

NOTICE OF MEETING

Dear Councillors

You are requested to attend the following meeting of Council.

ORDINARY MEETING OF
ISAAC REGIONAL COUNCIL

TO BE HELD ON
WEDNESDAY, 27 NOVEMBER 2024
COMMENCING AT 9.00AM
ISAAC REGIONAL COUNCIL CHAMBERS,
MORANBAH

CALE DENDLE
Chief Executive Officer

LOCAL GOVERNMENT ACT 2009

Local Government Regulation 2012

Chapter 8, Part 2 Local Government Meetings and Committees

Division 1A, Requirements for Local Government Meetings Generally

Section 254J Closed meetings

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

Conflict of Interest Obligations

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

ORDINARY MEETING
OF ISAAC REGIONAL COUNCIL
TO BE HELD ON
WEDNESDAY 27 NOVEMBER 2024
COMMENCING AT 9.00AM
ISAAC REGIONAL COUNCIL,
COUNCIL CHAMBERS, MORANBAH

AGENDA

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

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1. OPENING OF MEETING

2. APOLOGIES AND LEAVE OF ABSENCES

3. CONDOLENCES

- LANGTREE, Malcolm Anderson “Andy” late of Moranbah
- SCULLIE, Peter James late of Nebo
- SILVESTRI, Elaine formerly of Moranbah
- FARAM, Heather Joy formerly of Moranbah

4. DECLARATION OF CONFLICTS OF INTEREST

DECLARABLE CONFLICT OF INTEREST

Cr Terry O'Neill declared a declarable conflict of interest for Report 9.9 Shareholder Relationship: Isaac Affordable Housing Trust as his mother-in-law is a tenant of Isaac Affordable Housing Trust.

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a declarable conflict of interest Report 9.18 Minor Community Grants Summary October 2024 for the Rock FM Association Incorporated (4RFM) Application as she is employed by 4RFM and for the Reece Lahiff as he is a relative of her husband.

DECLARABLE CONFLICT OF INTEREST

Cr Vern Russell declared a declarable conflict of interest for Report 9.23 Request for Waiver of Development Application Fees and Infrastructure Charges for an Other Change Application (MCU24/0014) - Material Change of Use – Community Facility (Office) – 12 Murphy Street, Dysart Qld 4745 – Lot 31 on D111246 as she is a Board Member for the applicant Hinterland Community Care.

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5. DEPUTATIONS

5. CONSIDERATION OF NOTICE OF MOTION

7. CONFIRMATION OF MINUTES

- Ordinary Meeting of Isaac Regional Council held at Clarke Creek Community Hall, Clarke Creek on Wednesday 30 October 2024 at 10.00am.

8. BUSINESS ARISING FROM PREVIOUS MEETING

9. STANDING COMMITTEE REPORTS

9.1 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 month before the meeting is held.

9.2 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.

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9.3 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).

9.4 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)).

9.5 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.

9.6 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.

9.7 REGISTER OF PRE-QUALIFIED SUPPLIERS PANEL ARRANGEMENT FOR THE PROVISION OF IT DATA CABLING SERVICES

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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.

9.8 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.

9.9 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).

9.10 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*.

9.11 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.

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9.12

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*.

9.13

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.

9.14

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.

9.15

**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.

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9.16

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.

9.17

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.

9.18

MINOR COMMUNITY GRANTS SUMMARY OCTOBER 2024

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 October to 31 October 2024.

9.19

ISAAC MUSEUMS OPERATIONAL ADJUSTMENTS - PHASE ONE

EXECUTIVE SUMMARY

This report seeks Council's approval for amendments to the operational activities at the Isaac Museums sites in alignment with recommendations provided by Queensland Museum via the Isaac Museums Collection Management Plan 2024.

9.20

AVELING & PORTER SHOWCASE AT NATIONAL HISTORICAL MACHINERY ASSOCIATION RALLY

EXECUTIVE SUMMARY

This report seeks Council's approval to send representatives from Isaac Regional Council, along with the historic Aveling & Porter steam traction engine from the Clermont Historical Centre, to participate in the 19 National Historical Machinery Association (NHMA) Rally at the Jondaryan Woolshed in August 2025. The event presents a unique opportunity to showcase Isaac's significant history on a national platform, explore tourism and promotional opportunities, and network with experts to support the long-term care of this key heritage asset.

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9.21 EXCEPTION BASED CONTRACTUAL ARRANGEMENTS – LOCAL GOVERNMENT REGULATIONS 2012 – LIBERO EXTENSION

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement via Council Resolution to grant a 12-month extension of contract with Libero Systems Pty Ltd.

9.22 ISAAC REGIONAL COUNCIL FLYING FOX ROOST MANAGEMENT STATEMENT OF MANGEMENT INTENT REVIEW

EXECUTIVE SUMMARY

The purpose of this report is for Council to adopt a revised Flying Fox Roost Management Statement of Management Intent.

9.23 REQUEST FOR WAIVER OF DEVELOPMENT APPLICATION FEES AND INFRASTRUCTURE CHARGES FOR AN OTHER CHANGE APPLICATION (MCU24/0014) - MATERIAL CHANGE OF USE – COMMUNITY FACILITY (OFFICE) – 12 MURPHY STREET, DYSART QLD 4745 – LOT 31 ON D111246

EXECUTIVE SUMMARY

Council has received a request from Planning Approval Group on behalf of Hinterland Community Care to waive development application fees and infrastructure charges for their development application (MCU24/0014) for an Other Change to an existing Development Permit for a Material Change of Use for Community Facility (Office) at 12 Murphy Street, Dysart QLD 4745, legally described as Lot 31 on D111246.

9.24 RESULTS OF THE APPROVED SELECTIVE INSPECTION PROGRAM

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the results of the Approved Selective Inspection Program undertaken throughout the region between 6 February 2024 and 30 April 2024

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9.25 PROPOSED ANIMAL INSPECTION PROGRAM – SELECTIVE INSPECTION PROGRAM

EXECUTIVE SUMMARY

This report presents the proposed Selective Inspection Program for consideration. The purpose of the proposed inspection program is to monitor compliance with the *Animal Management Act (Cats and Dogs) 2008*, Isaac Regional Council Local Law (Administration) 2011 and Isaac Regional Council Local Law 2 (Animal Management) 2011.

9.26 PROPOSED SYSTEMATIC INSPECTION PROGRAM – LOCALITY OF DYSART

EXECUTIVE SUMMARY

This report presents the proposed Selective Inspection Program for consideration. The purpose of the proposed inspection program is to monitor compliance with the *Animal Management Act (Cats and Dogs) Act 2008*, Isaac Regional Council Local Law (Administration) 2011 and Isaac Regional Council Local Law 2 (Animal Management) 2011.

9.27 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES FY2024_2025 CAPITAL PROJECTS PROGRESS REPORT AS AT 31 OCTOBER 2024

EXECUTIVE SUMMARY

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

9.28 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES DIRECTORATE MONTHLY REPORT – NOVEMBER 2024

EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Information Bulletin for October 2024 is provided for Committee review.

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9.29 SERVICE LEVEL REVIEW – DEVELOPMENT ASSESSMENT LIVEABILITY AND SUSTAINABILITY DEPARTMENT

EXECUTIVE SUMMARY

This report seeks to provide an overview of the Liveability and Sustainability Department's budget (Cost Centre 1099) provided for the delivery of Council's development assessment services.

9.30 ENGINEERING AND INFRASTRUCTURE 2024-2025 CAPITAL PROJECTS PROGRESS REPORT – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2024-2025 Capital Works Program.

9.31 ENGINEERING AND INFRASTRUCTURE DIRECTORATE MONTHLY UPDATE – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to Council on the current operational status of the Engineering and Infrastructure Directorate.

9.32 AMENDED FLEET, PLANT AND EQUIPMENT POLICY

EXECUTIVE SUMMARY

The purpose of this report is to present an amended consolidated Fleet Plant and Equipment Policy and to rescind the previous Resolution Number 8468 that approved an incorrect Fleet Plant and Equipment Policy.

9.33 WATER AND WASTE 2024-2025 CAPITAL PROJECTS PROGRESS REPORT

EXECUTIVE SUMMARY

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

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9.34 WATER QUALITY INVESTIGATION ACTION PLAN UPDATE

EXECUTIVE SUMMARY

The purpose of this report is to update Council on the Water Quality Reliability Investigation Action Plan Deliverables following the 2021/22 Christmas Period water quality incidents.

9.35 WATER RESTRICTIONS POLICY AND PROCEDURE

EXECUTIVE SUMMARY

The purpose of this report is to present the Water Restrictions Policy and Water Restrictions Procedure for review and adoption.

9.36 WATER AND WASTE MONTHLY DEPARTMENTAL REPORT - WASTE SERVICES

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to Council on the Waste Services department within the Water and Waste Directorate.

9.37 BUSINESS SERVICES DEPARTMENT OVERVIEW

EXECUTIVE SUMMARY

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

10. OFFICER REPORTS

10.1 IRC-E&I-0624-T375 – PHILLIPS CREEK BRIDGE REPLACEMENT UPGRADE

EXECUTIVE SUMMARY

Tender responses have been evaluated for the IRC-E&I-0624-T375 – Phillips Creek Bridge Replacement Upgrade and it has been identified that the preferred tender exceeds the existing approved budget. This report seeks support for an increase in budget and Delegation of Authority to the Chief Executive Officer to enter into a contract for the works.

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10.2

2024/2025 FIRST QUARTER BUDGET REVIEW

EXECUTIVE SUMMARY

A review of the budget for the 2024/2025 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT as at 30 September 2024.

The review proposes a \$1.7M increase to the budgeted operating surplus, a \$175K reduction to capital revenue and a \$3.9M increase to the capital expenditure program.

11. CONFIDENTIAL

11.1

INFRASTRUCTURE AGREEMENT FOR INTERSECTION UPGRADE AT GOONYELLA ROAD, MORANBAH

EXECUTIVE SUMMARY

This report seeks Council's resolution to execute an Infrastructure Agreement between Council, Moranbah Discount Tyres and Mechanical Pty Ltd and Economic Development Queensland to ascertain financial and work contributions for the roadworks.

12. GENERAL BUSINESS

13. CONCLUSION

UNCONFIRMED MINUTES

ORDINARY MEETING OF ISAAC REGIONAL COUNCIL

HELD ON
WEDNESDAY, 30 OCTOBER 2024
COMMENCING AT 10.00AM

CLARKE CREEK COMMUNITY HALL,
36 MAY DOWNS ROAD, CLARKE CREEK

UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT CLARKE CREEK COMMUNITY HALL

36 MAY DOWNS ROAD, CLARKE CREEK

WEDNESDAY 30 OCTOBER 2024

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UNCONFIRMED MINUTES

ISAAC REGIONAL COUNCIL

UNCONFIRMED MINUTES OF THE ORDINARY MEETING

HELD AT CLARKE CREEK COMMUNITY HALL

36 MAY DOWNS ROAD, CLARKE CREEK

WEDNESDAY 30 OCTOBER 2024 COMMENCING AT 10.00AM

ATTENDANCE

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

OFFICERS PRESENT

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

1. OPENING

The Mayor declared the meeting open at 10.03am and welcomed all in attendance to Clarke Creek for the October Ordinary Meeting.

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

UNCONFIRMED MINUTES

2. LEAVE OF ABSENCE AND APOLOGIES

An apology has been received from Cr Simon West.

Resolution No.: 8886

Moved: Cr Viv Coleman

Seconded: Cr Rachel Anderson

That Council accepts the apology received from Cr Simon West.

Carried

3. CONDOLENCES

- VILJOEN, Cornelis (Cornel) late of Moranbah (*Isaac Regional Council Employee*)
- NAHRUNG, Peter late of Moranbah
- McLEAN, Heather formerly of Moranbah
- PANTHER, Peter John late of Moranbah
- APPEL, Peter Spencer formerly of Moranbah
- JOHNSTONE, Ruth formerly of Moranbah
- KEMP, Gordon Stanley formerly of Lotus Creek

4. DECLARATION OF CONFLICTS OF INTEREST

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a declarable conflict of interest Report 9.3 Minor Community Grants Summary September 2024 for the Rock FM Association Incorporated (4RFM) Application as she is employed by 4RFM. As this report was a noting only report and no decision was to be made by Council Cr Earl remained in the meeting room for the discussions.

UNCONFIRMED MINUTES

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a declarable conflict of interest for Report 9.4 Major Grant Applications Summary Round One FY2024-2025 for the Rock FM Association Incorporated (4RFM) Application as she is employed by 4RFM.

NOTE:

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

5. DEPUTATIONS

No deputations this meeting.

6. CONSIDERATION OF NOTICE OF MOTIONS

No notice of motions for this meeting.

7. CONFIRMATION OF MINUTES

Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Board Room, St Lawrence on Wednesday 25 September 2024

UNCONFIRMED MINUTES

Resolution No.: 8887

Moved: Cr Terry O'Neill

Seconded: Cr Vern Russell

The Minutes of the Ordinary Meeting of Isaac Regional Council held at Isaac Regional Council, Board Room, St Lawrence on Wednesday 25 September 2024 are confirmed.

Carried

8. BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from previous meeting.

9. STANDING COMMITTEE REPORTS

9.1 Isaac Regional Council Monthly Financial Report as at 30 September 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.

COMMITTEE'S RECOMMENDATION

Resolution No.: CGFS0909

Moved: Cr Terry O'Neill

Seconded: Cr Vern Russell

UNCONFIRMED MINUTES

That the Committee recommends that Council:

1. *Receive the financial statements for the period ended 30 September 2024 pursuant to, and in accordance with, the Local Government Regulation 2012 (s204).*

Carried

Resolution No.: 8888

Moved: Cr Jane Pickels

Seconded: Cr Alaina Earl

That Council:

1. **Receive the financial statements for the period ended 30 September 2024 pursuant to, and in accordance with, the *Local Government Regulation 2012 (s204).***

Carried

9.2 Safety and Resilience Update

EXECUTIVE SUMMARY

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

COMMITTEE'S RECOMMENDATION

Resolution No.: CGFS0910

Moved: Cr Vern Russell

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

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

Carried

UNCONFIRMED MINUTES

Resolution No.: 8889

Moved: Cr Rachel Anderson

Seconded: Cr Terry O'Neill

That Council:

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

Carried

DECLARABLE CONFLICT OF INTEREST

Cr Alaina Earl declared a declarable conflict of interest Report 9.3 Minor Community Grants Summary September 2024 for the Rock FM Association Incorporated (4RFM) Application as she is employed by 4RFM. As this report was a noting only report and no decision was to be made by Council Cr Earl remained in the meeting room for the discussions.

9.3 Minor Community Grants Summary September 2024

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 September to 30 September 2024.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1183

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

- Notes the minor community grants approved under delegation for the period 1 September to 31 September 2024.**

Carried

UNCONFIRMED MINUTES

Resolution No.:	8890		
Moved:	Cr Viv Coleman	Seconded:	Cr Vern Russell
That Council:			
1.	Notes the minor community grants approved under delegation for the period 1 September to 30 September 2024.		
			Carried

9.4 Major Grant Applications Summary Round One FY2024-2025

EXECUTIVE SUMMARY

The purpose of this report is to consider the Community Grants Evaluation Panel's recommendations on the applications received during round one (1) of the Community Grants Program for FY2024-2025. A total of 14 applications were received for Round One.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1184

Moved: Cr Melissa Westcott **Seconded:** Cr Alaina Earl

That the Committee recommends that Council:

- Approves Application 1 for the Community Grants Round One FY2024-2025 as follows:

Application 1	Life Church Brisbane (Clermont)
Project	Life Church Clermont are hosting their annual Christmas in the Park on 6 December at the Centenary Park. It is expected to attract around 1200 people and is a free event for the community. They are seeking Councils support of \$5,000 to go towards the payment of amusement rides. Overall projected cost of event is \$11,211. This meets the co contribution requirements.

UNCONFIRMED MINUTES

<u>Committee Recommendation</u>	
Details	Approves \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Division 1 and 6
Carried	

Resolution No.: PECS1185

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. Approves Application 2 for the Community Grants Round One FY2024-2025 as follows:

Application 2	The Clermont Race Club Incorporate
Project	Clermont Race Club are hosting their annual November Races on 16 November 2024 at the Clermont Racecourse. They are seeking Councils support of \$5,000 to go towards the cost of security. The quote for security is \$7,150. The overall cost of the event is over \$50,000. This meets the co contribution requirements.
<u>Committee Recommendation</u>	
Details	Approves \$5,000 (excluding GST) per year
Proposed Budget Source	Funded equally from Division 1 and 6
Carried	

Resolution No.: PECS1186

Moved: Cr Terry O'Neill

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. Approves Application 3 for the Community Grants Round One FY2024-2025 as follows:

UNCONFIRMED MINUTES

Application 3		Sporting Shooters Association of Australia (SSAA)– Clermont Branch
Project	The SSAA - Clermont Branch are aiming to purchase ShotMarker three target packages for their club and other tools such as steel to build frames for electronic sensors. They are seeking Councils support of \$4,000. The calculations are based on the provided quotes amount which is \$5,206.70, with a 30% co-contribution, resulting in \$3,644.69	
<u>Committee Recommendation</u>		
Details	Approves \$3,645 (excluding GST)	
Proposed Budget Source	Funded equally from Division 1 and 6	
		Carried

Resolution No.: PECS1187

Moved: Cr Alaina Earl

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. Approves Application 4 for the Community Grants Round One FY2024-2025 as follows:

Application 4		Clermont State School P&C Association
Project	Clermont State School P&C are hosting a fundraising Fete on 6 December 2024. They are seeking Councils support of \$5,000 to go towards the overall cost of the event. To approve \$2,997 based on quote provided for hams purchased locally.	
<u>Committee Recommendation</u>		
Details	Approves \$2,997 (excluding GST)	
Proposed Budget Source	Funded equally from Division 1 and 6	
Carried		

UNCONFIRMED MINUTES

Resolution No.: PECS1188

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

- Approves Application 5 for the Community Grants Round One FY2024-2025 as follows:

Application 5	Dysart Golf club Incorporated
Project	Dysart Golf Club in Collaboration with Dysart State School P&C are hosting this year's Dysart Christmas Party on 7 December 2024 at the golf club. They are seeking Councils support of \$10,000 to go towards the rides/side show alley games for the event. The quote for Hibbles Amusements is \$19,500. The overall cost of the event is \$45,000. This meets the co contribution requirements.
Committee Recommendation	
Details	Approves \$5,000 (excluding GST)
Proposed Budget Source	Division 2
Carried	

Resolution No.: PECS1189

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

- Approves Application 6 for the Community Grants Round One FY2024-2025 as follows:

Application 6	Moranbah Bulls Rugby Union Club Incorporated
Project	The club is aiming to complete general repairs and upgrade their clubhouse. This includes electrical upgrades, gutter replacement, installation of a water fountain and mounting wall fans. Their building application has been approved by Council and are seeking Councils support of \$4,764 The total cost of the project is \$5,954.57 with a 30% co-contribution, resulting in \$4,168.19

UNCONFIRMED MINUTES

<u>Committee Recommendation</u>	
Details	Approves \$4,168 (excluding GST)
Proposed Budget Source	Funded equally from Division 3,4 and 5
Carried	

Resolution No.: PECS1190

Moved: Cr Terry O'Neill

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. Approves Application 7 for the Community Grants Round One FY2024-2025 as follows:

Application 7	Oasis Life Church LTD.
Project	Oasis Life Church are hosting their annual Carols by Candlelight on 6 December 2024 at the Moranbah Town square. They are seeking Councils support of \$10,000 to contribute to this event to help with the cost of staging and lighting that is crucial to run the event. The quote for event staging, sound and lighting is \$25,000 and the overall cost of the event is \$27,740. This meets the co contribution requirements.
<u>Committee Recommendation</u>	
Details	Approve \$5,000 (excluding GST)
Proposed Budget Source	Funded equally from Division 3, 4 and 5
Carried	

Resolution No.: PECS1191

Moved: Cr Alaina Earl

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. Approves Application 8 for the Community Grants Round One FY2024-2025 as follows:

UNCONFIRMED MINUTES

Application 8	Moranbah Highlanders Swimming Club Incorporated
Project	Moranbah Highlanders Swim Club are seeking Councils support to cover the pool hire costs for the club and therefore reduce their fees for the 2024/25 swim camps and carnivals season. This includes Swim Camp on 24 and 25 August, their carnival on 9 November 2024, Wednesday's nights from October 2024 to March 2025 and the Swim Camp on 14 and 15 February 2025. They are seeking Councils support of \$5,000. The calculations are based on the provided quotes amount which is \$ 5,394.55 with a 30% co-contribution, resulting in \$3,776.19
<u>Committee Recommendation</u>	
Details	Approves \$3,776 (excluding GST)
Proposed Budget Source	Funded equally from Division 3, 4 and 5
Carried	

Resolution No.: PECS1192

Moved: Cr Terry O'Neill

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

- Approves Application 9 for the Community Grants Round One FY2024-2025 as follows:

Application 9	Clermont Rotary Club
Project	Clermont Rotary Club are hosting a FUNtathlon on 8 February 2025 at the Clermont Swimming pool, this a family event They are seeking Councils support of \$5,000 to go towards Facility fees, equipment and inflatable hire, course construction, and obstacle course purchases. Overall cost of event is \$14,000. This meets the co contribution requirements.
<u>Committee Recommendation</u>	
Details	Approves \$5,000 (excluding GST)
Proposed Budget Source	Division 6
Carried	

UNCONFIRMED MINUTES

Resolution No.: PECS1193

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. Approves Application 10 for the Community Grants Round One FY2024-2025 as follows:

Application 10	Capell Tieri Middlemount Community Sports Network Incorporated (CTM Links)
Project	CTM Links are hosting their annual Christmas carnival on 7 December 2024 and are seeking council's support of \$5,000 to go towards the events costs. Overall cost of event is \$45,323 which meets the co contribution requirements.
<u>Officer Recommendation</u>	
Details	Approves \$5,000 (excluding GST)
Proposed Budget Source	Division 7
Carried	

Resolution No.: PECS1194

Moved: Cr Viv Coleman

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. Approves Application 11 for the Community Grants Round One FY2024-2025 as follows:

Application 11	The Carmila Sports Reserve
Project	The Carmila Sports Reserve are auspicing for the annual Carmila Christmas Tree event in Carmila on 14 December 2024. They are seeking Councils support of \$5,000 to go towards the rides for this event. The quote for Fun Times Amusements is \$9,490.16. The overall cost of the event is \$25,020.00. This meets the co contribution requirements.
<u>Committee Recommendation</u>	
Details	Approves 5,000 (excluding GST)

UNCONFIRMED MINUTES

Proposed Budget Source	Division 8
Carried	

Resolution No.: PECS1195

Moved: Cr Vic Coleman

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

- Approves Application 12 for the Community Grants Round One FY2024-2025 as follows:

Application 12	Nebo Community Sport and Recreation
Project	Nebo Community Sport and Recreation are hosting their annual Community Christmas Fair in Nebo on 15 November 2024. This is a community event where rides are free to help support Mental Health and wellbeing without adding financial strain on the community. They are seeking Councils support of \$5,000 to go towards the payment of amusement rides. The quote for Fun Time amusement is \$19,995.89. Overall cost of event is \$23,145.00. This meets co contribution requirements
<u>Committee Recommendation</u>	
Details	Approves \$5,000 (excluding GST)
Proposed Budget Source	Division 8
Carried	

Resolution No.: PECS1196

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

UNCONFIRMED MINUTES

1. *Advises the applicants the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.*
2. *Determines the following applications as unsuccessful, with a view that they will be consulted to provide an explanation on why their application was unsuccessful:*
 - a. *Hinterland Community Care Moranbah- The applicant submitted only one quote for \$1,617.40 for the entire event, with no confirmed dates. The application did not meet the auditors' minimum requirements, despite several email follow-ups. After deducting the 20% co-contribution, the approved amount would be \$1,293.92. It could be suggested offering a minor grant of \$1,000 instead.*
 - b. *4RFM Community Radio - To decline due to purpose of the application being part of their core business. However, it could be suggested offering a minor grant of \$1,000 to support their fundraising efforts.*

Carried

Resolution No.: 8891

Moved: Cr Jane Pickels

Seconded: Cr Rachael Anderson

That Council:

1. **Approves Application 1 for the Community Grants Round One FY2024-2025 as follows:**

Application 1	Life Church Brisbane (Clermont)
Project	Life Church Clermont are hosting their annual Christmas in the Park on 6 December at the Centenary Park. It is expected to attract around 1200 people and is a free event for the community. They are seeking Councils support of \$5,000 to go towards the payment of amusement rides. Overall projected cost of event is \$11,211. This meets the co contribution requirements.
Council Resolution:	
Details	Approves \$5,000 (excluding GST)
Budget Source	Funded equally from Division 1 and 6
Carried	

UNCONFIRMED MINUTES

Resolution No.: 8892

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

- Approves Application 2 for the Community Grants Round One FY2024-2025 as follows:

Application 2	The Clermont Race Club Incorporate
Project	Clermont Race Club are hosting their annual November Races on 16 November 2024 at the Clermont Racecourse. They are seeking Councils support of \$5,000 to go towards the cost of security. The quote for security is \$7,150. The overall cost of the event is over \$50,000. This meets the co contribution requirements.
Council Resolution:	
Details	Approves \$5,000 (excluding GST) per year
Budget Source	Funded equally from Division 1 and 6
Carried	

Resolution No.: 8893

Moved: Cr Terry O'Neill

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

- Approves Application 3 for the Community Grants Round One FY2024-2025 as follows:

Application 3	Sporting Shooters Association of Australia (SSAA)– Clermont Branch
Project	The SSAA - Clermont Branch are aiming to purchase ShotMarker three target packages for their club and other tools such as steel to build frames for electronic sensors. They are seeking Councils support of \$4,000. The calculations are based on the provided quotes amount which is \$5,206.70, with a 30% co-contribution, resulting in \$3,644.69
Council Resolution:	
Details	Approves \$3,645 (excluding GST)

UNCONFIRMED MINUTES

Budget Source	Funded equally from Division 1 and 6
Carried	

Resolution No.: 8894

Moved: Cr Jane Pickels Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

- Approves Application 4 for the Community Grants Round One FY2024-2025 as follows:

Application 4	Clermont State School P&C Association
Project	Clermont State School P&C are hosting a fundraising Fete on 6 December 2024. They are seeking Councils support of \$5,000 to go towards the overall cost of the event. To approve \$2,997 based on quote provided for hams purchased locally.
Council Resolution:	
Details	Approves \$2,997 (excluding GST)
Budget Source	Funded equally from Division 1 and 6
Carried	

Resolution No.: 8895

Moved: Cr Alaina Earl Seconded: Cr Vern Russell

That the Committee recommends that Council:

- Approves Application 5 for the Community Grants Round One FY2024-2025 as follows:

Application 5	Dysart Golf club Incorporated
Project	Dysart Golf Club in Collaboration with Dysart State School P&C are hosting this year's Dysart Christmas Party on 7 December 2024 at the golf club.

UNCONFIRMED MINUTES

	They are seeking Councils support of \$10,000 to go towards the rides/side show alley games for the event. The quote for Hibbles Amusements is \$19,500. The overall cost of the event is \$45,000. This meets the co contribution requirements.
Council Resolution:	
Details	Approves \$5,000 (excluding GST)
Budget Source	Division 2
Carried	

Resolution No.: 8896

Moved: Cr Alaina Earl

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

- Approves Application 6 for the Community Grants Round One FY2024-2025 as follows:

Application 6 Moranbah Bulls Rugby Union Club Incorporated	
Project	The club is aiming to complete general repairs and upgrade their clubhouse. This includes electrical upgrades, gutter replacement, installation of a water fountain and mounting wall fans. Their building application has been approved by Council and are seeking Councils support of \$4,764 The total cost of the project is \$5,954.57 with a 30% co-contribution, resulting in \$4,168.19
Council Resolution:	
Details	Approves \$4,168 (excluding GST)
Budget Source	Funded equally from Division 3,4 and 5
Carried	

UNCONFIRMED MINUTES

Resolution No.: 8897

Moved: Cr Rachel Anderson

Seconded: Cr Vern Russell

That the Committee recommends that Council:

- Approves Application 7 for the Community Grants Round One FY2024-2025 as follows:

Application 7	Oasis Life Church LTD.
Project	Oasis Life Church are hosting their annual Carols by Candlelight on 6 December 2024 at the Moranbah Town square. They are seeking Councils support of \$10,000 to contribute to this event to help with the cost of staging and lighting that is crucial to run the event. The quote for event staging, sound and lighting is \$25,000 and the overall cost of the event is \$27,740. This meets the co contribution requirements.
Council Resolution:	
Details	Approves \$10,000 (excluding GST) (aligned to previous years contributions to this event)
Budget Source	Funded equally from Division 3, 4, 5 and 7
Carried	

Resolution No.: 8898

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

- Approves Application 8 for the Community Grants Round One FY2024-2025 as follows:

Application 8	Moranbah Highlanders Swimming Club Incorporated
Project	Moranbah Highlanders Swim Club are seeking Councils support to cover the pool hire costs for the club and therefore reduce their fees for the 2024/25 swim camps and carnivals season. This includes Swim Camp on 24 and 25 August, their carnival on 9 November 2024, Wednesday's nights from October 2024 to March 2025 and the Swim

UNCONFIRMED MINUTES

	Camp on 14 and 15 February 2025. They are seeking Councils support of \$5,000. The calculations are based on the provided quotes amount which is \$ 5,394.55 with a 30% co-contribution, resulting in \$3,776.19
Council Resolution:	
Details	Approves \$3,776 (excluding GST)
Budget Source	Funded equally from Division 3, 4 and 5
Carried	

Resolution No.: 8899

Moved: Cr Jane Pickels

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

- Approves Application 9 for the Community Grants Round One FY2024-2025 as follows:

Application 9	Clermont Rotary Club
Project	Clermont Rotary Club are hosting a FUNtathlon on 8 February 2025 at the Clermont Swimming pool, this a family event They are seeking Councils support of \$5,000 to go towards Facility fees, equipment and inflatable hire, course construction, and obstacle course purchases. Overall cost of event is \$14,000. This meets the co contribution requirements.
Council Resolution:	
Details	Approves \$5,000 (excluding GST)
Budget Source	Division 6
Carried	

UNCONFIRMED MINUTES

Resolution No.: 8900

Moved: Cr Rachel Anderson

Seconded: Cr Viv Coleman

That Council:

- Approves Application 10 for the Community Grants Round One FY2024-2025 as follows:

Application 10	Capell Tieri Middlemount Community Sports Network Incorporated (CTM Links)
Project	CTM Links are hosting their annual Christmas carnival on 7 December 2024 and are seeking council's support of \$5,000 to go towards the events costs. Overall cost of event is \$45,323 which meets the co contribution requirements.
Council Resolution:	
Details	Approves \$5,000 (excluding GST)
Budget Source	Division 7
Carried	

Resolution No.: 8901

Moved: Cr Viv Coleman

Seconded: Cr Alaina Earl

That Council:

- Approves Application 11 for the Community Grants Round One FY2024-2025 as follows:

Application 11	The Carmila Sports Reserve
Project	The Carmila Sports Reserve are auspicing for the annual Carmila Christmas Tree event in Carmila on 14 December 20024. They are seeking Councils support of \$5,000 to go towards the rides for this event. The quote for Fun Times Amusements is \$9,490.16. The overall cost of the event is \$25,020.00. This meets the co contribution requirements.

UNCONFIRMED MINUTES

Council Resolution:

Details	Approves 5,000 (excluding GST)
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Budget Source	Division 8
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Carried

Resolution No.: 8902

Moved: Cr Viv Coleman

Seconded: Cr Alaina Earl

That Council:

- Approves Application 12 for the Community Grants Round One FY2024-2025 as follows:

Application 12	Nebo Community Sport and Recreation
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Project	Nebo Community Sport and Recreation are hosting their annual Community Christmas Fair in Nebo on 15 November 2024. This is a community event where rides are free to help support Mental Health and wellbeing without adding financial strain on the community. They are seeking Councils support of \$5,000 to go towards the payment of amusement rides. The quote for Fun Time amusement is \$19,995.89. Overall cost of event is \$23,145.00. This meets co contribution requirements
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Council Resolution:

Details	Approves \$5,000 (excluding GST)
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Budget Source	Division 8
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Carried

Cr Alaina Earl declared a declarable conflict of interest for Report 9.4 regarding the unsuccessful application for 4RFM Community Radio as she is an employee of 4RFM. Cr Earl left the meeting room at 10.21am and did not participate in the discussion or vote regarding the 4RFM Community Radion Grant Application.

Resolution No.: 8903

Moved: Cr Rachel Anderson **Seconded:** Cr Terry O'Neill

That Council:

1. **Advises the applicants the grant constitutes sponsorship of the event and Isaac Regional Council is to be recognised in the same manner as equivalent corporate sponsors in addition to any acknowledgement requirements within the Community Grants Guidelines.**
2. **Determines the following applications as unsuccessful, with a view that they will be consulted to provide an explanation on why their application was unsuccessful:**
 - a. **Hinterland Community Care Moranbah- The applicant submitted only one quote for \$1,617.40 for the entire event, with no confirmed dates. The application did not meet the auditors' minimum requirements, despite several email follow-ups. After deducting the 20% co-contribution, the approved amount would be \$1,293.92. It could be suggested offering a minor grant of \$1,000 instead.**

Carried

UNCONFIRMED MINUTES

Resolution No.: 8904

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That Council:

Approves the 4RFM Application for the Community Grants Round One FY2024-2025 as follows:

Application 4RFM	
Project	4RM is holding a 24 hour live radiothon as part of their community engagement plan. Members, volunteers, sponsors and supporters will have the opportunity to present their show on radio, tour the station and enjoy activities.
Council Resolution:	
Details	Approves \$5,000 (excluding GST)
Budget Source	Divisions 1, 2, 3, 4, 5, 6 and 7
Carried	

ATTENDANCE

Cr Alaina Earl returned to the meeting room at 10.25am.

9.5

Provisional Australia Day Event Sponsorship Program

EXECUTIVE SUMMARY

This report seeks Council's endorsement of the provisional Australia Day Event Sponsorship Program grant pool of \$14,000.00 (excluding GST) and supporting documents for the purpose of empowering community groups or organisations to host events in conjunction with existing Australia Day activities across the region.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1197

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

UNCONFIRMED MINUTES

That the Committee recommends that Council:

- 1. Endorses a provisional sponsorship pool of \$14,000.00 (excluding GST) for the 2024/25FY to be established to support community groups or organisations to host events in conjunction with existing Australia Day events across the region.*
- 2. Endorses the Australia Day Event Sponsorship Guidelines.*
- 3. Authorise the Chief Executive Officer (or delegate) to make minor changes or amendments to the Australia Day Event Sponsorship Guidelines, provided that these changes are administrative only and do not change the intent of the guidelines.*
- 4. Endorses the Australia Day Event Sponsorship Application Form.*
- 5. Authorises the Chief Executive Officer (or delegate) to make minor changes or amendments to the Australia Day Event Sponsorship Application Form, provided that these changes are administrative only.*
- 6. Delegates authority to the Chief Executive Officer (or delegate) to assess and approve applications for the Australia Day Event Sponsorship Program up to \$1,000.00 (excluding GST) in consultation with the Mayor and Divisional Councillors in accordance with the Australia Day Event Sponsorship Guidelines.*

Carried

Resolution No.: 8905

Moved: Cr Rachel Anderson

Seconded: Cr Alaina Earl

That Council:

- 1. Endorses a provisional sponsorship pool of \$14,000.00 (excluding GST) for the 2024/25FY to be established to support community groups or organisations to host events in conjunction with existing Australia Day events across the region.**
- 2. Endorses the Australia Day Event Sponsorship Guidelines.**
- 3. Authorise the Chief Executive Officer (or delegate) to make minor changes or amendments to the Australia Day Event Sponsorship Guidelines, provided that these changes are administrative only and do not change the intent of the guidelines.**

4. **Endorses the Australia Day Event Sponsorship Application Form.**
5. **Authorises the Chief Executive Officer (or delegate) to make minor changes or amendments to the Australia Day Event Sponsorship Application Form, provided that these changes are administrative only.**
6. **Delegates authority to the Chief Executive Officer (or delegate) to assess and approve applications for the Australia Day Event Sponsorship Program up to \$1,000.00 (excluding GST) in consultation with the Mayor and Divisional Councillors in accordance with the Australia Day Event Sponsorship Guidelines.**

Carried

9.6 Isaac Arts and Cultural Advisory Committee Minutes – 19 September 2024

EXECUTIVE SUMMARY

The Isaac Arts and Cultural Advisory Committee (IACAC) provides guidance to Council about the implementation of arts related policies and plans, plus advice on the development and delivery of the Regional Arts Development Fund (RADF). This report requests that Council receives and notes the Minutes from the IACAC meeting held on 19 September 2024 and presents committee recommendations for consideration.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1198

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. *Receives and notes the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 19 September 2024.*
2. *Accepts the recommendations of the Isaac Arts and Cultural Advisory Committee meeting held on Thursday, 19 September 2024.*

UNCONFIRMED MINUTES

- I. *Endorses the carry forward of \$30,000.00 (excluding GST) from Round One of the 2024-2025 Regional Arts Development Fund into Round Two, for expenditure on Round Two grants.*

Carried

Resolution No.:	8906		
Moved:	Cr Viv Coleman	Seconded:	Cr Alaina Earl
That Council:			
1. Receives and notes the Minutes of the Isaac Arts and Cultural Advisory Committee from its meeting held on Thursday, 19 September 2024.			
2. Accepts the recommendations of the Isaac Arts and Cultural Advisory Committee meeting held on Thursday, 19 September 2024.			
I. Endorses the carry forward of \$30,000.00 (excluding GST) from Round One of the 2024-2025 Regional Arts Development Fund into Round Two, for expenditure on Round Two grants.			
Carried			

9.7

Isaac Region Museum Closure Arrangements 2024-2025FY

EXECUTIVE SUMMARY

This report seeks Council endorsement to adjust the seasonal closure arrangements for the region's two staffed museums, Clermont Historical Centre and Historic Nebo Museum, during the period of December 2024 to March 2025. The proposed temporary closures will facilitate critical collection work, essential maintenance, and exhibition updates that cannot be completed while the museums are open to the public.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1199

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

UNCONFIRMED MINUTES

1. Approves the seasonal closure of Clermont Historical Centre from close of business Saturday, 30 November 2024, with reopening scheduled for Wednesday, 26 March 2025.
2. Approves the seasonal closure of Historic Nebo Museum from close of business Saturday, 30 November 2024, with reopening scheduled for Wednesday, 26 March 2025.

Carried

Resolution No.: 8907

Moved: Cr Rachel Anderson

Seconded: Cr Terry O'Neill

That Council:

1. Approves the seasonal closure of Clermont Historical Centre from close of business Saturday, 30 November 2024, with reopening scheduled for Wednesday, 26 March 2025.
2. Approves the seasonal closure of Historic Nebo Museum from close of business Saturday, 30 November 2024, with reopening scheduled for Wednesday, 26 March 2025.

Carried

9.8

Flood Studies Consultation Report and Commencement of Minor Amendment to the Isaac Regional Planning Scheme

EXECUTIVE SUMMARY

Council has been progressing the development of multiple flood studies across the Isaac Region. These flood studies have recently undergone community consultation and Council resolution is now sought to adopt the flood studies and to commence a minor amendment to the Isaac Regional Planning Scheme to update the Flood Hazard Overlay mapping.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1200

Moved: Cr Alaina Earl

Seconded: Cr Melissa Westcott

UNCONFIRMED MINUTES

That the Committee recommends that Council:

1. *Receive and note the Flood Studies Community Consultation Report.*
2. *Receive and adopt the following flood studies:*
 - a. *Isaac River Flood Study, prepared by KBR and dated 1 July 2021*
 - b. *Clermont, Moranbah and Nebo Flood Model and Hazard Mapping (Clermont), prepared by GHD and dated 11 July 2023*
 - c. *Clermont, Moranbah and Nebo Flood Model and Hazard Mapping (Moranbah), prepared by GHD and dated 13 October 2023*
 - d. *Clermont, Moranbah and Nebo Flood Model and Hazard Mapping (Nebo), prepared by GHD and dated 24 August 2023*
 - e. *Styx River and Plane Creek South Flood Study, prepared by KBR and dated 12 April 2024*
3. *Resolve to prepare a Minor Amendment to update the flood hazard overlay mapping in the Isaac Regional Planning Scheme 2021 in accordance with section 20 of the Planning Act 2016 and Chapter 2, Part 2 of the Ministers Guidelines and Rules.*
4. *Resolve to revoke the Council resolution of 12 December 2023 (Resolution Number 8596) to commence a Major Amendment (Flood Hazard) of Isaac Regional Planning Scheme 2021.*

Carried

Resolution No.:		8908	
Moved:	Cr Viv Coleman	Seconded:	Cr Alaina Earl
That Council:			
1. Receive and note the Flood Studies Community Consultation Report.			
2. Receive and adopt the following flood studies:			
a. Isaac River Flood Study, prepared by KBR and dated 1 July 2021			
b. Clermont, Moranbah and Nebo Flood Model and Hazard Mapping (Clermont), prepared by GHD and dated 11 July 2023			
c. Clermont, Moranbah and Nebo Flood Model and Hazard Mapping (Moranbah), prepared by GHD and dated 13 October 2023			

UNCONFIRMED MINUTES

- d. Clermont, Moranbah and Nebo Flood Model and Hazard Mapping (Nebo), prepared by GHD and dated 24 August 2023
- e. Styx River and Plane Creek South Flood Study, prepared by KBR and dated 12 April 2024
- 3. Resolve to prepare a Minor Amendment to update the flood hazard overlay mapping in the Isaac Regional Planning Scheme 2021 in accordance with section 20 of the *Planning Act 2016* and Chapter 2, Part 2 of the Ministers Guidelines and Rules.
- 4. Resolve to revoke the Council resolution of 12 December 2023 (Resolution Number 8596) to commence a Major Amendment (Flood Hazard) of Isaac Regional Planning Scheme 2021.

