5k to \$15k	\$15k to \$200k	>\$200k
Local	\$ 591,259.48	\$ 172,435.17	\$ 225,596.32	\$ 204,783.23
Neighbouring	\$ 431,499.22	\$ 340,012.22	\$ 1,966,752.98	\$ 999,420.61
QLD	\$ 322,609.64	\$ 520,289.99	\$ 1,991,291.69	\$ 24,213,701.80
Interstate	\$ 265,230.18	\$ 286,534.68	\$ 1,394,804.42	\$ 1,766,406.73
<b>Grand Total</b>	<b>\$ 1,610,598.51</b>	<b>\$ 1,319,272.06</b>	<b>\$ 5,578,445.41</b>	<b>\$ 27,184,312.37</b>
<b>Local %</b>	<b>36.7%</b>	<b>13.1%</b>	<b>4%</b>	<b>0.8%</b>

Number of Purchase Orders by Region – (01/11/2024 – 31/01/2025)				
Region	<\$5k	\$5k to \$15k	\$15k to \$200k	>\$200k
Local	591	20	6	1
Neighbouring	348	37	35	3
QLD	229	54	38	8
Interstate	163	33	25	4
<b>Grand Total</b>	<b>1331</b>	<b>144</b>	<b>104</b>	<b>16</b>
<b>Local %</b>	<b>44.4%</b>	<b>13.9%</b>	<b>5.8%</b>	<b>6.3%</b>

\*Data is based on the allotted supplier and does not attempt to determine subcontractor contribution.

### 3.5. FINANCE (BUDGET)



<b>MEETING DETAILS</b>	<b>Corporate Governance and Financial Services</b> <b>Standing Committee Meeting</b> Tuesday 11 February 2025
<b>AUTHOR</b>	Trudi Liekefett
<b>AUTHOR POSITION</b>	Manager People and Capability

**5.5 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.**

## HIGHLIGHTS:

### Completion of Traineeships and Onboarding

Isaac Regional Council had three (3) trainee employees from the 2024 trainee intake complete their respective qualifications. Two (2) employees have been successful in securing permanent positions within Isaac Regional Council, with the third employee progressing through a permanent recruitment process with Council. We congratulate these employees on completing their studies and continuing their employment with Council.

### CEO Performance Plan

The Manager People and Capability together with Mayor Kelly Vea Vea presented the Chief Executive Officer's Performance Plan which was approved by Council at the January 2025 Ordinary Meeting. The next steps will include the development of Director, M3 and M4 Managers' Performance Plans to align with the Corporate Plan and CEO Performance KPIs.

## RECRUITMENT AND ONBOARDING UPDATE:

The People and Capability team successfully recruited and onboarded twenty seven (27) new and existing employees up to 31 January 2025:

Directorate	Position Title	Work Location
OCEO	People & Capability Business Partner	Moranbah
OCEO	People & Capability Officer	Middlemount
CGFS	Trainee Finance Officer	Moranbah
CGFS	Trainee ICT Officer	Moranbah
CGFS	Manager Governance & Corporate Services	Moranbah

# PEOPLE AND CAPABILITY

CGFS	Strategic Asset Manager	Moranbah
E&I	Overseer - Parks and Recreation	Moranbah
E&I	Labourer	Moranbah
E&I	Labourer	Dysart
E&I	Plant Operator	Moranbah
E&I	Cleaner	St Lawrence
E&I	Mobile Mechanical Fitter	Clermont
PECS	Departmental Administration Officer E&P	Moranbah
PECS	Coordinator Property Development	Moranbah
PECS	Senior Environment & Sustainability Officer	Clermont
PECS	Trainee Administration Officer - L&S	Moranbah
PECS	Trainee Administration Officer	Moranbah
PECS	Manager Engaged Communities	St Lawrence
PECS	Frontline Service Officer	Dysart
PECS	Program Leader - Museums	Clermont
PECS	Casual Community Facilities Officer	Glenden
PECS	Casual Flaggy Rock Labourer	Carmila
PECS	Casual Flaggy Rock Labourer	Carmila
W&W	Water & Wastewater Operator	Middlemount
W&W	Electrician	Moranbah
W&W	Trainee Water & Wastewater Operator	Moranbah
W&W	Waste Management Officer	Dysart

There were eighteen (18) employee separations up to the 31 January 2025:

Directorate	Position Title	Work Location
CGFS	Finance Officer	St Lawrence
CGFS	Senior Governance Officer	Moranbah
CGFS	Trainee ICT Officer	Moranbah
CGFS	Manager Safety & Resilience	Moranbah
E&I	Loader Operator	Nebo
E&I	Senior Project & Administration Services Officer	St Lawrence
E&I	Plant Operator	St Lawrence
E&I	Apprentice Electrician	Moranbah
E&I	Grader Operator	Clermont
PECS	Departmental Administration Officer - CF	Moranbah
PECS	Frontline Coordinator (Museums)	Clermont
PECS	Casual Pool Lifeguard	Moranbah
PECS	Casual Flaggy Rock Labourer	Carmila
PECS	Casual Flaggy Rock Labourer	Carmila
W&W	Water & Wastewater Operator	Middlemount

# PEOPLE AND CAPABILITY

W&W	Water & Wastewater Operator	St Lawrence
W&W	Waste Management Officer	Dysart
W&W	Water & Wastewater Operator	Moranbah

## PEOPLE AND CAPABILITY LEARNING & DEVELOPMENT UPDATE:

Figure 1.0 Estimated Data - Employee Training January 2025

Directorate	OCEO	E&I	PECS	W&W	CGFS
Number of Employees - December 2024	0	0	1	4	2

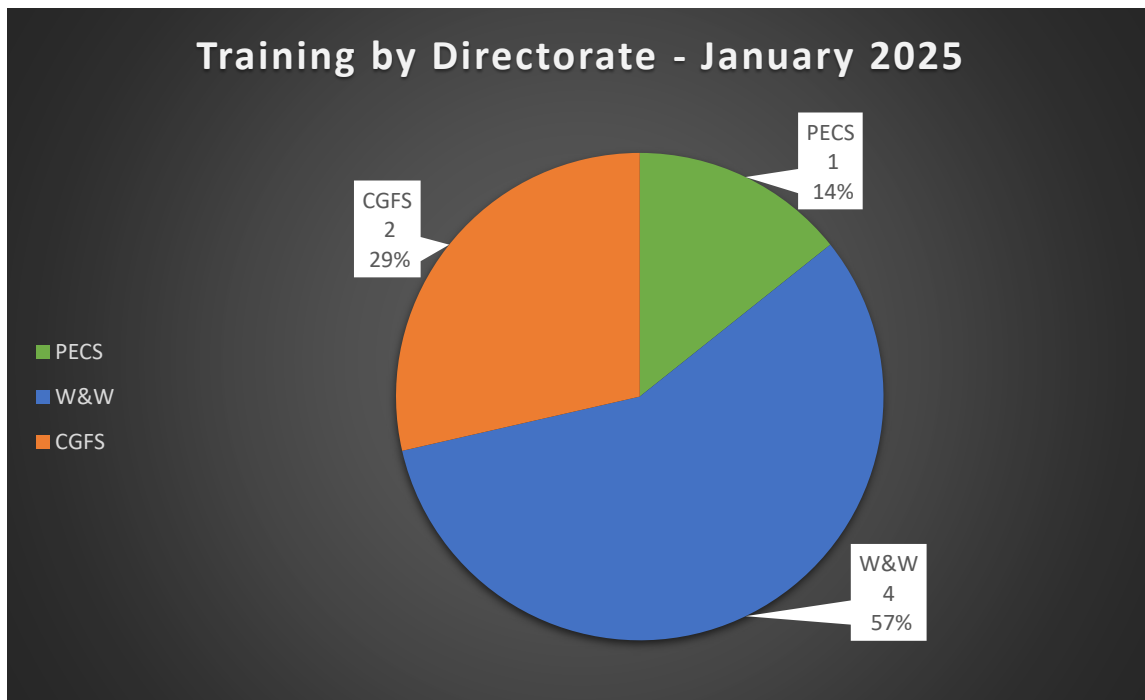


Figure 2.0 Estimated Data – Training Separated by Gender

Women	Men
5	2

Figure 3.0 Estimated Data - Total Hours of Training – January 2025

Training Course	Hours
Authorised Person	4.00
Provide CPR	18.00
Work Safely at Heights	6.00
<b>Total</b>	<b>28.00</b>

## FINANCIAL REPORT:

# PEOPLE AND CAPABILITY

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People and Capability is tracking to budget for the month of January 2025.

## DEVIATION FROM BUDGET AND POLICY:

NIL.

<b>Report prepared by:</b> TRUDI LIEKEFETT <b>Manager People and Capability</b> Date: Monday 3 February 2025	<b>Report authorised by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: Tuesday 4 February 2025
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## ATTACHMENTS

- Attachment 1 - People and Capability Establishment Report

## REFERENCE DOCUMENT

- NIL

**DATE:** 04 February 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  
104.1

**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	62.5
Infrastructure East	17
Infrastructure West	56
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	16.6

Department	
Director Water & Waste	2
Water & Wastewater Operations	43
Waste Management Operations	17.1
W&W Business Services	10
W&W Planning & Projects	5

<b>APPROVED FTE</b>	<b>470.60</b>
<b>FILLED</b>	<b>392.50</b>
<b>VACANT</b>	<b>78.10</b>



## ALL POSITIONS (FTE)

**OCEO**  
All Positions FTE  
31

**CGFS**  
All Positions FTE  
74.7

**E&I**  
All Positions FTE  
195.4

**PECS**  
All Positions FTE  
122.7

**W&WW**  
All Positions FTE  
80.3

Department	
Chief Executive Officer	4
People & Capability	18.0
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	63.5
Infrastructure East	17
Infrastructure West	57.7
Corporate Properties & Fleet	29.2
Plant, Fleet & Workshop	14
Infrastructure Planning & Technical Svc	5

Department	
Director Planning, Environment & Community Services	7
Economy & Prosperity	11
Liveability & Sustainability	12.5
Community Education & Compliance	18
Engaged Communities	12.7
Community Hubs	33.4
Community Facilities	28.1

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

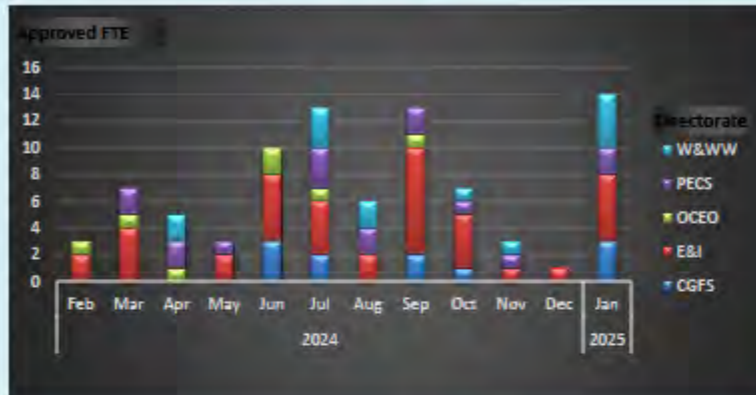
**ALL POSITIONS 504.10**  
**FILLED 419.80**  
**VACANT 84.30**