Carried

9.9

MCU23/0006 Development Application for a Development Permit for Non-Resident Worker Accommodation (521 Rooms And Ancillary Buildings) Located at 111 Belyando Avenue, Moranbah, Described as Lot 78 CP901715 and Lot 5 M97372

EXECUTIVE SUMMARY

On 21 September 2023, Council received a development application from Village National Coal Country Properties Pty Ltd for a Development Permit for non-resident worker accommodation (521 rooms and ancillary buildings) located at 111 Belyando Avenue, Moranbah, described as Lot 78 on CP901715 and Lot 5 on M97372. It is recommended that the development application be approved subject to conditions.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1203

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. Approves the development application for MCU23/0006 from Village National Coal Country Properties Pty Ltd for a Development Application for a Development Permit for Non-resident

UNCONFIRMED MINUTES

workers accommodation (521 rooms and ancillary buildings) located at 11 Belyando Avenue, Moranbah, described as Lot 78 CP901745 and Lot 5 M97372, subject to the following conditions of approval:

NO.	CONDITION	TIMING
GENERAL CONDITIONS		
GN1	Carry out the approved development generally in accordance with the approved drawings and documents.	At all times unless otherwise stated
GN2	Maintain the approved development generally in accordance with the approved drawings and documents and any relevant Council engineering or other approval required by the conditions.	To be maintained
GN3	Where there is any conflict between the conditions of this Decision Notice and details shown on the Approved Drawings, the conditions prevail.	At all times
GN4	The applicant must meet the full cost of all works and any other requirements associated with this development, unless specified in a particular condition.	At all times
GN5	The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times
GN6	This approval should not be taken to mean that the drawings have been checked in detail and Isaac Regional Council accepts no responsibility for the survey information, the design or for the accuracy of any information or detail contained in the drawings and specifications. The approval is issued with reliance upon the Engineer's certification and that any aspects of the design not specified by Council policy have been undertaken with due professional diligence to accepted industry standards.	At all times
GN7	The applicant must demonstrate to Council compliance with the conditions of the approval prior to commencement of the changed use.	Prior to commencement of use
GN8	Submit, for approval by Council, 'As Constructed' drawings (pdf and DWG) prepared by a Registered Professional Engineer of Queensland (RPEQ) for sewerage, water and road works.	Prior to the completion of works associated with the development
APPROVED DRAWINGS AND DOCUMENTS		

UNCONFIRMED MINUTES

Except where amended by the conditions of this Decision Notice, the development is to be carried out, generally in accordance with the following approved drawings and/or documents:					At all times
Title	Drawing Number	Rev	Date	Prepared by	
Site Plan	61335	-	25.08.23	Murray and Associates	
Floor Plan and Elevations	PHE-	-	21.12.19	PHE Solutions	
Laundry Floor Plan	-01	-	09.06.11	Atco	
Laundry Elevation	-02	-	09.06.11	Atco	
Laundry Elevation	-03	-	09.06.11	Atco	
Car Parking Existing Layout Plan	D23.393C-6	B	11.09.24	DILEIGH	
Car Parking Proposed Layout Plan	D23.393C-7	B	11.09.24	DILEIGH	
Civil Design	D23.393C	A		DILEIGH	
Existing Features and Services	D23.393C-01	A	08.03.2024	DILEIGH	
Proposed Unit and water layout for Lot 78	D23.393C-02	A	08.03.2024	DILEIGH	
Proposed Sewer layout	D23.393C-03	A	08.03.2024	DILEIGH	
Vehicle turn paths and pedestrian movement	D23.393C-04	A	08.03.2024	DILEIGH	
Vehicle turn paths – bus or service vehicle path	D23.393C-05	A	08.03.2024	DILEIGH	
Washdown bays	D23.393C-OP01	A	08.03.2024	DILEIGH	
Stormwater Management Plan	D23.393-RP02	A	21.02.24	DILEIGH	
Stormwater Management Plan Proposed stormwater layout	D23.393C-02	A	31.01.2023	DILEIGH	
Stormwater Management Plan Calculations and hydrographs	D23.393C-03	A	31.01.2023	DILEIGH	

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P2	<p>Submit to and have approved by the Assessment Manager amended/additional drawings and/or documents which incorporate the following:</p> <ul style="list-style-type: none"> a. Amended Site Plan, Job & Plan No 61335. Amendments required: Camp specification description to align with approved room and car park numbers. b. Amended Car Parking Proposed Layout Plan, Dwg No. D23.393C-7. Amendment required: Proposed room numbers to be corrected in table to reference correct proposed room numbers. c. Internal Bus setdown and pickup locations, including linemarking and signage. d. Bin storage areas (existing and proposed) e. Detail design civil drawings of the external roadworks (median right turning lane in Belyando Avenue). f. Detailed design civil drawings of all extensions/augmentations of internal works. g. Floor plan typologies of all existing accommodation buildings located on site. h. Amended Site Plan (or other plan) which clearly identifies room numbers associated with the existing and proposed buildings in a legible order. <p>Once approved, the amended drawings will form part of the Approved Drawings for this development.</p>	Prior to the commencement of use on Lot 78.
P3	A legible copy of the Approved drawings and documents bearing "Council Approval" and the Conditions of this Decision Notice are to be available on site at all times during construction.	During construction
BUILDING WORK		
BW1	<p>Complete all building work associated with this development approval, including work required by any of the Conditions of this Decision Notice; generally in accordance with the approved drawing(s), and/or documents.</p> <p>Where Building Work is Assessable Development, works are to be carried out in accordance with a current Development Permit.</p>	Prior to issue of Certificate of Classification / Final Inspection Certificate
AMALGAMATION		
AM1	Amalgamate Lot 78 CP901715 and Lot 5 M97372 into one allotment. The Plan of Subdivision providing for the amalgamation must be registered with Titles Queensland prior to the commencement of the accommodation use on Lot 78.	Prior to commencement of use on Lot 78.
APPROVED USE		
AU1	The approved use is for 521 non-resident worker accommodation rooms catering for a maximum of 521 non-resident workers and one caretakers dwelling (existing).	At all times
AU2	Buildings are to have a maximum height of one storey, excluding any existing two storey buildings which currently exist on Lot 5 at the time of this approval.	At all times

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CAR PARKING AND ACCESS		
PA1	<p>Design, construct and maintain all car parking and internal roadways generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, AS2890.1: 2004 Parking facilities – Off-street car parking, and Manual of Uniform Traffic Control Devices (Queensland) and must:</p> <ol style="list-style-type: none"> Provide a minimum of 278 parking spaces; Be designed and constructed in accordance with AS2890 Parking facilities – Off-street car parking and the relevant Council Planning Scheme Codes and Development Works Planning Scheme Policy; Provide parking spaces for people with a disability in accordance with the Building Code of Australia and AS2890.6 Off-street parking for people with disabilities; Provide on-site loading, unloading and manoeuvring for all necessary service vehicles including: <ul style="list-style-type: none"> Internal bus setdown and pickup Refuse collection vehicle Small rigid vehicle for service delivery. Allow all design vehicles to enter and exit the site in a forward gear; Be constructed and sealed with bitumen. Be signed and delineated in accordance with the Queensland Manual of Uniform Traffic Control Devices; Allow for the provision of fill and/or boundary retaining walls and the containment and management of site stormwater drainage as required; Drained to a legal point of discharge. 	Prior to commencement of use on Lot 78 and at all times
PA2	Design, construct and maintain the vehicular access, as per the Approved Drawings and documents and in accordance with the Capricorn Municipal Development Guidelines, Australian Standard AS2890 "Parking facilities".	Prior to commencement of use on Lot 78 and at all times
PA3	Design, construct and maintain all driveways, internal circulation areas, manoeuvring areas, loading and unloading areas and refuse collection facilities in accordance with the standards specified in AS2890.2: 2018 - Parking facilities – Off-street commercial vehicle facilities and AS2890.5:1993 – Parking facilities – On-street parking.	Prior to commencement of use on Lot 78 and at all times
PA4	No vehicle access is permitted from Goonyella Road.	Prior to commencement of use over Lot 78.
AMENITY		
GENERAL AMENITY		
GA1	The approved use must not create environmental nuisance or impact on the amenity of the neighbourhood as a result of noise, vibration, air, odour, water, waste of other emissions.	At all times

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	<i>Note: The operation must comply with the requirement not to cause Environmental Nuisance or Environmental Harm as per the Environmental Protection Act 1994.</i>	
GA2	<i>Any storage of flammable and/or combustible liquids must comply with the minor storage provisions of Australian Standard AS1940 - The Storage and Handling of Flammable and Combustible Liquids.</i>	<i>At all times</i>
LIGHTING		
LT1	<i>Light emanating from any source complies with Australian Standard AS4282 Control of the Obtrusive Effects of Outdoor Lighting or current version.</i>	<i>Prior to commencement of use over Lot 78 and to be maintained at all times</i>
LT2	<i>Outdoor lighting is provided in accordance with Australian Standard AS 1158.1.1 – Road Lighting – Vehicular Traffic Category V) Lighting – Performance and Installation Design Requirements or current version.</i>	<i>Prior to commencement of use over Lot 78 and to be maintained at all times</i>
ENGINEERING		
CONSTRUCTION MANAGEMENT		
CM1	<i>Do not undertake construction in a way that makes audible noise: a. On a business day or Saturday, before 6.30 am or after 6.30 pm; or b. On any other day, at any time.</i>	<i>At all times during construction</i>
CM2	<i>Contain all litter, building waste on the building site by the use of a skip and any other reasonable means during construction to prevent release to neighbouring properties or roads.</i>	<i>At all times during construction</i>
CM3	<i>Remove any spills of soil or other material from the road or gutter upon completion of each day's work, during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property.</i>	<i>At all times during construction</i>
EROSION AND SEDIMENT CONTROL		
ESC 1	<i>Minimise on-site erosion and the release of sediment or sediment-laden stormwater from the site at all times.</i>	<i>At all times</i>
ESC 2	<i>Prepare and implement an Erosion and Sediment Control (ESCP) Management Plan prepared and implemented in accordance with the Capricorn Municipal Development Guidelines D7 'Erosion Control and Stormwater Management'. The plan must include, but is not limited to, measures to ensure the external pavement surfaces are swept or washed regularly and maintained in good condition, in addition to dust control measures which include minimising exposure of site areas, staging of earthworks and setting wind speed limits for site operation. Where works are considered by the Assessment Manager to be operating in high</i>	<i>Prior to site/ operational work commencing and at all times during construction</i>

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	<p>winds or causing a sufficient dust nuisance, works must cease until conditions are favourable. Once approved, the ESC Plan will form part of the Approved Documents for this development.</p> <p>Note:</p> <p>The Erosion and Sediment Control Plan is to be submitted to Council for endorsement prior to the commencement of works.</p>	
ESC 3	<p>Implement and maintain the Erosion and Sediment Control Plan on-site for the duration of the operational or building works, and until all exposed soil areas are permanently stabilised (e.g. turfed, hydro-mulched, concreted, landscaped).</p> <p>The prepared Erosion and Sediment Control Plan must be available onsite for inspection by Council Officers during these works</p>	At all times during construction.
STORMWATER		
SW1	<p>All works must be carried out in accordance with the Stormwater Management Plan by Dileigh Consulting Engineers Pty Ltd D23.393-RP02 dated 21/02/2024.</p> <p>Note:</p> <p>The Lawful Point of Discharge for the site is the existing culvert outlet to Goonyella Road.</p> <p>Detention storage must be visually integrated into the surrounding landscape and designed with a high level of visual amenity</p>	Prior to the completion of works and commencement of use over Lot 78.
SW2	<p>Provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the Site Based Stormwater Management Plan has been implemented and constructed in accordance with the Stormwater Management Plan listed within this Decision Notice.</p>	Prior to commencement of use over Lot 78.
WATER		
WA1	<p>Provide a reticulated water supply service in accordance with Proposed Unit and water layout for Lot 78 D23.393C-02A dated 08.03.2024 by Dileigh Consulting Engineers Pty Ltd; the Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018</p>	Prior to commencement of use over Lot 78.
WA2	<p>Provide a metered service, and internal infrastructure as required, to satisfy the fire fighting and water supply demands of the development.</p> <p>Note:</p> <p>The developer should engage an appropriately qualified hydraulic consultant to assess the suitability of the water supply system to cater for the proposed development, including fire fighting requirements in accordance with AS2419 – Fire hydrant installation.</p>	Prior to commencement of use
SEWERAGE		
SE1	<p>Provide a reticulated sewerage service in generally in accordance with Proposed Sewer layout D23.393C-03A dated 08.03.2024 by Dileigh Consulting Engineers Pty Ltd; the Development Works Code in the Isaac Regional Planning Scheme, the</p>	Prior to commencement of use over Lot 78.

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	<p><i>Planning Scheme Policy for Development Works and the Capricorn Municipal Development Guidelines</i></p> <p>Note: <i>No plumbing and drainage works are to commence prior to the issuing of the Plumbing and Drainage Approval by the Council.</i></p>	
SE2	<i>All sewerage infrastructure must be clear of all proposed and existing buildings.</i>	<i>At all times</i>
SE3	<i>The developer must undertake all necessary upgrades of Council sewerage infrastructure to ensure other users are not adversely affected by the increased demand of the development, in accordance with Proposed Sewer layout D23.393C-03A dated 08.03.2024 by Dileigh Consulting Engineers Pty Ltd.</i>	<i>Prior to commencement of use over Lot 78.</i>
SE4	<i>Sewerage works performed on live sewerage infrastructure, namely (eg. breaking into the existing sewer manhole} and (eg. breaking into a new manhole at the upstream extent of the new sewerage infrastructure) must be undertaken by Council or under the supervision of council if directed by council.</i>	<i>Prior to commencement of use over Lot 78.</i>
SE5	<i>Unless otherwise agreed to by the Assessment Manager, all sewerage infrastructure must be inspected by closed circuit television (CCTV) unit and an infrastructure condition report prepared and submitted to the Assessment Manager for approval prior to the commencement of the maintenance period and prior to the conclusion of the maintenance period. The reports must be prepared in accordance with the requirements of the Capricorn Municipal Development Guidelines.</i>	<i>Prior to commencement of use over Lot 78.</i>
ROADWORKS		
RW1	<i>Roadworks must be constructed in accordance with the Capricorn Municipal Development Guidelines, as designed and certified by a Registered Professional Engineer Queensland (RPEQ) unless agreed in writing with the Assessment Manager.</i>	<i>Prior to commencement of use over Lot 78.</i>
RW2	<i>Upgrade / Reconstruct the median turning lane in Belyando Avenue as designed and certified by an Registered Professional Engineer Queensland (RPEQ) Intersection designs and speed restriction devices must be in accordance with the Capricorn Municipal Development Guidelines and, where applicable, Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections.</i>	<i>Prior to commencement of use over Lot 78.</i>
RW3	<i>Prior to any inspection of the subgrade, submit for approval by the Assessment Manager a pavement design for median turning lane in Belyando Avenue. The pavement design must be in accordance with the requirements of the Capricorn Municipal Development Guidelines.</i>	<i>Prior to commencement of use over Lot 78.</i>
RW4	<i>In addition to compaction testing of pavement sub-grade, sub-base and base, undertake proof test rolling as soon as possible after completion of compaction, in the presence of the Engineer's Superintendent and Council's Inspector. Such test rolling must be carried out in accordance with AS 3798 - Guidelines on earthworks for commercial and residential developments. Dried out surfaces are not acceptable for test rolling.</i>	<i>Prior to commencement of use over Lot 78.</i>

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RW5	Repair any damage to existing kerb and channel, footpath or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drainlines) and reinstatement existing traffic signs and pavement markings that have been removed or damaged during any works carried out in association with the approved development.	Prior to commencement of use over Lot 78.
RW6	All internal access roads must be maintained by the Applicant throughout construction phase to prevent erosion and manage stormwater in a manner which does not result in environmental harm or nuisance to adjoining properties.	At all times
PEDESTRIAN PATHS		
PD1	A concrete pedestrian footpath with a minimum width of 1.2 metres must be provided to connect the new buildings and car parking areas within Lot 78 to the existing pedestrian footpath network within existing Lot 5.	Prior to commencement of accommodation and/or carpark use over Lot 78.
ELECTRICITY AND TELECOMMUNICATIONS		
EST 1	Maintain an agreement with an electricity and telecommunication supplier to provide necessary services to the approved development in accordance with the standards of the relevant service provider.	At all times
LANDSCAPING AND FENCING		
LS1	<p>THE SITE MUST BE LANDSCAPED GENERALLY IN ACCORDANCE WITH THE APPROVED DRAWINGS AND BELOW REQUIREMENTS. SUCH LANDSCAPING MUST:</p> <ul style="list-style-type: none"> a. Provide landscaping buffer with a minimum width of six (6) metres along the southern boundary with Goonyella Road. b. The landscaping buffer must include the construction of permanent garden beds planted with trees and shrubs. c. Landscaping must be completed prior to the commencement of the accommodation use over Lot 78 commencing and must be maintained at all times. d. Include species recognised for their low water requirements and be provided with a controlled underground or drip watering system. e. A 1.8m high (minimum) solid screen fence (colorbond or similar) must be provided along the site's boundary with Goonyella Road. f. A 1.8m high (minimum) solid screen fence (colorbond or similar) must be provided along the northern and southern boundaries of Lot 78. g. Provide shade trees in new car parking areas located over Lot 78 at a ratio of 1 tree for every 6 car parking spaces. h. Where adjoining shade trees to landscape elements, wheel stops are provided within car parking spaces to protect vegetation from damage. 	Prior to commencement of use over Lot 78.

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LS2	<i>Establish, maintain and retain all landscaping generally in accordance with the approved drawings and conditions of this approval. The landscaped areas must be subject to ongoing maintenance and replanting programme (if necessary).</i>	<i>At all times.</i>
LS3	<i>Provide certification from a Landscape Architect or other suitably qualified person that the landscaping has been constructed and established in accordance with the conditions of this and any other relevant approval issued by the Assessment Manager.</i>	<i>Prior to commencement of use over Lot 78.</i>
STREET TREES		
ST1	<i>Provide five street tree/s within the Goonyella Road reserve at 20 metre intervals. Street trees are to be selected and located to achieve consistency with the existing location and species of street trees located along the adjoining site on Goonyella Road.</i>	<i>Prior to commencement of use over Lot 78.</i>
ST2	<i>Establish, maintain and retain the street trees until accepted by Council as off-maintenance. The street trees must be subject to ongoing maintenance and replanting programme (if necessary).</i>	<i>At all times.</i>
WASTE MANAGEMENT		
WM1	<i>An impervious bin storage area (bin enclosure) for the storage of waste receptacles, must be provided in accordance with the following:</i> <i>a. designed so as to prevent the release of contaminants to the environment;</i> <i>b. sufficient to accommodate all refuse containers required for the scale of the development;</i> <i>c. aesthetically screened from the road frontage and adjoining properties by landscaping or constructed screening;</i> <i>d. a suitable hose cock (with backflow prevention) and hoses must be provided at the refuse container area, and wash down to be drained to sewer and fitted with an approved stormwater diversion valve arrangement; and</i> <i>e. must be maintained in a clean and sanitary manner at all times.</i>	<i>Prior to commencement of use over Lot 78 and to be maintained at all times</i>
WM2	<i>Maintain and operate an adequate waste disposal service, including the maintenance of refuse bins and associated storage areas so as not to cause any environmental nuisance.</i>	<i>At all times</i>
WM3	<i>All waste must be collected by a Council approved commercial contractor within the site. Kerb side collection will not be accepted for the approved development.</i>	<i>At all times</i>
WM4	<i>Ensure that any potential food / waste sources are covered and collected so that they are not accessible to wildlife.</i>	<i>At all times</i>
WM5	<i>Store all liquid waste (e.g. oil, waste oil, paint tins, acid drums, batteries etc.) that cannot be disposed of in Council's sewerage system or an on-site industrial waste treatment system in a covered area on an impervious surface and ensure it is contained in a manner capable of containing the liquids in case of spillage.</i>	<i>At all times</i>
OPERATIONAL WORK		

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OW1	Complete all Operational Work associated with this development approval, including work required by any of the Conditions of this Decision Notice generally in accordance with the approved drawings and/or documents.	Prior to commencement of use over Lot 78.
CONSTRUCTION MANAGEMENT / PRE-START MEETING		
CM1	Hold a pre-start meeting with the Isaac Regional Council prior to the commencement of any operational works. <i>Note:</i> Please contact the Assessment Manager at least 48 hours prior to any works commencing to organise a pre-start meeting. The contact number to arrange a pre-start meeting is 1300 472 227.	Prior to commencement of works
COUNCIL INSPECTIONS		
CI1	Contact the Assessment Manager on 1300 472 227 and provide at least 48 hours notice for Council officers to inspect: a. Installation of root barriers and trees; b. Sub-grade, sub-base and base; c. Proof roll and pre- seal; d. Bedding, pipelaying and backfilling for water supply, sewerage and stormwater drainage features, including sewer points of connection, water service connections and stormwater connections to existing network; e. Pressure testing for all water and sewerage mains; f. Sewerage and Stormwater access chambers for the following: i. Prior to pouring of access chamber bases; ii. Formwork for access chambers prior to pouring; iii. Water testing for sewerage access chambers.	At least 48 hours notice for Council officers to inspect
ON-MAINTENANCE REQUIREMENTS		
OM1	Contact the Assessment Manager to organise an 'On Maintenance' meeting. The contact number to arrange an 'On Maintenance' meeting is 1300 472 227. The meeting must include representatives for the Developer, Principal Contractor, Council and any other relevant parties.	Prior to the 'On Maintenance' Meeting
OM2	At least 48 hours prior to the 'On Maintenance' Meeting, the supervising Registered Professional Engineer Queensland (RPEQ) must submit: a. Certification that all works have been undertaken and completed in accordance with this permit, the relevant conditions of this approval to which this approval relates and the requirements of the relevant Isaac Regional Council Planning Scheme Policies and associated standard drawings; b. Copies of all test results; c. CCTV footage, reports and recommendations; d. Drawing/s identifying fill depth and location on the site;	At least 48 hours prior to the 'On Maintenance' Meeting

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	<p>e. Certification confirming the Operational Work has been inspected by a Registered Professional Engineer Queensland (RPEQ);</p> <p>f. 'As Constructed' documentation. The documentation may be either: Must include:</p> <p>i. a digital copy of the collated 'As Constructed' information:</p> <ul style="list-style-type: none"> in AutoCAD pre-2010 'model space'; scaled to 1 unit = 1 metre; tied to a minimum of two permanent survey marks with 2 order horizontal accuracy (MGA94 Zone 56 coordinates) or better (to enable linking of the 'As Constructed' information to Council's GIS system); with finished surfaces (spot heights and contours) to 5m outside the plan area of the Operational Work; with separate layers for each type of infrastructure (water main, water service, electricity, telecommunication, lighting, stormwater drainage, roadwork, sewerage, footpath) within the plan area of the Operational Work; that highlights infrastructure within the plan area of the Operational Work that has not been affected by the Operational Work and therefore may not be accurately located; compiled using AutoCAD's eTransmit function resulting in one file (*.zip) that contains all 'As Constructed' information relevant to the Operational Work and all plot style tables, font maps, etc that are necessary to successfully extract the eTransmit file and access the 'As Constructed' information; <p>i. two (2) complete sets of scale drawings on A3 paper, complete with annotations and amendments, presented in a clear and legible form. The drawings will not be accepted unless labelled 'As Constructed' in title block and/or by stamp;</p> <p>ii. a PDF scan or print of each 'As Constructed' drawing;</p> <p>iii. a DXF file of the raw surveyors pickup; and</p> <p>iv. a letter or certificate, signed by an Registered Professional Engineer Queensland (RPEQ), confirming any variations to the design that result in Operational Work being outside of design tolerance will not result in a failure of the Operational Work to perform as intended by the design.</p>	
OM3	Minute the 'On Maintenance' meeting, forward copies to the representatives for the Developer, Principal Contractor, Assessment Manager and any other relevant party and make any amendments to the minutes and drawings as necessary.	Within 48 hours of the 'On Maintenance' Meeting occurring
OM4	Submit a Maintenance Bond for external works to the value of 5% of the total construction cost of the Operational Work (including all variations) or \$2,000.00,	Prior to the Operational Work

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	<i>whichever is higher. This bond will be held by the Assessment Manager until the Operational Work is accepted 'Off Maintenance'.</i>	<i>being 'Off Maintenance'</i>
ON MAINTENANCE PERIOD		
ONP 1	<p><i>The 'On Maintenance' Period is a minimum of twelve (12) months and may be extended in part or in whole, delaying acceptance of the Operational Work 'Off Maintenance', except for bioretention measures which must have a minimum maintenance period of 24 months, which will commence after the completion of the last stage of the development to direct water to the for bioretention measures.</i></p> <p><i>The Maintenance Period is to commence on the date nominated in the Assessment Manager's 'On Maintenance' acceptance letter and is to conclude on the date nominated in the Assessment Manager's 'Off Maintenance' acceptance letter. During the 'On Maintenance' Period, the Developer must:</i></p> <ul style="list-style-type: none"> <i>a. Ensure Operational Work is maintained at no cost to Council;</i> <i>b. Footpaths, street trees and landscaping, drainage reserves and parks are kept in a tidy manner by seeding and mowing; and</i> <i>c. Ensure defects (if any) are rectified within a reasonable time (generally 2 weeks from when they are identified).</i> 	<i>At all times</i>
OFF MAINTENANCE		
OMP 1	<i>Contact the Assessment Manager to organise an 'Off Maintenance' meeting. The contact number to arrange an 'Off Maintenance' meeting is 1300 472 227. The meeting must include representatives for the Developer, Principal Contractor, the Assessment Manager and any other relevant parties.</i>	<i>At least 48 hours prior to the 'Off Maintenance' Meeting</i>
OMP 2	<p><i>Prior to the Operational Work being accepted 'Off Maintenance':</i></p> <ul style="list-style-type: none"> <i>a. Ensure grass coverage of at least 80% (per square metre) is obtained over all public access land;</i> <i>b. Confirm with the Assessment Manager that temporary erosion and sediment control measures are no longer required and, if warranted, arrange for their disposal.</i> <i>c. Street trees and landscaping are kept in a tidy manner by seeding and mowing; and</i> <i>d. CCTV footage, reports and recommendations.</i> 	<i>Prior to going 'Off Maintenance'</i>
OMP 3	<i>Minute the 'Off Maintenance' meeting, forward copies to the representatives for the Developer, Principal Contractor, Assessment Manager and any other relevant party and make any amendments to the minutes and drawings as necessary.</i>	<i>Within 48 hours of the 'Off Maintenance' Meeting occurring</i>
SITE REHABILITATION		
SR1	<i>Upon completion of the development, all redundant plant, equipment, materials and waste are to be removed from the site and/or disposed of at an appropriately licenced facility. Redundant access roads, laydown and hardstand areas are to be rehabilitated.</i>	<i>Prior to commencement of use over Lot 78.</i>

Carried

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Resolution No.: 8909

Moved: Cr Alaina Earl

Seconded: Cr Jane Pickels

That Council:

1. Approves the development application for MCU23/0006 from Village National Coal Country Properties Pty Ltd for a Development Application for a Development Permit for Non-resident workers accommodation (521 rooms and ancillary buildings) located at 111 Belyando Avenue, Moranbah, described as Lot 78 CP901745 and Lot 5 M97372, subject to the following conditions of approval:

NO.	CONDITION	TIMING
GENERAL CONDITIONS		
GN1	Carry out the approved development generally in accordance with the approved drawings and documents.	At all times unless otherwise stated
GN2	Maintain the approved development generally in accordance with the approved drawings and documents and any relevant Council engineering or other approval required by the conditions.	To be maintained
GN3	Where there is any conflict between the conditions of this Decision Notice and details shown on the Approved Drawings, the conditions prevail.	At all times
GN4	The applicant must meet the full cost of all works and any other requirements associated with this development, unless specified in a particular condition.	At all times
GN5	The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.	At all times
GN6	This approval should not be taken to mean that the drawings have been checked in detail and Isaac Regional Council accepts no responsibility for the survey information, the design or for the accuracy of any information or detail contained in the drawings and specifications. The approval is issued with reliance upon the Engineer's certification and that any aspects of the design not specified by Council policy have been undertaken with due professional diligence to accepted industry standards.	At all times
GN7	The applicant must demonstrate to Council compliance with the conditions of the approval prior to commencement of the changed use.	Prior to commencement of use

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GN8	Submit, for approval by Council, 'As Constructed' drawings (pdf and DWG) prepared by a Registered Professional Engineer of Queensland (RPEQ) for sewerage, water and road works.	Prior to the completion of works associated with the development
APPROVED DRAWINGS AND DOCUMENTS		

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Except where amended by the conditions of this Decision Notice, the development is to be carried out, generally in accordance with the following approved drawings and/or documents:					At all times
Title	Drawing Number	Rev	Date	Prepared by	
Site Plan	61335	-	25.08.23	Murray and Associates	
Floor Plan and Elevations	PHE-	-	21.12.19	PHE Solutions	
Laundry Floor Plan	-01	-	09.06.11	Atco	
Laundry Elevation	-02	-	09.06.11	Atco	
Laundry Elevation	-03	-	09.06.11	Atco	
Car Parking Existing Layout Plan	D23.393C-6	B	11.09.24	DILEIGH	
Car Parking Proposed Layout Plan	D23.393C-7	B	11.09.24	DILEIGH	
Civil Design	D23.393C	A		DILEIGH	
Existing Features and Services	D23.393C-01	A	08.03.20 24	DILEIGH	
Proposed Unit and water layout for Lot 78	D23.393C-02	A	08.03.20 24	DILEIGH	
Proposed Sewer layout	D23.393C-03	A	08.03.20 24	DILEIGH	
Vehicle turn paths and pedestrian movement	D23.393C-04	A	08.03.20 24	DILEIGH	
Vehicle turn paths – bus or service vehicle path	D23.393C-05	A	08.03.20 24	DILEIGH	
Washdown bays	D23.393C-OP01	A	08.03.20 24	DILEIGH	
Stormwater Management Plan	D23.393-RP02	A	21.02.24	DILEIGH	
Stormwater Management Plan Proposed stormwater layout	D23.393C-02	A	31.01.20 23	DILEIGH	
Stormwater Management Plan	D23.393C-03	A	31.01.20 23	DILEIGH	



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	Calculations and hydrographs					



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P2	<p>Submit to and have approved by the Assessment Manager amended/additional drawings and/or documents which incorporate the following:</p> <ul style="list-style-type: none"> a. Amended Site Plan, Job & Plan No 61335. Amendments required: Camp specification description to align with approved room and car park numbers. b. Amended Car Parking Proposed Layout Plan, Dwg No. D23.393C-7. Amendment required: Proposed room numbers to be corrected in table to reference correct proposed room numbers. c. Internal Bus setdown and pickup locations, including linemarking and signage. d. Bin storage areas (existing and proposed) e. Detail design civil drawings of the external roadworks (median right turning lane in Belyando Avenue). f. Detailed design civil drawings of all extensions/augmentations of internal works. g. Floor plan typologies of all existing accommodation buildings located on site. h. Amended Site Plan (or other plan) which clearly identifies room numbers associated with the existing and proposed buildings in a legible order. <p>Once approved, the amended drawings will form part of the Approved Drawings for this development.</p>	Prior to the commencement of use on Lot 78.
P3	A legible copy of the Approved drawings and documents bearing "Council Approval" and the Conditions of this Decision Notice are to be available on site at all times during construction.	During construction
BUILDING WORK		
BW1	<p>Complete all building work associated with this development approval, including work required by any of the Conditions of this Decision Notice; generally in accordance with the approved drawing(s), and/or documents.</p> <p>Where Building Work is Assessable Development, works are to be carried out in accordance with a current Development Permit.</p>	Prior to issue of Certificate of Classification / Final Inspection Certificate
AMALGAMATION		
AM1	Amalgamate Lot 78 CP901715 and Lot 5 M97372 into one allotment. The Plan of Subdivision providing for the amalgamation must be registered with Titles Queensland prior to the commencement of the accommodation use on Lot 78.	Prior to commencement of use on Lot 78.
APPROVED USE		
AU1	The approved use is for 521 non-resident worker accommodation rooms catering for a maximum of 521 non-resident workers and one caretakers dwelling (existing).	At all times

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AU2	Buildings are to have a maximum height of one storey, excluding any existing two storey buildings which currently exist on Lot 5 at the time of this approval.	At all times
CAR PARKING AND ACCESS		
PA1	<p>Design, construct and maintain all car parking and internal roadways generally in accordance with the Approved Drawings, Capricorn Municipal Development Guidelines, AS2890.1: 2004 Parking facilities – Off-street car parking, and Manual of Uniform Traffic Control Devices (Queensland) and must:</p> <ul style="list-style-type: none"> a. Provide a minimum of 278 parking spaces; b. Be designed and constructed in accordance with AS2890 Parking facilities – Off-street car parking and the relevant Council Planning Scheme Codes and Development Works Planning Scheme Policy; c. Provide parking spaces for people with a disability in accordance with the Building Code of Australia and AS2890.6 Off-street parking for people with disabilities; d. Provide on-site loading, unloading and manoeuvring for all necessary service vehicles including: <ul style="list-style-type: none"> Internal bus setdown and pickup <ul style="list-style-type: none"> • Refuse collection vehicle • Small rigid vehicle for service delivery. e. Allow all design vehicles to enter and exit the site in a forward gear; f. Be constructed and sealed with bitumen. g. Be signed and delineated in accordance with the Queensland Manual of Uniform Traffic Control Devices; h. Allow for the provision of fill and/or boundary retaining walls and the containment and management of site stormwater drainage as required; i. Drained to a legal point of discharge. 	Prior to commencement of use on Lot 78 and at all times
PA2	Design, construct and maintain the vehicular access, as per the Approved Drawings and documents and in accordance with the Capricorn Municipal Development Guidelines, Australian Standard AS2890 “Parking facilities”.	Prior to commencement of use on Lot 78 and at all times
PA3	Design, construct and maintain all driveways, internal circulation areas, manoeuvring areas, loading and unloading areas and refuse collection facilities in accordance with the standards specified in AS2890.2: 2018 - Parking facilities – Off-street commercial vehicle facilities and AS2890.5:1993 – Parking facilities – On-street parking.	Prior to commencement of use on Lot 78 and at all times
PA4	No vehicle access is permitted from Goonyella Road.	Prior to commencement of use over Lot 78.
AMENITY		

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GENERAL AMENITY		
GA1	The approved use must not create environmental nuisance or impact on the amenity of the neighbourhood as a result of noise, vibration, air, odour, water, waste of other emissions. Note: The operation must comply with the requirement not to cause Environmental Nuisance or Environmental Harm as per the Environmental Protection Act 1994.	At all times
GA2	Any storage of flammable and/or combustible liquids must comply with the minor storage provisions of Australian Standard AS1940 - The Storage and Handling of Flammable and Combustible Liquids.	At all times
LIGHTING		
LT1	Light emanating from any source complies with Australian Standard AS4282 Control of the Obtrusive Effects of Outdoor Lighting or current version.	Prior to commencement of use over Lot 78 and to be maintained at all times
LT2	Outdoor lighting is provided in accordance with Australian Standard AS 1158.1.1 – Road Lighting – Vehicular Traffic Category V) Lighting – Performance and Installation Design Requirements or current version.	Prior to commencement of use over Lot 78 and to be maintained at all times
ENGINEERING		
CONSTRUCTION MANAGEMENT		
CM1	Do not undertake construction in a way that makes audible noise: a. On a business day or Saturday, before 6.30 am or after 6.30 pm; or b. On any other day, at any time.	At all times during construction
CM2	Contain all litter, building waste on the building site by the use of a skip and any other reasonable means during construction to prevent release to neighbouring properties or roads.	At all times during construction
CM3	Remove any spills of soil or other material from the road or gutter upon completion of each day's work, during construction. These material spills and accumulated sediment deposits must be managed in a way that minimises environmental harm and/or damage to public and private property.	At all times during construction
EROSION AND SEDIMENT CONTROL		
ESC 1	Minimise on-site erosion and the release of sediment or sediment-laden stormwater from the site at all times.	At all times
ESC 2	Prepare and implement an Erosion and Sediment Control (ESCP) Management Plan prepared and implemented in accordance with the	Prior to site/ operational work

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	<p>Capricorn Municipal Development Guidelines D7 'Erosion Control and Stormwater Management'.</p> <p>The plan must include, but is not limited to, measures to ensure the external pavement surfaces are swept or washed regularly and maintained in good condition, in addition to dust control measures which include minimising exposure of site areas, staging of earthworks and setting wind speed limits for site operation. Where works are considered by the Assessment Manager to be operating in high winds or causing a sufficient dust nuisance, works must cease until conditions are favourable. Once approved, the ESC Plan will form part of the Approved Documents for this development.</p> <p>Note:</p> <p>The Erosion and Sediment Control Plan is to be submitted to Council for endorsement prior to the commencement of works.</p>	commencing and at all times during construction
ESC 3	<p>Implement and maintain the Erosion and Sediment Control Plan on-site for the duration of the operational or building works, and until all exposed soil areas are permanently stabilised (e.g. turfed, hydro-mulched, concreted, landscaped).</p> <p>The prepared Erosion and Sediment Control Plan must be available onsite for inspection by Council Officers during these works</p>	At all times during construction.
STORMWATER		
SW1	<p>All works must be carried out in accordance with the Stormwater Management Plan by Dileigh Consulting Engineers Pty Ltd D23.393-RP02 dated 21/02/2024.</p> <p>Note:</p> <p>The Lawful Point of Discharge for the site is the existing culvert outlet to Goonyella Road.</p> <p>Detention storage must be visually integrated into the surrounding landscape and designed with a high level of visual amenity</p>	Prior to the completion of works and commencement of use over Lot 78.
SW2	<p>Provide certification from a Registered Professional Engineer Queensland (RPEQ) confirming that the Site Based Stormwater Management Plan has been implemented and constructed in accordance with the Stormwater Management Plan listed within this Decision Notice.</p>	Prior to commencement of use over Lot 78.
WATER		
WA1	<p>Provide a reticulated water supply service in accordance with Proposed Unit and water layout for Lot 78 D23.393C-02A dated 08.03.2024 by Dileigh Consulting Engineers Pty Ltd; the Capricorn Municipal Development Guidelines, Water Supply (Safety and Reliability) Act 2008, Plumbing and Drainage Act 2018</p>	Prior to commencement of use over Lot 78.
WA2	<p>Provide a metered service, and internal infrastructure as required, to satisfy the fire fighting and water supply demands of the development.</p> <p>Note:</p>	Prior to commencement of use

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	The developer should engage an appropriately qualified hydraulic consultant to assess the suitability of the water supply system to cater for the proposed development, including fire fighting requirements in accordance with AS2419 – Fire hydrant installation.	
SEWERAGE		
SE1	Provide a reticulated sewerage service in generally in accordance with Proposed Sewer layout D23.393C-03A dated 08.03.2024 by Dileigh Consulting Engineers Pty Ltd; the Development Works Code in the Isaac Regional Planning Scheme, the Planning Scheme Policy for Development Works and the Capricorn Municipal Development Guidelines Note: No plumbing and drainage works are to commence prior to the issuing of the Plumbing and Drainage Approval by the Council.	Prior to commencement of use over Lot 78.
SE2	All sewerage infrastructure must be clear of all proposed and existing buildings.	At all times
SE3	The developer must undertake all necessary upgrades of Council sewerage infrastructure to ensure other users are not adversely affected by the increased demand of the development, in accordance with Proposed Sewer layout D23.393C-03A dated 08.03.2024 by Dileigh Consulting Engineers Pty Ltd.	Prior to commencement of use over Lot 78.
SE4	Sewerage works performed on live sewerage infrastructure, namely (eg. breaking into the existing sewer manhole) and (eg. breaking into a new manhole at the upstream extent of the new sewerage infrastructure) must be undertaken by Council or under the supervision of council if directed by council.	Prior to commencement of use over Lot 78.
SE5	Unless otherwise agreed to by the Assessment Manager, all sewerage infrastructure must be inspected by closed circuit television (CCTV) unit and an infrastructure condition report prepared and submitted to the Assessment Manager for approval prior to the commencement of the maintenance period and prior to the conclusion of the maintenance period. The reports must be prepared in accordance with the requirements of the Capricorn Municipal Development Guidelines.	Prior to commencement of use over Lot 78.
ROADWORKS		
RW1	Roadworks must be constructed in accordance with the Capricorn Municipal Development Guidelines, as designed and certified by a Registered Professional Engineer Queensland (RPEQ) unless agreed in writing with the Assessment Manager.	Prior to commencement of use over Lot 78.
RW2	Upgrade / Reconstruct the median turning lane in Belyando Avenue as designed and certified by an Registered Professional Engineer Queensland (RPEQ) Intersection designs and speed restriction devices must be in accordance with the Capricorn Municipal Development Guidelines and, where applicable,	Prior to commencement of use over Lot 78.