## APPROVED FTE DASHBOARD - FEBRUARY 2024 TO JANUARY 2025

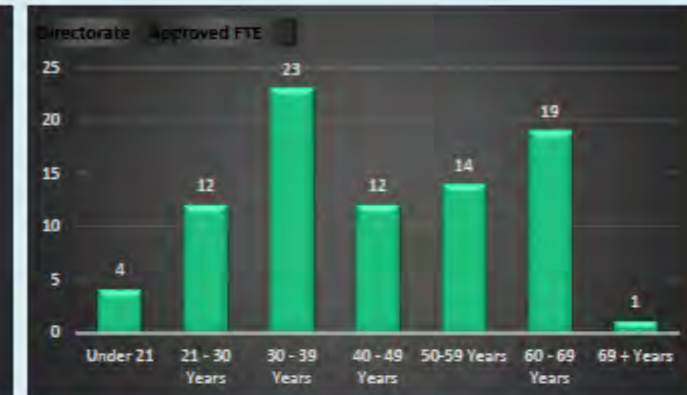
### TURNOVER REASON



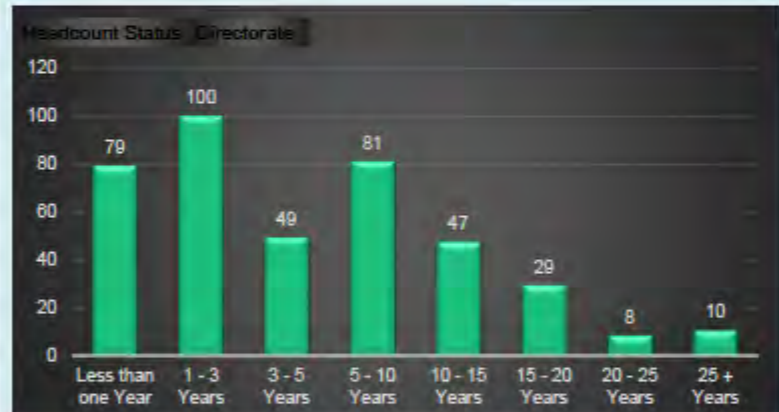
### TURNOVER - 12 MONTHS



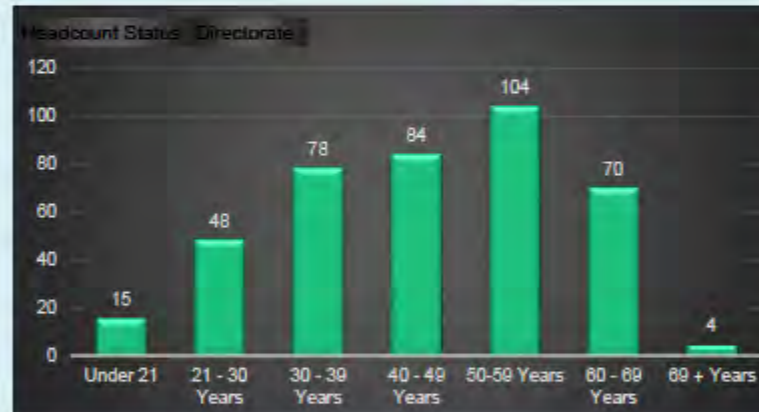
### TURNOVER AGE DEMOGRAPHICS



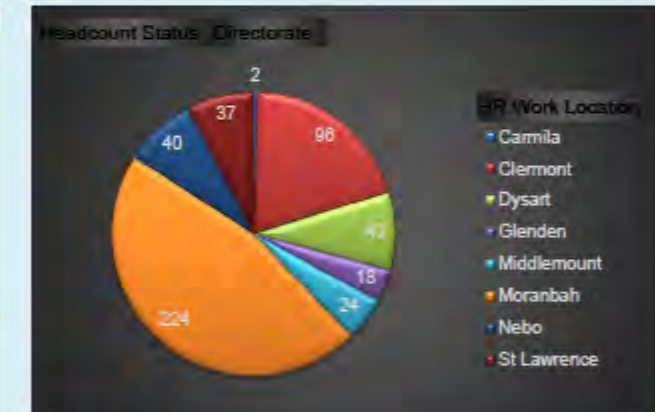
### EMPLOYEE LENGTH OF SERVICE



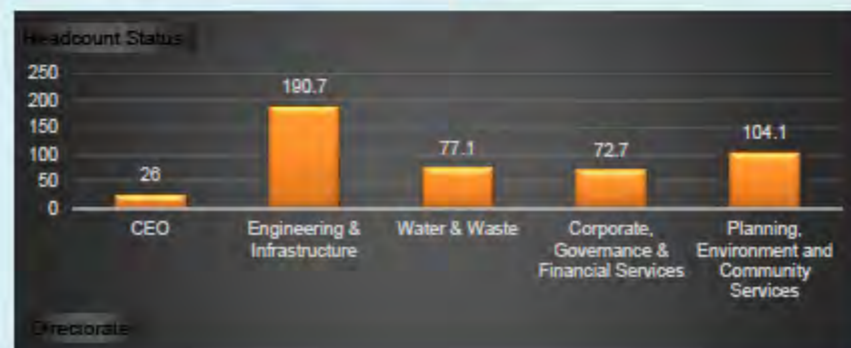
### EMPLOYEE AGE DEMOGRAPHICS



### POSITION LOCATION



### APPROVED FTE BY DIRECTORATE



### CURRENT EMPLOYEE DEMOGRAPHICS

No. OF EMPLOYEES	HIRING	TURNOVER
403	92	85



### ANNUAL TURNOVER %

**21.09%**

# INFORMATION BULLETIN

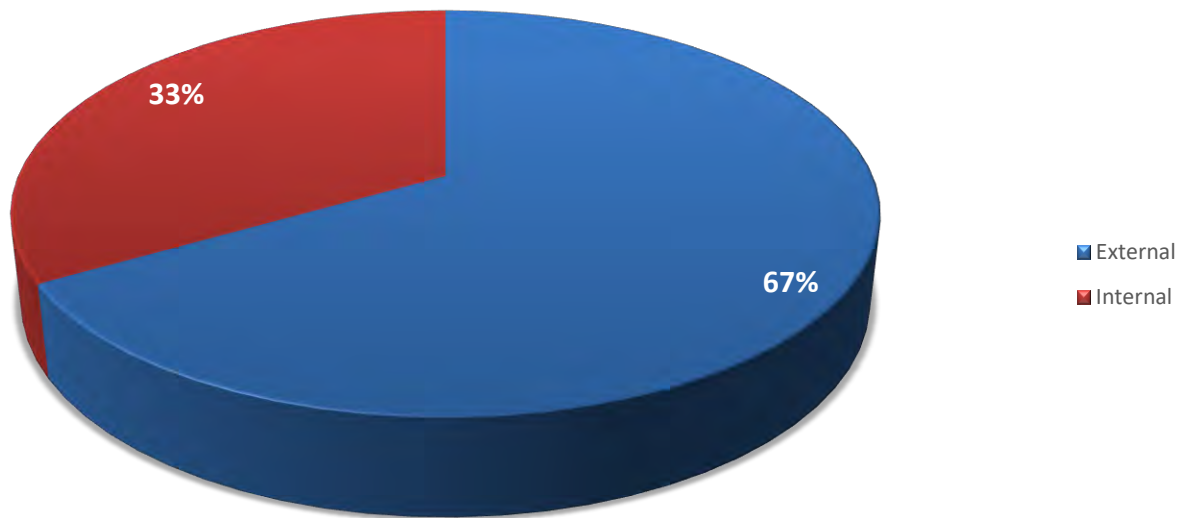
## RECRUITMENT UPDATE

Positions Filled up to 31 January 2025.

Position No.	Position Title	Location	FTE	Effective
<b>CEO Office</b>				
11,001.00	People & Capability Business Partner	Moranbah	1.00	27/01/2025
11,103.00	People & Capability Officer	Middlemount	1.00	27/01/2025
<b>Corporate Governance and Financial Services</b>				
41,014.00	Trainee Finance Officer	Moranbah	1.00	20/01/2025
44,105.00	Trainee ICT Officer	Moranbah	1.00	20/01/2025
45,000.00	Manager Governance & Corporate Services	Moranbah	1.00	13/01/2025
49,000.00	Strategic Asset Manager	Moranbah	1.00	13/01/2025
<b>Engineering and Infrastructure</b>				
52,202.00	Overseer - Parks and Recreation	Moranbah	1.00	6/01/2025
52,213.00	Labourer	Moranbah	1.00	6/01/2025
52,272.00	Labourer	Dysart	1.00	28/01/2025
56,514.00	Plant Operator	Moranbah	1.00	20/01/2025
57,624.00	Cleaner	St Lawrence	0.70	15/01/2025
58,212.00	Mobile Mechanical Fitter	Clermont	1.00	20/01/2025
<b>Planning, Environment and Community Services</b>				
62,506.00	Departmental Administration Officer E&P	Moranbah	1.00	22/01/2025
62,510.00	Coordinator Property Development	Moranbah	1.00	28/01/2025
63,521.00	Senior Environment & Sustainability Officer	Clermont	1.00	6/01/2025
63,545.00	Trainee Administration Officer - L&S	Moranbah	1.00	20/01/2025
64,546.00	Trainee Administration Officer	Moranbah	1.00	20/01/2025
65,500.00	Manager Engaged Communities	St Lawrence	1.00	28/01/2025
66,732.00	Frontline Service Officer	Dysart	0.70	6/01/2025
66,760.30	Program Leader - Museums	Clermont	1.00	6/01/2025
67,623.00	Casual Community Facilities Officer	Glenden	0.50	28/01/2025
67,624.00	Casual Flaggy Rock Labourer	Carmila	0.00	20/01/2025
67,625.00	Casual Flaggy Rock Labourer	Carmila	0.00	20/01/2025
<b>Water and Waste</b>				
81,014.00	Water & Wastewater Operator	Middlemount	1.00	13/01/2025
81,022.00	Electrician	Moranbah	1.00	28/01/2025
81,089.00	Trainee Water & Wastewater Operator	Moranbah	1.00	20/01/2025
83,006.00	Waste Management Officer	Dysart	1.00	20/01/2025

Position No.	Position Title	Location	FTE	Effective
81,014.00	Water & Wastewater Operator	Middlemount	1.00	13/01/2025

### Internal & External Recruitment for the Month



# INFORMATION BULLETIN

## CURRENT VACANCIES

Recruitment Report – Current Vacancies as at 28 January 2025 – 86 Vacant Positions.

Position No.	Position Title	No. of Days Vacant	Vacancy Status
<b>CEO Office</b>			
11,110.00	Learning and Development Officer	197	Advertising
13,005.00	Brand, Media & Communications Coordinator	89	On Hold- Backfilled with acting duties
13,009.00	Renewable Energy Coordinator	9	Shortlisting
13,010.00	Advocacy Coordinator	92	On Hold - Under review with management
<b>Corporate Governance and Financial Services</b>			
40,003.00	Business Transformation Manager	213	On Hold - backfilled with consultant
41,039.00	Payroll Officer	-38	Interview
44,000.00	Chief Information Officer	102	On Hold - Under review with management
44,220.00	Systems Coordinator	364	Shortlisting
45,003.00	Senior Governance Officer	14	On Hold - Under review with management
45,015.00	Governance Officer - Administration	53	Interview
47,004.00	Safety and Resilience Partner	74	On Hold - Under review with management
<b>Engineering and Infrastructure</b>			
51,507.00	Civil Engineering Student	169	Interview
51,506.00	Coordinator Capital Projects	133	Offer
51,508.00	Project Support Officer	144	Advertising
52,211.00	Leading Hand	308	On Hold - Under review with management
52,223.00	Groundsman	319	On Hold - Under review with management
52,224.00	Parks Maintenance Officer	904	On Hold - Under review with management
52,227.00	Parks Maintenance Officer	248	On Hold - Under review with management
52,228.00	Apprentice Parks and Recreation	52	On Hold - Under review with management
52,234.00	Labourer	113	LOO
52,264.00	Labourer	129	Medical
52,272.00	Labourer	138	Due to Start
52,275.00	Leading Hand	103	Due to Start
55,204.00	Plant Operator	15	Advertising
55,305.00	Loader Operator	20	On Hold - Under review with management
56,060.00	Senior Project & Administration Services Officer	17	Interview
56,204.00	Plant Operator	48	Advertising
56,214.00	Grader Operator	4	Job Requisition

# INFORMATION BULLETIN

Position No.	Position Title	No. of Days Vacant	Vacancy Status
56,428.00	Grader Operator	84	Advertising
56,513.00	MR Truck Driver	68	On Hold - Under review with management
56,611.00	Grader Operator	233	Due to Start
56,612.00	Labourer	570	Advertising
56,613.00	Truck Driver	582	On Hold - Under review with management
56,614.00	Water Truck Driver	425	On Hold - Under review with management
57,507.00	Apprentice Carpenter	39	Shortlisting
57,509.00	Electrician	163	On Hold - Under review with management
57,510.00	Apprentice Electrician	13	On Hold - Under review with management
57,513.00	Plumber - Commercial	123	Advertising
57,515.00	Trade Assistant	58	Interview
57,610.00	Maintenance Officer West	58	Reference Check
57,612.00	Cleaner	108	Medical
57,622.00	Cleaner	267	Medical
57,634.00	Cleaner	84	Advertising
58,000.00	Manager Corporate Properties & Fleet	324	On Hold- Backfilled with acting duties
58,204.00	Overseer Maintenance	118	On Hold - Backfilled with acting duties
58,205.00	Team Leader - West	415	On hold – under review with management
58,210.00	Trade Assistant	8	Due to Start
58,213.00	Mobile Mechanical Fitter	78	On Hold - Under review with management
59,000.00	Manager Infrastructure Planning and Technical Serv	104	On Hold - Under review with management
<b>Planning, Environment and Community Services</b>			
60,001.00	Executive Coordinator PECS	168	On Hold- Backfilled with acting duties
63,522.00	Land Protection Officer	8	Advertising
63,523.00	Environment and Sustainability Officer	18	Interview
63,530.00	Program Leader - Development Assess	119	Due to Start
67,630.00	Moranbah Facilities Area Leader	519	On Hold - Under review with management
64,501.00	Community Education Officer	421	On Hold - Under review with management
64,542.00	Community Compliance Officer	266	On Hold - Under review with management
64,544.00	Community Compliance Officer	323	On Hold - Under review with management
64,551.00	Environmental Health Officer	994	Shortlisting
65,510.00	Departmental Administration Officer - EC	54	LOO
65,611.00	Moranbah Community Relations Officer	110	On Hold - Under review with management

# INFORMATION BULLETIN

Position No.	Position Title	No. of Days Vacant	Vacancy Status
67,626.00	Casual Flaggy Rock Pool Attendant	33	On Hold - Under review with management
66,701.00	Library Circulation & Standards Leader	94	Interview
66,704.00	Digital Learning and Systems Officer	153	Due to Start
66,713.00	Frontline Service Officer	279	Due to Start
66,756.00	Frontline Service Officer	193	On Hold- Backfilled with acting duties
67,623.00	Casual Community Facilities Officer	58	Due to Start
67,502.00	Departmental Administration Officer - CF	19	Advertising
67,521.00	Casual Lifeguard	46	Advertising
67,631.00	Team Leader – Catering	1139	On Hold - MCC Renovations
67,634.00	Hospitality Casual	134	On Hold - MCC Renovations
67,636.00	Hospitality Casual	839	On Hold - MCC Renovations
67,638.00	Hospitality Casual	489	On Hold - MCC Renovations
<b>Water and Waste</b>			
81,013.00	Senior Water & Wastewater Operator	704	Offer
81,023.00	Water & Wastewater Operator	19	Advertising
81,024.00	Water & Wastewater Operator	19	Advertising
81,030.00	Senior Water & Wastewater Operator	360	Advertising
81,044.00	Water & Wastewater Operator In Training	294	Medical
81,057.00	Senior Water & Wastewater Operator	56	Advertising
81,068.00	Water & Wastewater Operator	4	Medical
81,063.00	Plumber	68	Interview
81,060.00	Water & Wastewater Operator	142	Advertising
81,086.00	Water & Wastewater Operator	149	Advertising
83,007.00	Waste Management Officer	8	Advertising
84,411.00	Program Leader - Assets and Investment	68	Advertising
86,602.00	Planning Engineer	114	On Hold - Under review with management
86,606.00	Project Manager	272	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	On Hold - 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
81,022.00	Electrician	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



## TURNOVER DEMOGRAPHICS

Figure 1.0 Turnover Demographics – Reason for Turnover up to 31 January 2025.