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	Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections.	
RW3	Prior to any inspection of the subgrade, submit for approval by the Assessment Manager a pavement design for median turning lane in Belyando Avenue. The pavement design must be in accordance with the requirements of the Capricorn Municipal Development Guidelines.	Prior to commencement of use over Lot 78.
RW4	In addition to compaction testing of pavement sub-grade, sub-base and base, undertake proof test rolling as soon as possible after completion of compaction, in the presence of the Engineer's Superintendent and Council's Inspector. Such test rolling must be carried out in accordance with AS 3798 - Guidelines on earthworks for commercial and residential developments. Dried out surfaces are not acceptable for test rolling.	Prior to commencement of use over Lot 78.
RW5	Repair any damage to existing kerb and channel, footpath or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drainlines) and reinstatement existing traffic signs and pavement markings that have been removed or damaged during any works carried out in association with the approved development.	Prior to commencement of use over Lot 78.
RW6	All internal access roads must be maintained by the Applicant throughout construction phase to prevent erosion and manage stormwater in a manner which does not result in environmental harm or nuisance to adjoining properties.	At all times
PEDESTRIAN PATHS		
PD1	A concrete pedestrian footpath with a minimum width of 1.2 metres must be provided to connect the new buildings and car parking areas within Lot 78 to the existing pedestrian footpath network within existing Lot 5.	Prior to commencement of accommodation and/or carpark use over Lot 78.
ELECTRICITY AND TELECOMMUNICATIONS		
EST 1	Maintain an agreement with an electricity and telecommunication supplier to provide necessary services to the approved development in accordance with the standards of the relevant service provider.	At all times
LANDSCAPING AND FENCING		
LS1	<p>THE SITE MUST BE LANDSCAPED GENERALLY IN ACCORDANCE WITH THE APPROVED DRAWINGS AND BELOW REQUIREMENTS. SUCH LANDSCAPING MUST:</p> <ul style="list-style-type: none"> a. Provide landscaping buffer with a minimum width of six (6) metres along the southern boundary with Goonyella Road. b. Provide landscaping with a minimum width of two (2) metres along the southern boundaries of Lot 78 and Lot 5. This landscaping must be of a species variety which is capable of reaching a mature height of 4 metres (for example Indian Mast Tree, Lilly Pilly Resilience) to screen the existing and approved buildings on both lots. 	Prior to commencement of use over Lot 78.

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	<p>c. The landscaping buffer must include the construction of permanent garden beds planted with trees and shrubs.</p> <p>d. Landscaping must be completed prior to the commencement of the accommodation use over Lot 78 commencing and must be maintained at all times.</p> <p>e. Include species recognised for their low water requirements and be provided with a controlled underground or drip watering system.</p> <p>f. A 3m high (minimum) solid screen fence (colorbond or similar) must be provided along the site's boundary with Goonyella Road.</p> <p>g. A 1.8m high (minimum) solid screen fence (colorbond or similar) must be provided along the northern and southern boundaries of Lot 78.</p> <p>h. Provide shade trees in new car parking areas located over Lot 78 at a ratio of 1 tree for every 6 car parking spaces.</p> <p>i. Where adjoining shade trees to landscape elements, wheel stops are provided within car parking spaces to protect vegetation from damage.</p>	
LS2	Establish, maintain and retain all landscaping generally in accordance with the approved drawings and conditions of this approval. The landscaped areas must be subject to ongoing maintenance and replanting programme (if necessary).	At all times.
LS3	Provide certification from a Landscape Architect or other suitably qualified person that the landscaping has been constructed and established in accordance with the conditions of this and any other relevant approval issued by the Assessment Manager.	Prior to commencement of use over Lot 78.
STREET TREES		
ST1	<p>Provide five street tree/s within the Goonyella Road reserve at 20 metre intervals.</p> <p>Street trees are to be selected and located to achieve consistency with the existing location and species of street trees located along the adjoining site on Goonyella Road.</p>	Prior to commencement of use over Lot 78.
ST2	Establish, maintain and retain the street trees until accepted by Council as off-maintenance. The street trees must be subject to ongoing maintenance and replanting programme (if necessary).	At all times.
WASTE MANAGEMENT		
WM1	<p>An impervious bin storage area (bin enclosure) for the storage of waste receptacles, must be provided in accordance with the following:</p> <p>a. designed so as to prevent the release of contaminants to the environment;</p> <p>b. sufficient to accommodate all refuse containers required for the scale of the development;</p> <p>c. aesthetically screened from the road frontage and adjoining properties by landscaping or constructed screening;</p> <p>d. a suitable hose cock (with backflow prevention) and hoses must be provided at the refuse container area, and wash down to be drained to</p>	Prior to commencement of use over Lot 78 and to be maintained at all times

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	sewer and fitted with an approved stormwater diversion valve arrangement; and e. must be maintained in a clean and sanitary manner at all times.	
WM2	Maintain and operate an adequate waste disposal service, including the maintenance of refuse bins and associated storage areas so as not to cause any environmental nuisance.	At all times
WM3	All waste must be collected by a Council approved commercial contractor within the site. Kerb side collection will not be accepted for the approved development.	At all times
WM4	Ensure that any potential food / waste sources are covered and collected so that they are not accessible to wildlife.	At all times
WM5	Store all liquid waste (e.g. oil, waste oil, paint tins, acid drums, batteries etc.) that cannot be disposed of in Council's sewerage system or an on-site industrial waste treatment system in a covered area on an impervious surface and ensure it is contained in a manner capable of containing the liquids in case of spillage.	At all times
OPERATIONAL WORK		
OW1	Complete all Operational Work associated with this development approval, including work required by any of the Conditions of this Decision Notice generally in accordance with the approved drawings and/or documents.	Prior to commencement of use over Lot 78.
CONSTRUCTION MANAGEMENT / PRE-START MEETING		
CM1	Hold a pre-start meeting with the Isaac Regional Council prior to the commencement of any operational works. Note: Please contact the Assessment Manager at least 48 hours prior to any works commencing to organise a pre-start meeting. The contact number to arrange a pre-start meeting is 1300 472 227.	Prior to commencement of works
COUNCIL INSPECTIONS		
CI1	Contact the Assessment Manager on 1300 472 227 and provide at least 48 hours notice for Council officers to inspect: a. Installation of root barriers and trees; b. Sub-grade, sub-base and base; c. Proof roll and pre- seal; d. Bedding, pipelaying and backfilling for water supply, sewerage and stormwater drainage features, including sewer points of connection, water service connections and stormwater connections to existing network; e. Pressure testing for all water and sewerage mains; f. Sewerage and Stormwater access chambers for the following: i. Prior to pouring of access chamber bases;	At least 48 hours notice for Council officers to inspect

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	<p>ii. Formwork for access chambers prior to pouring;</p> <p>iii. Water testing for sewerage access chambers.</p>	
ON-MAINTENANCE REQUIREMENTS		
OM1	Contact the Assessment Manager to organise an 'On Maintenance' meeting. The contact number to arrange an 'On Maintenance' meeting is 1300 472 227. The meeting must include representatives for the Developer, Principal Contractor, Council and any other relevant parties.	Prior to the 'On Maintenance' Meeting
OM2	<p>At least 48 hours prior to the 'On Maintenance' Meeting, the supervising Registered Professional Engineer Queensland (RPEQ) must submit:</p> <ol style="list-style-type: none"> Certification that all works have been undertaken and completed in accordance with this permit, the relevant conditions of this approval to which this approval relates and the requirements of the relevant Isaac Regional Council Planning Scheme Policies and associated standard drawings; Copies of all test results; CCTV footage, reports and recommendations; Drawing/s identifying fill depth and location on the site; Certification confirming the Operational Work has been inspected by a Registered Professional Engineer Queensland (RPEQ); 'As Constructed' documentation. The documentation may be either: Must include: <ol style="list-style-type: none"> a digital copy of the collated 'As Constructed' information: <ul style="list-style-type: none"> in AutoCAD pre-2010 'model space'; scaled to 1 unit = 1 metre; tied to a minimum of two permanent survey marks with 2 order horizontal accuracy (MGA94 Zone 56 coordinates) or better (to enable linking of the 'As Constructed' information to Council's GIS system); with finished surfaces (spot heights and contours) to 5m outside the plan area of the Operational Work; with separate layers for each type of infrastructure (water main, water service, electricity, telecommunication, lighting, stormwater drainage, roadwork, sewerage, footpath) within the plan area of the Operational Work; <ul style="list-style-type: none"> that highlights infrastructure within the plan area of the Operational Work that has not been affected by the Operational Work and therefore may not be accurately located; compiled using AutoCAD's eTransmit function resulting in one file (*.zip) that contains all 'As Constructed' information relevant to the Operational Work and all plot style tables, font maps, etc that are necessary to 	At least 48 hours prior to the 'On Maintenance' Meeting

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	<p>successfully extract the eTransmit file and access the 'As Constructed' information;</p> <ul style="list-style-type: none"> ii. two (2) complete sets of scale drawings on A3 paper, complete with annotations and amendments, presented in a clear and legible form. The drawings will not be accepted unless labelled 'As Constructed' in title block and/or by stamp; iii. a PDF scan or print of each 'As Constructed' drawing; iv. a DXF file of the raw surveyors pickup; and v. a letter or certificate, signed by an Registered Professional Engineer Queensland (RPEQ), confirming any variations to the design that result in Operational Work being outside of design tolerance will not result in a failure of the Operational Work to perform as intended by the design. 	
OM3	Minute the 'On Maintenance' meeting, forward copies to the representatives for the Developer, Principal Contractor, Assessment Manager and any other relevant party and make any amendments to the minutes and drawings as necessary.	Within 48 hours of the 'On Maintenance' Meeting occurring
OM4	Submit a Maintenance Bond for external works to the value of 5% of the total construction cost of the Operational Work (including all variations) or \$2,000.00, whichever is higher. This bond will be held by the Assessment Manager until the Operational Work is accepted 'Off Maintenance'.	Prior to the Operational Work being 'Off Maintenance'
ON MAINTENANCE PERIOD		
ONP 1	<p>The 'On Maintenance' Period is a minimum of twelve (12) months and may be extended in part or in whole, delaying acceptance of the Operational Work 'Off Maintenance', except for bioretention measures which must have a minimum maintenance period of 24 months, which will commence after the completion of the last stage of the development to direct water to the for bioretention measures.</p> <p>The Maintenance Period is to commence on the date nominated in the Assessment Manager's 'On Maintenance' acceptance letter and is to conclude on the date nominated in the Assessment Manager's 'Off Maintenance' acceptance letter. During the 'On Maintenance' Period, the Developer must:</p> <ul style="list-style-type: none"> a. Ensure Operational Work is maintained at no cost to Council; b. Footpaths, street trees and landscaping, drainage reserves and parks are kept in a tidy manner by seeding and mowing; and c. Ensure defects (if any) are rectified within a reasonable time (generally 2 weeks from when they are identified). 	At all times
OFF MAINTENANCE		
OMP 1	Contact the Assessment Manager to organise an 'Off Maintenance' meeting. The contact number to arrange an 'Off Maintenance' meeting is 1300 472 227. The meeting must include representatives for the Developer, Principal Contractor, the Assessment Manager and any other relevant parties.	At least 48 hours prior to the 'Off Maintenance' Meeting

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OMP 2	<p>Prior to the Operational Work being accepted 'Off Maintenance':</p> <ul style="list-style-type: none"> a. Ensure grass coverage of at least 80% (per square metre) is obtained over all public access land; b. Confirm with the Assessment Manager that temporary erosion and sediment control measures are no longer required and, if warranted, arrange for their disposal. c. Street trees and landscaping are kept in a tidy manner by seeding and mowing; and d. CCTV footage, reports and recommendations. 	Prior to going 'Off Maintenance'
OMP 3	Minute the 'Off Maintenance' meeting, forward copies to the representatives for the Developer, Principal Contractor, Assessment Manager and any other relevant party and make any amendments to the minutes and drawings as necessary.	Within 48 hours of the 'Off Maintenance' Meeting occurring
SITE REHABILITATION		
SR1	Upon completion of the development, all redundant plant, equipment, materials and waste are to be removed from the site and/or disposed of at an appropriately licenced facility. Redundant access roads, laydown and hardstand areas are to be rehabilitated.	Prior to commencement of use over Lot 78.
<p style="text-align: right;">Carried</p> <p style="text-align: center;">Mayor Kelly Vea Vea and Cr Rachel Anderson voted against this motion</p>		

9.10

Isaac Tourism Trails RV, Camping Strategy, Visitor Information Assessment and Implementation Plan

EXECUTIVE SUMMARY

The purpose of this report is for Council to receive and note the Isaac Tourism Trails Strategy final sub plans for the RV and Camping Strategy, and Visitor Information Assessment and Implementation Plan.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1204

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

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That the Committee recommends that Council:

1. *Receives and notes the final Isaac Tourism Trails Strategy sub plans being the RV and Camping Strategy and Visitor Information Assessment and Implementation Plan.*
2. *Receives six-monthly reports on the implementation of the Isaac Tourism Trails Strategy, with an expected review date of the Strategy no later than 2027/2028 Financial Year.*

Carried

Resolution No.: 8910

Moved: Cr Viv Coleman

Seconded: Cr Jane Pickels

That Council:

1. **Receives and notes the final Isaac Tourism Trails Strategy sub plans being the RV and Camping Strategy and Visitor Information Assessment and Implementation Plan.**
2. **Receives six-monthly reports on the implementation of the Isaac Tourism Trails Strategy, with an expected review date of the Strategy no later than 2027/2028 Financial Year.**
3. **Considers budget bids as part of the six-monthly reporting for the Isaac Tourism Trails Strategy.**

Carried

9.11

St Lawrence Wetlands Weekend 2024 Event Evaluation

EXECUTIVE SUMMARY

The purpose of this report is to provide an overview of the 2024 St Lawrence Wetlands Weekend event evaluation.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1205

UNCONFIRMED MINUTES

Moved: Cr Viv Coleman

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. *Receives and notes the 2024 St Lawrence Wetlands Weekend event evaluation.*

Carried

Resolution No.: 8911

Moved: Cr Viv Coleman

Seconded: Cr Alaina Earl

That Council:

1. **Receives and notes the 2024 St Lawrence Wetlands Weekend event evaluation.**

Carried

ATTENDANCE

Cr Melissa Westcott ended her video conference with the meeting at 11.07am and video conferenced back into the meeting at 11.08am.

9.12 Community Leasing Invoicing

EXECUTIVE SUMMARY

The purpose of this report is to seek Council endorsement for the recommencement of invoicing for community tenures.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1206

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. *Notes that Community Tenure lease fees haven't been collected on community assets since 2010.*
2. *Endorses the recommencement of the collection of lease fees for community assets for the 2024/2025 financial year, foregoing any previous tenure fees not invoiced.*

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3. *Fees will be indexed as per terms of the lease being:*
- a) *The increase in the CPI measured from the CPI for the quarter ending immediately before the last date on which the Rent was reviewed (or the Commencement Date if there has been no intervening Rent review) to the CPI for the quarter ending immediately before the relevant review date, expressed as a percentage.*
 - b) *The Rent has not previously been reviewed resulting in the Rent for 2024/2025 invoicing purposes being Commencement Fee plus CPI as above.*

Carried

Resolution No.:	8912		
Moved:	Cr Terry O'Neill	Seconded:	Cr Viv Coleman
That Council:			
1. Notes that Community Tenure lease fees haven't been collected on community assets since 2010.			
2. Endorses the recommencement of the collection of lease fees for community assets for the 2025/2026 financial year, foregoing any previous tenure fees not invoiced.			
3. Fees will be indexed as per terms of the lease being:			
a) The increase in the CPI measured from the CPI for the quarter ending immediately before the last date on which the Rent was reviewed (or the Commencement Date if there has been no intervening Rent review) to the CPI for the quarter ending immediately before the relevant review date, expressed as a percentage.			
b) The Rent has not previously been reviewed resulting in the Rent for 2025/2026 invoicing purposes being Commencement Fee plus CPI as above.			
4. Requests that a Community Leasing Engagement Strategy is developed for Council endorsement at the January 2025 Ordinary Meeting.			
Carried			

UNCONFIRMED MINUTES

9.13 Planning, Environment and Community Services FY2024/2025 Capital Projects Progress Report as at 26 September 2024

EXECUTIVE SUMMARY

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

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1207

Moved: Cr Alaina Earl

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

1. Receives and notes the monthly Planning, Environment and Community Services 2024/2025 Capital Progress Summary Report as at 26 September 2024.

Carried

Resolution No.: 8913

Moved: Cr Terry O'Neill

Seconded: Cr Alaina Earl

That Council:

1. Receives and notes the monthly Planning, Environment and Community Services 2024/2025 Capital Progress Summary Report as at 26 September 2024.

Carried

9.14 Engineering and Infrastructure 2024/2025 Capital Projects Progress Report – September 2024

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2024/2025 Capital Works Program.

COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0775

Moved: Cr Alaina Earl

Seconded: Cr Simon West

That the Committee recommends that Council:

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

Carried

Resolution No.: 8914

Moved: Cr Jane Pickels

Seconded: Cr Terry O'Neill

That Council:

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

Carried

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9.15 Compensation Agreement ML1884

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the Compensation Agreement with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd.

COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0776

Moved: Cr Alaina Earl

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Supports the negotiation to enter into a compensation agreement with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].
2. Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1884 in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].

Carried

Resolution No.: 8915

Moved: Cr Viv Coleman

Seconded: Cr Vern Russell

That Council:

1. Supports the negotiation to enter into a compensation agreement with GS Coal Pty Ltd, J-Power Australia Pty Ltd and J.C.D. Australia Pty Ltd in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].
2. Delegates authority to the Chief Executive Officer to negotiate, vary and execute the proposed Compensation Agreement in relation to ML1884 in accordance with section 279 of the Mineral Resources Act 1989 (Qld) [MRA].

Carried

9.16 Deed of Assignment and Assumption – Air Quality Monitoring Station Licence

EXECUTIVE SUMMARY

The report seeks to delegate the authority to the Chief Executive Officer to vary the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.

COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0777

Moved: Cr Alaina Earl

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

- 1. Delegates Authority to the Chief Executive Officer to vary the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.*
- 2. Delegates Authority to the Chief Executive Officer to negotiate and execute a Deed of Assignment and Assumption relating to the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.*

Carried

Resolution No.: 8916

Moved: Cr Alaina Earl

Seconded: Cr Vern Russell

That Council:

- 1. Delegates Authority to the Chief Executive Officer to vary the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.**
- 2. Delegates Authority to the Chief Executive Officer to negotiate and execute a Deed of Assignment and Assumption relating to the Air Quality Monitor Installation and Maintenance Licence dated 9 April 2021.**

Carried

9.17 Asset Installation and Maintenance Licence – Communication Conduit - Middlemount

EXECUTIVE SUMMARY

The report seeks to delegate the authority to the Chief Executive Officer to execute the Asset Installation and Maintenance Licence for a communications conduit to facilitate installation of an NBN cable under Centenary Drive South at Middlemount.

COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0778

Moved: Cr Simon West

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

- 1. Delegates authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence – Communication Conduit – Centenary Drive South, Middlemount in accordance with the terms.*

Carried

Resolution No.: 8917

Moved: Cr Rachel Anderson

Seconded: Cr Terry O'Neill

That Council:

- 1. Delegates authority to the Chief Executive Officer to negotiate, execute and vary the Asset Installation and Maintenance Licence – Communication Conduit – Centenary Drive South, Middlemount in accordance with the terms.**

Carried

9.18 Infrastructure Planning and Technical Services Policy Updates

EXECUTIVE SUMMARY

The purpose of this report is to consider a new policy for Memorials and Plaques on Council Owned or Managed Land and amendments to the Roadside Burning Policy.

COMMITTEE'S RECOMMENDATION

Resolution No.: E&I0779

Moved: Cr Alaina Earl

Seconded: Cr Viv Coleman

That the Committee recommends that Council:

1. Adopts the Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-xxx).
2. Adopts the amended Roadside Burning Policy (EI-POL-143).
 - a. Notes the Roadside Burning Guideline.
 - b. Notes the Application to Burn Roadside Reserves.

Carried

Resolution No.: 8918

Moved: Cr Viv Coleman

Seconded: Cr Rachel Anderson

That Council:

1. Adopts the Memorials and Plaques on Council Owned or Managed Land Policy (EI-POL-xxx) subject to amendment of removal of restrictions of twelve months from deceased date.
2. Adopts the amended Roadside Burning Policy (EI-POL-143).
 - a. Notes the Roadside Burning Guideline.
 - b. Notes the Application to Burn Roadside Reserves.

Carried

UNCONFIRMED MINUTES

9.19

Water and Waste 2024-2025 Capital Projects Progress Report

EXECUTIVE SUMMARY

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

COMMITTEE'S RECOMMENDATION

Resolution No.: W&W0526

Moved: Cr Viv Coleman

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

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

Carried

Resolution No.: 8919

Moved: Cr Alaina Earl

Seconded: Cr Vern Russell

That Council:

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

Carried

10. OFFICER REPORTS

10.1 Audit and Risk Committee Meeting Minutes – Monday, 23 September 2024

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the unconfirmed minutes of the Audit and Risk Committee meetings held on Monday, 23 September 2024.

OFFICER'S RECOMMENDATION

That Council:

1. *Receives and notes the Minutes of the Audit and Risk Committee meeting held on Monday, 23 September 2024.*
2. *Adopts the recommendations of the Audit and Risk Committee meeting held on Monday, 23 September 2024, including specifically relating to:*
 - a) *That Closed Sessions are added to the Annual Work Plan for the following:*
 - i. *1 session with External Audit Practitioners in November each year*
 - ii. *1 session with Internal Audit Practitioners in March each year*
 - iii. *1 session with Chief Executive Officer at a convenient time each year*
 - b) *That the Strategic Internal Audit Plan be endorsed, with watchlist items to be used as the basis for years 2 and 3 of the audit plan and annual reviews undertaken in line with the Audit and Risk Committee Charter.*
 - c) *That the IT Digital Strategy to be added to the appropriate risk register.*
 - d) *That Artificial Intelligence (AI) to be added to the appropriate risk register.*
 - e) *That the Unaudited Financial Statements (version supplied in agenda for meeting held on 23 September 2024) and Variance Analysis report be received and noted.*
 - f) *That the Financial Statement Assumptions and Estimates report be received and noted.*
 - g) *That an Annual IAHT Presentation/Update from Board Representative/s is added to the Annual Work Plan for a Yearly Presentation to the Audit and Risk Committee Meeting.*

UNCONFIRMED MINUTES

- h) *That an Annual MELC Presentation/Update from Board Representative/s is added to the Annual Work Plan for a Yearly Presentation to the Audit and Risk Committee Meeting.*

Resolution No.: 8920

Moved: Cr Jane Pickels

Seconded: Cr Vern Russell

That Council:

- 1. Receives and notes the Minutes of the Audit and Risk Committee meeting held on Monday, 23 September 2024.**
- 2. Adopts the recommendations of the Audit and Risk Committee meeting held on Monday, 23 September 2024, including specifically relating to:**
 - a. That Closed Sessions are added to the Annual Work Plan for the following:**
 - i. 1 session with External Audit Practitioners in November each year**
 - ii. 1 session with Internal Audit Practitioners in March each year**
 - iii. 1 session with Chief Executive Officer at a convenient time each year**
 - b. That the Strategic Internal Audit Plan be endorsed, with watchlist items to be used as the basis for years 2 and 3 of the audit plan and annual reviews undertaken in line with the Audit and Risk Committee Charter.**
 - c. That the IT Digital Strategy to be added to the appropriate risk register.**
 - d. That Artificial Intelligence (AI) to be added to the appropriate risk register.**
 - e. That the Unaudited Financial Statements (version supplied in agenda for meeting held on 23 September 2024) and Variance Analysis report be received and noted.**
 - f. That the Financial Statement Assumptions and Estimates report be received and noted.**
 - g. That an Annual IAHT Presentation/Update from Board Representative/s is added to the Annual Work Plan for a Yearly Presentation to the Audit and Risk Committee Meeting.**
 - h. That an Annual MELC Presentation/Update from Board Representative/s is added to the Annual Work Plan for a Yearly Presentation to the Audit and Risk Committee Meeting.**

Carried

10.2

2023-2024 Queensland Audit Office Final Management Letter and Signed Financial Statements

EXECUTIVE SUMMARY

In accordance with the *Local Government Regulation 2012* (s213), the Mayor must present a copy of the Auditor-General's observation report about the audit of the local government's Financial Statements at the next ordinary meeting of the local government.

Isaac Regional Council has received an unmodified audit opinion issued with the 2023-2024 Financial Statements.

OFFICER'S RECOMMENDATION

That Council:

1. *Receive the Queensland Audit Office Final Management Letter and audited Financial Statements for Isaac Regional Council for the 2023-2024 Financial Year, pursuant to and in accordance with the Local Government Regulation 2012 (s213).*

Resolution No.: 8921

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That Council:

1. **Receive the Queensland Audit Office Final Management Letter and audited Financial Statements for Isaac Regional Council for the 2023-2024 Financial Year, pursuant to and in accordance with the *Local Government Regulation 2012 (s213)*.**

Carried

UNCONFIRMED MINUTES

10.3

Register of Pre-Qualified Suppliers Panel Arrangement for the Provision of Software Consulting 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 Software Consulting Services IRC-CGFS-0224-T356 to Isaac Regional Council.

OFFICER'S RECOMMENDATION

That Council:

1. *Endorse the award of tender IRC-CGFS-0224-T356, for the creation of a panel of Register of Pre-Qualified Suppliers for Software Consulting Services, for an initial term of two years from 11 November July 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.: 8922

Moved: Cr Rachel Anderson

Seconded: Cr Jane Pickels

That Council:

1. **Endorse the award of tender IRC-CGFS-0224-T356, for the creation of a panel of Register of Pre-Qualified Suppliers for Software Consulting Services, for an initial term of two years from 11 November July 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

11. CONFIDENTIAL REPORTS

CONFIDENTIAL REPORT

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

11.1

Reallocation of Library Circulation and Standards Leader to Program Leader Library Services

EXECUTIVE SUMMARY

The purpose of this report is to seek approval for a change in the organisational structure by reallocating the currently vacant position of Library Circulation and Standards Leader (position number 66,701.00) to a Program Leader Library Services role within the Planning, Environment and Community Services Directorate. This change is necessary to ensure compliance with Queensland State Library funding requirements.

COMMITTEE'S RECOMMENDATION

Resolution No.: PECS1210

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. Approves a change to the organisation structure to reallocate the currently vacant position Library Circulation and Standards Leader (position number 66,701.00) to Program Leader Library Services within the Planning, Environment and Community Services Directorate.
2. Endorses a budget adjustment at Quarter One (1) Review for the amount of \$21,445.00 per annum to fund the salary and oncosts.

Carried

UNCONFIRMED MINUTES

Resolution No.: 8923

Moved: Cr Viv Coleman

Seconded: Cr Rachel Anderson

That Council:

1. Approves a change to the organisation structure to reallocate the currently vacant position Library Circulation and Standards Leader (position number 66,701.00) to Program Leader Library Services within the Planning, Environment and Community Services Directorate.
2. Endorses a budget adjustment at Quarter One (1) Review for the amount of \$21,445.00 per annum to fund the salary and oncosts.

Carried

12. INFORMATION BULLETIN

12.1

Office of the Chief Executive Officer Information Bulletin – October 2024

EXECUTIVE SUMMARY

The Office of the Chief Executive Officer Information Bulletin for October 2024 is provided for Council review.

Resolution No.: 8924

Moved: Cr Jane Pickels

Seconded: Cr Viv Coleman

That Council:

1. Notes the Office of the Chief Executive Officer Information Bulletin for October 2024.

Carried

UNCONFIRMED MINUTES

13. COUNCILLOR QUESTION TIME

13.1

Overdue Rates Action

Cr Rachel Anderson asked for an update on the overdue rates action that Council had previously been advised of. Director Corporate, Governance and Financial Services advised that final letters are to be distributed to registered owners prior to final approval from Council being sought to commence public auction of properties.

14. CONCLUSION

There being no further business, the Mayor declared the meeting closed at 11.31am.

These minutes will be confirmed by Council at the Ordinary Meeting to be held in Moranbah on Wednesday 27 November 2024.

.....
MAYOR

..... / /
DATE

MEETING DETAILS	Ordinary Meeting Wednesday 27 November 2024
AUTHOR	Susan Martin
AUTHOR POSITION	Acting Manager Financial Services

9.1 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. *Receives 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 <i>Local Government Regulation 2012 (s204)</i> .			
Carried			

BACKGROUND

Statutory Obligation Table – Isaac Regional Council

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

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

IMPLICATIONS

At the end of the first quarter of the current financial year, Council continues to operate within budget overall and any budget variances are anticipated to come in line with budget over the remainder of the financial year. Further assessment will be undertaken through the first quarter budget review which is about to commence.

CONSULTATION

Financial Services.

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

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

Report prepared by: SUSAN MARTIN Acting Manager Financial Services Date: 7 November 2024	Report authorised by: DARREN FETTEL Director Corporate, Governance and Financial Services Date: 8 November 2024
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ATTACHMENTS

- Attachment 1 - Monthly Financial Statements 31 October 2024

REFERENCE DOCUMENT

- Nil

FINANCIAL STATEMENTS REPORT TO COUNCIL

Current as at 31 October 2024

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



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FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 OCTOBER 2024

EXECUTIVE SUMMARY

At the end of October, the operating result is \$1,873,166 ahead of budgeted operating position. The positive result is due to number of revenue line items being above budget partially offset by higher operating expenses.

Capital Revenue for October was \$9,116,512 which combined with the Operating Position leads to a net surplus of \$32,943,430.

PRELIMINARY OCTOBER FINANCIAL STATEMENTS AT A GLANCE					
	YTD Actual	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
	\$	\$	\$	\$	%
Total operating revenue	70,597,932	67,791,465	2,806,468	144,057,618	49.0%
Total operating expenses	46,771,015	45,837,713	(933,302)	142,753,275	32.8%
Operating position	23,826,917	21,953,751	1,873,166	1,304,343	1826.7%
Capital revenue	9,116,512	8,563,028	553,484	28,085,905	32.5%
Net result	32,943,430	30,516,779	2,426,650	29,390,248	112.1%

BACKGROUND

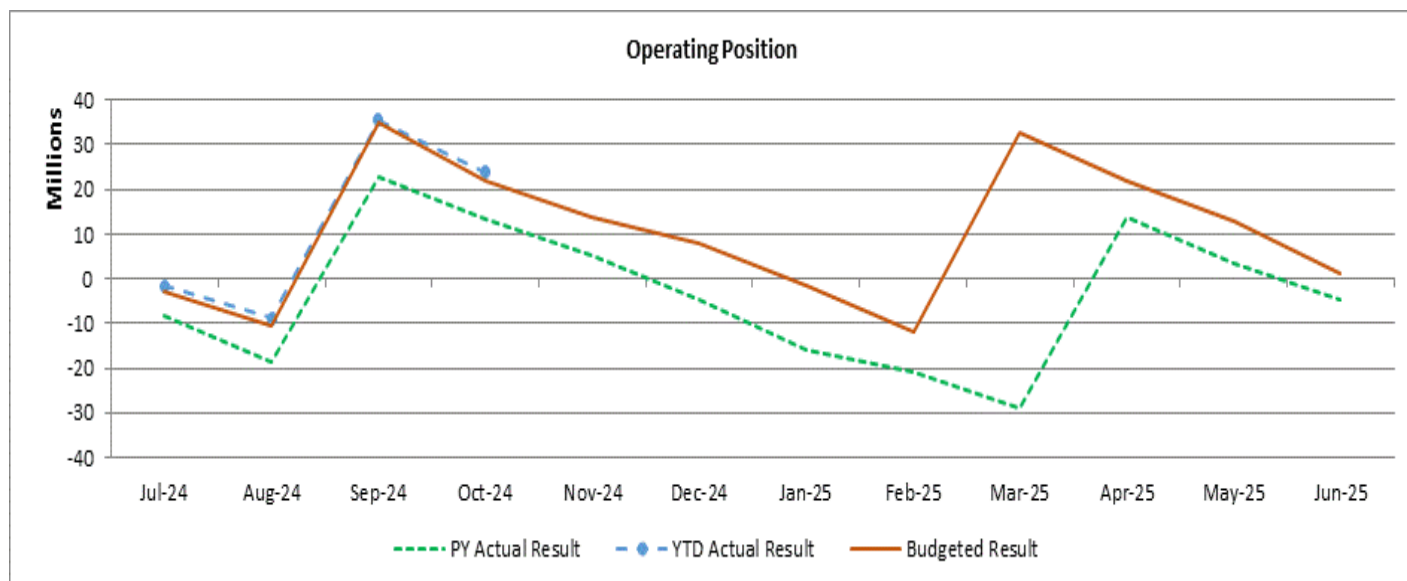
Each month, year to date financial statements are prepared in order to monitor actual performance against the latest adopted budget. Attached are the financial statements for the period ended 31 October 2024. Actual amounts are compared against year to date adopted Budget figures. (See appendix 1 for detailed financial statements).

It is noted that the 1st Quarter Budget Review is currently underway which will be presented to Council in November.

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.

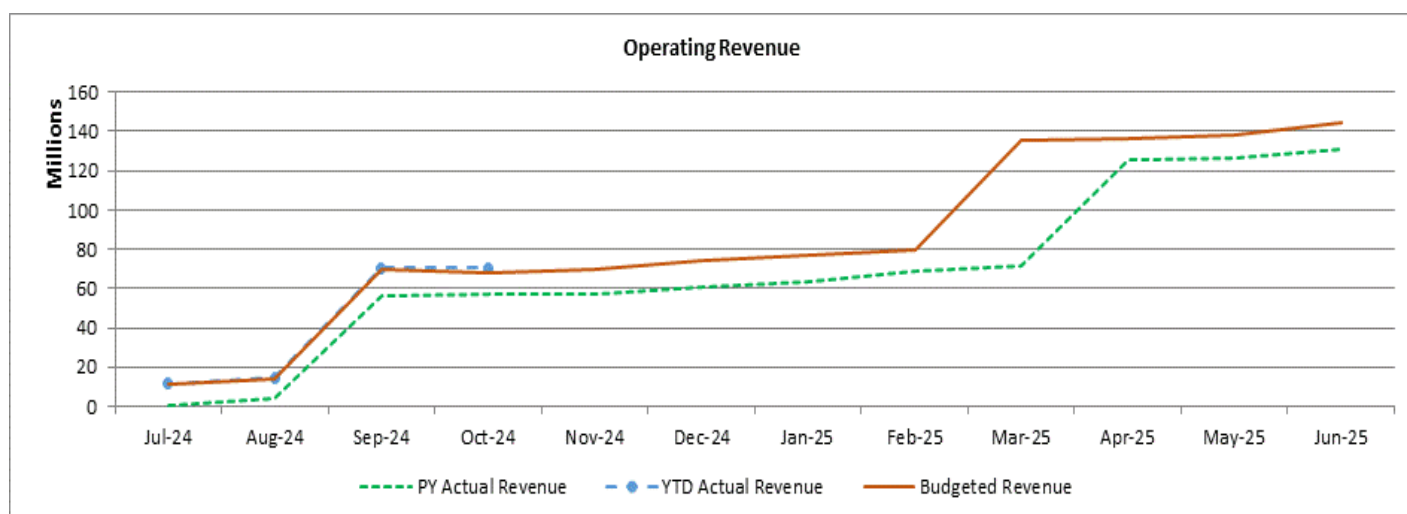
It should be noted that figures provided are accurate as at date of publication. Figures reported are cumulative year to date which may include adjustments for revenue or expenses accrued to prior accounting periods.

OPERATING POSITION



The current operating position for October has resulted in a surplus of \$23,826,917. This is favourable when compared to the YTD budget by \$1,873,166. Operating Revenue is \$2,806,468 favourable compared to YTD budget offset by Operating Expenses which are \$933,302 unfavourable when compared to YTD budget.

OPERATING REVENUE

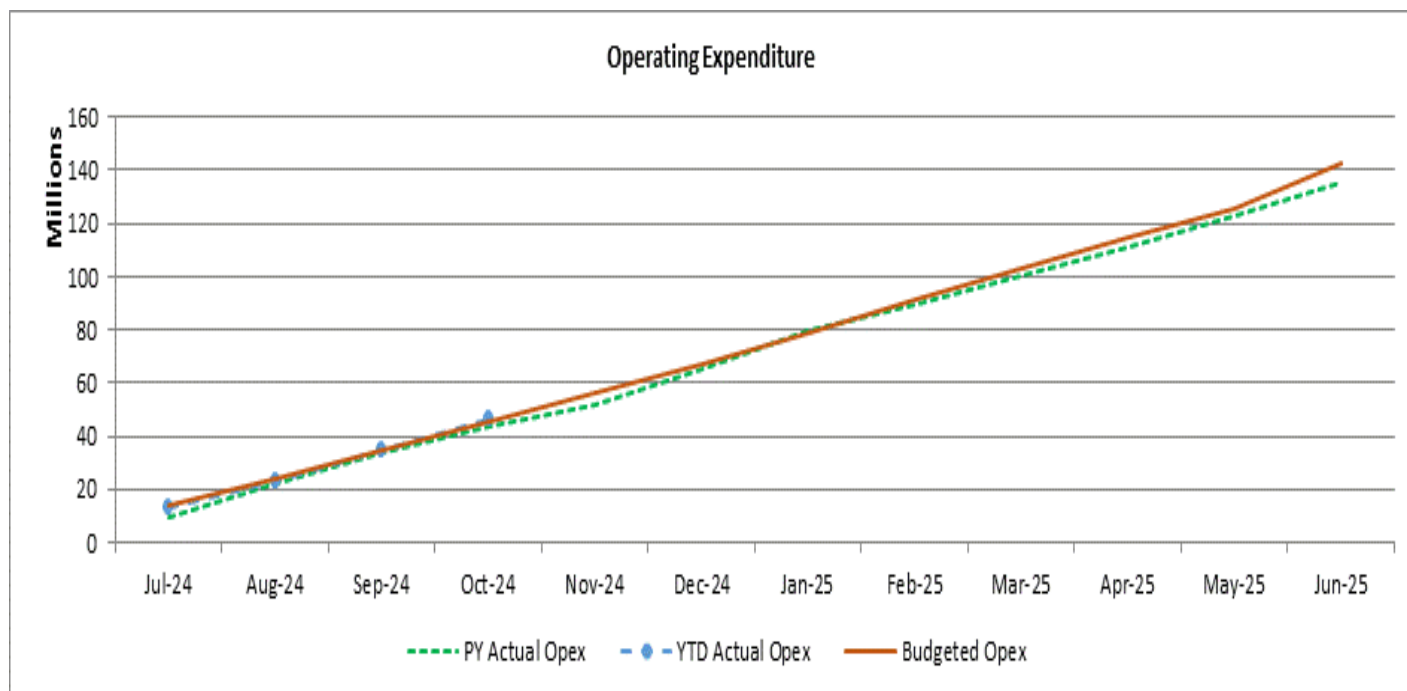


Operating Revenue comprises the following items – Rates and Utility Charges, Fees and Charges, Rental Income, Interest Received, Sale of Contract and Recoverable Works, Operating Grants, Subsidies and Contributions, Other Recurrent Revenue.

The operating revenue for October was \$70,597,932 which is favourable when compared to the budget by \$2,806,468. This favourable position is primarily due to higher than anticipated Federal Assistance Grant (general and road component) for 2024/2025, DRFA November 21 event, potable water sales, road corridor permits, saleyard, building and plumbing revenue.

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

OPERATING EXPENDITURE

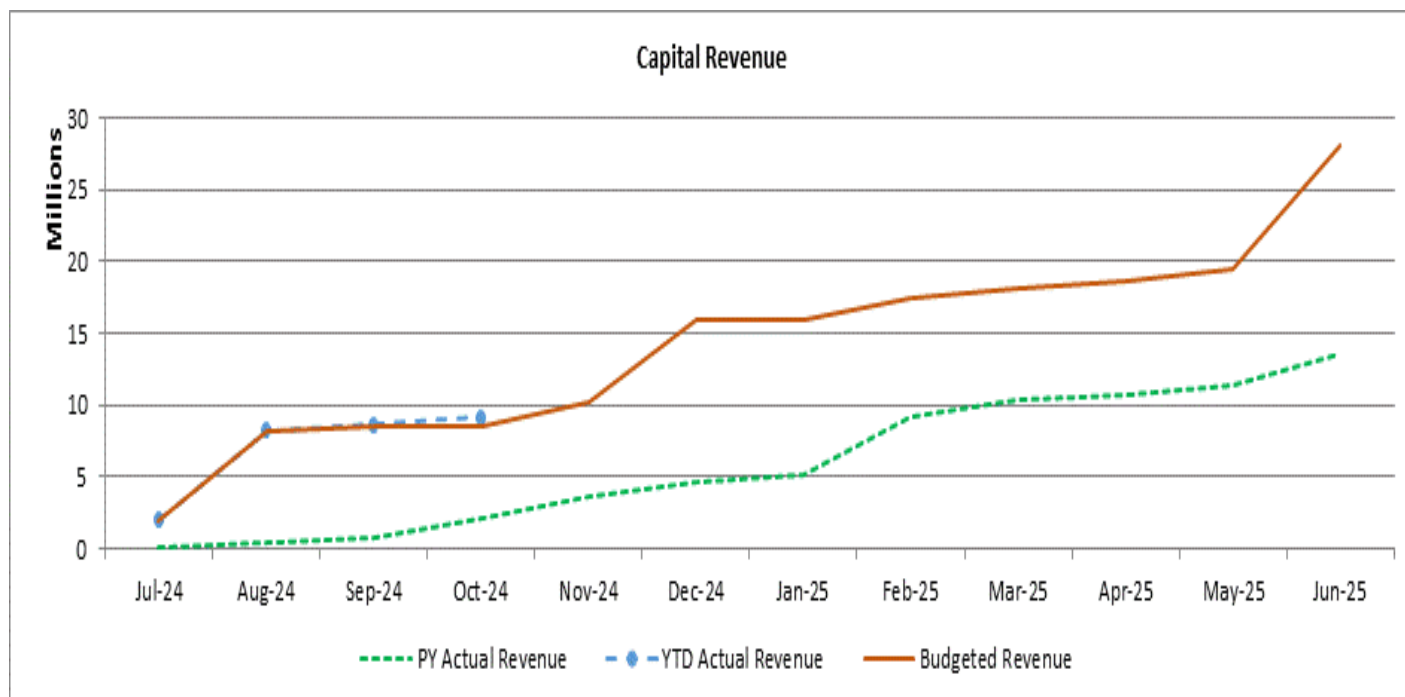


Operating expenditure consists of Employee Expenses, Materials and Services, Finance Costs and Depreciation.

Actual operating expenditure for October was \$46,771,015 which is unfavourable to budget by \$933,302. This unfavourable result is due to the allocation of budgeted cashflow and depreciation expense resulting from revised asset valuations and useful lives post outcomes of the 23/24 Financial Statement audit.

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

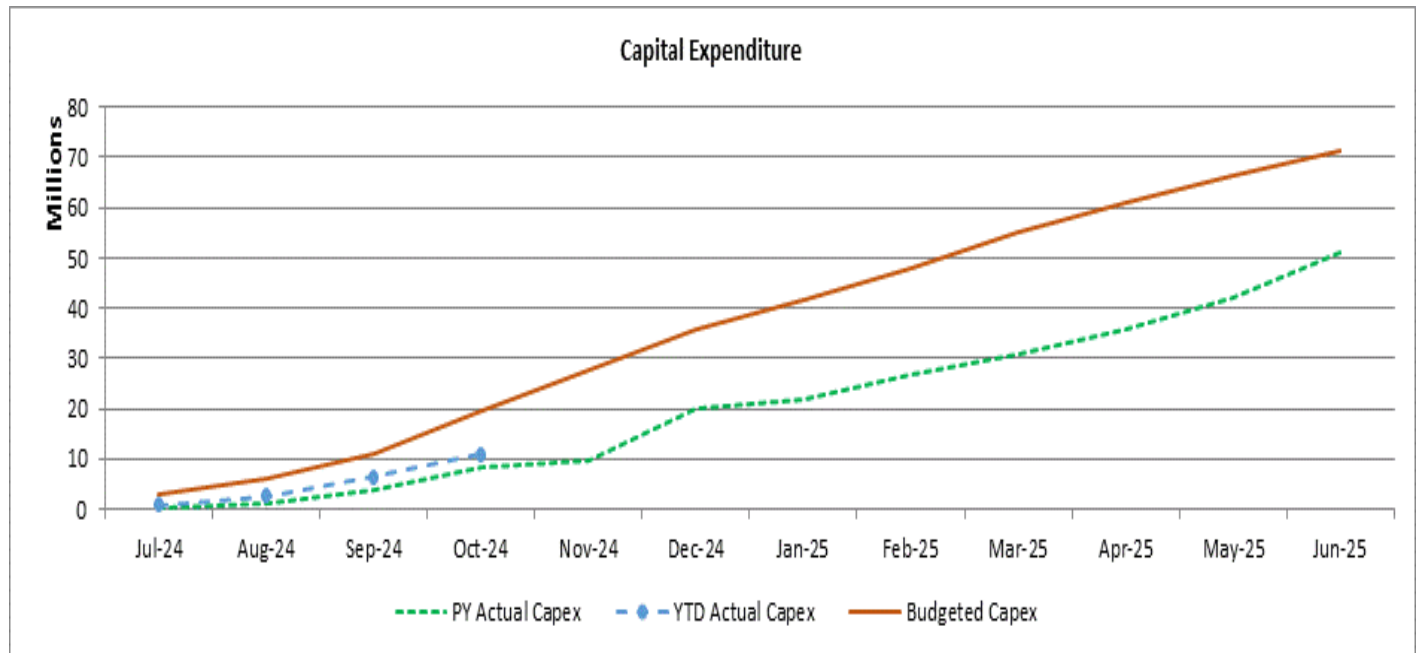


Capital Revenue for October YTD is \$9,116,512 which consists of grants, contributions and proceeds from the disposal of assets. This favourable variance is due to income from sale of plant and the advance payment for the Works for QLD 24-27 program (currently not part of the budget).

Budgeted capital revenue for 2024/2025 is detailed below:

Grants	Revised Budget	YTD Actuals
Philips Creek Bridge	5,550,000	5,400,000
Roads of Significant Infrastructure	2,538,273	-
Resource Community Infrastructure Fund	6,896,356	2,000,000
Bridges Renewal Program	2,009,073	40,398
Roads to Recovery Program	1,890,000	-
Nebo Showgrounds Masterplan Stage 1	1,625,745	-
Transport Infrastructure Development Scheme	1,477,707	-
Sale of Plant and Equipment	1,229,698	540,549
Local Roads & Community Infrastructure Grants	1,455,754	-
REFF	700,000	700,000
Building our Regions	716,211	169,630
W4QLD 24 - 27	-	190,000
Disaster Ready	376,500	-
Solar Grant	344,437	39,525
HVSPP	322,729	-
Local Government Grants and Subsidies Program	823,422	-
STIP	130,000	-
Developer Contributions	-	36,411
Other various Minor Grants	-	0
Total	28,085,905	9,116,512

CAPITAL EXPENDITURE



Capital expenditure (\$10.8M) is under YTD budget (\$19.5M) excluding commitments, noting that when the \$25.4M of commitments are included, the capital expenditure is higher than YTD budget (50.7% of annual budget spent / committed).

Major budgeted projects for 2024/2025 financial year are:

Project	Revised Budget	YTD Actuals	YTD Commitments
MBH Community Centre - Refurbishment	8,638,539	2,782,707	4,630,934
Phillips Creek Bridge Construction	5,550,000	143,549	1,250,520
MBH Rectification of Landfill Cell	4,161,297	14,493	434,778
Fleet / Plant replacement program	3,685,688	1,936,598	1,634,611
REG Resheeting Program	3,500,000	663,340	1,698,636
REG Surface Renewal Program	3,500,000	20,345	3,440,622
Cooroora Creek Bridge Replacement	2,511,342	29,564	2,668,030
Isaac Resources Excellence Precinct	2,000,000	30,321	96,824
NBO Showgrounds Masterplan Stage 1	1,683,452	69,598	68,880
Dysart-Clermont Road Upgrade- ROSI	1,612,841	1,052,030	221,833
Eaglefield Road- Pave and Seal (ROSI)	1,560,000	12,451	205,014
Peak Downs Mine Road Recon & Widen	1,535,414	71,490	192,269
REG Floodway Construction	1,340,000	20,768	1,617,882
CORP Residential Renewals 2025	1,250,000	95,392	113,502

CAPITAL FUNDING AND PROJECT COMMITTALS

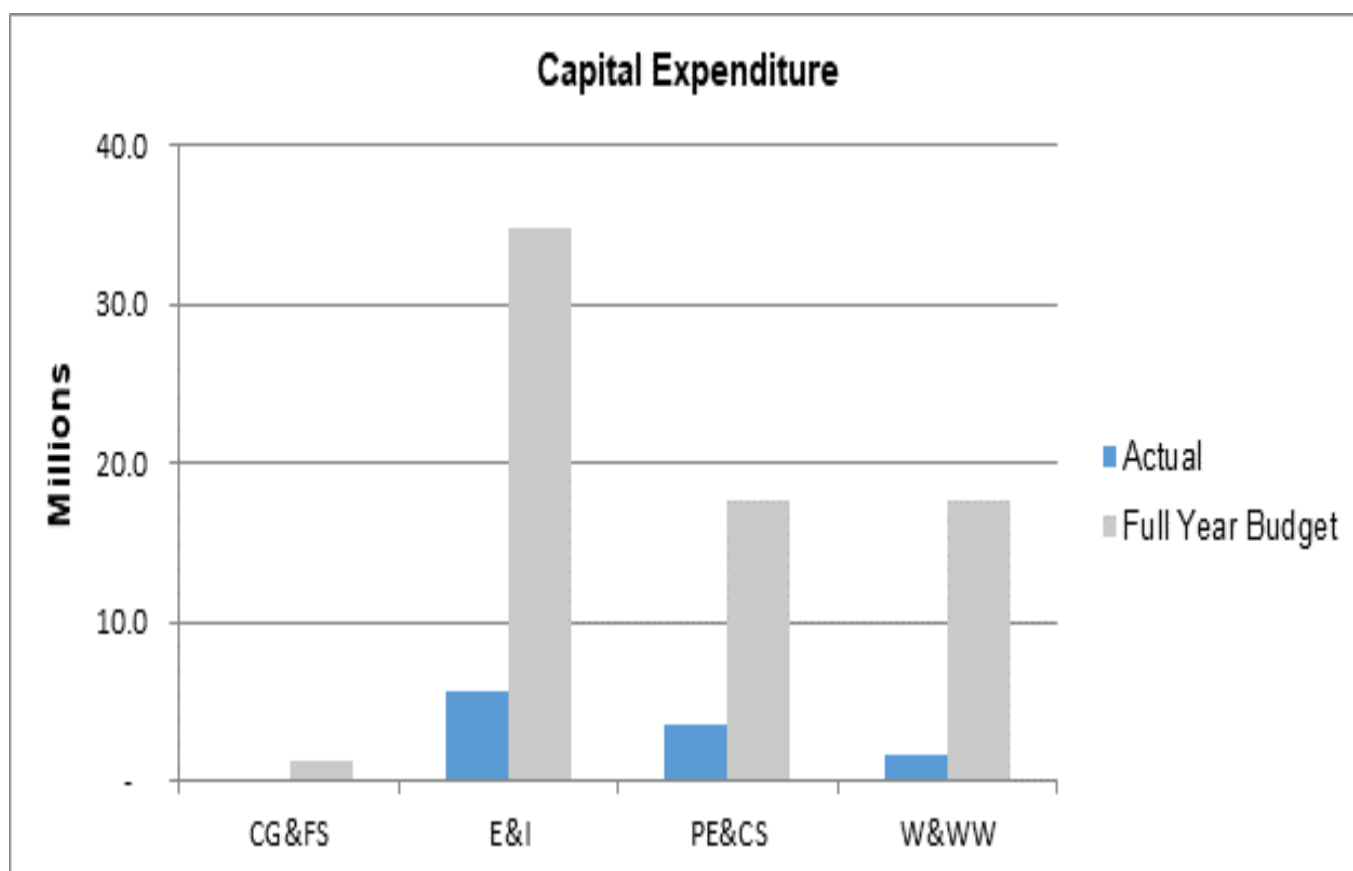
Capital expenditure is financed through loan borrowings, proceeds on disposal of assets, general reserves and the future capital sustainability reserve.

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 October 2024.

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	10,011	90,225	80,214	1,262,008	-0.8%	6.4%
E&I	5,566,197	17,226,649	22,792,846	34,834,717	16.0%	65.4%
PE&CS	3,594,371	5,364,490	8,958,860	17,712,818	20.3%	50.6%
W&WW	1,643,891	2,720,392	4,364,283	17,587,900	9.3%	24.8%
TOTAL	10,794,448	25,401,756	36,196,204	71,397,443	15.1%	50.7%

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
Financial Capacity					
Council Controlled Revenue Ratio	Council's financial flexibility, ability to influence its operating income and capacity to respond to unexpected financial shocks.	N/A	79.52%	82.42%	85.03%
Population Growth Ratio	Key driver of a Council's operating income, service needs and infrastructure requirements into the future.	N/A	0.06%	1.25%	0.06%
Operating Performance					
Operating Surplus Ratio	Indicates operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.	> 0%	34.17%	0.30%	0.92%
Operating Cash Ratio	Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.	> 0%	50.55%	25.77%	24.13%
Liquidity					
Unrestricted Cash Expense Cover Ratio	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	7.54	NA	4.31
Asset Management					
Asset Sustainability Ratio	Indicates the infrastructure assets managed by a Council are being replaced as they reach the end of their useful lives.	> 80%	49.35%	88.71%	91.78%
Asset Consumption Ratio	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%	65.85%	68.23%	66.48%
Debt Servicing Capacity					
Leverage Ratio	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	0.23	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. The ratio is currently positive 79.52%, which is lower than Council's budget (85.03%) and average five year actuals (82.42%). The ratio is expected to return to benchmark range over the remainder of the financial year.

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 the net operating profit year to date a surplus of \$23,826,917 the ratio is currently positive 34.17%. The ratio has decreased from the previous month spike (due to the issuing of rates in September) and is expected to return to benchmark range over the remainder of the financial year.


4. **Operating Cash Ratio** - The operating cash ratio is a measure of a Council's ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs. A positive operating cash ratio indicates that a council has the ability to self-fund its capital expenditure requirements.

The target result for this ratio is greater than 0% per annum for a tier 4 local government group. Currently, this ratio is positive 50.55%, which is higher than Council's budget (24.13%) and benchmark range (>0%). The ratio has decreased from the previous month spike (due to the issuing of rates in September) and is expected to return to benchmark range over the remainder of the financial year.

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 7.54 months, which is higher than Council's budget and benchmark range. The ratio has improved significantly from the previous month due to the receipt of the majority of funds from the first issuance of rates for the financial year.

6. **Asset Sustainability Ratio** - This ratio is a guide as to whether infrastructure assets managed by Council are being replaced as they reach the end of their useful lives. Council's target is to have a result of greater than 80% per annum for a tier 4 local government group. Being relatively early within



the financial year, the ratio is low at 49.35%, which is below the 80% benchmark and the 91.78% budgeted. This ratio is expected to improve throughout the financial year.

- 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 65.85%, which is greater than Council's benchmark, but lower than Council's budget (66.48%) and average five year actuals (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 at positive 0.23 times which is higher than Council's benchmark (0-3 times), but lower than Council's budget (0.74) and average five year actuals (0.73). The ratio has improved from previous month through the issuing of rates.

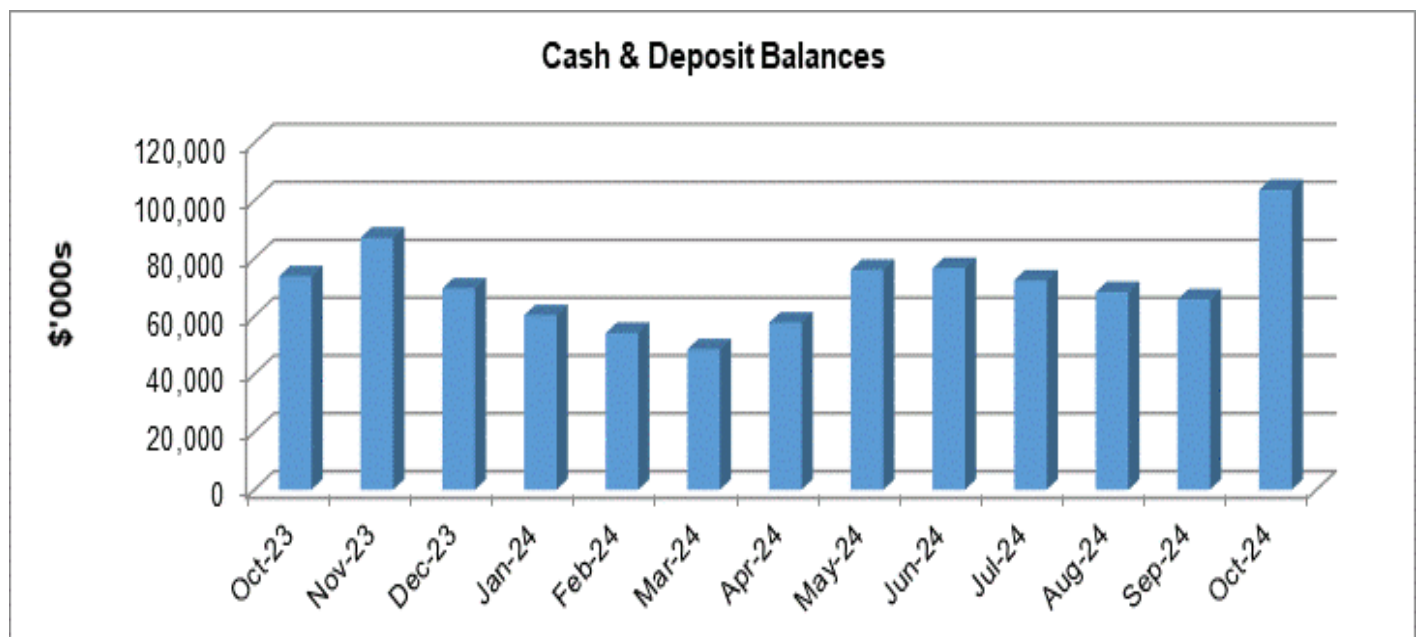
INVESTMENTS AND CASH BALANCES

The following is a list of all investments held by Council as at the period ending 31 October 2024.

ISAAC REGIONAL COUNCIL Investments For the Period Ended 31 October 2024					
Account	Description	Institution	Amount	Maturity Date	Interest Rate
10-000-1113	Cash at Bank - ANZ	ANZ	246,279		
10-000-1114	Cash at Bank NAB	NAB	2,620,240		3.85%
10-000-1115	NAB Savings account	NAB	186,544		4.50%
10-000-1116	QTC Operating Fund	QTC	95,524,737		4.94%
10-000-1117	ANZ Business Premium Saver	ANZ	70,990		4.30%
10-000-1118	Cash at Bank - NAB	NAB	5,048,678		4.50%
10-000-1131	Petty Cash		2,550		
10-000-1132	Floats		4,280		
Total Investments			103,704,296		

Bank	Credit Rating	% of Funds	Policy Total Profile
Queensland Treasury Corporation	QTC	92.11%	No Limit
National Australia Bank	AA-	7.57%	Maximum 60%
ANZ Banking Group	AA-	0.32%	Maximum 60%

The following chart outlines the Council's cash and deposit balances for the previous twelve months up to the period ending 31 October 2024.



LOANS

ISAAC REGIONAL COUNCIL							
Loans							
For the Period Ended 31 October 2024							
						Repayment Due 16 Dec 2024	
Loan Name	Balance as at 31 October 2024	Rate as at 31 October 2024	Approved Term	Remaining Term	Principal	Interest	Total
Land Purchase - Moranbah	\$9,137,272	5.1	20	8.13	\$224,455	\$116,477	\$340,932
Land Development Moranbah	\$7,053,063	4.37	20	8.63	\$166,524	\$77,055	\$243,578
Waste Loan	\$2,165,020	2.22	20	16.63	\$26,778	\$11,989	\$38,766
Moranbah Community Centre	\$5,957,525	5.32	20	19.64	\$43,040	\$79,310	\$122,350
Total	\$24,312,880				\$460,796	\$284,830	\$745,627

Debt service repayments are made quarterly. The first repayment for 2024/2025 financial year was made on 16 September 2024. The next repayment for the 2024/2025 financial year is due on 16 December 2024.

ACCOUNTS RECEIVABLE

The following is a breakdown of the Council's accounts receivable by age for the period ending 31 October 2024.

Accounts Receivable Ageing Analysis at 31 October 2024			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	241	2,381,873.65	40.72%
30 Day	145	140,897.84	2.41%
60 Day	4	104,317.45	1.78%
90 Day	106	3,222,927.39	55.09%
Total	496	5,850,016.33	100.00%

The Accounts Receivable balance at 31 October 2024 is \$5,850,016.33 which has increased from 30 September 2024 balance of \$5,248,264.60.

- 30 day balance has decreased this month due to large Water & Waste invoices being paid & a grant invoice ageing to 60 Days.
- 60 day balance has decreased due to a grant invoice ageing to 90 Days.
- 90 days and over receivables have increased due to a large grant invoice ageing to 90 Days. There are 106 invoices totalling \$3,222,927.39 in 90 Days which are made up of the following charges:
 - 1 Invoice totalling \$2,000,000.00 relates to a large infrastructure grant invoice that is awaiting approval for a variation to the funding agreement from the grant body before it can be approved and paid.
 - 2 Invoices totalling \$591,900.72 relate to infrastructure access agreement invoices that are subject to a dispute resolution process including additional legal advice.
 - 1 Invoice totalling \$519,363.54 relates to a Capital Works Project that is currently subject to legal proceedings.
 - 1 Invoice totalling \$55,324.50 relates to historic planning/infrastructure charges which is currently being assessed by Liveability & Sustainability.
 - 29 Invoices totalling \$24,507.22 relate to Compliance invoices in various stages of recovery.
 - 62 Invoices totalling \$17,203.04 relate to Housing invoices. The management & recovery of Housing invoices is the responsibility of Corporate Properties.
 - 1 Invoice totalling \$8,341.48 relates to Planning charges which is currently being assessed by Liveability & Sustainability.
 - The remaining 9 Invoices totalling \$6,286.89 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 October 2024.

Accounts Payable Ageing Analysis at 31 October 2024			
Ageing	Number of Documents	Amount Outstanding	% of Total Outstanding
Current	172	712,655.93	63.07%
30 Day	27	191,458.99	16.94%
60 Day	5	185,873.94	16.45%
90 Day	28	39,976.25	3.54%
TOTAL	232	1,129,965.11	100.00%

The outstanding Accounts Payable balance as at 31 October 2024 was \$1,129,965.11 The 30, 60 & 90 day aging accounts total \$ 417,309.18.

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

- 30 day balances – \$191,458.99 (27 invoices) remain unpaid of which \$8,677.26 (3 invoices) are for suppliers who reside in the IRC region. The 30 day balances consists of 10 invoices (\$37,853.88) awaiting approval, 12 invoices (\$101,931.14) waiting approval after being received late from the supplier and 5 invoices (\$51,673.97) under discussion with the supplier.
- 60 day balances – \$185,873.94 (5 invoices) remain unpaid of which \$23,227.91 (3 invoices) relate to suppliers within the IRC region. The 60 day balance consists of 2 invoices (\$22,930.93) awaiting approval, 1 invoice (\$296.98) waiting approval after being received late from the supplier and 2 invoices (\$162,646.03) under discussion with the supplier.
- 90 day balances – \$39,976.25 (28 invoices) remain unpaid of which none relate to suppliers within the IRC region. The 90 day balance consists of 27 invoices (\$32,551.14) (note - previously under discussion with the supplier and now resolved and waiting on approval) and 1 invoice (\$7,425.11) in dispute with discussions being held with the supplier.

YEAR TO DATE RATES REPORT

The following is a breakdown of the Council's rates transactions the year to date as at 31 October 2024.

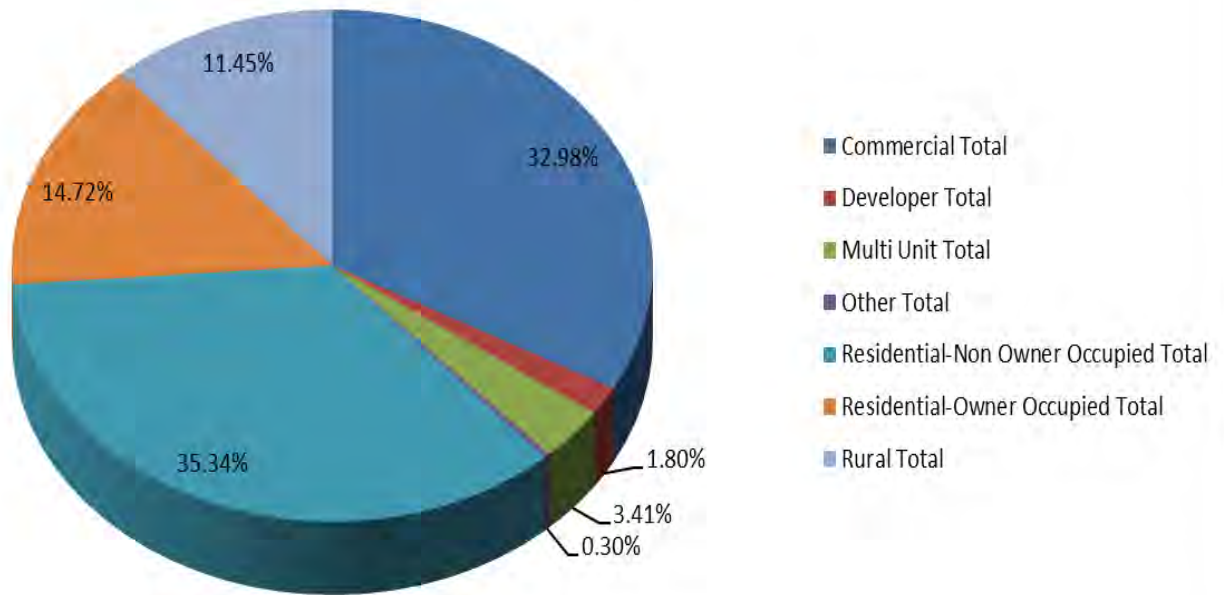
Rates Balancing Report As At 31 October 2024		
	31 Oct 2024	YTD 31 Oct 2023
Opening Balance	3,277,319	2,486,266
Rates Charges		
Rates Levied	57,012,173	54,043,226
Interest	96,018	76,843
Refunds	20,358	24,553
Total Rates	57,128,548	54,144,622
Discounts and Receipts		
Discounts	(3,608,491)	(1,815,992)
Receipts	(48,783,415)	(24,283,737)
Government Subsidy	(38,582)	(37,468)
Council Subsidy	(122,390)	(114,801)
Remissions	(21,812)	(775)
Write Offs	-	-
Total Discounts & Receipts	(52,574,691)	(26,252,772)
Legal	43,131	16,898
Closing Balance	7,874,307	30,395,014

	As At 31 Oct 2024
Rates Breakdown	
Rates in Credit	(631,076)
Rates Not Due Yet	49,501
Rates In Arrears	8,455,882
Total Rates Balance	7,874,307

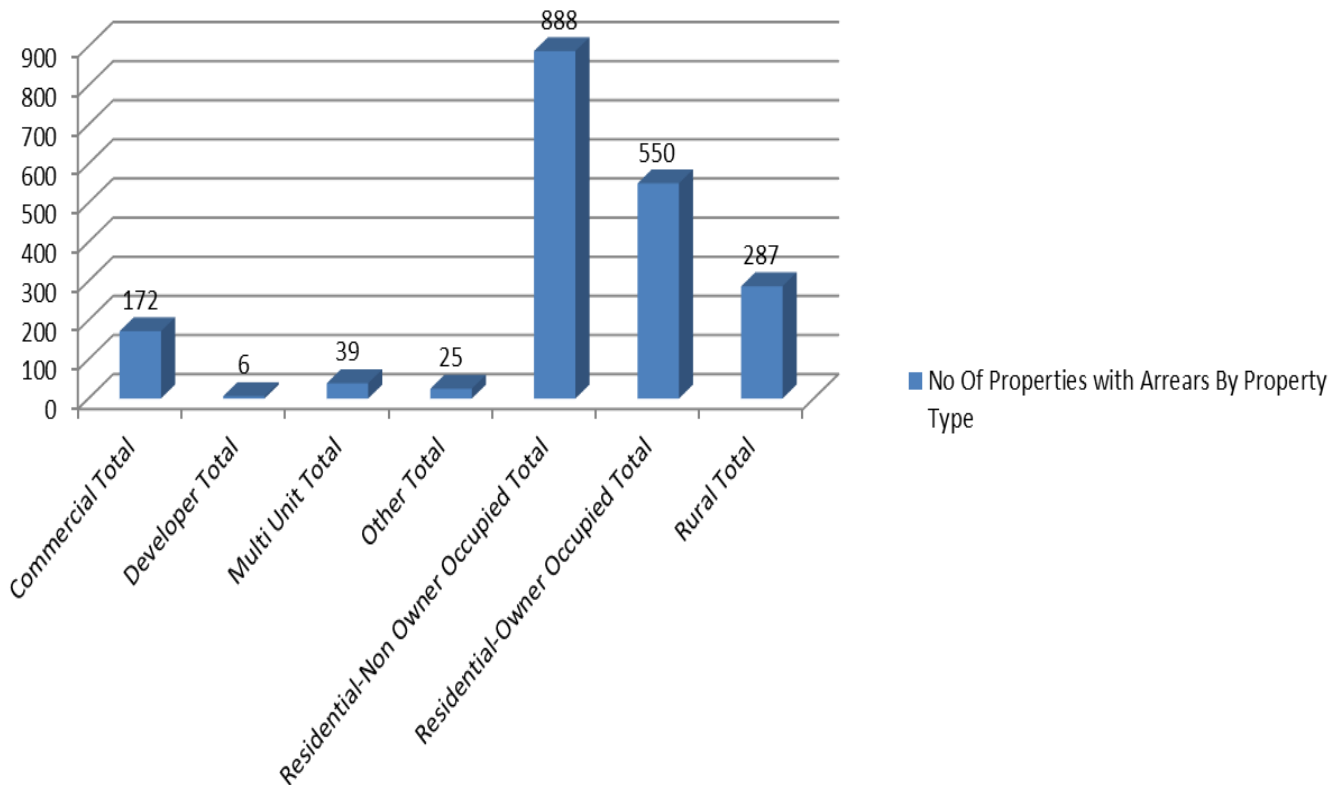
Variances in prior year comparisons can relate to the timing of rates processing and subsequent due dates.

Prior 2021	2021/22	2022/23	2023/24	2024/25	TOTAL
1,674,269	267,535	351,298	604,584	5,558,197	8,455,882
19.80%	3.16%	4.15%	7.15%	65.73%	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 October 2024. 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 October 2024								
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	50,597,279	-	50,597,279	50,486,158	111,122	105,042,315	48.2%
Fees & Charges	2	1,870,157	-	1,870,157	1,477,392	392,766	3,794,550	49.3%
Rental Income		648,031	-	648,031	569,798	78,233	1,726,801	37.5%
Interest Received	3	1,329,665	-	1,329,665	1,164,822	164,843	2,759,466	48.2%
Sales of Contract & Recoverable Works	4	1,090,014	-	1,090,014	300,000	790,014	6,290,000	17.3%
Operating Grants, Subsidies & Contributions	5	11,066,318	-	11,066,318	10,511,663	554,655	12,075,236	91.6%
Other Recurrent Revenue	6	3,996,468	-	3,996,468	3,281,632	714,836	12,369,250	32.3%
		70,597,932	-	70,597,932	67,791,465	2,806,468	144,057,618	49.0%
Expenses								
Operating Expenses								
Employee Expenses	7	15,554,249	-	15,554,249	16,108,517	(554,268)	51,965,905	29.9%
Materials & Services	8	19,798,926	21,227,209	41,026,135	18,802,386	22,223,750	57,608,198	71.2%
Finance Costs		378,287	-	378,287	390,002	(11,715)	1,318,744	28.7%
Depreciation and Amortisation	9	11,039,553	-	11,039,553	10,536,809	502,744	31,860,428	34.6%
		46,771,015	21,227,209	67,998,224	45,837,713	22,160,511	142,753,275	47.6%
Operating Position Before Capital Items		23,826,917	(21,227,209)	2,599,708	21,953,751	(19,354,043)	1,304,343	199.3%
Capital Revenue								
Capital Revenue	10	8,575,963	-	8,575,963	8,310,028	265,935	26,856,207	31.9%
Proceeds from Sale of Land & PPE	11	540,549	-	540,549	253,000	287,549	1,229,698	44.0%
		9,116,512	-	9,116,512	8,563,028	553,484	28,085,905	32.5%
Net Result Attributable to Council in Period		32,943,430	(21,227,209)	11,716,221	30,516,779	(18,800,559)	29,390,248	39.9%
Total Comprehensive Income		32,943,430	(21,227,209)	11,716,221	30,516,779	(18,800,559)	29,390,248	39.9%
Council's operating position at month end is a \$23.8M surplus								

1. **Net Rates & Utility Charges** are \$111,122 favourable when comparing actuals to revised budget. The favourable variance is predominately due to lower utilisation of the early payment discount offered on general rates than budgeted.
2. **Fees & Charges** are \$392,766 favourable when comparing actuals to YTD budget. The predominant reason for this favourable variance is due to higher potable water sales, road corridor permits, saleyard, building and plumbing revenue.
3. **Interest Received** is \$164,843 favourable when compared to revised budget. This favourable variance is due to increased interest income from investments.
4. **Sales of Contract & Recoverable Works** are favourable to the budget by \$790,014. This favourable variance is predominately due to cash flowing of RMPC revenue.
5. **Operating Grants, Subsidies & Contributions** are \$554,268 favourable compared to the YTD budget. This favourable variance is predominately due to higher than anticipated revenue for Federal Assistance Grant (general and roads component) for 2024/2025, grant funds received for the DRFA November 21 event, and maintenance contributions, partially offset by cash flowing of Reef Guardian Grant funds.
6. **Other Recurrent Revenue** for the year is \$3,996,468 being \$714,836 favourable to budget. This favourable variance is predominantly due to cash flowing of revenue at Waste Management Facilities.
7. **Employee Expenses** are favourable to the revised budget by \$554,268. This favourable variance is due to employee vacancies within Departments some of which are currently being backfilled through Agency Temp Staff (current actuals \$678K and commitments of \$713K).
8. **Materials & Services** actual expenses for the year to date are \$19,798,926 with \$21,227,209 being recorded in commitments, resulting in an unfavourable variance to YTD budget by \$22,223,750. Excluding commitments YTD expenditure would be approximately \$997K above YTD budget. The unfavourable variance is due to the inclusion of commitments, cash flowing of expenditure for RMPC, contractor expenditure for waste collection, legal expenses related to Galilee & Bowen Basin Operations and expenditure on carry forward grant works with budget yet to be allocated. Large commitments of note are \$5.4M Galilee and Bowen Basin recoverable works, \$2.6M RMPC works, \$2.4M Waste Levy and \$1.5M IT expenses associated with the Digital Strategy.
9. **Depreciation and Amortisation** is unfavourable to the budget by \$502,744. 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.
10. **Capital Revenue** for the year to date is \$8,575,963 which is unfavourable to revised budget by \$265,935. This favourable variance is predominately due to an advance payment for the Works for QLD 24-27 program.
11. **Proceeds from Sale of Land & PPE** is currently favourable compared to the revised budget by \$287,549 this favourable variance is due to budgeted cashflow of receipt of funds from the sale of plant.

ISAAC REGIONAL COUNCIL Statement of Financial Position For the Period Ended 31 October 2024				
	Notes	Actual YTD \$	30 June 2024 \$	Variance %
Current Assets				
Cash & Cash Equivalents		103,704,296	76,337,945	35.8%
Receivables		12,231,928	9,434,248	29.7%
Inventories		1,071,745	1,065,249	0.6%
Contract assets		1,596,022	2,784,197	(42.7%)
Other assets		548,090	4,288,431	(87.2%)
Total Current Assets		119,152,082	93,910,070	26.9%
Non-Current Assets				
Receivables		4,053,621	4,000,171	1.3%
Inventories		18,406,298	18,406,298	0.0%
Property, Plant and Equipment		1,218,536,901	1,219,383,744	(0.1%)
Intangible assets		117	501	(76.6%)
Total Non-Current Assets		1,240,996,938	1,241,790,714	(0.1%)
TOTAL ASSETS		1,360,149,020	1,335,700,784	1.8%
Current Liabilities				
Trade and other payables		3,036,830	11,054,970	(72.5%)
Provisions		9,624,857	9,981,009	(3.6%)
Borrowings		1,493,603	1,854,118	(19.4%)
Leases		81,007	81,007	0.0%
Contract liabilities		10,593,485	9,308,818	13.8%
Other liabilities		736,050	1,006,529	(26.9%)
Total Current Liabilities		25,565,831	33,286,451	(23.2%)
Non-Current Liabilities				
Trade and other payables		43,371	43,371	0.0%
Provisions		24,423,119	24,431,968	(0.0%)
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%
Total Non-Current Liabilities		51,201,069	51,209,917	(0.0%)
TOTAL LIABILITIES		76,766,900	84,496,368	(9.1%)
NET COMMUNITY ASSETS		1,283,382,120	1,251,204,416	2.6%
Community Equity				
Retained surplus		923,356,176	300,044,713	207.7%
Asset revaluation reserve		300,069,775	900,320,045	(66.7%)
Other reserves		59,956,169	50,839,658	17.9%
TOTAL COMMUNITY EQUITY		1,283,382,120	1,251,204,416	2.6%

ISAAC REGIONAL COUNCIL			
Statement of Cash Flows			
For the Period Ended 31 October 2024			
	Actual YTD	30 June 2024	Variance
	\$	\$	%
Cash Flows from Operating Activities			
Receipts from customers	70,115,590	143,372,416	48.9%
Payments to suppliers and employees	(43,184,264)	(104,097,063)	41.5%
Cash provided by / (used in) net result	26,931,325	39,275,353	68.6%
Cash Flows from Investing Activities			
Profit / (Loss) on sale of capital assets	(250,246)	(4,792,284)	5.2%
Grants, subsidies, contributions and donations	8,582,697	13,626,210	63.0%
Payments for property, plant and equipment	(7,536,911)	(49,623,835)	15.2%
Net movement in loans to Community Organisations			0.0%
Net cash provided by investing activities	795,540	(40,789,909)	(2.0%)
Cash Flow from Financing Activities			
Proceeds from borrowings	-	4,145,882	0.0%
Repayment of borrowings	(360,515)	292,497	(123.3%)
Net cash provided by financing activities	(360,515)	4,438,378	(8.1%)
Net Increase / (Decrease) in Cash Held	27,366,350	2,923,822	936.0%
Cash at the beginning of the period	76,337,945	73,414,123	104.0%
Cash at the end of the Reporting Period	103,704,296	76,337,945	135.8%



Appendix 2 – Preliminary Executive Level Reports

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

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.

<p style="text-align: center;">ISAAC REGIONAL COUNCIL</p> <p style="text-align: center;">Statement of Comprehensive Income</p> <p style="text-align: center;">For the Period Ended 31 October 2024</p>								
Office of the CEO								
	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Operating Grants, Subsidies & Contributions		122,560	-	122,560	26,667	95,893	185,000	66.2%
		122,560	-	122,560	26,667	95,893	185,000	66.2%
Expenses								
Operating Expenses								
Employee Expenses		1,480,631	-	1,480,631	1,578,584	(97,952)	5,010,838	29.5%
Materials & Services	1	750,667	335,795	1,086,461	773,270	313,191	2,110,822	51.5%
Corporate Overheads & Competitive Neutrality Costs		(1,812,367)	-	(1,812,367)	(1,812,367)	-	(5,437,102)	33.3%
		418,930	335,795	754,725	539,486	215,239	1,684,558	44.8%
Operating Position Before Capital Items		(296,370)	(335,795)	(632,165)	(512,820)	(119,346)	(1,499,558)	42.2%
Capital Revenue								
		-	-	-	-	-	-	0.0%
Net Result Attributable to Council in Period		(296,370)	(335,795)	(632,165)	(512,820)	(119,346)	(1,499,558)	42.2%
Total Comprehensive Income		(296,370)	(335,795)	(632,165)	(512,820)	(119,346)	(1,499,558)	42.2%

1. Materials & Services for the financial year to date are \$313,191 unfavourable with \$750,667 of actual expenditure and \$335,795 in commitments against YTD budget of \$773,270. This unfavourable variance is due the inclusion of commitments which relate to future reporting periods.