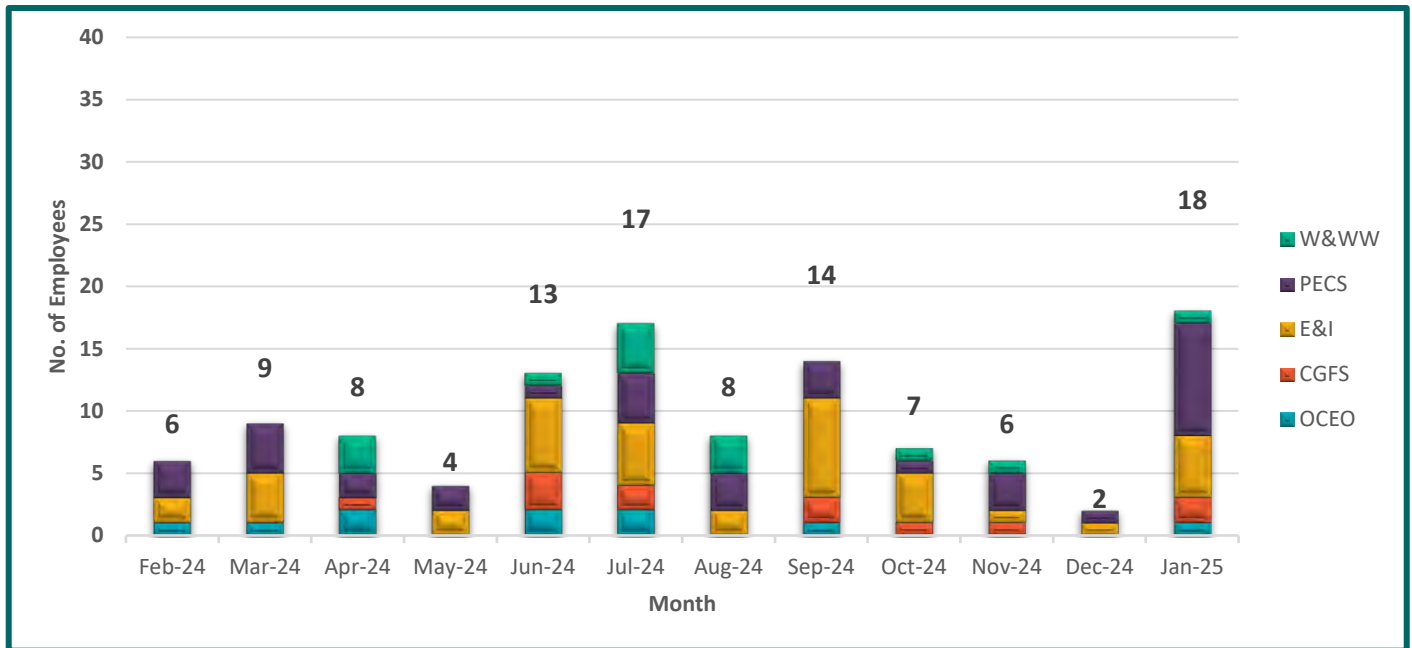
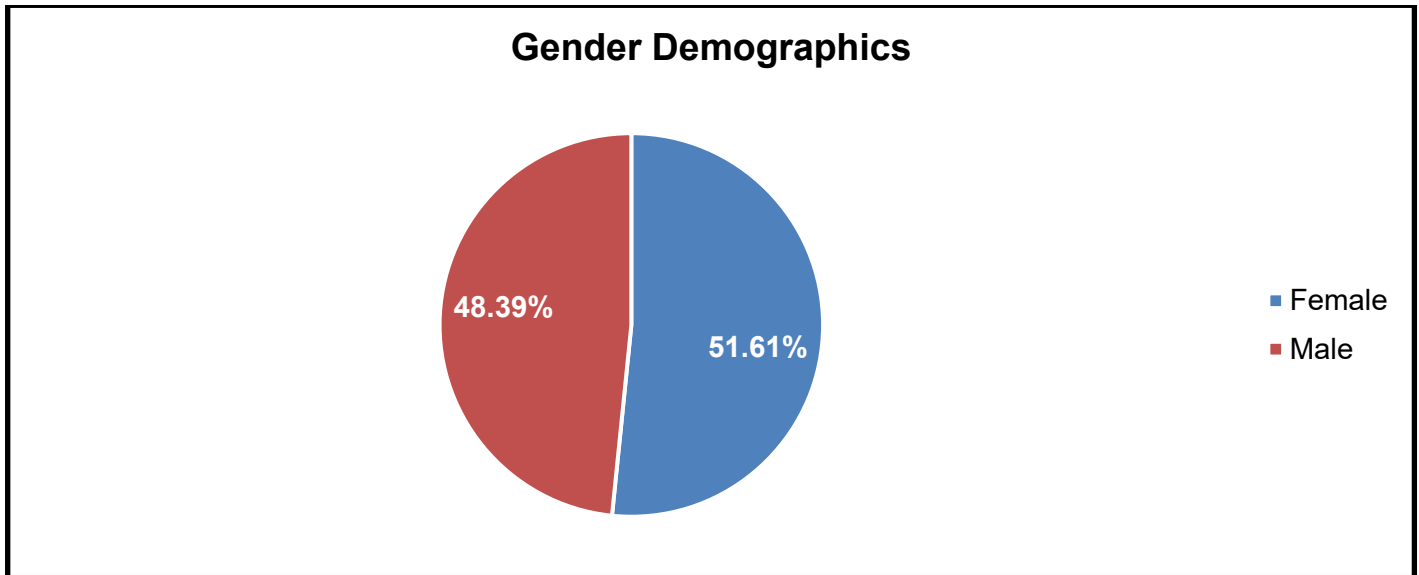


Figure 2.0 Turnover Demographics –Turnover by Directorate 12 months – 1 February 2025 to 31 January 2025.

Employee Turnover by Directorate Est Positions					FROM DATE: 01/02/2024	TO DATE: 31/01/2025	<a href="#">refresh</a>	<a href="#">Pri</a>
Directorate	Appointed	Turnover	Current	Percent				
Office of the CEO	6	7	21	33.33%				
Corporate Governance & Financial Services	11	11	66	16.67%				
Engineering & Infrastructure	37	38	160	23.75%				
Planning Environment & Sustainable Communities	21	16	90	17.78%				
Water & Waste	16	13	64	20.31%				
<b>TOTALS</b>	<b>91</b>	<b>85</b>	<b>401</b>	<b>21.2%</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 PPE 24 January 2025.

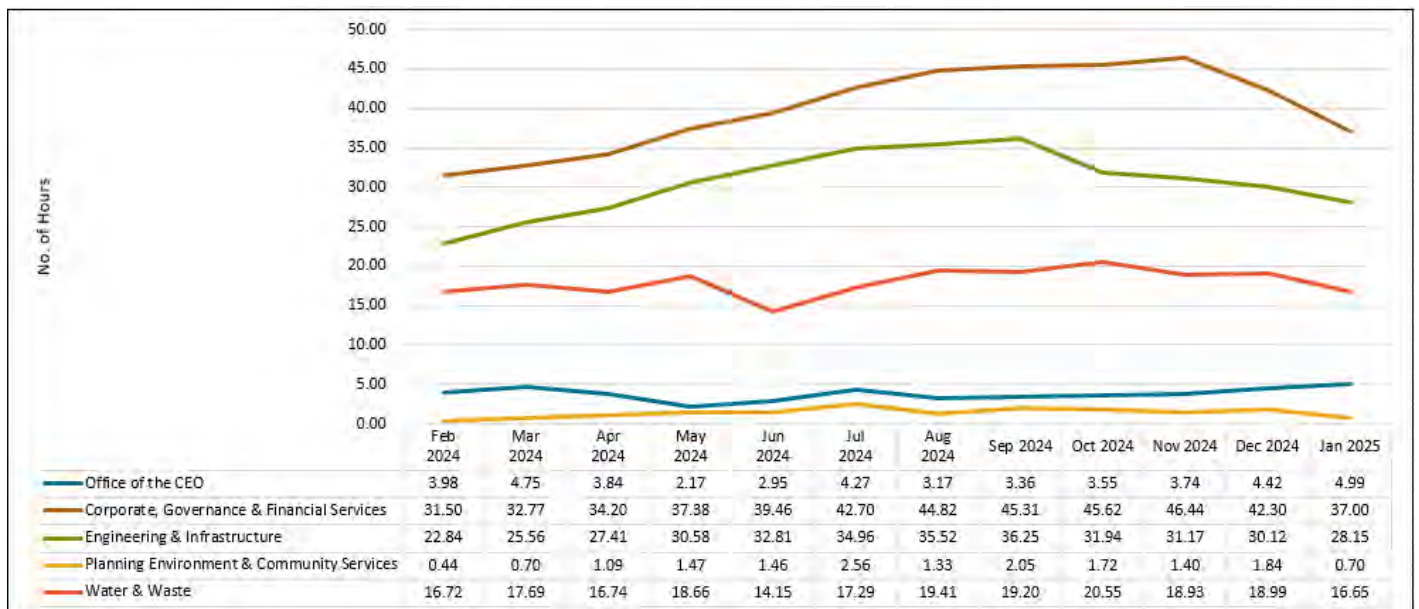
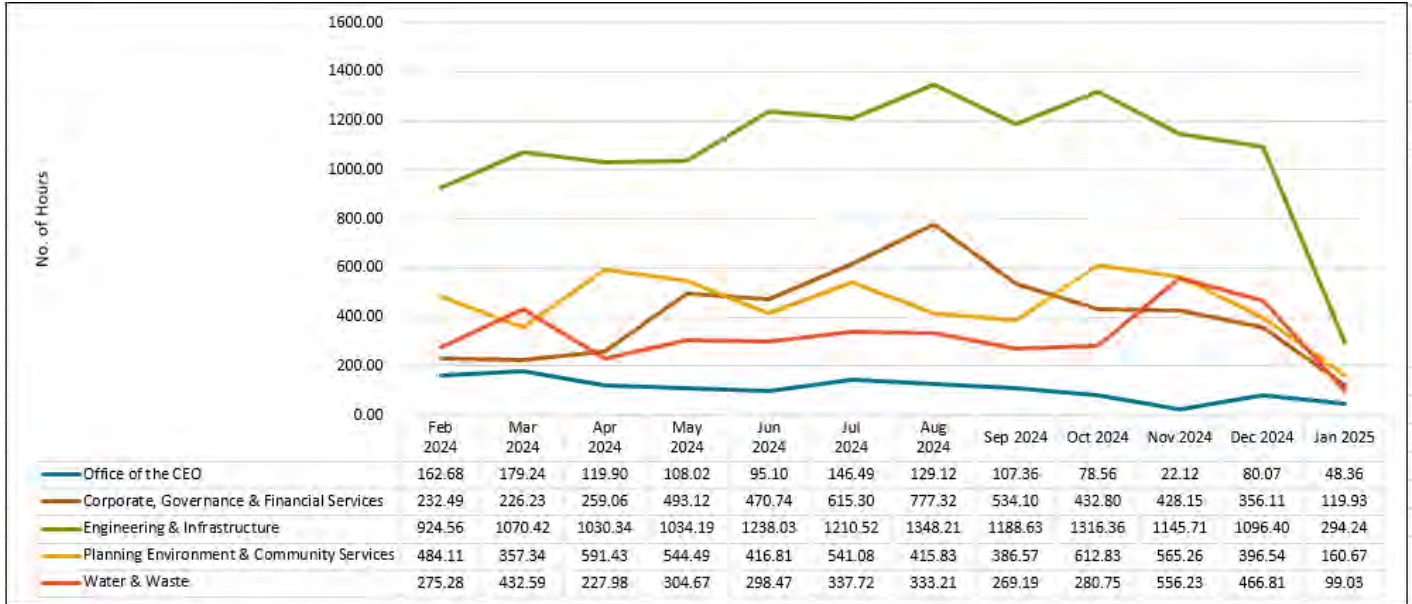


Figure 2.0 Workforce Demographics – **Sick Leave Taken** by Directorate up to PPE 24 January 2025.