<p style="text-align: center;">ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended 31 October 2024</p>								
Corporate, Governance & Financial Service								
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges	1	35,917,329	-	35,917,329	35,793,588	123,741	71,587,176	50.2%
Fees & Charges		47,022	-	47,022	30,667	16,355	92,000	51.1%
Rental Income		-	-	-	450	(450)	1,350	0.0%
Interest Received	2	1,278,239	-	1,278,239	1,098,755	179,484	2,561,266	49.9%
Sales of Contract & Recoverable Works		86,316	-	86,316	30,000	56,316	90,000	95.9%
Operating Grants, Subsidies & Contributions	3	6,540,679	-	6,540,679	6,202,000	338,679	6,310,840	103.6%
Other Recurrent Revenue		85,871	-	85,871	30,000	55,871	90,000	95.4%
		43,955,457	-	43,955,457	43,185,460	769,996	80,732,632	54.4%
Expenses								
Operating Expenses								
Employee Expenses	4	2,768,603	-	2,768,603	2,649,875	118,729	9,628,537	28.8%
Materials & Services	5	7,693,703	2,379,598	10,073,301	7,597,584	2,475,717	13,912,668	72.4%
Finance Costs		132,168	-	132,168	151,230	(19,062)	514,541	25.7%
Depreciation and Amortisation	6	266,215	-	266,215	404,011	(137,796)	1,462,032	18.2%
Corporate Overheads & Competitive Neutrality Costs		(5,609,284)	-	(5,609,284)	(5,609,284)	-	(16,827,852)	33.3%
		5,251,405	2,379,598	7,631,003	5,193,415	2,437,588	8,689,926	87.8%
Operating Position Before Capital Items		38,704,052	(2,379,598)	36,324,454	37,992,045	(1,667,591)	72,042,706	50.4%
Capital Revenue								
Proceeds from Sale of Land & PPE		55	-	55	-	55	-	0.0%
		55	-	55	-	55	-	0.0%
Net Result Attributable to Council in Period		38,704,106	(2,379,598)	36,324,508	37,992,045	(1,667,537)	72,042,706	50.4%
Total Comprehensive Income		38,704,106	(2,379,598)	36,324,508	37,992,045	(1,667,537)	72,042,706	50.4%

1. **Net Rates & Utility Charges** are \$123,741 favourable when comparing actuals to revised budget. The favourable variance is predominately due to lower utilisation of the early payment discount offered on general rates than budgeted.
2. **Interest Received** is \$179,484 favourable when compared to revised budget. This favourable variance is due to increased interest income from investments.
3. **Operating Grants, Subsidies & Contributions** are \$338,679 favourable when compared to YTD budget of \$6,202,000. This favourable variance is due to the Federal Assistance Grant (general component) for 2024/2025. It should be noted that the Federal Assistance Grant received to date is above the annual budgeted amount and is part of the adjustments proposed for the Quarter 1 Budget Review.
4. **Employee Expenses** for the financial year are unfavourable compared to budget by \$118,729. This unfavourable variance is primarily due to the annual insurance payment for Workcare being above annual budget and the under-recovery of budgeted oncosts (both consolidated in this Directorate). The under-recovery of oncosts should be offset by a decrease in individual Directorate wages. Excluding the Corporate Employee expenses, the position would be \$11,996 favourable.
5. **Materials & Services** for the financial year to date are \$2,475,717 unfavourable with \$7,693,703 in actual expenditure and \$2,379,598 in commitments against the YTD budget of \$7,597,584. This unfavourable variance is due to the consolidation of Sundry Creditors for the whole of Council within this Directorate and the inclusion of commitments which relate to future reporting periods. Large commitments of note are \$1.5M of IT expenses associated with the Digital Strategy and \$331K for computer / software licence expenses.
6. **Depreciation and Amortisation** for the financial year to date are \$137,796 favourable when compared to YTD revised budget of \$404,011. 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 October 2024

Engineering & Infrastructure Services

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges		226,412	-	226,412	127,000	99,412	263,000	86.1%
Rental Income		542,142	-	542,142	487,015	55,127	1,461,045	37.1%
Sales of Contract & Recoverable Works	1	1,003,697	-	1,003,697	270,000	733,697	6,200,000	16.2%
Operating Grants, Subsidies & Contributions	2	4,262,537	-	4,262,537	3,910,833	351,703	4,170,000	102.2%
Other Recurrent Revenue		48,337	-	48,337	-	48,337	-	0.0%
		6,083,124	-	6,083,124	4,794,848	1,288,276	12,094,045	50.3%
Expenses								
Operating Expenses								
Employee Expenses	3	5,083,896	-	5,083,896	5,268,482	(184,585)	16,553,465	30.7%
Materials & Services	4	4,495,852	10,132,268	14,628,120	4,057,808	10,570,312	13,335,268	109.7%
Depreciation and Amortisation	5	5,943,759	-	5,943,759	5,692,129	251,630	17,076,387	34.8%
Corporate Overheads & Competitive Neutrality Costs		4,267,913	-	4,267,913	4,267,913	-	12,803,739	33.3%
		19,791,420	10,132,268	29,923,688	19,286,332	10,637,357	59,768,859	50.1%
Operating Position Before Capital Items		(13,708,296)	(10,132,268)	(23,840,564)	(14,491,483)	(9,349,081)	(47,674,814)	50.0%
Capital Revenue								
Capital Revenue	6	5,666,809	-	5,666,809	5,440,398	226,411	15,366,270	36.9%
Proceeds from Sale of Land & PPE	7	540,238	-	540,238	253,000	287,238	1,229,698	43.9%
		6,207,047	-	6,207,047	5,693,398	513,649	16,595,968	37.4%
Net Result Attributable to Council in Period		(7,501,249)	(10,132,268)	(17,633,517)	(8,798,085)	(8,835,432)	(31,078,846)	56.7%
Total Comprehensive Income		(7,501,249)	(10,132,268)	(17,633,517)	(8,798,085)	(8,835,432)	(31,078,846)	56.7%

1. **Sales of Contract & Recoverable Works** are favourable to the budget by \$733,697. This favourable variance is due to cash flowing of for RMPC revenue.
2. **Operating Grants, Subsidies & Contributions** are \$351,703 favourable compared to the YTD budget. This favourable variance is due to higher than anticipated revenue for Federal Assistance Grant (roads component) for 2024/2025, grant funds received for the DRFA November 21 event and maintenance contributions.
3. **Employee Expenses** are favourable compared to the revised budget by \$184,585. This favourable variance is predominantly due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff (current actuals \$90K and commitments of \$208K).
4. **Materials & Services** for the financial year to date are \$10,570,312 unfavourable with \$4,495,852 of actual expenditure and \$10,132,268 in commitments against YTD budget of \$4,057,808. Excluding commitments YTD expenditure would be approximately \$438K above YTD budget. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods, expenditure on DRFA November 21 event (note budget to be adjusted at the Quarter 1 Budget Review to recognise extension of time granted for works) and cash flowing on the RMPC and legal expenses. Large commitments of note are \$5.4M Galilee and Bowen Basin recoverable works and \$2.6M for RMPC works.
5. **Depreciation and Amortisation** is currently unfavourable to the annual budget by \$251,630. 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 \$226,411 favourable when compared to revised budget. This favourable variance is predominately due to an advance payment for the Works for QLD 24-27 program.
7. **Proceeds from Sale of Land & PPE** is currently favourable compared to the revised budget by \$287,238 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 October 2024								
Planning, Environment & Community Service								
	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Fees & Charges	1	1,180,028	-	1,180,028	986,183	193,844	2,353,550	50.1%
Rental Income		93,952	-	93,952	71,333	22,619	214,000	43.9%
Operating Grants, Subsidies & Contributions	2	140,543	-	140,543	314,733	(174,190)	851,966	16.5%
Other Recurrent Revenue		14,182	-	14,182	1,667	12,516	45,000	31.5%
		1,428,705	-	1,428,705	1,373,916	54,789	3,464,516	41.2%
Expenses								
Operating Expenses								
Employee Expenses	3	3,611,334	-	3,611,334	4,052,959	(441,625)	12,724,635	28.4%
Materials & Services	4	2,820,840	2,570,692	5,391,532	2,628,880	2,762,651	8,242,767	65.4%
Finance Costs		231,965	-	231,965	224,790	7,175	756,546	30.7%
Depreciation and Amortisation	5	1,016,132	-	1,016,132	728,122	288,011	2,184,365	46.5%
Corporate Overheads & Competitive Neutrality Costs		1,112,622	-	1,112,622	1,112,622	-	3,337,865	33.3%
		8,792,893	2,570,692	11,363,585	8,747,373	2,616,212	27,246,178	41.7%
Operating Position Before Capital Items		(7,364,188)	(2,570,692)	(9,934,880)	(7,373,457)	(2,561,423)	(23,781,662)	41.8%
Capital Revenue								
Capital Revenue		2,739,525	-	2,739,525	2,700,000	39,525	9,950,304	27.5%
Proceeds from Sale of Land & PPE		256	-	256	-	256	-	0.0%
		2,739,781	-	2,739,781	2,700,000	39,781	9,950,304	27.5%
Net Result Attributable to Council in Period		(4,624,407)	(2,570,692)	(7,195,099)	(4,673,457)	(2,521,642)	(13,831,358)	52.0%
Total Comprehensive Income		(4,624,407)	(2,570,692)	(7,195,099)	(4,673,457)	(2,521,642)	(13,831,358)	52.0%

1. **Fees & Charges** are \$1,180,028 compared to the YTD budget of \$986,183 resulting in a favourable variance of \$193,844. The predominant reason for this favourable variance is due to higher than anticipated saleyard, building and plumbing revenue.
2. **Operating Grants, Subsidies & Contributions** actuals are \$140,543 YTD against a revised budget of \$314,733 resulting in an unfavourable variance of \$174,190. This unfavourable variance is mainly due to cash flowing of Reef Guardian Grant.
3. **Employee Expenses** are favourable compared to the YTD budget by \$441,625. This favourable variance is predominately due to employee vacancies, some of which are currently being backfilled through Agency Temp Staff (current actuals \$106K and commitments of \$100K).
4. **Materials & Services** for the financial year to date are \$2,762,651 unfavourable with \$2,820,840 of actual expenditure and \$2,570,692 in commitments against YTD budget of \$2,628,880. Excluding commitments YTD expenditure would be approximately \$192K above YTD budget. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods, expenditure related to grant funded works (Reef Guardian Grants) which will have the budget adjusted at the Quarter 1 Budget Review, IREP expenditure and costs associated with Developer applications (consultancy / legal). Large commitments to note are \$783K for management of facilities, \$593K for legal expenses and \$226K related to consultancy fees.
5. **Depreciation and Amortisation** is currently \$288,011 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 October 2024

Water & Waste

	Notes	YTD Actual \$	Commitments \$	YTD Actual + Commitments \$	YTD Revised Budget \$	Variance \$	Full Year Revised Budget \$	Completion %
Income								
Operating Revenue								
Net Rates & Utility Charges		14,679,950	-	14,679,950	14,692,570	(12,619)	33,455,139	43.9%
Fees & Charges		416,696	-	416,696	333,542	83,154	1,086,000	38.4%
Rental Income		11,938	-	11,938	11,000	938	50,406	23.7%
Interest Received		51,425	-	51,425	66,067	(14,641)	198,200	25.9%
Operating Grants, Subsidies & Contributions		-	-	-	57,430	(57,430)	557,430	0.0%
Other Recurrent Revenue	1	3,848,078	-	3,848,078	3,249,965	598,112	12,234,250	31.5%
		19,008,087	-	19,008,087	18,410,573	597,513	47,581,425	39.9%
Expenses								
Operating Expenses								
Employee Expenses		2,609,784	-	2,609,784	2,558,618	51,166	8,048,429	32.4%
Materials & Services	2	4,037,865	5,808,856	9,846,721	3,744,843	6,101,878	20,006,673	49.2%
Finance Costs		14,154	-	14,154	13,981	173	47,657	29.7%
Depreciation and Amortisation	3	3,813,447	-	3,813,447	3,712,548	100,899	11,137,644	34.2%
Corporate Overheads & Competitive Neutrality Costs		2,041,117	-	2,041,117	2,041,117	-	6,123,351	33.3%
		12,516,367	5,808,856	18,325,223	12,071,107	6,254,116	45,363,754	40.4%
Operating Position Before Capital Items		6,491,720	(5,808,856)	682,864	6,339,466	(5,656,602)	2,217,671	30.8%
Capital Revenue								
Capital Revenue		169,630	-	169,630	169,630	(1)	1,539,633	11.0%
		169,630	-	169,630	169,630	(1)	1,539,633	11.0%
Net Result Attributable to Council in Period		6,661,349	(5,808,856)	852,493	6,509,096	(5,656,603)	3,757,304	22.7%
Total Comprehensive Income		6,661,349	(5,808,856)	852,493	6,509,096	(5,656,603)	3,757,304	22.7%

- 
1. **Other Recurrent Revenue** for the year to date is \$3,848,078 being \$598,122 favourable to budget. This favourable variance is predominantly due to tip fees and charges being higher than budget.
 2. **Materials & Services** for the financial year to date are \$6,101,878 unfavourable, with \$4,037,865 in actual expenditure and \$5,808,856 in commitments. Excluding commitments YTD expenditure would be approximately \$293K above YTD budget. The unfavourable variance is due to the inclusion of commitments which relate to future reporting periods, expenditure on agency temp staff and cash flowing on the contractor expenditure for waste collection. Large commitments of note are \$2.4M Waste Levy and \$1.5M Contractor costs at Waste Management Facilities.
 3. **Depreciation and Amortisation** is currently \$100,899 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.

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Susan Martin

AUTHOR POSITION

Acting Manager Financial Services

9.2 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

BACKGROUND

The unaudited financial statement for Isaac Regional Council shows an operating deficit at 30 June 2024 of \$10,564,358. The key factor behind this operating deficit are no early release of the Federal Assistance Grant and the forgiveness on interest on the IAHT loan.

Council had previously constrained surplus to the Operational Sustainability Reserve in anticipation that the early release payment of the Federal Assistance Grant may cease. Below are reserve transfers required to maintain a retained surplus balance of \$50,000 as per the Framme model used to create the annual financial statements. It should be noted that the funds required does not match the operating deficit due to the unfunding of depreciation not allocated to capital projects.

Release of constrained funds to surplus

- Carry Forward Reserve - \$ 1,358,361 (money previously constrained for projects that have relinquished funds)

- DRFA Reserve - \$323,576 (trigger point of DRFA program)
- Pandemic Reserve - \$197,905 (return to surplus the remaining funds from this reserve (noting this reserve was created from funds within the operational sustainability reserve)
- Operational Sustainability Reserve - \$8,436,364

It should be noted that the operational sustainability reserve balance at 30 June 2024, after reserve transfers, is \$3,107,074 (\$599,237 maintenance contributions / \$2,507,837 available for the Digital Strategy). Current reserve utilisation planned in the LTFF for the Digital Strategy is \$3,249,133 (24/25 \$1,707,633, 25/26 \$1,230,500, 26/27 \$311,000). The shortfall between funds constrained and funds to be utilised over the Long Term Financial Forecast is approx. \$741K. This shortfall will be funded by the constraining of funds from the difference between the 2024/2025 budgeted allocation of the Federal Assistance Grant General Component and the actual amount allocated (Budgeted \$6,200,000 / Allocation to be received \$7,364,327).

IMPLICATIONS

As the proposed transfers are funded from existing sources, the forward estimates for the next 9 financial years contained within the Long Term Financial Forecast have not changed materially from the original budget adoption and are therefore retained. The overall position of the Long Term Financial Forecast will be reviewed as part of the 2025/2026 budget process.

CONSULTATION

- Financial Services
- Director Corporate, Governance and Financial Services

BASIS FOR RECOMMENDATION

To acknowledge the reserve transfers required to balance the 2023/2024 financial year and maintain a \$50,000 retained surplus.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

Council is transparent is the utilisation of previously constrained funds and is committed to maintaining a sustainable financial environment.

Report prepared by:

SUSAN MARTIN
Acting Manager Financial Services

Date: 6 November 2024

Report authorised by:

DARREN FETTEL
Director Corporate, Governance and Financial Services

Date: 11 November 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Warren Clough

AUTHOR POSITION

Senior Safety and Resilience Partner

9.3

SAFETY AND RESILIENCE UPDATE

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

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

Resolution No.: CGFS0916

Moved: Cr Vern Russell

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

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

Carried

BACKGROUND

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

The main focus for the month has been:

- Handover from outgoing Interim Manager;
- Reviewing and actioning overdue actions with respective management and officers resulting in significant reduction; and
- Project planning for WHS Audit next calendar year.

IMPLICATIONS

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

CONSULTATION

The following consultation as relevant to the attachment reports:

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

BASIS FOR RECOMMENDATION

The updated attachments include the normal monthly update.

ACTION ACCOUNTABILITY

- Senior Safety and Resilience Partner
- Senior Wellbeing and Resilience Partner
- Senior Disaster and Emergency and Resilience Partner

KEY MESSAGES

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

Report prepared by:

WARREN CLOUGH
Senior Safety and Resilience Partner

Date: 6 November 2024

Report authorised by:

DARREN FETTELL
Director Corporate, Governance and Financial Services

Date: 11 November 2024

ATTACHMENTS

- Attachment 1 – Safety and Resilience Monthly Report October 2024

REFERENCE DOCUMENT

- Nil

SAFETY AND RESILIENCE MONTHLY REPORT

DATE	October 2024
TO	November 2024, Ordinary Council meeting
FROM	Senior Safety and Resilience Partners

1. SUMMARY

The Safety and Resilience team have been reviewing and updating our site-based risk assessments in consultation with the relevant departments.

Senior Safety Resilience Partner assisted with IMS inspections of the Nebo Water and Wastewater Treatments Plants.

Blanket drug and alcohol testing completed for the Clermont Administration and Library staff.

Safety and Resilience team continuing to review system documentation.

Safety and Resilience team meeting in Clermont to review our improvement plan.

Disaster management training continues, with delivery of Queensland Disaster Management Arrangements (QDMA) training and Recovery Modules for Local Disaster Coordination Centre (LDCC) staff, and Local Disaster Management Group (LDMG) members.

Local Disaster Management Group meeting held 31 October 2024, with LDMG endorsement of the Local Disaster Management Plan following the 2024 review.

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.

Safety and Resilience are continuously reviewing and updating documents as they become due, in response to changes in legislation, or following recommendations made during employee consultation.

It is noted that documents overdue for review have initial indications that minimal administrative and legislative reference updates required.

- 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

To improve reporting, the normal graph provided is being reassessed to focus on policies and procedures as required under legislation. Lower level work instructions and other documents are generally maintained regularly through repeated use and updating and are thus being considered for longer time frames for review.

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: 22 hazards were identified for October, and 1 has been fully managed and closed.

Consistent reporting of hazards for October, whilst this reflects a good result for the reporting of hazards, and it is noted that majority related to one specific site:

3 – Draft

16 – Approved

1 – Closed

2 – Complete

3 remain still at draft stage with no action taken within Lucidity. The Safety and Resilience Partners are continuing to promote the importance of managing hazards at the source and ensuring reports are followed through Lucidity until closure. Hazard Hunter award presented this month went to John Burford. John reported an exposed edge of corrugated iron roofing above the entry to the sheering shed at Clermont Museum. John made this safe by fixing a piece of timber over the edge to cover the sharp edge.

- 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: **120** 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.

NOTE: 120 includes all nonconformance events, this is 98 without these.

4.2 EVENTS RECORDED DURING OCTOBER

There have been **80** events recorded during the month of **October**, of these:

- **26** events still within draft waiting for action from the responsible manager;
- **21** at approved stage with actions assigned;
- **26** closed out with actions assigned, then completed and event finalised; and
- **7** events at complete stage with actions closed out waiting for final review and closeout.

4.3 EMERGENCY MANAGEMENT COMMITTEE

Nil.

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 – **185** # **NOT APPROVED** – **233**

The S&R team is continuously working with our contractors to assist them in maintaining compliance.

It is noted that the increase in not approved contractor numbers mainly relates to contractors no longer being engaged by Council. Safety is working with Accounts Payable to cross check aged contractors to remove from reporting and improve clarity of graphs going forward.

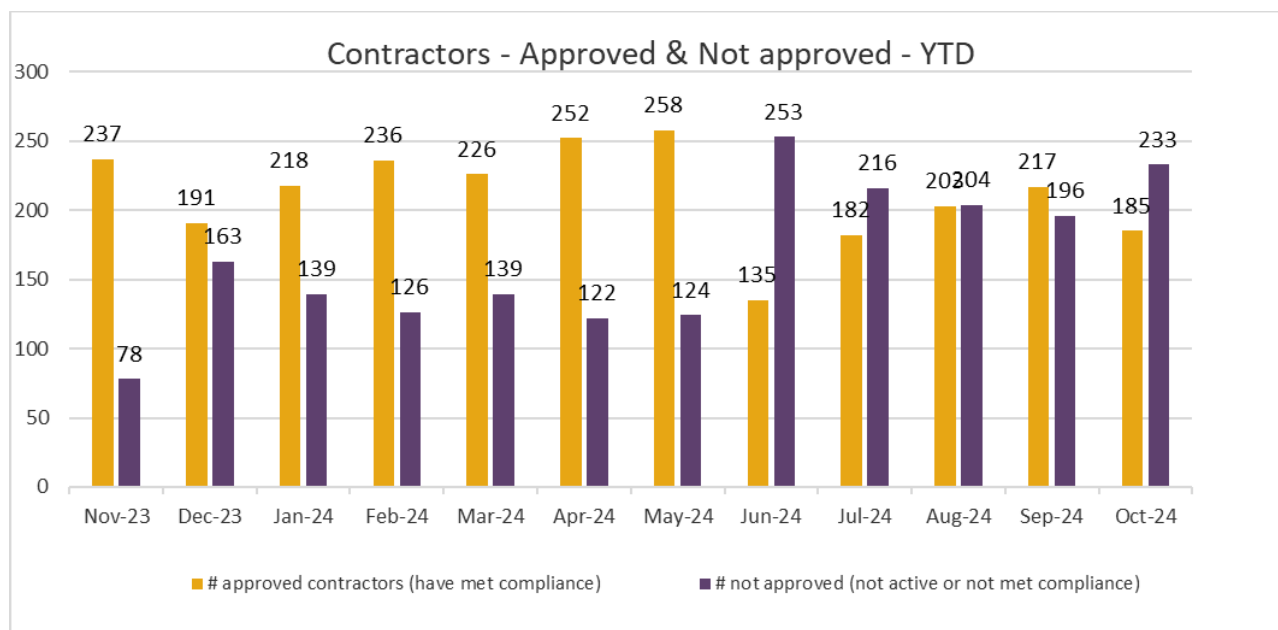
Risk around contractor compliance would be considered low, if the below action is undertaken by departments before engaging contractors, ensuring all documentation is up to date within the contractor module of Lucidity.

Actions Required

Project managers must ensure the contractor is compliant and approved in Lucidity before engaging to undertake works. Managers approving purchase orders are also required to confirm the contractor status.

The Safety and Resilience team, with Accounts Payable is reviewing contractors to see if they have worked with Council in the past 12 months. Contractors who have not been engaged during this time will be archived.

SAFETY AND RESILIENCE MONTHLY REPORT



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

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.

There was a HSW committee meeting held in Moranbah during October, with the following shared:

- Appointed First Aid officer vacancies across the region;
- First Aid kit risk assessments undertaken for all Water & Wastewater treatment plants;
- Staff amenities in the Nebo office, with the only indoor air-conditioned space being the Council boardroom for staff breaks; and
- Updates of the Disaster Dashboard.

The next Operational HSW Committee meeting is scheduled for December 2024. No further dates for the Strategic meeting are scheduled.

- 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**



SAFETY AND RESILIENCE MONTHLY REPORT

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 this.

8 employees attended medical centers to update their vaccinations.

6.2 DRUG & ALCOHOL TESTING

The Safety and Resilience team conducted blanket drug and alcohol testing for the Clermont Administration and Library team during October.

Previously reported non-negative case in Middlemount has been re-tested prior and provided a negative result prior to return to work.

17 tests were completed with **0** non-negative tests recorded.

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.

- **6** active (accepted) workers compensation cases.
- **17** non-work-related cases.
- **3** pending workers compensation cases awaiting a response from LGW.

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: **2** WHS &/OR Environmental Audits completed for **October** against the plan.

- Senior Safety Business Partner assisted with Audit of the Nebo Water and Wastewater Treatment Plants.

- 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



- 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



SAFETY AND RESILIENCE MONTHLY REPORT

8. CONTINUOUS IMPROVEMENT

This is the ongoing verification of due diligence activities.

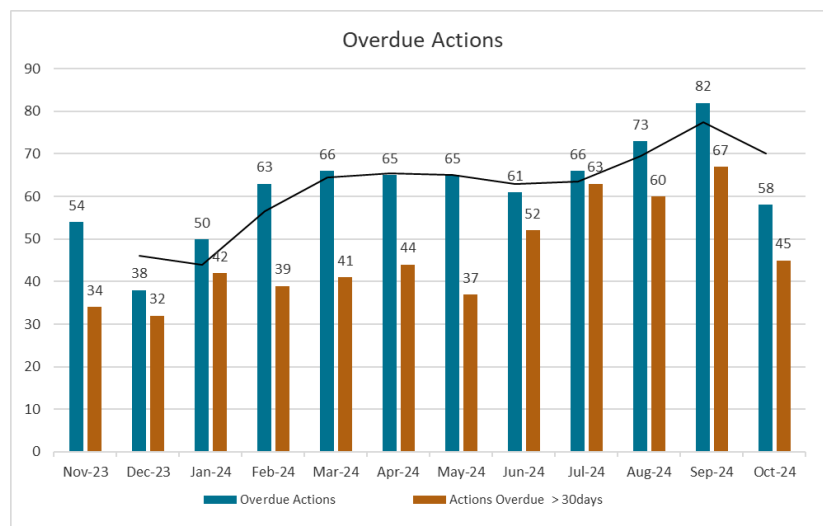
Expired actions from Event Management and Forms modules, as well as the number of actions overdue >30 days. A focus on training and email reminders will continue.

OBJECTIVE: Ensure identified corrective actions followed to completion.

TARGET: 0 actions greater than >30 days overdue

STATUS: Total 58 overdue actions as of October, with 45 of these being overdue >30 days.

- There are currently 58 overdue actions at the end of October looking back over a twelve-month period.
- Of these 58 overdue actions, 45 are overdue by greater than 30 days.
- These actions are aligned to incident, hazard, audit/inspections and improvement opportunity reports only.
- Safety teams continuous review of events have not revealed high risk items.



- Ensure that any identified corrective actions from incidents, hazards, audits have been entered and followed through to completion
- Ensuring that actions raised are followed through to completion.
- Establish Change Management processes
- Ensuring that change is effectively consulted and managed to gain the greatest benefit.
- # corrective actions completed and open at EOM

CONTINUOUS IMPROVEMENT



9. EMPOWERING AND SUPPORTING LEADERSHIP

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

OBJECTIVE: Establish LPIs for individual managers.

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

TIER 3 LPIs – ELT, SLT & OLT Members

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

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

• # 95% manager attendance at Safety leadership training

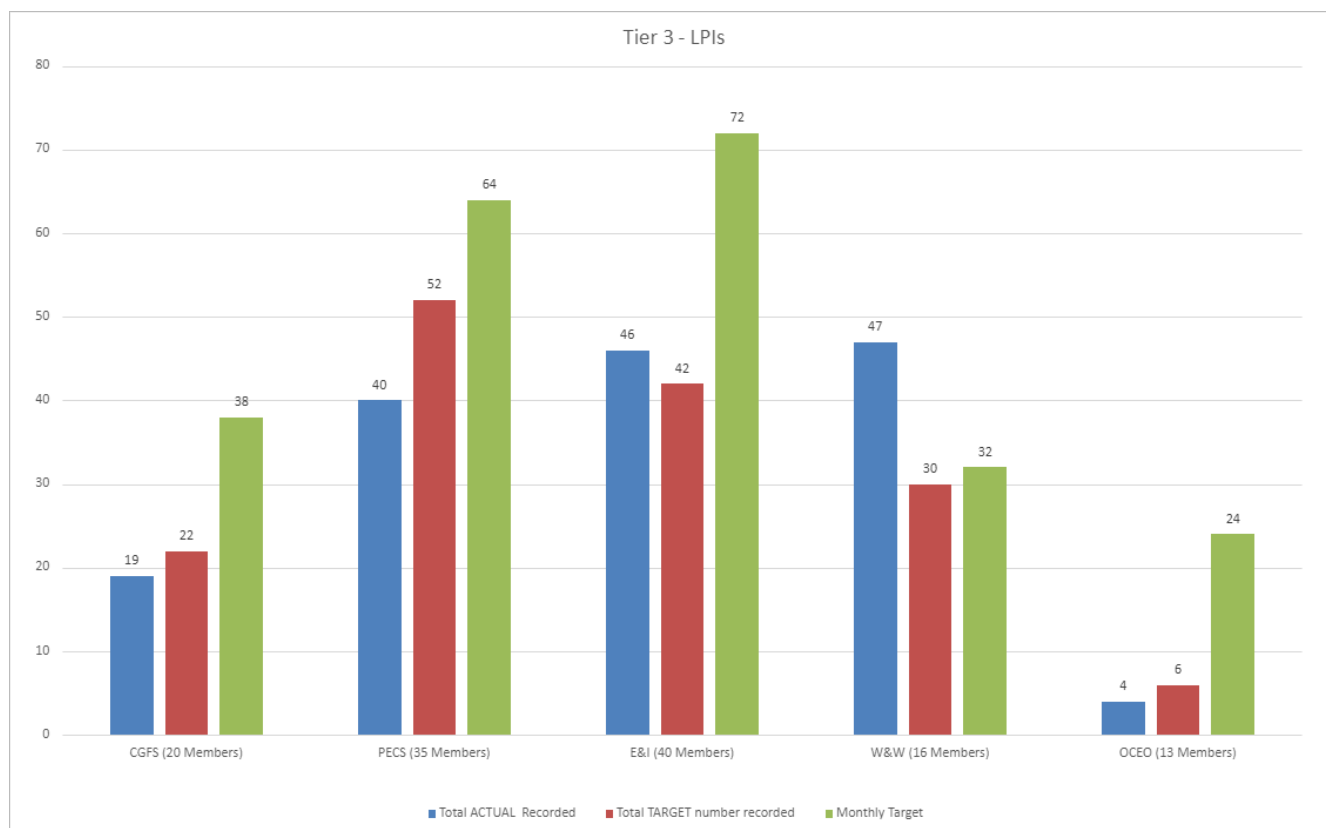
EMPOWERING AND SUPPORTING LEADERSHIP



SAFETY AND RESILIENCE MONTHLY REPORT

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

Lead a 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
--	--	---	--	---	--	--	---	-----------------------------------	---



- 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.

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Maria Borg

AUTHOR POSITION

Senior Disaster and Emergency Resilience Partner

9.4 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

BACKGROUND

In accordance with Section 38 of the *Disaster Management Act 2003*, members of the Isaac LDMG are required to meet every six months as a minimum.

As part of the Queensland Disaster Management Arrangements (*Disaster Management Act 2003*). Council is required to review the LDMP annually. The review commenced in September 2024 and was completed in October 2024. The plan was endorsed by the Local Disaster Management Group at the 31 October meeting.

IMPLICATIONS

To meet legislative requirements that the LDMP is reviewed and endorsed appropriately in accordance with the Queensland Disaster Management Arrangements (*Disaster Management Act 2003*).

CONSULTATION

- Local Disaster Management Group
- District Disaster Management Group
- Local Disaster Management Group Chair
- Local Disaster Coordinator
- Senior Disaster and Emergency Resilience Partner
- District Disaster Coordinator
- Executive Officer Mackay District Disaster Management Group

BASIS FOR RECOMMENDATION

To comply with the Queensland Disaster Management Arrangements (*Disaster Management Act 2003*), and for noting the meeting minutes.

ACTION ACCOUNTABILITY

Safety and Resilience team in consultation with the Local Disaster Coordinator and the Chair of the Local Disaster Management Group to ensure the plan is reviewed and tested annually, and all confirmed minutes from meetings are sent to all members of the Isaac LDMG.

KEY MESSAGES

- The Local Disaster Management Plan is up to date and communicated.
- The current plan is available to the public via the Isaac Council website.
- Regular reporting to meet good Governance.

Report prepared by:

MARIA BORG

Senior Disaster and Emergency Resilience Partner

Date: 7 November 2024

Report authorised by:

DARREN FETTELL

Director Corporate, Governance and Financial Services

Date: 8 November 2024

ATTACHMENTS

- Attachment 1 – LDMG Meeting Minutes – 2 May 2024
- Attachment 2 – LDMG Meeting Minutes – 31 October 2024
- Attachment 3 - Isaac Local Disaster Management Plan 2024 – with mark up
- Attachment 4 – Isaac Local Disaster Management Plan 2024 – clean

REFERENCE DOCUMENT

- Attachment 5 - Local Disaster Management Plan 2023 (Previous Version)

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

DATE	Thursday, 2 May 2024	START TIME	11.00 am
LOCATION	Disaster Management Complex		
CHAIR	LDMG Chairperson, Mayor Kelly Vea Vea		
SECRETARY	Maria Borg		

1. OPENING OF MEETING

1.1 The Chair will open the meeting and confirm Local Disaster Management Group attendance

1.2 Acknowledgment of Traditional Owners

2. MEETING ATTENDANCE

2.1 Apologies

AGENCY

NAMES

Isaac Regional Council	Alexis Coutts
	Daniel Wagner
	Brandon Goode
Queensland Fire & Emergency Services	Sven Diga
BHP	Jenny Leach
Mackay Hospital and Health Service	Melanie Hornery

2.2 Introduction of all attendees

AGENCY

NAMES

Isaac Regional Council	Mayor Kelly Vea Vea
	Cr Jane Pickels
	Cr Viv Coleman
	Darren Fettell
	Ken Gouldthorp
	Maria Borg
Queensland Police Service	Glenn Cameron
	Steve Brooks
	Adam Dyer
Queensland Fire & Emergency Services	Michael Young

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

	Brenden Flynn
Rural Fire Service	Andrew Houley
Mackay Hospital and Health Service	Josh Sondergeld
Anglo American	Kristy Purdon Ashleigh Fitzpatrick Angela van Vuuren
Australian Red Cross	Kay Drabsch
BHP	Ben Randazzo James Martin
Bravus Mining & Resources	Michael Heap
Ergon Energy	Jade Hammer
Peabody Energy	John Anger
QPM Energy	Tim McIntyre
Queensland Reconstruction Authority	Rohun Kumar
Guest Presenters	
Worley Group – NQ Gas Pipeline	Sandra McCormick Anatol Stremouchiw

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 The Local Disaster Management Group will review and confirm the minutes from previous minutes held on Thursday, 23 November 2023.

4. OUTSTANDING ACTIONS FROM PREVIOUS MEETING

Ongoing Action: Local Disaster Coordinator requests information from all members regarding Isaac Council or Local Disaster Management Group being assigned a role within agencies Emergency Response Plans, please communicate with your organisations about the importance of understanding the role that Council or any of the emergency services might play within your emergency plans and are informed.

5. NEW AGENDA ITEMS

5.1 North Queensland Gas Pipeline presentation - Anatol Stremouchiw & Sandra McCormick

- Refer to full presentation is attached with minutes

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

Question from Maria Borg: Who is responsible for bushfire mitigation along the pipeline easement?

Response: Landholders are responsible, with Worley responsible to maintain vehicle access points and visible signage.

5.2 Rural Fire Service presentation – Andrew Houley

- Refer to full presentation is attached with to these minutes.
 - Rural Fire Service are happy to collaborate with local agencies for fire mitigation activities.
-

6. CORRESPONDENCE INCOMING/OUTGOING

6.1 Incoming Correspondence

- QPS – Notification of update to administrative arrangements for Disaster Management functions
 - QFES – Rural Fire Service Queensland – Recommendation from IGEM for all Bushfire Mitigation Plans to be publicly available with risk mapping and methodology.
 - QPS – Announcement of SES Chief Officer, Mr Mark Armstrong
 - QPS – Confirmation of appointment for LDMG Chair and Deputy Chair, Mayor Kelly Veale, and Cr Jane Pickels.
-

6.2 Outgoing Correspondence

- Letter of Appointment – Chair of Isaac LDMG, Mayor Kelly Veale
 - Letter of Appointment – Deputy Chair Isaac LDMG, Cr Jane Pickels
-

7. STANDING AGENDA ITEMS

7.1 Mackay District Disaster Management Group update – Steve Brooks

- IGEM Disaster Management Plan annual plan assessments to commence for local and district groups, with report to be finalised by 30 August 2024.
 - Positions vacant currently for Emergency management Coordinator and Executive officer for the Mackay Disaster District.
-

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

7.2 Agency Updates – Core Members

- **Queensland Health – Joshua Sondergeld**

- Recruitment underway for the Emergency Management Coordinator for the MHHS
- Construction of the Moranbah Hospital redevelopment progressing well, with opening expected in November 2024.
- Hospital is of modular construction and will be transported by road from Yatala in SE Queensland.

Action: Request for notification of transport dates for public awareness of additional escorted heavy vehicle movements in the region.

Question from Cr Viv Coleman: Has there been any feedback in relation to the newly opened Sarina Hospital following its redevelopment?

Response: No significant issues have arisen since the re-open, and minor building defects are being addressed.

- **Queensland Ambulance Service**

- NIL update provided. Agency representatives were unable to attend.
-

- **Queensland Fire & Emergency Services – Brenden Flynn & Andrew Houley**

- No major activations recently, with a focus on internal and external training.
- Work continues with the transition and reform implementation.
- Rural Fire Service hosted information days recently at Clairview, Dysart and Middlemount providing a brief on changes with the uplift, and the relevant boundary changes. Maps of the new boundary allocations will be provided once confirmed and final.
- Review of equipment for all Rural Fire brigades.

Question from Cr Viv Coleman: When will the RFS truck be returned to St Lawrence?

Response: Following mechanical repairs, the truck is now back on site and will remain.

- **Queensland Police Service – Adam Dyer, OIC Moranbah Station**

- Report BAU
 - Slight impacts with the Peak Downs Highway closure at the Caval Ridge overpass
-

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

- **Isaac Regional Council – Ken Gouldthorp, IRC Chief Executive Officer**
 - Nearing completion of the updated flood studies:
 - The Styx River and Plane Creek Flood Study will be handed over by the consultants in late May. The Clermont, Moranbah and Nebo Flood model and hazard mapping updates completed in 2023 with the Moranbah Study now extending the length of the Moranbah Access Road. Our Liveability & Sustainability team will provide a full overview of this work at the next LDMG meeting.
 - Council is revising their Roadside Burning Policy and implementing a process to support the Permit to Light Fire application to align with the QFES requirements.
 - Council met with the newly appointed SES Chief Officer, Mark Armstrong and the Queensland Police Deputy Commissioner Shane Chelepy, and Chief Superintendent John Bosnjak to chat about the Queensland Police Service Reform Implementation.
 - **State Emergency Service – Michael Young, SES Area Controller**
 - No boundary changes for SES
 - Radio techs to complete work to fit out the Nebo facility
 - Extra peer support for the Nebo SES group with recent fatalities impacting the group
 - New group leader appointments processes to commence
 - SES Act currently in parliament, and will take effect as of 3 June 2024
 - Extra one-off funding provided to Council to support SES operations
 - Equipment audits underway for all groups
 - Currently 2 training officers in the Mackay district to boost training capacity
 - Volunteer recruitment courses scheduled, with more course to be advertised.
 - **Action:** Promote Recruitment Courses via LDMG and at future community engagement events, and via Council social media platforms.
-

7.3 Isaac LDMG Update – Darren Fettell, Local Disaster Coordinator

- Completion of the electronic road closure signage installation along the Sarina-Marlborough Road which will cover Funnel Creek, Denison Creek and Prospect Creek. The camera for Prospect Creek is live on the Disaster Dashboard.
 - Community engagement coming up at the Clermont Show from 28-29 May, and the St Lawrence Wetlands Weekend from 21-23 June.
 - With 5 new Councillors elected, Disaster Management training will be facilitated once a new Emergency Management Coordinator is appointed to the Mackay Disaster District.
-

7.4 Isaac Community Advisory Subgroup – Maria Borg, IRC Senior Disaster & Emergency Resilience Partner

- Community Advisory Subgroup meeting will recommence soon, with newly elected Councillors to be involved in the 6 groups that have been established across the region.
-

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

7.5 Agency updates, by exception – Advisory Members

Anglo American – Angela van Vuuren

- During the month of April, the Minister for Resources and Critical Minerals, Scott Stewart MP, toured our underground operation Aquila Mine and awarded one of our maintenance technician's Christian Burnett, with an award for his contribution to safety which was an outstanding achievement.
- The Aquila mines rescue team had also been awarded the Fire Fighting Trophy at the 19th QMRS Memorial Cup, held at Kestrel on 18th April.

Peabody – John Anger

- Refer to Agency report with attachments
- Noting name change for North Goonyella mine, now changed name of Mine to Centurion Coal Mine
- Long Wall mining still on track to commence 2026

Ben Randazzo – BHP, Moranbah Airport operations

- All weather access road has now been constructed around the internal perimeter fence line of the airport. The roadway enables another means for emergency response crews to access the airport/runway in the event the main entrance cannot be accessed (for whatever reason).
- Updated maps will be provided to the relevant emergency response teams
- CASA desktop exercise to be scheduled for late 2024 involving relevant stakeholders
- CQ Rescue have new AW139 helicopters that require pavement concessions, and working to accommodate this. They are planned to commence servicing the community in June 2024.

James Martin – BHP

- Caval Ridge overpass, new detour approved to TMR specifications to be opened mid May
- Communications ongoing to keep community updated

8. GENERAL BUSINESS

8.1 Attendees invited to raise general business.

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

9. MEETING CLOSE

The Mayor thanked everyone for their attendance, and called the meeting closed at 12.15pm.

10. APPROVAL

These minutes are recorded as true and correct.

SIGNED



DATE

18/06/2024

LDMG CHAIR PERSON, MAYOR KELLY VEA VEA



QUEENSLAND POLICE SERVICE

COMMISSIONER'S OFFICE
200 ROMA STREET BRISBANE QLD 4000 AUSTRALIA
GPO BOX 1440 BRISBANE QLD 4001 AUSTRALIA

Email: commissioner@police.qld.gov.au



Our Ref:

Your Ref:

9 February 2024

Mayor Anne Baker
Isaac Regional Council
PO Box 97
Moranbah Qld 4744

mayor@isaac.qld.gov.au

Dear Mayor Baker

I refer to recent administrative arrangements, which came into effect on 29 September 2023, published in Queensland Government Gazette No. 28 regarding Disaster Management functions in Queensland.

As you are aware, responsibility for Disaster Management functions transitioned from Queensland Fire and Emergency Services (QFES) to the Queensland Police Service (QPS) as a component of the Disaster and Emergency Services Reform.

Previously, notifications of membership of a Local Group under s.37 of the *Disaster Management Act 2003*, were directed to the Commissioner, QFES, via the Watch Desk.

Please continue to provide this notification to the Watch Desk, who have transitioned to the QPS, at SDCC@qfes.qld.gov.au for my notification. Please note that the @qfes.qld.gov.au component of the Watch Desk e-mail will in time convert and redirect to @police.qld.gov.au.

Thank you for your ongoing support and extraordinary work you do to keep Queenslanders safe across prevention, preparedness, response and recovery activities.

Yours sincerely

KATARINA CARROLL APM
COMMISSIONER



Office of the
Chief Officer
Rural Fire Service Queensland

Chair
Local Disaster Management Group

**Queensland Fire and
Emergency Services**

Dear Chair

I am writing to thank you for your continued efforts to support communities during our bushfire and severe weather seasons in 2022-23.

As you know, Queensland was impacted by severe flooding in 2022. However, we have already experienced a significant bushfire season in 2023, which has been demonstrated by the fires that have occurred not only in southern parts of the state but also further north in Queensland.

It is acknowledged that you are planning into the future and giving consideration to the Inspector General Emergency Management (IGEM) Recommendation 7 from the K'gari (Fraser Island) Bushfire Review Report 1: 2020-21 which is:

The Inspector General Emergency Management recommends all Area Fire Management Groups (AFMG) in Queensland make their Bushfire Risk Mitigation Plan, risk mapping and methodology easily understood and available to the community. All public plans should be dated to ensure currency and incorporate mechanisms for community feedback.

In light of this, I would also like to take the opportunity to reinforce the importance of the annual Bushfire Risk Mitigation Plan (BRMP) process, which continues to provide assurance that Local Government areas have up to date information that will keep communities safe.

Thank you to all areas who currently participate in the Area Fire Management Group (AFMG) process in preparing the BRMPs. When tabled at Local Disaster Management Group meetings, can consideration be made to publishing them as subplans to the Local Disaster Management Plans on your websites.

Should you require any further assistance, please contact Superintendent James Haig, Executive Manager, Bushfire Mitigation Strategy on telephone (07) 3635 3883 or email james.haig@qfes.qld.gov.au.