**Report authorised by:**

CALE DENDLE

**Chief Executive Officer**

Date 04 February 2025

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<b>MEETING DETAILS</b>	<b>Corporate Governance and Financial Services</b> <b>Wednesday, 11 February 2025</b>
<b>AUTHOR</b>	Kielly Glanville, Tricia Hughes, Melissa Gunson
<b>AUTHOR POSITION</b>	Senior Business Partner – Learning and Development, Coordinator Executive Support, Executive Assistant

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## 5.6

## 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.

### OFFICER'S RECOMMENDATION

*That the Committee recommends 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.*

### BACKGROUND

After the 2024 Local Government elections Elected Members participated in a survey to take the pulse of Councillors status. One aspect of this survey was around professional development and knowledge enhancement. Whilst some of the identified development was captured during the induction period through either externally online training required for Elected Members or internally led workshops, there were further opportunities for growth. Initial discussions occurred between Mayor Veve and Chief Executive Officer Cale Dendle to investigate ways for a more effective use of allocated professional development budget for Elected Members during their term in office.

A joint task was allocated to the Office of the Mayor and CEO and People and Capability to develop a cost matrix for Elected Member professional development, allowing for a more focused approach to their professional development alongside identifying best use of available budget.

To start this process Elected Members were invited to participate in professional development discussion to identify individual focus areas for personal growth. These focus areas were then costed into a matrix and adjusted to include key conference, summits, and forums. and presented for further group consideration.

The cost matrix indicated that development opportunities far outweighed available budget of \$99,700. To further refine development opportunities Elected Members were asked to rank their personalised development opportunities. This has resulted in a more targeted approach to development which aligns more effectively with budget.

# PEOPLE AND CAPABILITY

Please note where an Elected Member has yet to indicate preferences, an average cost has been allocated. A priority tracker has been built into the matrix to record Elected Member preference and approximate costings aligned to budget.

## IMPLICATIONS

Available budget versus professional development activities.

Where an Elected Member has yet to confirm development preferencing an average cost has been allocated.

## CONSULTATION

Mayor Kelly Vea Vea

Isaac Regional Council Elected Members

Chief Executive Officer

Coordinator Executive Support

Executive Assistant – Office of the Mayor and CEO

## BASIS FOR RECOMMENDATION

Provide a balance between available budget and professional development for Elected Members which better supports their role in actively supporting their community and lifting the profile of the Isaac Region.

## ACTION ACCOUNTABILITY

Professional development registration and travel bookings

Tracking of professional development activity and budget

<b>Report prepared by:</b> KIELLY GLANVILLE <b>Senior People and Capability Business Partner – Learning and Development</b> Date: 7 February 2025	<b>Report authorised by:</b> CALE DENDLE <b>Chief Executive Officer</b> Date: 7 February 2025
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## ATTACHMENTS

- Attachment 1 - Draft Councillor Professional Development Matrix

## REFERENCE DOCUMENT

- Elected Member Survey

Conference/Summit/Assembly	Delivery Methods	Dates	Mayor Ve Ve	Deputy Mayor Pickels	Cr O'Neill	Cr Russell	Cr Westcott	Cr West	Cr Earl	Cr Anderson	Cr Coleman	Notes
Civic Leaders Summit	In-person - Brisbane	11-13 March 2025	1000	1000								
Developing Northern Australia Conference	In-person - Cairns	22-24 July 2025					1485					Registration only - does not include tours or dinner
ALGA National General Assembly	In-person - Canberra	24-26 June 2025	1320	1320								
<b>Total</b>			<b>\$2,320.00</b>	<b>\$2,320.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,485.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,125.00</b>
<b>Course</b>												
Charing Council Meetings	On-site	TBA			1220	1220	1220	1220	1220	1220	1220	total cost \$8525 - if all elected members attend cost would be \$950pp
Memory Coaching	On-site	TBC	0	0	0	0	0	0	0	0	0	In-house delivery
Social Media & Digital Identity	On-site - Beau	TBC										
<b>Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$8,540.00</b>
<b>Flight &amp; Accommodation</b>												
Flights - Brisbane (Civic Leaders)		10-14 March 2025	1250	1250								
Accommodation Brisbane		4 nights	1360	1360								\$340p/n
Flights - Cairns (Developing NA)		21-25 July 2025					1200					
Accommodation - Cairns		4 nights					1200					\$300p/n
Flights - Canberra (ALGA General Assembly)		23-27 June 2025	1240	1240								
Accommodation - Canberra		4 nights	1000	1000								\$250p/n
All flights quoted out of Moranbah												
<b>Total</b>			<b>\$4,850.00</b>	<b>\$4,850.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,100.00</b>
<b>Estimated Totals</b>			<b>\$7,170.00</b>	<b>\$7,170.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$5,105.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$1,220.00</b>	<b>\$26,765.00</b>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Conference/Summit/Assembly	Delivery Method	Date(s)	Mayor Vea Vea	Deputy Mayor Pickels	Cr O'Neill	Cr Russell	Cr Westcott	Cr West	Cr Earl	Cr Anderson	Cr Coleman		Notes
2														
3	LGMA Women in Local Government Conference	In-person - Brisbane	Usually March							990				
4	ALGA National General Assembly	In-person - Canberra	Jun-26	1400	1400									
5	LGAQ Conference	In-person - Gold Coast	20-22 October 2025	3700	3700		3700	3700	3700	3700	3700	3700		
6	LGAQ Elected Members Update (EMU)	On-site	TBC (August 2025)	0	0	0	0	0	0	0	0	0		
7	Civic Leaders Summit	In-person - Brisbane TBC	Mar-26	1000	1000									
8	ALGA National Roads Conference	In-person - Adelaide TBC	TBC - Nov/Dec 2025	990	990							990		
9	Developing Northern Australia Conference	In-person - Darwin TBC	TBC August 2026	1500				1500						
10	Meeting of the Mines	In-person - Cloncurry	10-12 September 2025											
11	<b>Total</b>			<b>\$8,590.00</b>	<b>\$7,090.00</b>	<b>\$0.00</b>	<b>\$3,700.00</b>	<b>\$5,200.00</b>	<b>\$3,700.00</b>	<b>\$4,690.00</b>	<b>\$3,700.00</b>	<b>\$4,690.00</b>	\$41,360.00	
12														
13	<b>Course</b>													
14	Economic Development Australia	Virtual	29 July - 9 September 2025					4500						
15	Effective Decision Making for elected Members	On-site	TBA			1220	1220	1220	1220	1220	1220	1220		total cost \$8525 - if all elected members attend cost would be \$950pp
16	Understanding LG Finances for Elected Members	On-site	TBA				1420	1420	1420	1420	1420	1420		total cost \$8525 - if all elected members attend cost would be \$950pp
17	AICD													
18	AICD Update	In-person - Brisbane	17 & 18 July	3900							11,200	11,200		
19	IAP2	On-site	TBC	1050	1050	1050	1050	1050	1050	1050	1050	1050		potential to have cost covered in PECS budget
20														
21	<b>Total</b>			<b>\$4,950.00</b>	<b>\$1,050.00</b>	<b>\$2,270.00</b>	<b>\$3,690.00</b>	<b>\$8,190.00</b>	<b>\$3,690.00</b>	<b>\$3,690.00</b>	<b>\$14,890.00</b>	<b>\$3,690.00</b>	\$46,110.00	
22														
23	<b>Flights &amp; Accommodation</b>													
24	Flights - Canberra (ALGA General Assembly)		Jun-26	1300	1300									
25	Accommodation - Canberra		4 nights	1000	1000									\$250p/n
26														
27	Flights - Gold Coast (LGAQ)		19-23 October 2025	1300	1300		1300	1300	1300	1300	1300	1300		
28	Accommodation - Gold Coast		4 nights	1120	1120		1120	1120	1120	1120	1120	1120		\$280p/n
29														
30	Flights - Adelaide (National Roads)		TBC - Nov/Dec 2025	1400	1400			1400				1400		
31	Accommodation - Adelaide		4 nights	800	800			800				800		\$200p/n
32														
33	Flights - Brisbane (Civic Leaders)		Mar-26	1625	1625									
34	Accommodation - Brisbane		4 nights	1360	1360									\$340p/n
35														
36	Flights - (Developing Northern Australia)		TBC August 2026	2000						2000				
37	Accommodation - Darwin TBC		4 nights	1040						1040				\$260p/n
38														
39	Flights - Brisbane (AICD)		17 & 18 July	1625						1625				
40	Accommodation - Brisbane		4 nights	1360						1360				
41														
42	Flights - Cloncurry		10-12 September 2025											
43	Accommodation - Cloncurry		4 nights											
44														
45	All flights quoted out of Moranbah													
46	<b>Total</b>			<b>\$15,930.00</b>	<b>\$9,905.00</b>	<b>\$0.00</b>	<b>\$2,420.00</b>	<b>\$4,620.00</b>	<b>\$2,420.00</b>	<b>\$8,445.00</b>	<b>\$2,420.00</b>	<b>\$4,620.00</b>	\$50,780.00	
47														
48	<b>Estimated Totals</b>			<b>\$29,470.00</b>	<b>\$18,045.00</b>	<b>\$2,270.00</b>	<b>\$9,810.00</b>	<b>\$18,010.00</b>	<b>\$9,810.00</b>	<b>\$16,825.00</b>	<b>\$21,010.00</b>	<b>\$13,000.00</b>	\$138,250.00	

Conference/Summit/Assembly	Delivery Method	Date(s)	Mayor Ve	Deputy Mayor Pickels	Cr O'Neill	Cr Russell	Cr Westcott	Cr West	Cr Earl	Cr Anderson	Cr Coleman	Notes
Beef Week	In-person Rockhampton	2-8 May 2027								120		Unsure on ticket price
Civic Leaders Summit	In-person	Mar-27	1000	1000								
LGAQ Elected Members Update (EMU)	On-site	TBC (August 2026)	0	0	0	0	0	0	0	0	0	
LGAQ Conference	In-person - TBA	20-22 October 2025	3700	3700		3700	3700	3700	3700	3700	3700	
ALGA National Roads Conference	In-person	TBC - Nov/Dec 2026	990	990					990		990	
Developing Northern Australia Conference	In-person - Perth TBC	TBC July 2027	1500				1500					
ALGA National General Assembly	In-person - Canberra	Jun-27	1500	1500								
<b>Total</b>			<b>\$8,690.00</b>	<b>\$7,190.00</b>	<b>\$0.00</b>	<b>\$3,700.00</b>	<b>\$5,200.00</b>	<b>\$3,700.00</b>	<b>\$4,690.00</b>	<b>\$3,820.00</b>	<b>\$4,690.00</b>	\$41,680.00
<b>Course</b>												
AICD	Virtual	TBC				11200						
<b>Total</b>						<b>\$11,200.00</b>						\$11,200.00
<b>Flights &amp; Accommodation</b>												
Flights - Brisbane (Civic Leaders)			750	750								\$275p/n
Accommodation - Canberra		4 nights	1100	1100								
Flights - Rockhampton (Beef Week)										1000		
Accommodation - Rockhampton		4 nights								1800		450p/n
Flights - Perth (Developing Northern Aust)			1500				1500					
Accommodation		4 nights	1200				1200					\$300p/n
Flights - Perth (National Roads)			1500	1500					1500			
Accommodation		4 nights	1200	1200					1200			\$300p/n
Flights - Canberra (ALGA General Assembly)			1300	1300		1300	1300	1300	1300	1300	1300	
Accommodation		4 nights	1100	1100		1100	1100	1100	1100	1100	1100	\$275p/n
			<b>\$9,650.00</b>	<b>\$6,950.00</b>	<b>\$0.00</b>	<b>\$2,400.00</b>	<b>\$5,100.00</b>	<b>\$2,400.00</b>	<b>\$5,100.00</b>	<b>\$5,200.00</b>	<b>\$2,400.00</b>	\$39,200.00
Flights/Transport - Cloncurry												
Accommodation - Cloncurry												
All flights quoted out of Moranbah												
<b>Total</b>												
<b>Estimated Totals</b>			<b>\$18,340.00</b>	<b>\$14,140.00</b>	<b>\$0.00</b>	<b>\$17,300.00</b>	<b>\$10,300.00</b>	<b>\$6,100.00</b>	<b>\$9,790.00</b>	<b>\$9,020.00</b>	<b>\$7,090.00</b>	\$92,080.00



**FY25/26 - priorities**

		Mayor Vea Vea	Deputy Mayor Pickels	Cr O'Neill	Cr Russell	Cr Westcott	Cr West	Cr Earl	Cr Anderson	Cr Coleman		
LGMA Women in Local Government Conference		4000							4			
ALGA National General Assembly		4400	4	3								
LGAQ Conference		6200	2				1	2	1		1	
LGAQ Elected Members Update (EMU)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA		
Civic Leaders Summit		4000	3	4								
ALGA National Roads Conference		3200		1					5			
Developing Northern Australia Conference		4600					5	1				
Economic Development Australia		4500					4					
Effective Decision Making for Elected Members		1200			1		6		2			
Understanding LG Finances for Elected Members		1420 if provided					2		6			
AICD		11200									2	
AICD Update		14900	1									
IAP2		1050		2	2		3		3		3	
Meeting of the Mines (MoMC)	To be costed											
<b>Running total</b>			21100	8650	2250	8040	8670	10800	6650	8040	11200	85400
<b>Allocated budget</b>			25700	9250	9250	9250	9250	9250	9250	9250	9250	99700
<b>Budget variance</b>			4600	600	7000	1210	580	-1550	2600	1210	-1950	
<b>Remaining budget (yet to see who would like to go to MoMC)</b>												<b>14300</b>

*Indicates preference which could be accommodated within budget. Please note these are not locked in development opportunities and may alter.*

Cr's Russell & Anderson - an average cost has been allocated for development (not including the Mayor).