Yours sincerely

Joanne Greenfield
Deputy Chief Officer

Emergency Services Complex
125 Kedron Park Road Kedron
GPO Box 1425 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV 9
Website www.qfes.qld.gov.au
ABN 93 035 163 778



QUEENSLAND POLICE SERVICE

COMMISSIONER'S OFFICE
200 ROMA STREET BRISBANE QLD 4000 AUSTRALIA
GPO BOX 1440 BRISBANE QLD 4001 AUSTRALIA

Email: commissioner@police.qld.gov.au



Our Ref:

Your Ref:

14 February 2024

Mayor Anne Baker
Local Disaster Management Group Chair
Isaac Regional Council

Via email: anne.baker@isaac.qld.gov.au

Dear Mayor Baker,

I refer to correspondence dated 11 October 2023 in relation to ongoing disaster and emergency management reforms being undertaken by the Reform Implementation Taskforce, under the Police and Emergency Services Reform Program.

Since our last update significant progress has been made towards establishing the State Emergency Services (SES) and new Marine Rescue Queensland (MRQ) entities under the Queensland Police Service (QPS) as part of the major reforms to enhance Queensland's disaster and emergency services.

An exciting milestone in the Government's commitment to these important changes is the recent appointment of the first-ever, dedicated Chief Officers for SES and MRQ.

Mr Mark Armstrong has been appointed as the new SES Chief Officer. In his role, Mr Armstrong will work closely with our local disaster and emergency service partners and volunteers through the next phase of the reform and lead SES into the future. Mr Armstrong brings more than 25 years' experience across the Australian Defence Force (ADF) and major multi-national corporations, and commanded the ADF response to the South-East Queensland floods in 2022.

Mr Tony Wulff has been appointed as the inaugural Chief Officer of MRQ and will play an instrumental role, working with our volunteer and marine partners in establishing the new marine rescue entity. Mr Wulff has over two decades' experience in transformational leadership across the public sector and marine industry.

Both Chief Officers bring a wealth of experience and leadership capability which will help build on the important services that the SES and marine rescue volunteers provide across Queensland.

Mr Armstrong and Mr Wulff will commence in their roles in the coming weeks and report directly to the State Disaster Coordinator, Deputy Commissioner Shane Chelepy of the Disaster and Emergency Management portfolio within the QPS.

To find out more about the Disaster and Emergency Services Reforms please visit the website.

If you have any questions, please do not hesitate to contact the Deputy Commissioner, Disaster and Emergency Management via the below email deputycommissioner.disasterandemergencymanagement@police.qld.gov.au.

Yours sincerely



KATARINA CARROLL APM
COMMISSIONER



QUEENSLAND POLICE SERVICE
ASSISTANT COMMISSIONER
EMERGENCY MANAGEMENT AND COORDINATION COMMAND
State Disaster Coordination Centre 125 Kedron Park Road KEDRON 4031 AUSTRALIA
MC 12.1 GPO BOX 1425 BRISBANE QLD 4001 AUSTRALIA



Our Ref.: DOC24/430147

Your Ref.:

16 April 2024

Darren Fettell
The Chief Executive Officer
Isaac Regional Council
PO Box 97
MORANBAH QLD 4744

records@isaac.qld.gov.au

Dear Mr Fettell

Thank you for your letter dated 8 April 2024 regarding the appointment of members to the Isaac Regional Council Local Disaster Management Group.

In accordance with the Disaster Management Act 2003, The Commissioner, Queensland Police Service has noted the appointments of:

- Mayor Kelly Vea Vea to the position of Local Disaster Management Group (LDMG) Chairperson
- CR Jane Pickles to the position of Local Disaster Management Group (LDMG) Deputy Chairperson

Should you require any further assistance, please contact Superintendent Rob Graham, Commander, Disaster Operations, Emergency Management and Coordination Command on 0429 618 706 or email Supt.DisasterOperations@police.qld.gov.au.

Yours sincerely

JOHN BOSNJAK
ACTING ASSISTANT COMMISSIONER
EMERGENCY MANAGEMENT AND COORDINATION COMMAND

Our ref: 20240408/LDMG/KVV

SENT BY EMAIL TO: commissioner@police.qld.gov.au; SDCC@qfes.qld.gov.au

8 April 2024

Commissioner
Queensland Police Service
GPO Box 1440
BRISBANE QLD 4001

and Superintendent Graeme Paine
Mackay District Disaster Management Group
PO Box 261
MACKAY QLD 4740

Dear Commissioner

I wish to notify of a permanent change to the Isaac Regional Council Local Disaster Management Group (LDMG) Chairperson incumbent.

As of the 8 April 2024 the appointed LDMG Chairperson will be Mayor, Cr Kelly Veavea.

Mayor Veavea has the necessary expertise or experience to perform the functions and exercise the powers of the position of LDMG Chairperson in accordance with the *Disaster Management Act 2003*.

Mayor Veavea has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management.

The contact details for Mayor Kelly Veavea are:

Work Telephone:	0437 018 184	
Email:	kelly.veavea@isaac.qld.gov.au	
Work Address:	Isaac Regional Council PO 97 MORANBAH QLD 4744	Isaac Regional Council Grosvenor Complex Batchelor Parade MORANBAH QLD 4744

Should you require any further information, please contact Tricia Hughes on telephone number 07 4846 3524.

Yours sincerely



DARREN FETTEL
Acting Chief Executive Officer
Isaac Regional Council

Our ref: 20240408/LDMG

SENT BY EMAIL TO: commissioner@police.qld.gov.au; SDCC@gfes.qld.gov.au

8 April 2024

Commissioner
Queensland Police Service
GPO Box 1440
BRISBANE QLD 4001

and Superintendent Graeme Paine
Mackay District Disaster Management Group
PO Box 261
MACKAY QLD 4740

Dear Commissioner

I wish to notify of a permanent change to the Isaac Regional Council Local Disaster Management Group (LDMG) Deputy Chairperson incumbent.

As of the 8 April 2024 the appointed Deputy Chairperson will be Cr Jane Pickels.

Cr Pickels has the necessary expertise or experience to perform the functions and exercise the powers of the position of LDMG Chairperson in accordance with the *Disaster Management Act 2003*.

Cr Pickels has been informed that personal contact information has been collected in accordance with the *Information Privacy Act 2009* for the purposes of disaster management.

The contact details for Cr Jane Pickels are:

Work Telephone:	0427 635 124	
Email:	Jane.pickels@isaac.qld.gov.au	
Work Address:	Isaac Regional Council PO 97 MORANBAH QLD 4744	Isaac Regional Council Grosvenor Complex Batchelor Parade MORANBAH QLD 4744

Should you require any further information, please contact Tricia Hughes on telephone number 07 4846 3524.

Yours sincerely



DARREN FETTEL
Acting Chief Executive Officer
Isaac Regional Council

LOCAL DISASTER MANAGEMENT GROUP

CORE MEMBER AGENCY REPORT

Isaac Regional Council is collecting personal information you supply on this form and will be used in accordance with the *Information Privacy Act 2009*. The personal information will be accessed by Council Officers who are authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information is handled in accordance with the *Information Privacy Act 2009*.

AGENCY DETAILS

AGENCY NAME	Peabody
PHONE	0427678054
EMAIL	Janger2@peabodyenergy.com

WHAT ACTIVITIES HAVE AND/OR ARE BEING UNDERTAKEN

PLANNING	<p>North Goonyella</p> <ul style="list-style-type: none"> Have changed name of Mine to Centurion Coal Mine Re-entry to zone went well, no major issues found Development start up delayed due to new Continuous Miner commissioning delays LW mining still on Track to start FY26 Currently recruiting full time employees for Development
TRAINING (INTERNAL)	Nil
TRAINING (EXTERNAL)	Nil
OPERATIONS	<p>Currently the only active mines we have in the Bowen Basin are Coppabella, Moorvale and Moorvale South - BAU.</p> <ul style="list-style-type: none"> Albert Scheepers EGM CMJV taking sabbatical for 12 months Jacques Du Toit new CMJV EGM, relocated from our Wilpinjong Mine near Mudgee <p>Centurion – As above Burton South - Rehabilitation works progressing well, main works due for completion end of this year</p>
EXERCISES	Nil planned currently
PROJECTED ACTIVITIES	<p>Focus on Safeguard Reforms – applications for Emissions Intensity Determination lodged for Coppabella and Moorvale, extension received for Centurion</p> <p>Dragline shutdown underway at Coppabella Drift conveyor installation continuing at Centurion</p>
DEVELOPMENT PROJECTS	<p>Section of Wards Well ML acquired from Stanmore Renamed Centurion North</p> <p>Small gas fired power plant for Centurion in planning stage Discussions on potential sale of Centurion gas Emphasis on identifying decarbonisation projects at all Bowne Basin mines</p>
CONTENTIOUS ISSUES OR MATTERS TO BE RAISED	N/A

AUTHORISATIONS

REPORT SUBMITTED BY

Date:02/05/2024

Signature:



Print Name: John Anger

ISAAC.QLD.GOV.AU

P 1300 472 227 F 07 4941 8666 A PO Box 97 Moranbah QLD 4744

 isaacregionalcouncil  isaacregionalcouncil  isaaccouncil

ISAAC REGIONAL COUNCIL ABN 39 274 142 600

AGENCY REPORT 2ND MAY 2024

DUTY OFFICER

When **activating Red Cross to respond to an emergency**, contact should be made by phoning the **Red Cross Duty Officer** on **0403 251 226** (text messages cannot be read). The Duty Officer may then request additional supporting activation information to be sent to:

qldesdutyofficer@redcross.org.au

SEASONAL UPDATE

Most recently approximately 350 people were evacuated from the town of Borroloola in the Northern Territory due to ongoing flooding. Our volunteers and emergency services personnel have been assisting in the Foskey Pavilion Evacuation Centre in Darwin. The Centre opened on 18 March 2024 and closed on 30 March 2024.



Between October 2023 and 28 February 2024, Australian Red Cross (ARC) Emergency Services (ES) Personnel were in continuous activation, supporting communities in:

- Western Downs, Southern Downs, Toowoomba, Gladstone and Tablelands, in response to the October 2023 Queensland Bushfires;
- Cook, Wujal Wujal, Douglas, Mareeba, Tablelands and Cairns in response to Tropical Cyclone Jasper;
- Gold Coast, Logan, Scenic Rim and Gympie in response to the SEQ Christmas-Boxing Day storms;
- Townsville, Burdekin, Charters Towers, Hinchinbrook and the Cassowary Coast in response to Tropical Cyclone Kirrily;
- Moreton Bay in response to the January 2024 Severe Weather Event;
- Mt Isa in response to Tropical Cyclone Lincoln; and
- Ipswich and Moreton Bay in response to collective trauma events.

Red Cross and QPS activated **Register.Find.Reunite (RFR)** for the 2023 Queensland Bushfires, Tropical Cyclone Jasper, Tropical Cyclone Kirrily, the Christmas-Boxing Day SEQ Storms and the Moreton Bay January 2024 Severe Weather Event.

PREPAREDNESS AND RESILIENCE

After recent events across Queensland, preparedness remains important for residents and visitors:-

- Queenslanders can create an emergency plan using the [Get Prepared App](#) or other tools, see: <https://www.redcross.org.au/prepare>.
- We advocate for Agencies to utilise our preparedness, response, and recovery resources. [Resources for agencies | Australian Red Cross](#). Stakeholders can share links from our website or contact us for hard copies.
- **Register.Find.Reunite** plays a vital role in response; letting family, loved ones and emergency services know that potentially impacted people are safe during an emergency. If you would like a presentation on Register.Find.Reunite for Group members or for community volunteers and staff who form part of your emergency response capability please let us know. Read more about the service here: [Register.Find.Reunite](#).

Pillowcase Workshops have been shown to enhance the preparedness knowledge of students, help to reduce fears around emergencies and has led to positive behaviour change in response to emergency situations. Evaluation results indicate that after attending a session, 90% of students feel empowered to contribute to their household's emergency preparedness, while 79% of parents express intent to enhance their own preparedness efforts.

Aimed at students in Years 3 and 4 and with links to the Australian curriculum, the one-hour **free** workshop involves engaging discussions and interactive activities to help students:

- Understand and discuss the importance of being prepared
- Prepare their mind for the thoughts and feelings that may arise before, during and after an emergency
- Know what to pack in an emergency kit. Each student is then given a pillowcase to decorate and take home, to start their own personal emergency kit.

[The Pillowcase Project \(youtubdcde.com\)](#)

You can register interest for your region through the link provided, or alternatively reach out to our team on gld_preparedness@redcross.org.au to discuss your interest.

[Pillowcase Workshops | Australian Red Cross](#)

As part of activities under the **Queensland Reconstruction Authority funded Culturally and Linguistically Diverse (CALD) Disaster Resilience project work** we are currently delivering across a number of Queensland LGAs; Red Cross has been rolling out:

- a series of EmergencyRedi (targeted towards Individual and household preparedness) sessions with English language learners in Logan, Brisbane and Rockhampton.
- RediCommunities sessions that are targeted towards community level resilience in Townsville (in collaboration with our local agency stakeholders in TAFE and local multicultural/migrant support organisations; with more of these coming up in Townsville and Logan).

A survey is currently underway in Townsville seeking feedback from CALD community members on their experiences during the recent Tropical Cyclone Kirrily event that impacted in January 2024. The results of this survey, which includes feedback on how individuals prepared for and how they accessed information during this event, will feed back into the delivery of our project work not only in this LGA but contribute to a broader understanding of CALD resilience and disasters within Queensland.

RESPONSE



As noted in the seasonal update section, since October 2023 Red Cross in Queensland has been in continuous activation for over 130 days in response to cyclones, storms, severe weather, bushfire and trauma events. During this period Red Cross personnel have assisted with psychological first aid, recovery hubs and pop-up recovery hub support, evacuation centres, meet and greet support, referrals, dissemination of recovery resources, collective trauma outreach, support for collective trauma community gatherings and memorial management. Activations across Queensland commenced on 21 October 2023 and finished on 28 February 2024. Over this period Red Cross personnel delivered Psychological First Aid to 13,000 individuals and were present across 74 sites.

RECOVERY

Red Cross personnel provided a range of supports including meet and greet, psychological first aid, and information and referral across over 70 Recovery Hubs as part of Queensland's recovery efforts following recent disaster events. [\(2127\) Australian Red Cross responds to Cyclone Jasper, FN QLD, Jan 2024 - YouTube](#)

Recovery Uncovered Webinar Series: Understanding Community Dynamics, Grief and Mental Health Impact; 14 May 12:30pm AEST [Click here to register](#)

Join AIDR and the Australian Red Cross as we listen, learn and engage with disaster recovery mentors and advisors. In the second webinar of the Recovery Uncovered series, disaster recovery mentor, Kris Newton, will navigate the intricate dynamics of communities and provide personal experiences and professional insight into local leadership. Psychologists, Rose Glasscock and Dr David Younger, will then explore the effects of grief and loss, and the impacts of mental health and well-being on children, families and relationships.

The Recovery Uncovered series explores disaster recovery from a community perspective. Through a fusion of lived experience, expert research and practical advice, each webinar session offers the opportunity to explore disaster recovery through the eyes of those who have lived it and gain valuable insights, evidence and tools to enhance recovery practice.

VOLUNTEERS

Since 2016 Red Cross and Redland City Council have built a successful community volunteer program - with a key focus on servicing isolated communities in the Bay Islands. This team of *Community Champions* is now over 60 members strong and will continue their trajectory as council volunteers. This is a great example of generative community development - where an activity established as part of a recovery process goes on to have a long-term impact and established place in the affected community.

A number of *Community Champions* are also Red Cross volunteers, affording them the opportunity to deploy and assist in Queensland and Australia-wide disasters.



Kay Drabsch

Emergency Services Liaison Officer

qldesliaison@redcross.org.au

North Queensland Gas Pipeline

Stakeholder Awareness Presentation

PRESENTED BY



NQGP

NORTH QUEENSLAND
GAS PIPELINE

NQ Gas Pipeline – MBH to TSV



NQGP - Specifications

North Qld Gas Pipeline	
Start	Moranbah Gas Processing Plant
End	Yabulu Delivery Point, Townsville
Commissioned	Sep-04
Length (km)	393
Diameter (mm)	DN300 (Mail Line)
	DN250 (Stuart Lateral)
Wall Thickness (mm)	8.6, 7.2 (Main Line)
	7.2, 6.0 (Stuart Lateral)
Material	API 5LX700
MAOP (kPa)	15300
Buried Depth	1.2m to 0.9m
Anti-corrosion Coating Systems	Tri-laminate & Dual layer polymer tape system (pipe joint coating)



Business Structure



NQGP are the owners of the high pressure gas pipeline and they hold the licence to operate.



Worley Power Services are the Operator & Maintainers of the gas pipeline.



North QLD Gas Pipeline – Org Chart



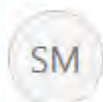
Jamila Alarkan

Superintendent, Site Maintenance

Jamila.Alarkan@worley.com

E145726-2

Δ11 - Melbourne - 385 Bourke St
5,8



Sandra McCormick

Senior Field Office Coordinator

Sandra.McCormick@worley.com

E758155

Δ11 - North Queensland Gas



Anatol Stremouchiw

Senior Superintendent, Site Main...

anatol.stremouchiw@worley.com

E757989

Δ11 - North Queensland Gas Pipeline
3,3

Melbourne Support

Peter Mitchell - HSE

Robert McCartan - Finance



Calvin Oar

E I and C Technician III

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David Marks

Maintenance Technician III

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E757985

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Ben Harrison

Maintenance Technician III

Ben.Harrison1@Worley.com

E758157

Δ11 - North Queensland Gas

Natural Gas

Composition Coal Seam Methane CH_4

Smell No smell, not odourised

Density Lighter than air
Dissipates quickly

Flammable LEL 5% to 15%



Easement – Legal Requirements



Identifying the Easement

- Our easement runs through mainly rural and some urban areas.
- Identified by the Warning Signs pictured which are a general indication of our pipeline location.
- Signs also provide contact information in the event of an emergency .



Major cause of Pipeline Emergency

Third Party Interference

Coating defect

Dented pipe

Gouged pipe

Sabotage (gas escape)

Pipeline rupture (gas escape, fire or explosion)



Threat Reduction

Before You Dig Australia (1100) www.1100.com.au

Pipeline Warning signs display Emergency Number

Awareness meetings with 3rd parties

Air and ground Right of Way inspections

Landowner contacts



BYDA Process

Before You Dig Australia (1100):

Provides registered Utilities; Agencies in the area with knowledge of your excavation, boring, trenching, tunnelling.

Our Response to you:

Automatic email response. Including the Map of your selected area of proposed works with the vicinity of our pipeline. NQGP guidelines to working with our assets.

Arrange **on site meeting** with our Field Operators:

- Evaluation of the impact of your works to the pipeline incl. potential damage from works
- Positive Location of the pipeline
- Review of site safety documentation

Schedule works with the NQGP Field Coordinator

- NQGP Induction
- On site supervision by NQGP personnel
- Permit to be opened (ROW / Excavation)
- Restoration guidelines for the easement



Third Party Responsibilities

RE: DBYD Enquiry Sequence Number:XXXXXXXXX

North Queensland Gas Pipeline is affected.

PLEASE NOTE: This is an automated response. Please **DO NOT REPLY to this email**. If you require further information in relation to this Dial Before You Dig response, please contact enquiries@northqueenslandgaspipeline.com.au



PIPELINE AFFECTED

DO NOT COMMENCE WORK - PLEASE CONTACT NQGP

You must read, understand and comply with the following **CONDITIONS**. Failure to comply with the **CONDITIONS** may expose you to financial and regulatory penalties and/or legal action.

For Afterhours Emergency Works Contact - 1800 005 445

PLEASE NOTE:

- For the safety of your personnel, the public and the security of our assets, no work is to be undertaken until confirmation is received that either your work site is a safe distance from our assets and/or a joint site meeting has been arranged to undertake your work across our assets safely. Do not attempt to physically locate the pipeline.
- The location of the North Queensland Gas Pipeline in the area of your interest must be accurately identified by the local representative (please allow a minimum 2 days' notice after contacting NQGP).
- Should the scope of works vary from the approved scope, please contact NQGP immediately as additional approvals may be required.
- Once you have contacted NQGP we will provide additional guidelines for working in the vicinity of the Pipeline.

This notification is valid for **one month** from the response date unless an agreement is reached by NQGP and the enquiring party. After that time a new DBYD request will need to be submitted prior to work commencing.

Next Step:

NQGP will contact you within the next 2 days, if however the works are urgent please contact the North Queensland Gas Pipeline Supervisor on 0418 728 381 or at enquiries@northqueenslandgaspipeline.com.au



Emergency Preparedness

Central Control monitors all areas 24 hours per day

On-Call Roster for after-hours response in Townsville and Moranbah

Emergency Management Team (EMT)

Dedicated emergency equipment in Townsville and Moranbah

Standard Repair Procedures

Simulation Exercises

Emergency Services Liaison



During a Gas Emergency

Fire or injuries – Call 000

Call the pipeline emergency number **1800 005 445**

Evacuate the area

Establish exclusion zone 500m

Do not start vehicles

Do not operate any equipment

Remove ignition sources from immediately area i.e. spark producing equipment: grinders, welders, gas torches and stationary engines, mobile equipment



Emergency Services Activities

- Taking initial emergency calls
- Crowd control and exclusion area
- Secondary fire control
- Coordination of services
- Notify landowners and public of emergency
- Dealing with the media
- Treating injuries



NQGP & Worley



Prescribed Burning Activity Seasonal Outlook 2024 Autumn / Early Winter (April to July)

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Summary

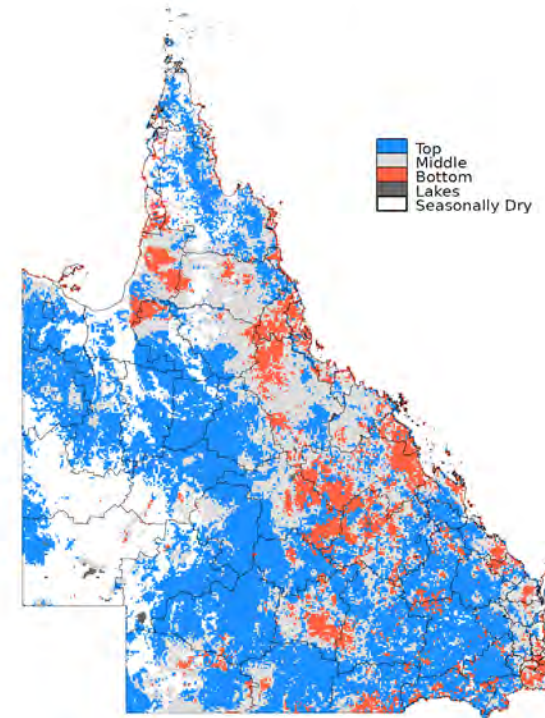
- April to July is forecast to see below medium rainfall activity across much of Queensland. The dryer conditions are likely to be driven by elevated autumn temperatures across much of the state.
- The longer-term weather forecasts are being driven by the record high sea surface temperatures and the decaying El Nino influence in the Central Pacific Ocean.
- The elevated temperatures, accumulated volumes of surface and sub-surface moisture, is forecast to see a continuation of the pasture and other fine fuel growth in the Northern and Southern Interior of the State. With continued growth possible as far east as the adjacent ranges of the Southeast Queensland Coast.
- This growth is forecast to slow moving through the seasonal change period with a forecast spike in growth around June. There is a likelihood that we see the onset of seasonal curing of the grasslands and open woodland surface fuels during the early parts of this period. The rapid curing is likely to be caused by a combination of elevated temperatures and the increase bio-mass of the vegetation leading to increase moisture draw and decomposition.
- Whilst conditions are still wet across much of Northern and Eastern Queensland, areas of the central west and southern interior of the state are showing elevated KDBIs and are starting to fall within prescribed conditions for health burning ahead of a forecast dryer Spring.



Autumn Fuel Growth Projections

- Currently, there is greater than 50% chance across much of the western parts of Queensland, particularly in the grasslands and open forested country, of seeing fuel growth exceeding median averages across the early Autumn months. This growth is likely to spike again in June ahead of the onset of slightly warmer winter conditions.
- This is likely to see continuation of the fuel re-accumulation across much of the State increase the bushfire potential moving into the late part of this year.
- The favourable growing conditions have brought and are likely to continue bring elevated rates of fuel re-accumulation in areas of recent fire scare.
- Whilst this is positive for ecological recovery of the areas, this also brings an increased risk of fire travelling through the scare more aggressively than anticipated.

Most Likely Tercile Pasture Growth
April to June 2024



www.LongPaddock.qld.gov.au

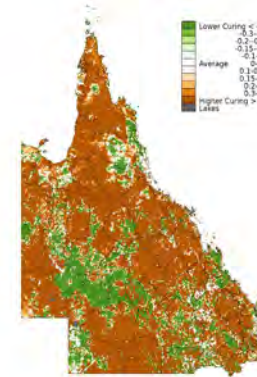
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Forecast Curing Rates

- Queensland is forecast to see increases in curing rates in the mid to later part of Autumn, this is likely to be because of the forecast of above-average temperatures across the state.
- Moving into Winter the long-range forecast shows potential for a winter rain event to re-set the curing rates across much of Queensland.
- Whilst conditions are still wet across much of Northern and Eastern Queensland, areas of the central west and southern interior of the state are showing elevated KDBIs and are starting to fall within prescribed conditions for health mitigation burning ahead of a forecast dryer Spring.
- The combination of both, is likely to bring an ideal conditions for prescribed burning activities across much of Queensland during forecast period.

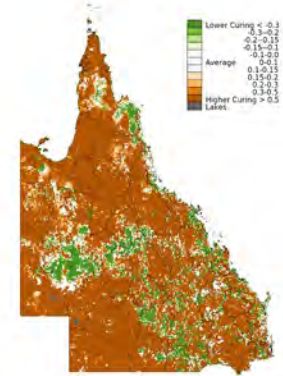
Forecast Curing Anomaly
30 April 2024



Green fuel is greener and brown fuel is drier
Map is expected curing relative to history

www.LongPaddock.qld.gov.au

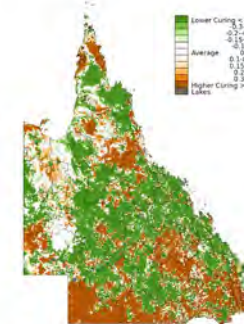
Forecast Curing Anomaly
31 May 2024



Green fuel is greener and brown fuel is drier
Map is expected curing relative to history

www.LongPaddock.qld.gov.au

Forecast Curing Anomaly
30 June 2024



Green fuel is greener and brown fuel is drier
Map is expected curing relative to history

www.LongPaddock.qld.gov.au

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Prescription Burning

- Conditions are forecasted to be favourable in the Southwestern parts of Queensland for seasonal burning, with warmer than average daytime temperatures forecast for the areas and favourable soil and fuel moisture levels supportive of effective hazard mitigation and ecological burning during this time.
- The window for effective safe burning is likely to remain open for autumn and through to late-winter, subject to the onset of forecast winter rain.
- Based on current projections of climate behaviour, there is potential for well-resourced mitigation burning to continue into the later Autumn months across much of western parts of Queensland.
- In Northern Queensland (Northern Australian Climate Zone) we are likely to see an opportunity for late Autumn Mitigation activity. This is due to the significant amount of rainfall across the region during Summer and leading to higher-than-average soil moisture levels and prolonged slow curing rates.



OFFICIAL



MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

DATE	Thursday, 31 October 2024	START TIME	10.00 am
LOCATION	Disaster Management Complex		
CHAIR	LDMG Deputy Chairperson, Cr Jane Pickels		
SECRETARY	Maria Borg		

1. OPENING OF MEETING

- 1.1 The Chair will open the meeting and confirm Local Disaster Management Group attendance
- 1.2 Acknowledgment of Traditional Owners

2. ATTENDANCE

2.1 Apologies

AGENCY	NAMES
Isaac Regional Council	Mayor Kelly Ve a Ve a Cale Dendle
Queensland Police Service	Snr. Sgt Adam Dyer
Rural Fire Service Queensland	David Adam
SES	Michael Young
Anglo American	Angela Van Vuuren
BHP	Ben Randazzo
Peabody	John Anger
Mackay Hospital and Health Service	Melanie Hornery
Education Queensland	Shane Anderson

2.2 Introduction of all attendees

AGENCY	NAMES
Isaac Regional Council	Cr Jane Pickels Cr Viv Coleman Darren Fettell Daniel Wagner Maria Borg

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

	Brandon Goode
Queensland Police Service	Superintendent Shane Holmes Inspector Glenn Cameron Sgt Jaella Christensen Josh McAnulty
Queensland Fire Department	Geoff Dimond Dean Murphy
Mackay Hospital and Health Service	Lee Hazeldene
Anglo American	Kristy Purdon Kiri Blanch
Australian Red Cross	Kay Drabsch
BHP	Andrew White Ruth McIntyre
Bravus Mining & Resources	Michael Heap
Ergon Energy	Jade Hammer
QPM Energy	Tim McIntyre
Guest Presenters	
Isaac Regional Council	Michael St Clair
Bureau of Meteorology	David Grant

3. CONFIRMATION OF PREVIOUS MINUTES

- 3.1 The Local Disaster Management Group will review and confirm the minutes from previous minutes held on Thursday, 2 May 2024.

4. OUTSTANDING ACTIONS FROM PREVIOUS MEETING

Ongoing Action:

Local Disaster Coordinator requests information from all members regarding Isaac Council or Local Disaster Management Group being assigned a role within agencies Emergency Response Plans, please communicate with your organisations about the importance of understanding the role that Council or any of the emergency services might play within your emergency plans and are informed.

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

5. NEW AGENDA ITEMS

5.1 Rural Fire Service Queensland

- Presentation and update to be re-scheduled due to emergent incident.

5.2 Flood Studies – overview of recently completed studies – Micahel St Clair

- Refer to full presentation attached

5.3 Bureau of Meteorology – Seasonal Weather Outlook – David Grant

- Refer to full presentation attached

5.4 Endorsement of Local Disaster Management Plan – Maria Borg

The 2024 review of the Local Disaster Management Plan had the following amendments:

- Updated URL links and Machinery of Government name changes
- Inclusion of roles and responsibilities for members and agencies

Action: The Local Disaster Management Group confirms the endorsement of the 2024 annual review of the Local Disaster Management Plan.

6. CORRESPONDENCE

6.1 Incoming Correspondence

- QPS - review of the State Disaster Management Plan & Disaster Management Guideline
- QRA – expanded responsibilities following Disaster & Emergency Management Reforms
- Minister for Fire and Disaster Recovery – Person Centred Emergency Preparedness (P-CEP)

6.2 Outgoing Correspondence

- NIL

7. STANDING AGENDA ITEMS

7.1 Mackay District Disaster Management Group update – Superintendent Shane Holmes

- Focus on training for staff to support the District Disaster Coordination Centre
- Participated in exercise with Whitsunday Regional Council to test evacuation of island communities during a cyclone.
- Participated in mining exercise hosted by Ironbark #1 (Fitzroy)
- Would like to test response for bushfire activations in the region.

NOTED: out of season exercise to be developed for 2025.

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

7.2 Agency Updates – Core Members

- **Queensland Ambulance Service – Luke Allen, QAS OIC Moranbah**
 - NIL update provided. Agency representatives were unable to attend.
- **Queensland Fire Department – Geoff Dimond**
 - Updated flood mapping will be beneficial for the department
 - Department will be pre-deploying crews as needed across the region ahead of known weather events.
- **Queensland Police Service – Inspector Glenn Cameron**
 - New Officer appointed to St Lawrence
 - Vacancy at Carmila station, pending completion of accommodation upgrades.
- **State Emergency Service – Brandon Goode, SES Local Controller**
 - Isaac SES have completed 98 tasks to date in 2024, with a combination of Road Crash Rescue, QAS Assist and Traffic Control activations.
 - Developing a concept for an Emergency Operations Centre (EOC) for the Isaac group.
 - Swift water rescue training to be undertaken
 - Volunteer recruitment remains
- **Queensland Health (MHHS) – Melanie Hornery**
 - Moranbah Hospital re-development update:
 - Practical Completion for our new Hospital was yesterday 30th October, so now the very big task of transitioning across into our new facility is in front of us.
 - Open day scheduled for Saturday 23 November 2024 (10am to 2pm)
 - New Hospital to go live as of 26 November 2024.
 - BAU original facility for now.

7.3 Isaac LDMG Update – Darren Fettell, Local Disaster Coordinator

- Welcome to Josh McAnulty, Emergency Management Coordinator and Jaella Christensen, Executive Officer for the Mackay District.
- Ongoing training delivery across the region of the Queensland Disaster Management Arrangements and Recovery modules for Council LDCC staff, new LDMG members.

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

More training sessions are scheduled for November in Middlemount and St Lawrence. will be scheduled in the coming months for anyone that is yet to complete the QDMA – a reminder that this is the mandatory training requirement for all appointed LDMG members.

- Participated in the recent review of State Disaster Management Plan DM Guideline
 - Participation in the Disaster Management Masterclass series
-

7.4 Local Recovery Update – Daniel Wagner, Local Recovery Coordinator

- New officers commenced in the department, and changes to the Communities team
 - Increased recovery function capabilities for Economic recovery.
-

7.5 Disaster Dashboard functions & features – Maria Borg, IRC Senior Disaster & Emergency Resilience Partner

- Review of recent updates to the [Disaster Dashboard](#), including the languages options, Fire Danger Ratings and map features of flood cameras, QFD incidents, fire bans, etc.
 - Encourage members to promote the Disaster Dashboard and the Local Disaster Coordination Centre Facebook page within their networks.
-

7.6 Agency updates, by exception – Advisory Members

Community Recovery – Helen Styles

- Department are Advisors to LDMG, and Core Members at the District level.
 - Presentation shared with details of “How to activate Community Recovery assistance”
 - Refer to full presentation attached
-

Anglo American – Kristy Purdon and Kiri Blanch

- Social Way compliance
 - Emergency site preparedness with risk assessments underway
 - High risk tailings dam at wash plant (CHPP), with details to be shared
-

Queensland Police Service – Executive Officer, Sgt. Jaella Christensen

- Increased training capabilities for district staff
 - Exercise with Fitzroy mining with Office in Charge
-

Australian Red Cross

- Recovery Uncovered webinar series being held 12th of November for: Leadership, Mentorship, and Community-led Recovery – registration details to be shared with attendees.
 - Contact us to discuss any Emergency Redi workshops that might be of value, including in the Local LDMG advisory areas – contact gldeemergencyRedi@redcross.org.au
-

MEETING MINUTES

LOCAL DISASTER MANAGEMENT GROUP

North Queensland Primary Health Network (NQPHN)

- NQPHN, in partnership with MHHS, and Mackay LDMG will be delivering scenario-based emergency planning workshops for both RACHs and General Practices in the MHHS region. This is in early stages of planning, and we will also be reaching out to LDMG's in MHHS region gauging interest to participate

8. GENERAL BUSINESS

8.1 Attendees invited to raise general business.

9. MEETING CLOSE

All members are reminded to communicate any contact changes for nominated LDMG members via email to LDCC.Isaac@isaac.qld.gov.au

The Deputy Mayor thanked everyone for their attendance, and called the meeting closed at 12.07 pm.

10. APPROVAL

These minutes are recorded as true and correct.

SIGNED

DATE

LDMG Deputy Chairperson, Cr Jane Pickels

LOCAL DISASTER MANAGEMENT GROUP MEETING

Date: 31/10/2024

Location: Moranbah

Chairperson: LDMG Deputy Chairperson, Cr Jane Pickels

CORE MEMBERS - ISAAC LOCAL DISASTER MANAGEMENT GROUP				
Name	Position Title	Email	Teams	Signature
Mayor Kelly Veavea	LDMG Chairperson	kelly.veavea@isaac.qld.gov.au		
Cr Jane Pickels	LDMG Deputy Chairperson	jane.pickels@isaac.qld.gov.au		<i>J Pickels</i>
Cale Dendle	Chief Executive Officer	ceo@isaac.qld.gov.au		
Viv Coleman	Councillor Division 8	viv.coleman@isaac.qld.gov.au	✓	
Darren Fettell	Local Disaster Coordinator	darren.fettell@isaac.qld.gov.au		<i>Darren Fettell</i>
Maria Borg	Disaster Management Officer	maria.borg@isaac.qld.gov.au		<i>MT Borg</i>
Dan Wagner	Local Recovery Coordinator	Daniel.Wagner@isaac.qld.gov.au	✓	
Brandon Goode	SES Local Controller	brandon.goode@isaac.qld.gov.au		<i>Brandon Goode</i>
Geoff Dimond	A/Inspector – Area Commander Mackay North Command.	Geoffrey.Dimond@qfes.qld.gov.au		<i>Geoffrey Dimond</i>
Dean Murphy	Captain - Moranbah Fire Station	dean.murphy@qfes.qld.gov.au		<i>Dean Murphy</i>



QUEENSLAND POLICE SERVICE

COMMISSIONER'S OFFICE
200 ROMA STREET BRISBANE QLD 4000 AUSTRALIA
GPO BOX 1440 BRISBANE QLD 4001 AUSTRALIA

Email: commissioner@police.qld.gov.au



Our Ref:

Your Ref:

23 July 2024

Councillor Kelly Veave
Mayor of Isaac Regional Council
Chair Isaac Local Disaster Management Group
PO Box 97
Moranbah QLD 4744

Email: kelly.Veave@isaac.qld.gov.au

Review and Renewal of the State Disaster Management Plan and the Prevention, Preparedness, Response and Recovery Disaster Management Guideline (DM Guideline)

Dear Mayor Veave

As you are aware, responsibility for disaster management functions have transitioned from the former Queensland Fire and Emergency Services (now the Queensland Fire Department) to the Queensland Police Service (QPS).

QPS is implementing a range of programs and activities to continue to support disaster management in Queensland. One of these programs is the review and renewal of the State Disaster Management Plan (SDMP) and the Prevention, Preparedness, Response and Recovery Disaster Management Guideline (DM Guideline).

As a result of the transition of disaster management functions, legislative changes to the *Queensland Disaster Management Act 2003*, *Disaster Management Regulation 2014*, and the substantial stakeholder engagement required to review and renew the SDMP and DM Guideline, the QPS will implement a three-phased approach to this work on behalf of the Queensland Disaster Management Committee (QDMC).

Phases one and two will be completed before the end of 2024 and will focus on changes linked to *Administrative Arrangements Orders (No.1 and No.2) 2023*, the *Emergency Services Reform Amendment Bill 2023*, and the *Disaster Management and Other Legislation Amendment Bill 2024*. Given the legislative and administrative nature of these changes, stakeholder engagement will be limited

to impacted Queensland Government departments during phases one and two of the program.

Phase three will commence in the second half of this year and will culminate in a comprehensively revised SDMP and DM Guideline. Extensive stakeholder consultation will be undertaken for phase three with engagement across Queensland's disaster management sector. Initial engagement rounds are anticipated to commence in July to September 2024. The QPS Doctrine and Guidelines team will be in contact with key stakeholders in the coming months to commence planning stakeholder engagement sessions.

Phase three will be the sector's opportunity to shape the SDMP and DM Guideline moving forward, and your organisation's participation is strongly encouraged. If you have any queries related to the planned approach to the review and renewal of the SDMP and the DM Guideline, please email D&GFramework@police.qld.gov.au.

In the interim, if you have any queries specifically related to the DM Guideline, please email DMGuidelines@police.qld.gov.au.

The QPS will continue to inform the sector as this body of work progresses and I thank you for your continued support during the transition of Queensland's disaster management responsibilities.

Yours sincerely,



STEVE GOLLSCHESKI APM
COMMISSIONER

For reply please quote: – QRATF/24/4731

16 July 2024

Mayor Kelly Vea Vea
Local Disaster Management Chair
Isaac Regional Council
Kelly.VeaVea@isaac.qld.gov.au

Dear Mayor

I am writing to you to inform you of the Queensland Reconstruction Authority's (QRA) expanding responsibilities from 1 July 2024 as a result of the Disaster and Emergency Management Reforms.

Through the reforms, disaster management arrangements are being streamlined across the Queensland Fire Department (QFD), Queensland Police Service (QPS) and QRA.

QRA will have expanded responsibilities in the areas of prevention, mitigation and preparedness, aimed to deliver our mission of delivering stronger, safer and more resilient Queensland communities.

From 1 July, QRA will be responsible for:

- State-level Hazard and Risk functions (including the state risk assessment tool) formerly performed by the Hazard and Risk Unit of Queensland Fire and Emergency Services (QFES);
- certain Community Engagement and Education projects and activities; and
- certain Community Awareness Campaigns (including the expansion of QRA's Get Ready Queensland brand which occurred in October 2023, to include the 'If It's Flooded Forget It' campaign).

QRA has commenced the enhancement of our natural hazard and disaster risk management capability, combining QRA's well established Flood Risk Management and Geographic Information System (GIS) Teams, with capacity to be built to ensure QRA is well positioned to mature and deliver the state-level hazard and risk function. QRA will continue to seek feedback from key disaster management stakeholders, in particular councils and disaster management groups on the effectiveness of the current risk management approach and methodology in Queensland, as QRA's delivery of this function evolves.

For any queries relating to QRA's delivery of the state-level Hazard and Risk function, please contact Hazard.Risk@qra.qld.gov.au.

QRA will continue to promote natural disaster preparedness messaging through QRA's Get Ready Queensland brand. In October 2023, the Get Ready Queensland brand expanded to encompass the 'If It's Flooded Forget It' campaign ahead of the 2023-24 severe weather season. A number of preparedness materials previously delivered by QFES will also transition to QRA on 30 June 2024. These materials will undergo a period of review to ensure they are consistent, relevant and available to Queensland communities. QRA is working with relevant Queensland Government agencies to ensure appropriate resources continue to be available to support community engagement and education.

For severe weather preparedness information please refer to the Get Ready Queensland website <https://www.getready.qld.gov.au/>. In addition, the Get Ready Queensland Council Hub contains a variety of resources that may be of benefit to Councils and Local Disaster Management Groups. Access can be provided by contacting getready@qra.qld.gov.au.

QRA will continue to focus on collaborative partnerships with all levels of government, private industries and not-for-profit organisations, and remains committed to supporting Queensland communities in their resilience and recovery efforts.

QRA's Regional Liaison Officers and Resilience and Recovery Officers remain our frontline engagement link for local governments and relevant state agencies. More information and contact details can be found at <https://www.qra.qld.gov.au/RLO>.

As a key stakeholder in your local region, I have also provided a copy of this letter to Mr Ken Gouldthorp, Chief Executive Officer, Isaac Regional Council. I look forward to working with you in our expanded prevention, mitigation and preparedness role.

Yours sincerely



Jake Ellwood
CEO, Queensland Reconstruction Authority

Copy to: Mr Ken Gouldthorp
Chief Executive Officer
Isaac Regional Council
ceo@isaac.qld.gov.au; trisha.hughes@isaac.qld.gov.au

CORE MEMBERS - ISAAC LOCAL DISASTER MANAGEMENT GROUP				
Name	Position Title	Email	Teams	Signature
Adam Dyer	Officer in Charge, Moranbah	dyer.adamj@police.qld.gov.au Apology		
Aaron Rankin	Senior Sergeant Moranbah QPS	rankin.aarond@police.qld.gov.au Apology		
Melanie Hornery	Advisory - Primary Contact	melanie.hornery@health.qld.gov.au Apology		
Lee Hazelwood	Emergency Management Coordinator	Lee.Hazlewood@Health.qld.gov.au	✓	
Shane Holmes	District Disaster Coordinator, Mackay DDMG	holmes.shaneM@police.qld.gov.au		
Jaella Christensen	Executive Officer, Mackay DDMG	Christensen.JaellaV@police.qld.gov.au		
Glenn Cameron	Inspector Mackay Country Command	Cameron.GlennF@police.qld.gov.au		
Luke Allen	Officer in Charge - Moranbah	gasmoranbah.oic@ambulance.qld.gov.au		



Shane
Holmes

District
officer
DDC Mackay
DDMG

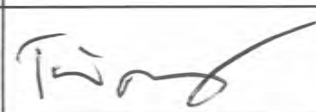
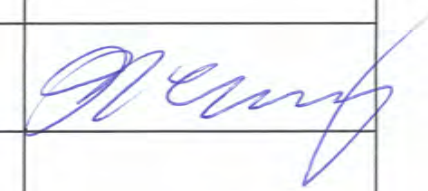
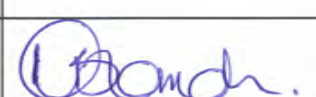
Shane Holmes

LOCAL DISASTER MANAGEMENT GROUP MEETING

Date: 31/10/2024 **Location:** Moranbah **Chairperson:** LDMG Deputy Chairperson, Cr Jane Pickels

ADVISORY MEMBERS - ISAAC LOCAL DISASTER MANAGEMENT GROUP				
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Josh McAnulty	Queensland Police Service	McAnulty.Joshua@police.qld.gov.au		
Chris Baker	Queensland Reconstruction Authority (QRA)	chris.baker@qra.qld.gov.au		
Kiri Blandh	Anglo American	kiri.blandh@angloamerican.com		

Climate Outlook

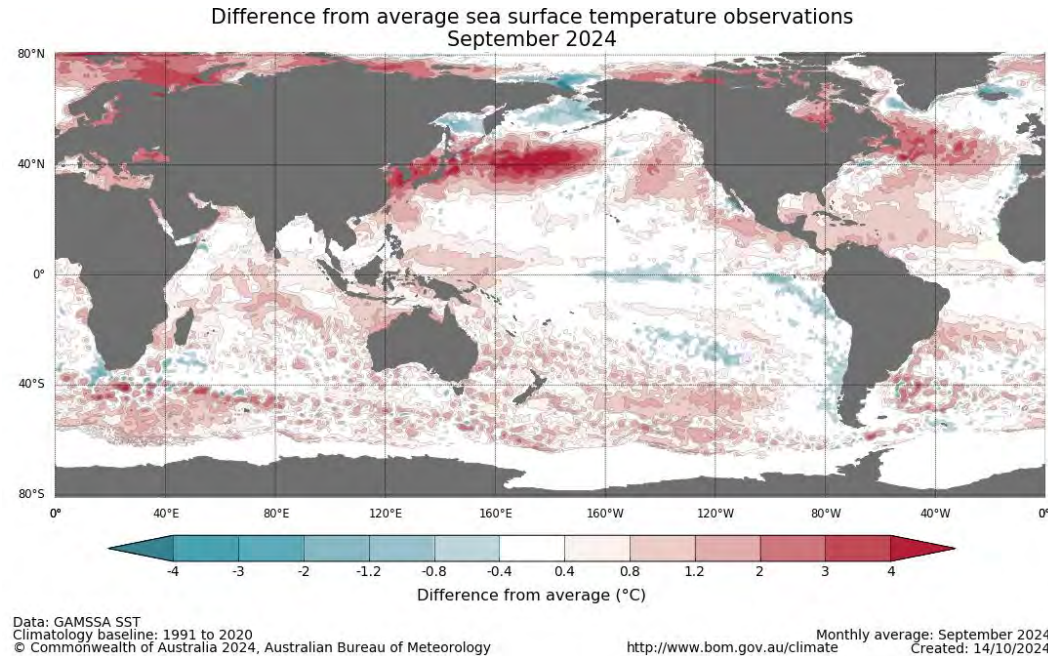
31 October 2024

Key climate outlook messages

- Warmer days and nights are likely across Queensland over the coming months – as the warmer months approach, there is an increased chance of unusually high temperatures and heatwaves for most of the state.
- At this stage, long-range forecasts are favouring average to above average rainfall across much of Queensland over the next few months.
- There are some indications that there could be a more active thunderstorm season across southern Queensland during spring to early summer.
- Tropical cyclone numbers are likely to be closer to average around Australia during the 2024-25 season, though there is a higher-than-average likelihood of severe tropical cyclones in the region.



Current climate drivers



- The Bureau's El Niño Southern Oscillation (ENSO) Outlook remains at La Niña Watch.
- The chance of a La Niña event developing in the coming months has decreased compared to recent outlooks, though should a La Niña develop, it is forecast to be relatively weak and short-lived.
- Global sea surface temperatures remain at near-record levels. The sustained nature of this significant global ocean heat suggests that climate patterns such as ENSO may not necessarily behave or evolve as they have in the past.





  Fire danger

Increased fire risk for parts of the NT, QLD and the south-east mainland during spring. Near-average fire risk for remainder of Australia.



  Extreme heat

Unusually high temperatures in northern Australia may be hazardous during spring. Above-average risk for much of the remainder of Australia during spring and summer.

  Marine heatwave

Moderate risk of heatwave conditions for eastern Tasman Sea, and waters off coastal northern Australia.



  Rainfall deficiencies

Rainfall deficiencies may persist across parts of the south-east (inc. SE SA and W Vic)




  Dust

Generally near- to above-average soil moisture across much of inland Australia.

  Thunderstorm asthma

Early start to season and above-average risk for ACT and adjacent areas. Average risk for Victoria. Season is Oct–Dec.



  Severe storms or East Coast Lows 



High coastal water temperatures may increase the thunderstorm risk for coastal NSW and S QLD during spring to early summer.

  Tropical cyclones

Bureau forecast indicates near-average TC numbers expected in 2024-25. Increased risk that a higher proportion may be severe due to locally warm waters. TC season is November–April.

  Riverine & flash flooding

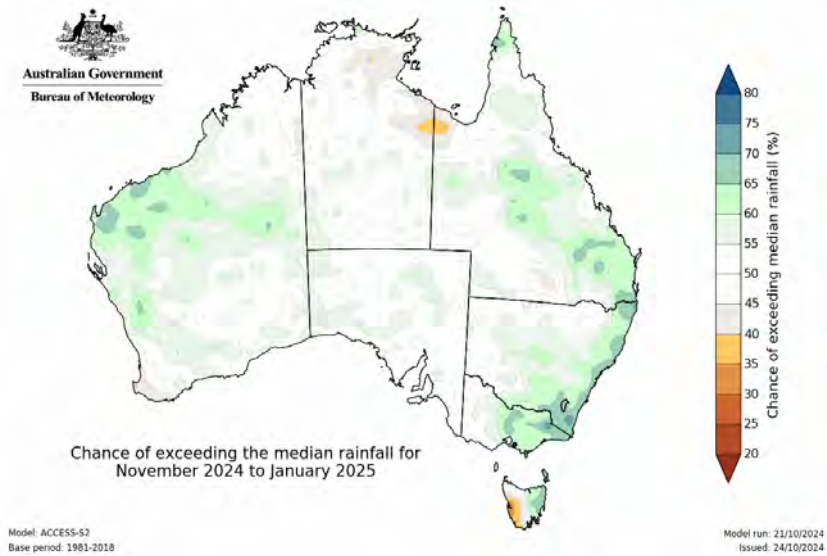
Increased risk of riverine flooding for parts of near-coastal eastern Australia and adjacent ranges

  Coastal flooding

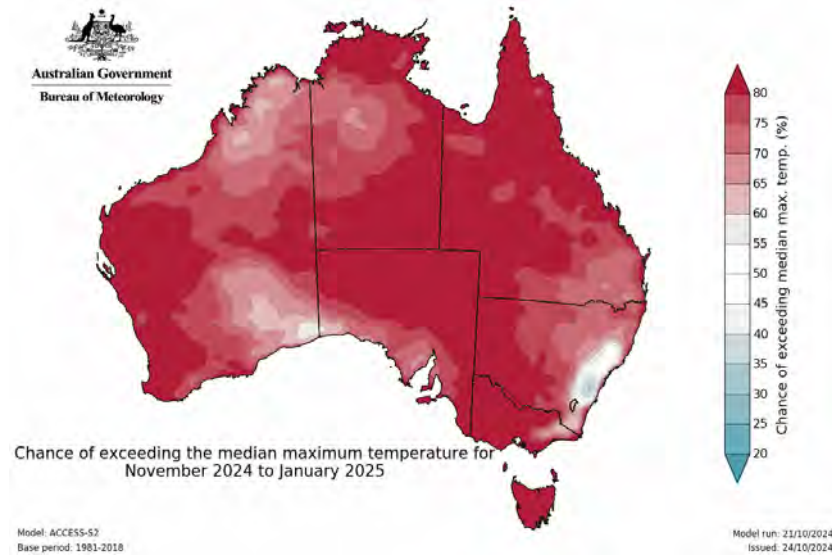
Near-average risk for coastal flooding.

November to January outlook

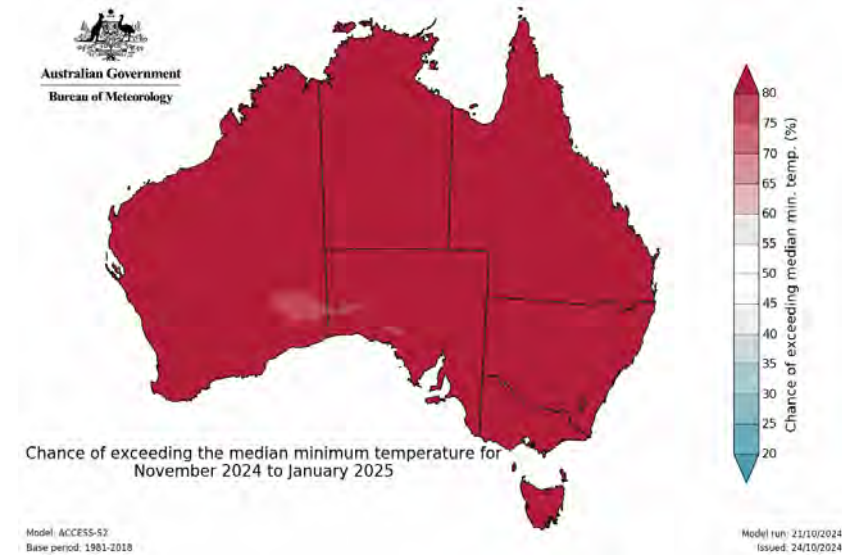
Rainfall



Maximum temperature



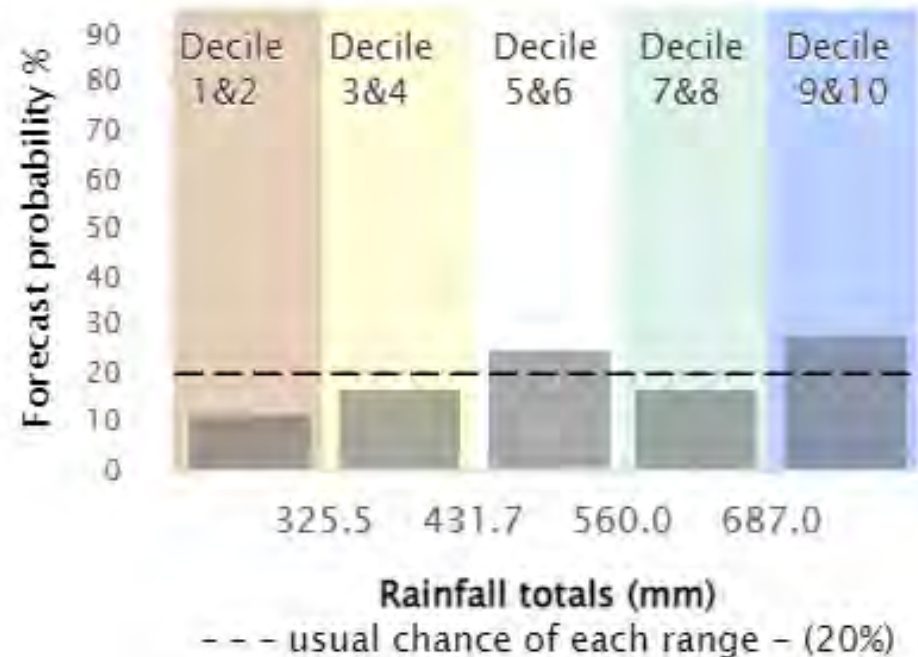
Minimum temperature



November to January outlook

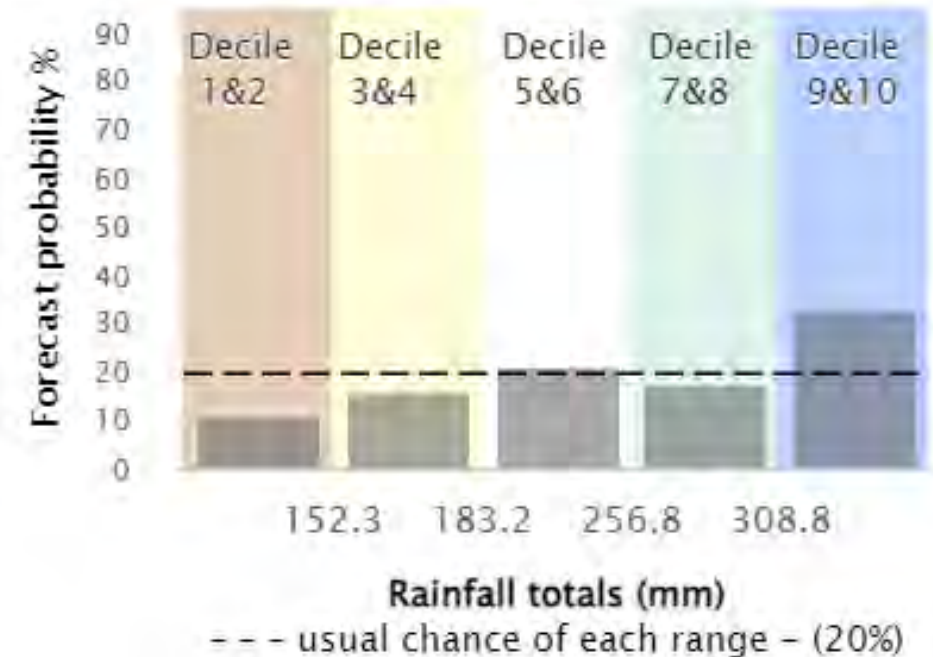
Outlook for November to January at Carmila

Rainfall			
Historical median	509.7 mm		
Chance of unusually dry (< 325.5 mm)	12 %	☆☆☆	
Chance of above median (> 509.7 mm)	53 %	☆☆☆	
Chance of unusually wet (> 687.0 mm)	28 %	☆☆☆	



Outlook for November to January at Clermont

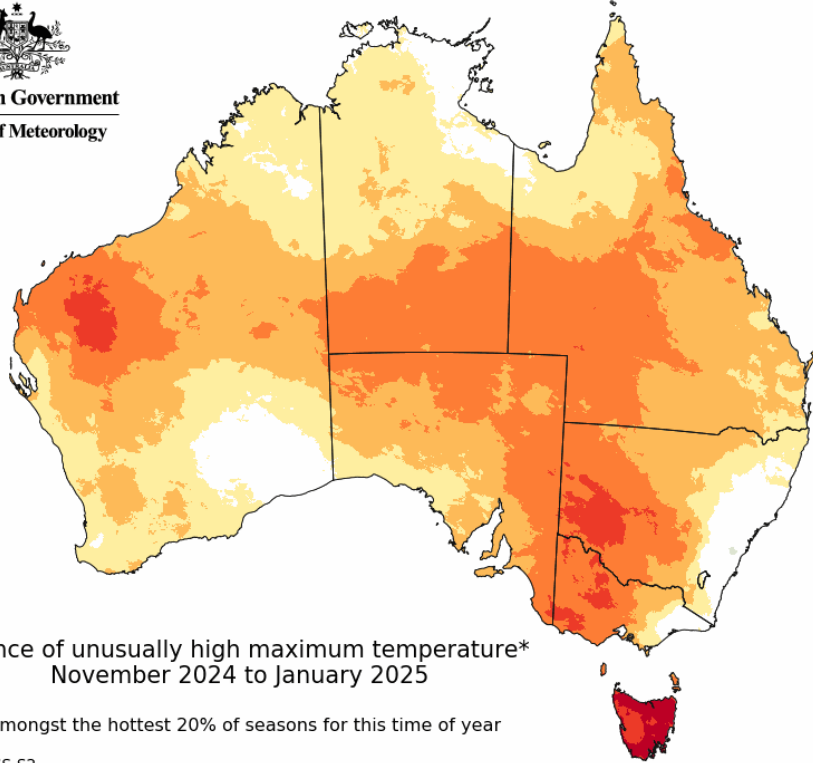
Rainfall			
Historical median	210.6 mm		
Chance of unusually dry (< 152.3 mm)	11 %	☆☆☆	
Chance of above median (> 210.6 mm)	57 %	☆☆☆	
Chance of unusually wet (> 308.8 mm)	33 %	☆☆☆	



November to January outlook – unusually warm/cool

Unusually high maximum temperatures

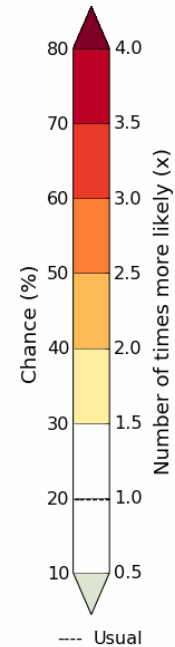
Australian Government
Bureau of Meteorology



Model: ACCESS-S2
Base period: 1981-2018

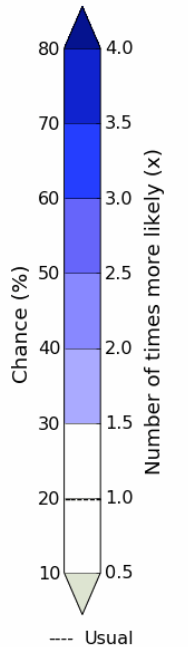
Unusually low maximum temperatures

Australian Government
Bureau of Meteorology



Model run: 28/10/2024
Issued: 31/10/2024

Model: ACCESS-S2
Base period: 1981-2018

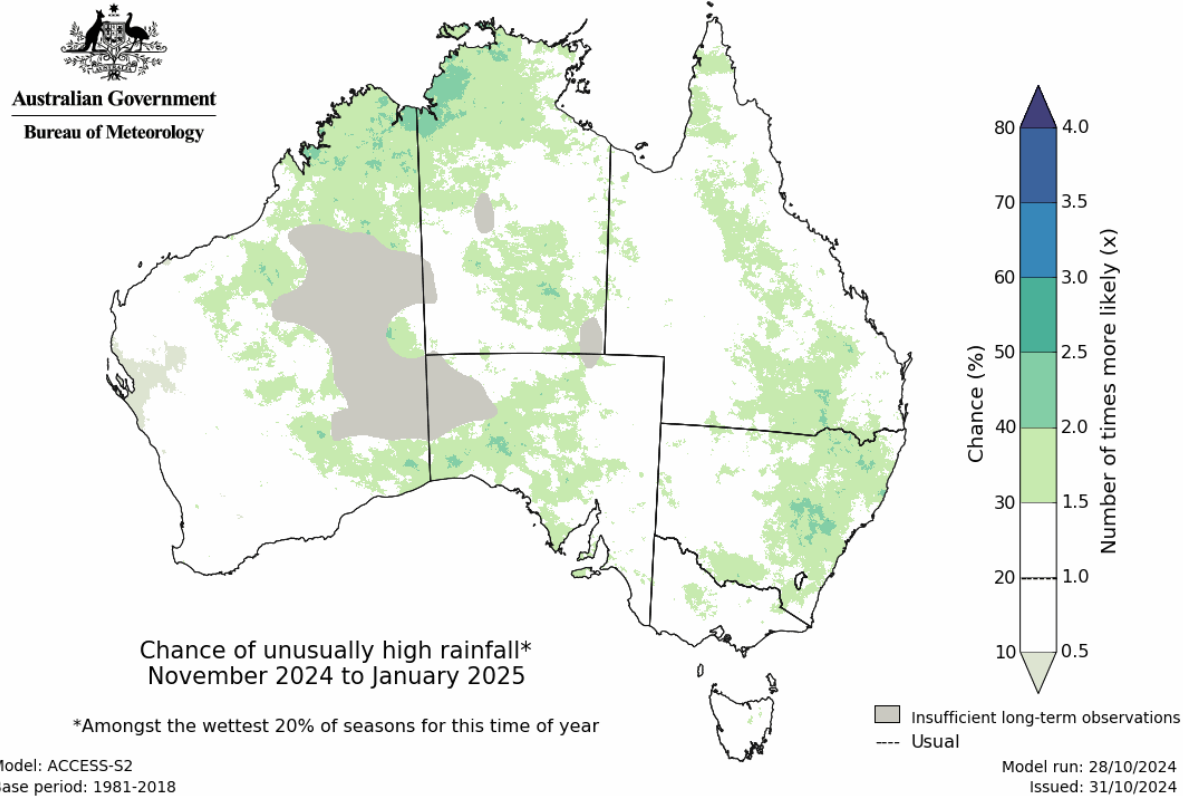


Model run: 28/10/2024
Issued: 31/10/2024

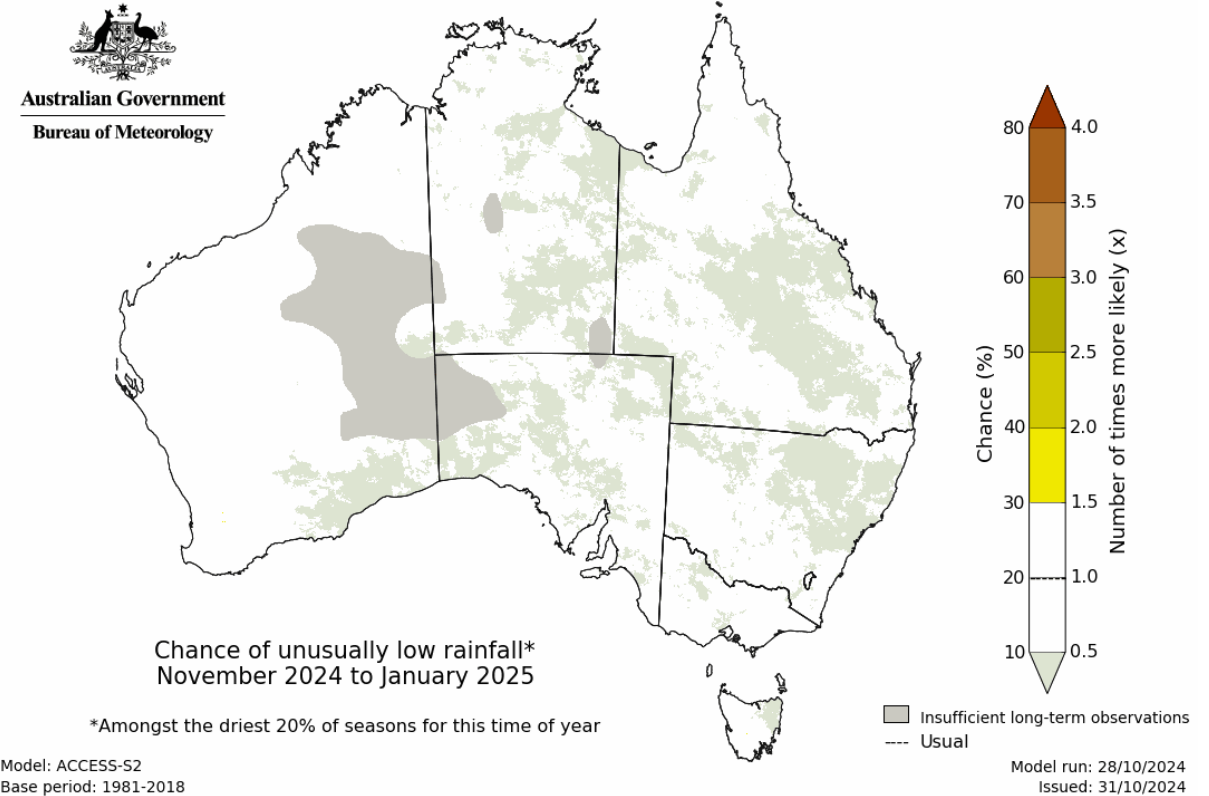


November to January outlook – unusually wet/dry

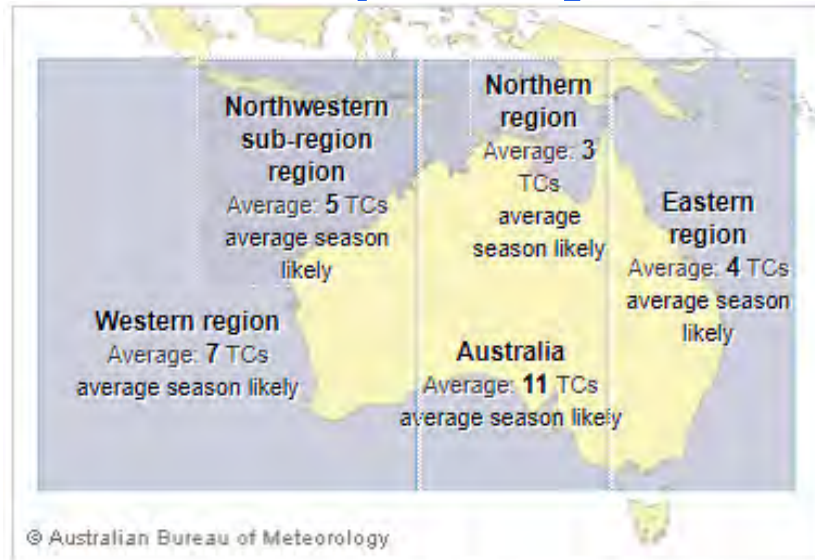
Unusually high rainfall



Unusually low rainfall



Australian tropical cyclone season long-range forecast



Regional tropical cyclone forecast

Region	Long-term average number of tropical cyclones	Chance of less tropical cyclones
Australian	11	average season likely
Western	7	average season likely
Northwestern sub-region	5	average season likely
Eastern	4	average season likely
Northern	3	average season likely

Long-term average number of tropical cyclones, using data from the 1969–70 season to the most recent season.

- The 2024–25 Australian tropical cyclone season is expected to be like the long-term average, in which 11 tropical cyclones form in the Australian region, 4 of which cross the Australian coast.
- The likelihood of severe tropical cyclones is higher than average, because of the warmer than average ocean temperatures forecast for the Australian region in the coming months.
- Under the prevailing neutral climatic conditions, the first tropical cyclone to cross the Australian coast typically occurs in late December.





The Bureau
of Meteorology

Thank you



ISAAC REGIONAL COUNCIL

FLOOD STUDIES UPDATE

Michael St Clair - Manager
Liveability and Sustainability
31 October 2024

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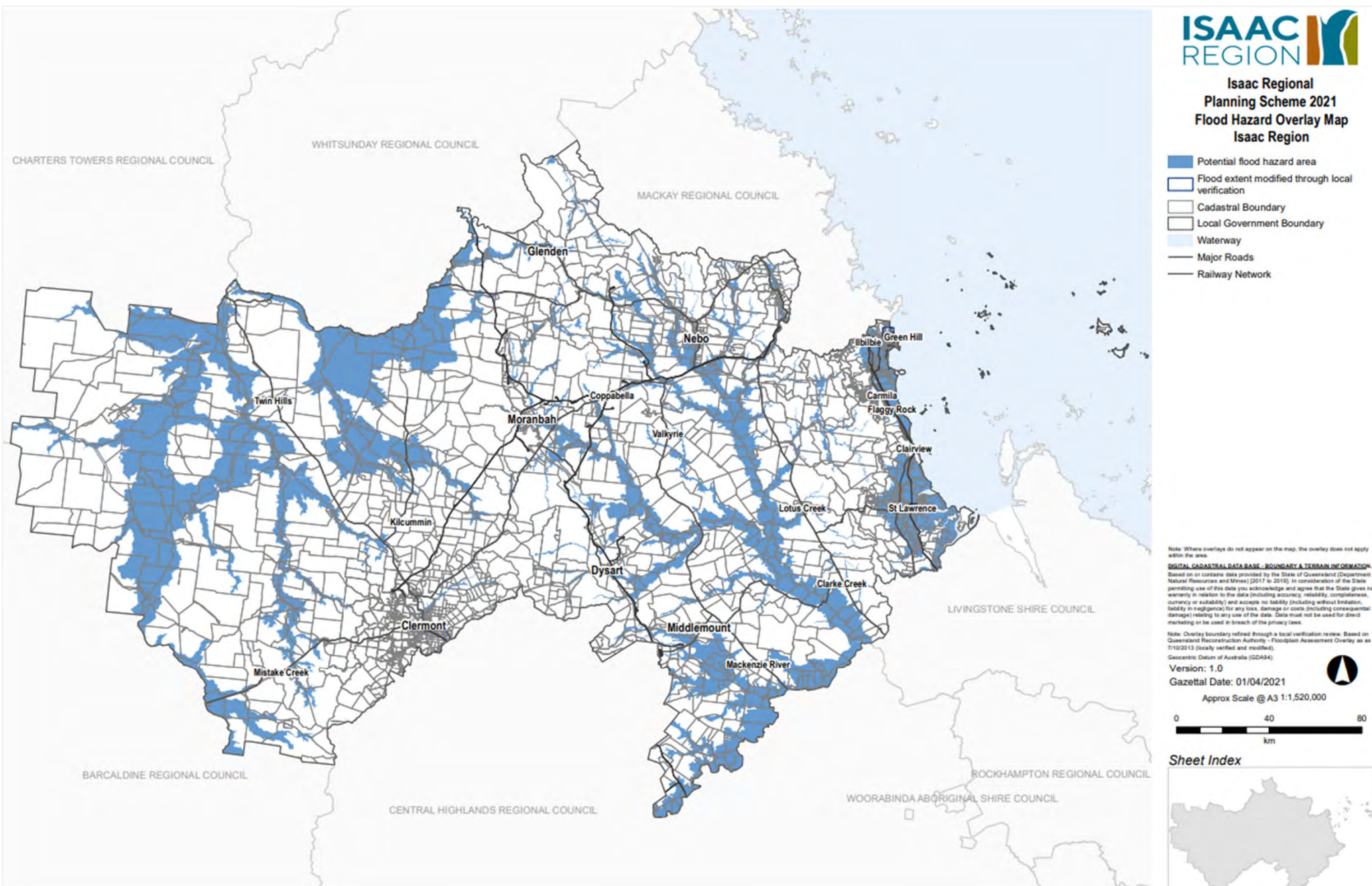
 [isaacregionalcouncil](https://www.instagram.com/isaacregionalcouncil)

 [isaaccouncil](https://twitter.com/isaaccouncil)

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BACKGROUND

- Planning Scheme contains the 'Flood Hazard Overlay' which regulates development over sites located in a 'potential flood hazard area'
- Mapping relates to riverine (creek / river) flooding only and not coastal hazards (i.e. storm surge)
- Mapping aligns with State Planning Policy mapping which is based on the Qld Flood Plain Assessment of the 2011 flood event prepared by Qld Reconstruction Authority (QRA) in 2013.



Current flood overlay – whole region



CURRENT FLOOD OVERLAY

- Mapping identifies land impacted by 1% Annual Expected Probability flood event (1 in 100 chance of flood event happening every year)
- Does not provide analysis of depth and velocity or risk rating
- In the context of development assessment, the mapping is used to identify areas which require further investigation during the development assessment process only.



FLOOD MAPPING

- There are three levels of flood mapping:
 - Level 1 – State-wide flood mapping (current Planning Scheme)
 - Level 2 – Moderate mid-level study, producing basic hazard mapping
 - Level 3 – Comprehensive flood study, producing detailed hazard mapping (i.e. depth and velocity for multiple scenarios, peak flood levels, risk categorisation)
- The use of different levels of flood mapping should be fit for purpose. For example, Level 1 may be appropriate in rural locations with minimal population and growth, however Level 2 or 3 is preferred in urban area with existing or forecast growth.

Settlement context	Expected level of growth		
	None to very low	Low	Medium-high
Regional landscape low-intensity rural	Level 1	Level 1	N/A
Intensive rural production areas including large-scale irrigation development	Level 1	Level 2	Level 2
Low-density rural towns and settlements	Level 1	Level 2	Level 3
Urban areas (existing or known future)	Level 2	Level 3	Level 3
Industry or infrastructure of regional or state significance (e.g. mines, state development areas)	Level 3	Level 3	Level 3

FLOOD MAPPING

- Council has recently finalised the development of multiple Flood Studies
- Level 3 mapping for all flood affected urban areas to provide information such as depth, velocity, multiple flood scenarios and probabilities.
- Rural areas outside of the Flood Studies will remain as Level 1 Mapping.

Why are we doing this?

- *Understand and manage existing and residual risks* - improved public safety and disaster management outcomes.
- *Avoiding new and future risks* - More efficient development assessment processes and improved strategic planning and infrastructure outcomes
- *Align Council with best practice flood planning standards.*

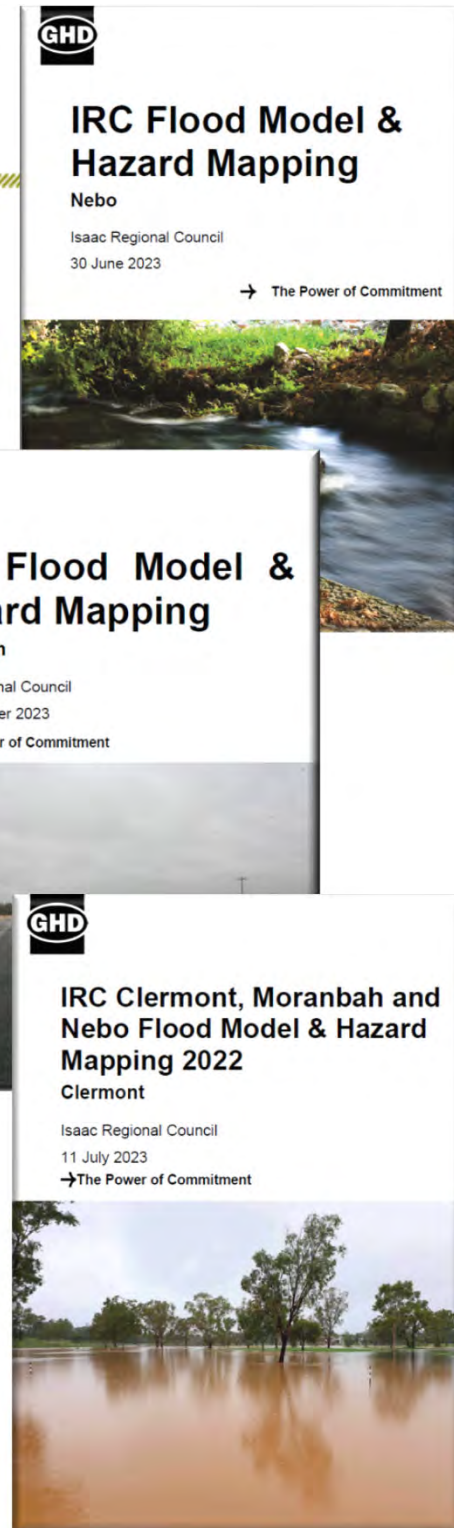
CURRENT FLOOD STUDIES



FLOOD STUDIES

Clermont, Moranbah and Nebo Flood Model and Hazard Mapping

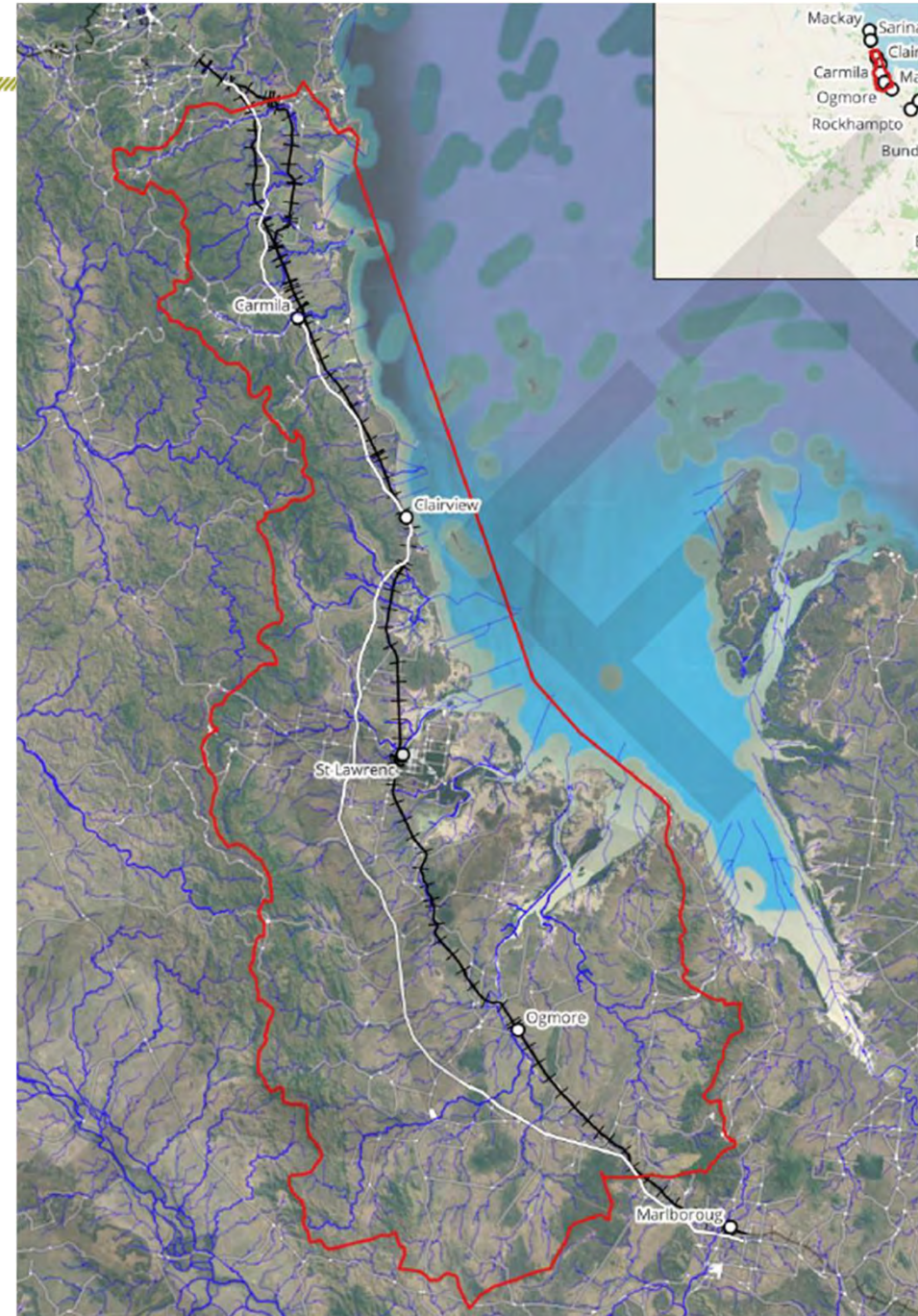
- Updates of existing flood studies to incorporate latest available data and standards
- Undertaken by GHD and partly funded by State Government
- Flood study completed for Clermont, Moranbah, and Nebo at Level 3 mapping standard in late 2023.



FLOOD STUDIES

Styx River to Plane Creek (South) Flood Study

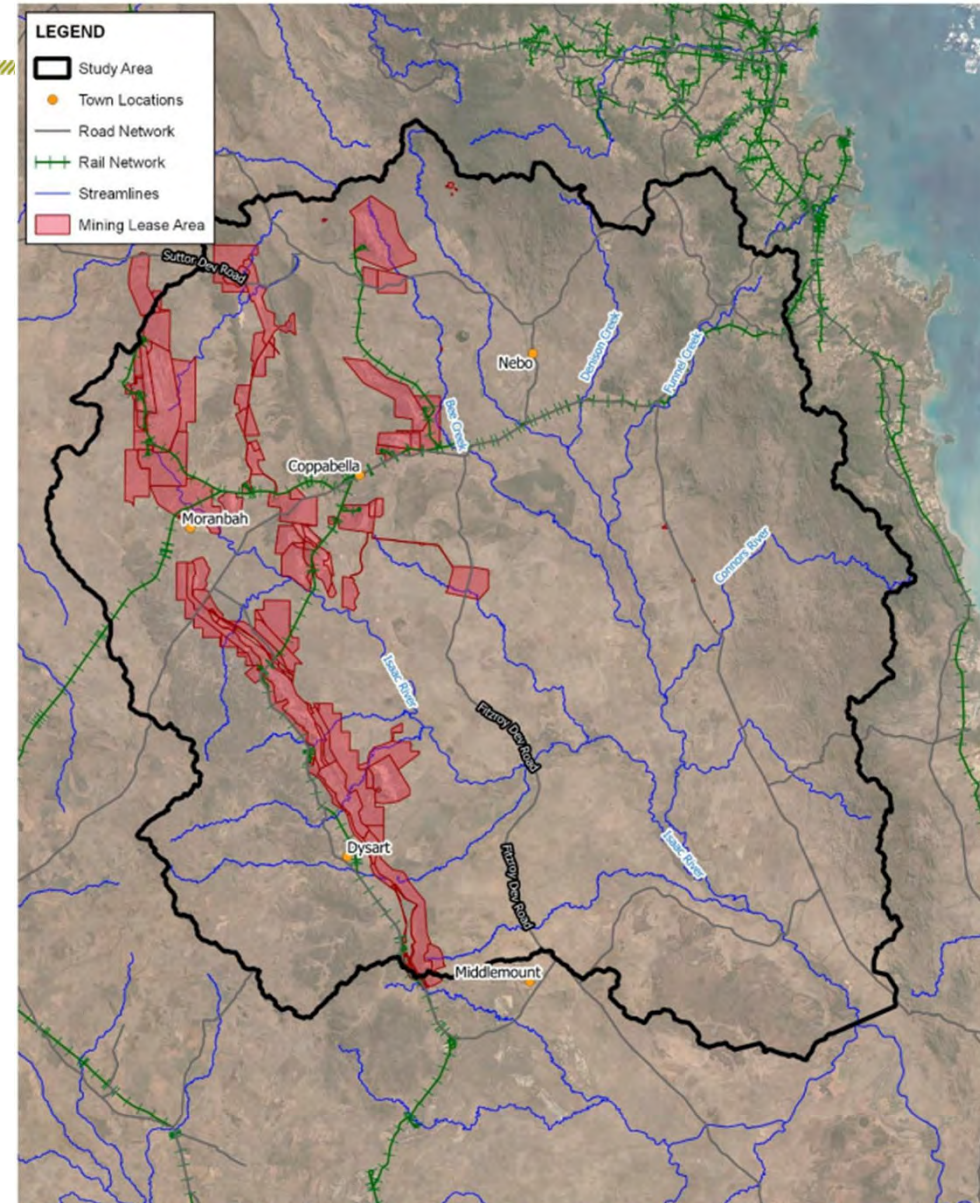
- Kellogg Brown and Root Pty Ltd engaged to prepare study to deliver Level 3 mapping
- Includes Clairview case study to provide analysis of drainage paths (Highway, Railway, Local Roads) with a view to improve flood immunity.
- Completed in June 2024



FLOOD STUDIES

Isaac River Flood Study

- Kellogg Brown and Root Pty Ltd engaged by CHRC to prepare study to deliver Level 3 mapping.
- Funded by IRC, CHRC and QRA
- Originated post TC Debbie to address flood gaps in Isaac and Central Highlands. Catchment contains significant tributaries including Connors River, Lotus Creek, Bee Creek and Funnel Creek.
- Completed in July 2021

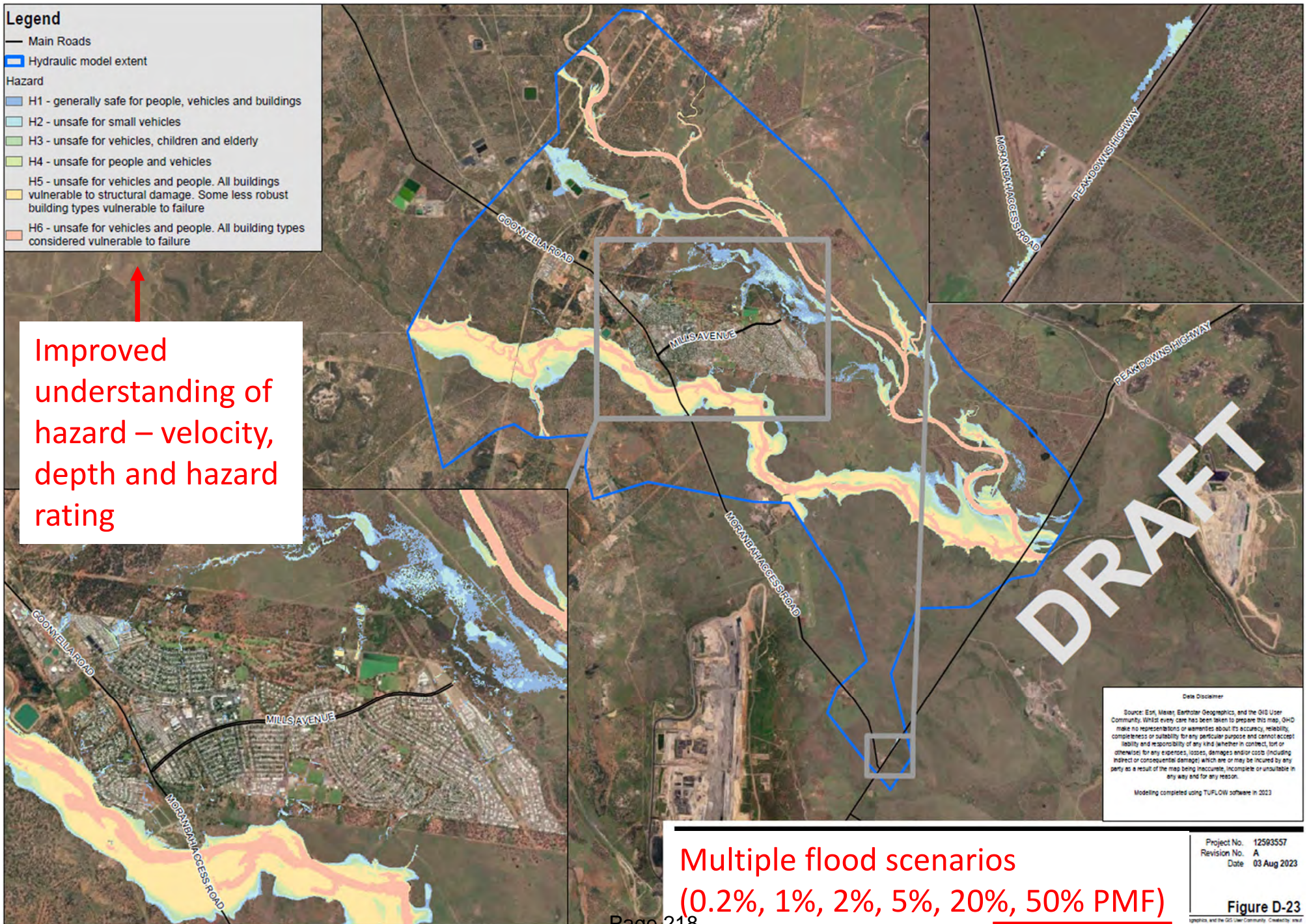


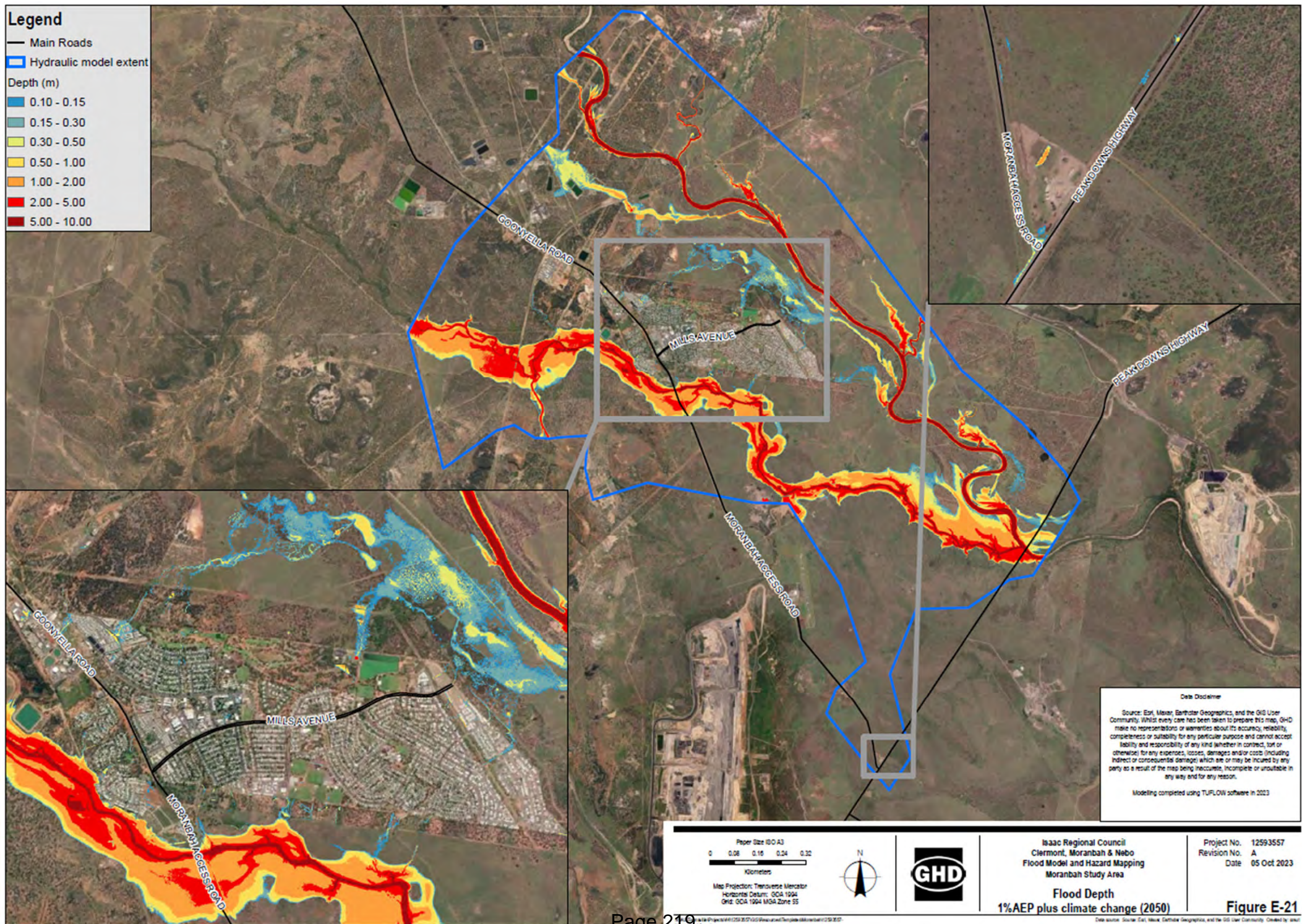
FLOOD STUDY OUTCOMES

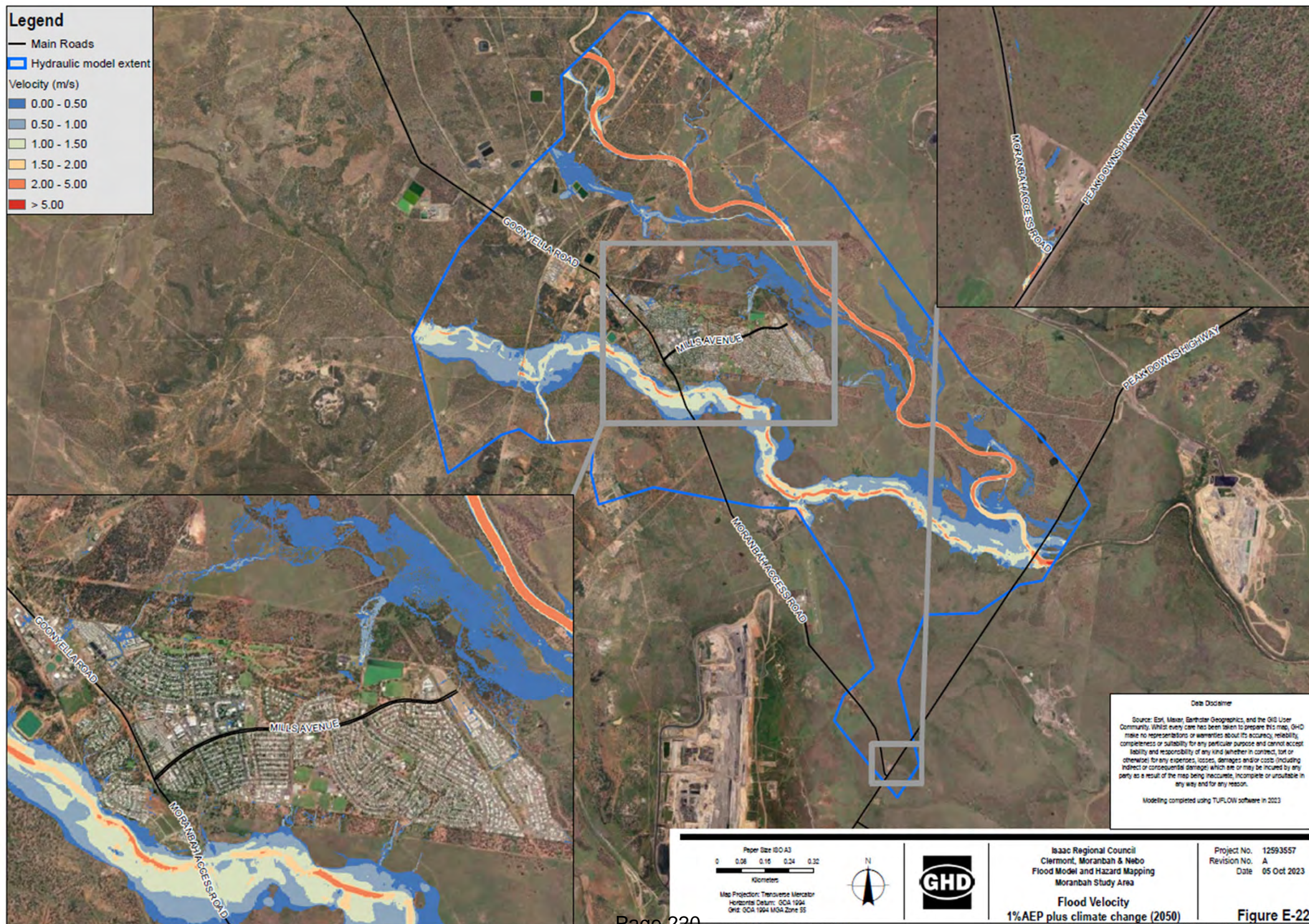
Level 3 mapping allows us to go form this:



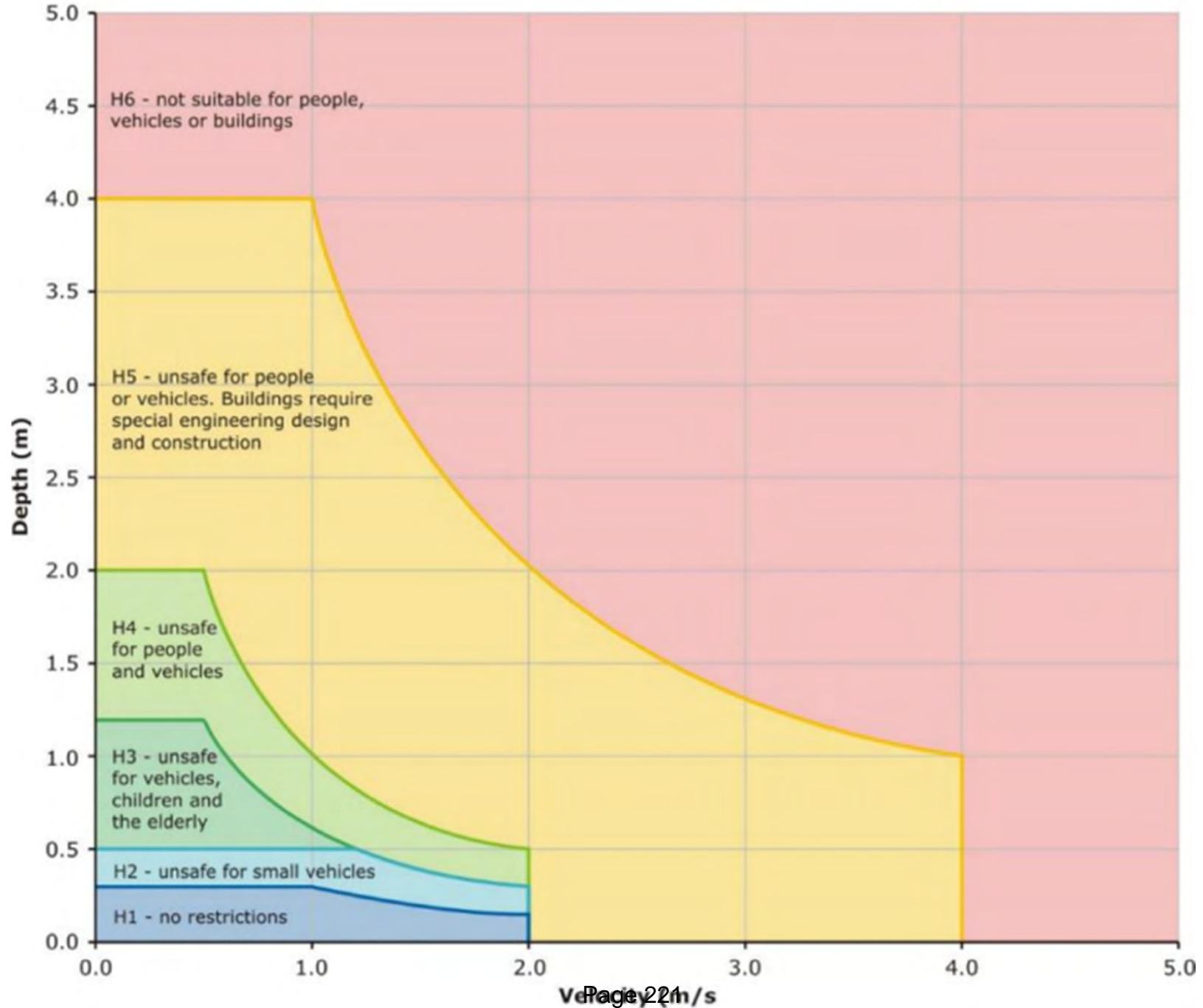
To this:







Industry best practice hazard identification



NEXT STEPS



NEXT STEPS

1. Incorporate flood study mapping in Planning Scheme to replace existing flood hazard overlay mapping – in accordance with Planning Act requirements.
2. Prepare processes and systems to make information available for the public and internal uses.
 - Development and building purposes
 - Infrastructure planning
 - Disaster preparedness
3. Additional grant funding (\$250k) received for Upper Nogoia and Mackenzie River Flood Study – to be progressed in 2025.



THANK YOU AND QUESTIONS



Disaster season presentation 2024

Department of Treaty, Aboriginal and Torres Strait
Islander Partnerships, Communities and the Arts

How is the recovery response decided?

- Every disaster and the impacts of a disaster on a community is different.
- The response phase of disaster operations focuses on saving lives, protecting property, and making an affected area safe.
- Disaster impacts on communities can be long-term and complicated.



Loss of life



Injury



Health



Mental health/wellbeing



Damage to housing



Financial impact



Material losses



Family separation



Disruption to education



Impact to employment prospects



Changes to community dynamics



Changes to environment



Human and social recovery

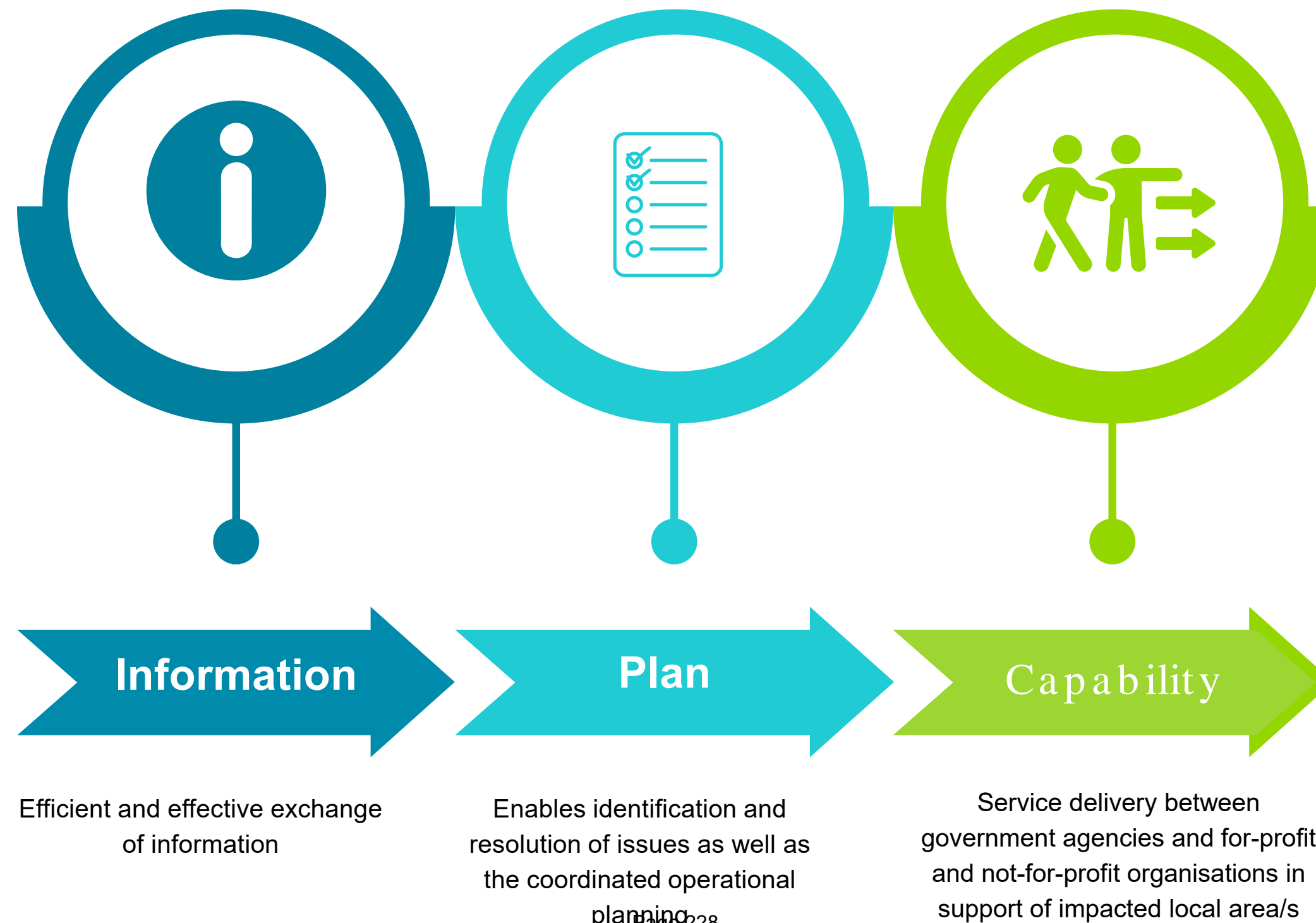
The Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts is the functional lead agency for human and social recovery commonly known as **Community Recovery**.

Our department coordinates Community Recovery services to assist disaster-affected people, including emotional, social, and psychological health and wellbeing of individuals, material aid, financial assistance and referral services to communities following a disaster.



District Human and Social Recovery and Resilience Group

The District Human and Social Recovery and Resilience Group (DHSRRG) is a subgroup of the District Disaster Management Group, which includes Local Government Agencies and key government agencies. The group is a mechanism for local groups to raise issues in relation to human social recovery for district coordination, or for escalation to the State Human Social Recovery Group.



A Guide for Local Councils: How to activate Community Recovery assistance

Prior to a disaster

The council/Local Disaster Management Group (LDMG) are encouraged to have their Local Human and Social Recovery Sub-Group (LHSRG) or Local Recovery Resilience Group (LRG) convene a meeting of local organisations that may contribute to human and social recovery services.

The group should:

- assess its capacity to respond to human and social recovery needs and identify thresholds at which district-level assistance would be required
- identify gaps and any capacity of local service providers to assist.

After a disaster

Once the LDMG is at “Stand Up”, the Local Recovery Coordinator (LRC) is appointed, the LHSRG or LRG should be convened within 24 hours post event to assess local capacity and supports required to meet the needs of the community.

The assessment by the LHSRG/LRG should be incorporated as a part of the evidence provided by the LDMG when requesting to activate community recovery assistance.



Community Recovery Grants

Personal Hardship Assistance Scheme grants can be activated through the jointly-funded Commonwealth-State Disaster Recovery Funding Arrangements (DRFA) for people experiencing hardship as a result of a disaster event. Grants include:



Emergency Hardship Assistance

\$180 per person (up to \$900 for a family of five or more) for people who are unable to meet their immediate essential needs for temporary accommodation, food, essential clothing and medication.



Essential Services Hardship Assistance

\$150 per person (up to \$750 for a family of five or more) for people who have experienced the loss of one or more essential services for more than five days.



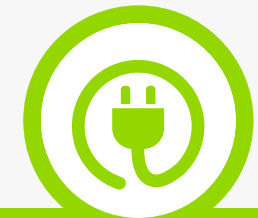
Essential Household Contents Grant

one-off payment as a contribution towards replacing or repairing essential household contents. Up to \$1,765 for single adults and up to \$5,300 for couples/families.



Structural Assistance Grant

Up to \$80,000 to support eligible low-income homeowner/occupiers who are uninsured, or unable to claim insurance, and who meet the income threshold. The SAG is a contribution towards repairs to their home to make it secure and safe. A home may include a caravan or vessel.



Essential Services Safety and Reconnection Scheme

A grant to help owner/occupied households reconnect essential services that were damaged by a disaster. Up to \$200 towards a safety inspection for each essential service needing reconnection (electricity, gas, water and sewerage or septic system) and up to \$4,200 towards repair work to enable essential services to be reconnected (for example, electrical rewiring).

Accessing assistance



Online

The Community Recovery Portal will be activated and available to impacted members of the community following a disaster. It allows people to apply online for financial assistance, determine an applicant's eligibility, verify their identity and transfer funds directly to their nominated bank account. Applicants can also request additional support services. www.qld.gov.au/DisasterHelp



Over the phone

People can call the Community Recovery Hotline and be assessed for financial assistance and request support services over the phone.

Call the Community Recovery Hotline on **1800 173 349**.



In person

A hub is a physical location where the community can go to access a range of recovery information and services from the government (e.g., financial assistance) and NGOs (e.g., emotional wellbeing and support services). The sourcing and establishment of recovery hubs is in consultation with local councils, Neighbourhood Centres and members of the District Human Social Recovery Group.



Recovery hubs

Our department will collaborate with the LDMG about establishing recovery hubs to provide support, relief and early recovery services for disaster affected individuals by:

- providing direct provision of government and non-government information and services in one easy to access location
- accelerating the administration of government processes and services
- engaging recovery workers who understand the context of the disaster and the effects on individuals, households and communities.

Our department will also engage with other government agencies and engage non-government organisations to ensure that relevant information and services are accessible at the recovery hub.

Stages of recovery

Recovery is a complex developmental process that can take many years.

Recovery operations are undertaken across three stages, as outlined in *Figure 1*, noting there is a transition component to each stage.

It is important to know that not all individuals, communities or recovery groups go through the same stage of recovery at the same time, nor transition at the same rate. Some communities can be recovering from multiple overlapping events at any time.

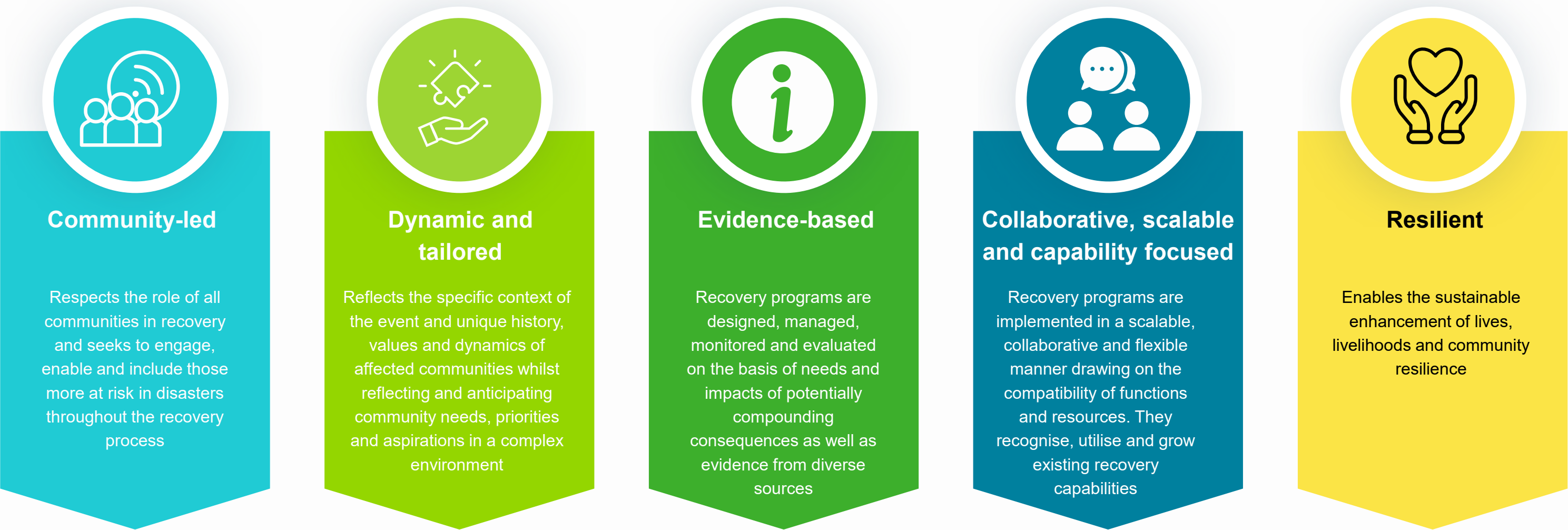


Figure 1: Stages of recovery.

Effective recovery

Supporting the National Principles for Disaster Recovery, the Australian Disaster Recovery Framework has identified key characteristics of successful recovery. Queensland has combined some of these characteristics and suggests they be considered when developing, implementing and reviewing recovery sub-plans and recovery programs.

Our role in supporting communities to a successful recovery can include: additional funding to Neighbourhood Community Centres, appointment of Transition Lead roles and funding of Community Recovery Officers.



Questions?

Contact details:

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-  0477 762 624

ISAAC LOCAL DISASTER MANAGEMENT PLAN

Style Definition: Heading 3

Presented by: Local Disaster Management Group

Adopted: 13 July 2023

Resolution No:

Current as at: 13 July 2023



ISAAC.QLD.GOV.AU ISAAC REGIONAL COUNCIL ABN 39 274 142 600

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2024 review

FIRST NATIONS ACKNOWLEDGEMENT

Isaac Regional Council acknowledges the Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Wangan and Jagalingou peoples as the Traditional Owners of the lands and waterways throughout the Isaac region and their enduring cultural connection to country and community. We pay our respects to elders past, present and emerging for they hold the stories, culture and traditions of Aboriginal and Torres Strait Island People.

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FOREWORD

This Local Disaster Management Plan (LDMP) has been prepared to assist the Isaac Local Disaster Management Group (LDMG). The LDMP is designed to detail the preparation of mitigation measures to protect the community and community assets by the Prevention of, Preparedness for, Response to and Recovery from one or a combination of the potential disasters which may impact and ~~ea~~ffect all or parts of the Isaac Region.

To assist in the above process, the Isaac LDMG has prepared specific Sub Plans to address the many facets of Disaster Management likely to arise as a result of activation of the LDMG prior to any disaster impacting the Isaac Region.

In accordance with the Queensland Disaster Management Guidelines and s59 of the *Disaster Management Act 2003*, the LDC and the Isaac LDMG may review or renew the plan when appropriate however, the effectiveness of the plan must be tested and reviewed annually. This plan will be tested to ensure currency of information and familiarity of members of the LDMG with the plan, to ensure disaster management arrangements within the Isaac Regional are effective.

PLAN ENDORSEMENT

The preparation of this LDMP has been undertaken in accordance with the *Disaster Management Act 2003* (the Act) and the Queensland State Disaster Management Plan to provide for effective disaster management in the Isaac Region.

Cr Mayor ~~Anne Baker~~Kelly Ve ea

Chair of Local Disaster Management Group

Isaac Regional Council

Sign _____

Date _____

Darren Fettell

Local Disaster Coordinator

Isaac Regional Council

Sign _____

Date _____

~~Graeme Paine~~

~~District Disaster Coordinator~~

~~Queensland Police Service – Mackay Police District~~

Sign _____

Date _____

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DOCUMENT CONTROL

AMENDMENT CONTROL

This LDMP is a controlled document. The controller of the document is the Isaac Local Disaster Coordinator. Any proposed amendments to this plan should be forwarded by email to ldcc.isaac@isaac.qld.gov.au or in writing to:

Local Disaster Coordinator
C/- Isaac Regional Council
PO BOX 97
Moranbah QLD 4744

Any changes to the intent or content of the document must be approved and endorsed by the LDMG and as per endorsement above. An amendment register will be maintained below.

AMENDMENT REGISTER

VERSION	DATE	AMENDMENT	PLAN UPDATED
V 14	November 2021	LDC & team	Review by LDMG, with endorsement from LDMG on 25 November 2021.
V 15	September 2022	LDC & team	Review by LDMG, with endorsement from LDMG on 10 November 2022.
V16	July 2023	LDC & team	Review by the LDMG, with endorsement from LDMG on 13 July 2023,
	October 2023 August 2024	LDC & team	Commenced review for 2024

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DISTRIBUTION

Distribution of the plan complies with Section 60 of the *Disaster Management Act 2003* which requires the LDMP to be available for inspection, free of charge, to members of the public.

Electronic copies of the plan shall also be made available to the public on Isaac Regional Council's website.

A full and complete copy of the plan will be distributed in accordance with this list.

POSITION	AGENCY
Chairperson Isaac LDMG	Isaac Regional Council
Deputy Chairperson Isaac LDMG	Isaac Regional Council
Chief Executive Officer	Isaac Regional Council
Local Disaster Coordinator	Isaac Regional Council
Deputy Local Disaster Coordinator	Isaac Regional Council
Local Recovery Coordinator	Isaac Regional Council
Isaac Public Website (external)	Isaac Regional Council
Isaac Staff Intranet (internal)	Isaac Regional Council
Customer Service Counters (hardcopy)	Isaac Regional Council
Isaac Local Disaster Management Group	Isaac Membership
Isaac Local Disaster Coordination Centre Staff	Isaac Regional Council
Community Advisory Sub Group Members	Various

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POSITION	COPY
<u>LDMG Chair/Deputy</u>	<u>Electronic and Hard Copy</u>
<u>Local Disaster Coordinator</u>	<u>Electronic and Hard Copy</u>
<u>LDMG Executive Group</u>	<u>Electronic copy</u>
<u>LDMG Members</u>	<u>Electronic copy</u>
<u>LDMG Advisory Members</u>	<u>Electronic copy</u>
<u>Isaac Regional Council Website</u>	<u>Uploaded to Website</u>
<u>DDMG DDC/XO</u>	<u>Electronic copy</u>
<u>Community Advisory Sub Group Members</u>	<u>Electronic copy</u>
<u>LDCC staff</u>	<u>Electronic copy</u>

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PURPOSE

The LDMP details the arrangements within the Isaac Regional Council area to plan and coordinate capability in disaster management and disaster operations. Striving to safeguard people, property and the environment from disaster impacts in line with the objectives set out in the [Queensland Disaster Management 2016 Strategic Policy Statement](#).

The main direct threats to the Isaac Region have been identified as a mixture of ~~naturally occurring~~ weather events (e.g., cyclones, storms) or disasters that occur following a weather event (e.g., fires, storm surges, storm tides and flooding). Due to the nature of the economy and the industries supporting it, there are increased chances of ~~manmade-human-caused~~ disasters, such as hazardous material accidents, animal disease management or major transport accident (road, rail or air) that exceeds the capacity of hazard specific agencies to manage.

Other identified hazards that are less likely to occur, but still require planning, include earthquakes, tsunamis, landslides, epidemics/pandemics, and terrorism. Further, the failure of critical infrastructure, such as electricity, communications or water and sewerage infrastructure are also factored into disaster management planning.

The Isaac LDMG is responsible for developing hazard specific plans that effectively manage disaster across a range of priorities, often with opposing events occurring in various locations of the region.

The Isaac LDMG approach is to use a comprehensive, all agencies, all hazards approach that reflects management of risks, effective planning, a scalable structure, and a continuous improvement philosophy.

SCOPE

This plan details arrangements necessary to undertake disaster management within the Local Government Area of Isaac Regional Council.

OBJECTIVES OF THE PLAN

The key objective is to implement effective disaster management strategies and local operational arrangements. Local area capability and leadership is recognised as the frontline for successful disaster management.

PRIMARY OBJECTIVES INCLUDE

To assess risk to the community:

- To preserve lives and keep residents and visitors to the Isaac region as safe as possible from disasters.
- Ensure there is a clear and consistent approach to disaster management and response across the Isaac region and one which aligns with State requirements.
- Protect essential services and infrastructure during an event.
- Collaboratively work with District and State disaster support groups and State agencies during events.
- During normal times, undertake planning and source effective investment into disaster prevention and mitigation activities and works that will build and improve community resilience.
- The development, review, and assessment of effective disaster management for the Isaac region, including arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
- An all-agencies approach which recognises ~~that~~ the development, implementation and monitoring of priorities for disaster management for the local government area.

- Compliance with the Queensland Disaster Management Committee (QDMC) the Strategic Policy Statement; the State Disaster Management Plan; the Local Disaster Management Guidelines, and any other Guidelines relevant to local level disaster management and disaster operations.
- Hasten community and business recovery post an event.
- Incorporate risk-based planning into disaster management decision making.
- Continuously improve disaster management through implementation of innovation, research and lessons learned.

DISASTER MANAGEMENT ARRANGEMENTS

STRATEGIC POLICY STATEMENT

The development of a Strategic Policy Framework for Disaster Management is the responsibility of the State Disaster Management Group as per s18 of the *Disaster Management Act 2003*. The local government's responsibility under the Act is outlined in s30 and states that the local government is to ensure that Disaster Management and disaster operations in the area are consistent with the State's Strategic Policy Statement for disaster management. https://www.disaster.qld.gov.au/_data/assets/pdf_file/0022/337234/2016-Strategic-Policy-Statement.pdf

The development of the LDMP and establishment of the LDMG enhances community preparedness and capacity to respond and recover after experiencing a disaster. Local government has a key role in identifying and understanding the hazards and risks that could threaten the safety of their communities. This includes the development and implementation of strategies that prevent, prepare, respond and recover from disasters, within their human, financial and physical resource capacities.

DISASTER MANAGEMENT IN QUEENSLAND

Queensland Disaster Management Arrangements (QDMA) are characterised by and implemented through strong partnerships between government, government-owned corporations, NGOs, commerce and industry sectors and the local community.

https://www.disaster.qld.gov.au/_data/assets/pdf_file/0029/339509/Queensland-Disaster-Management-Arrangements-Participant-Guide.pdf

Queensland's disaster management arrangements are guided by:

- [Disaster Management Act 2003](#)
- [Disaster Management Regulation 2014](#)
- [Queensland Disaster Management 2016 Strategic Policy Statement](#)
- [Standard for Disaster Management in Queensland 2021](#)
- [Queensland State Disaster Management Plan](#)
- [Queensland Strategy for Disaster Resilience 2022 - 2027.](#)

The arrangements recognise and promote collaboration to ensure comprehensive disaster management through the effective coordination of disaster risk planning, services, information and resources.

Queensland's Disaster Management Arrangements comprise of four-tiered system: 3 levels of government – local, state and federal – and an additional state government tier between local and state levels known as disaster districts. These disaster districts enable a more efficient and effective operational service delivery in support of local communities and address the size, complexity and diversity of Queensland.

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DISASTER MANAGEMENT STRUCTURES

Queensland Disaster Management Arrangements (QDMA) enable a progressive escalation of support and assistance through the four tiers as required. These arrangements comprise several key management and coordination structures for achieving effective disaster management in Queensland.

The Act provides the legislative basis for the Queensland Disaster Management arrangements (QDMA).

The QDMA is based on five main principles:

- The Comprehensive approach
- The all-hazards approach
- All agencies approach
- Local disaster management capability.
- A prepared, resilient community.

It is also based on a tiered system incorporating all three levels of government (Australian, State and Local). The key disaster response focus rests with Local Government, underpinned by support from the District and State Disaster Groups (see Figure 1). The State Government has a primary responsibility to ensure effective disaster management is developed and implemented for the State, and to identify and coordinate additional external assistance and resources relating to disaster management and disaster operations.



The Act provides the following clear guiding principles that disaster management must be planned for:

- To implement preventative measures that reduce the likelihood of an event occurring
- To implement preventative measures that reduce the severity of an event if, and when it occurs
- To prepare the community to cope with the effects of an event – education, resources, services
- To capably respond to an event, and minimise its disruptive and costly effects
- To recover from an event – including social support, reconstruction and restoration of assets and the environment.

QUALITY ASSURANCE FRAMEWORK

Disaster management and disaster operations within the Isaac Regional Council aim to be consistent with

[IGEM Emergency Management Assurance Framework](https://www.igem.qld.gov.au/assurance-framework).

<https://www.igem.qld.gov.au/assurance-framework>

This is achieved by following the framework objectives to:

- Direct, guide and focus work of all entities, including all tiers of government, to achieve key disaster management outcomes for the community
- Promote cooperation between entities responsible for disaster management in the State
- Support emergency services, other entities and the community to identify and improve disaster management capabilities
- Identify opportunities for cooperative partnerships to improve disaster management outcomes
- Support continuous improvement in disaster management
- Provide consistency and reinforce “cultural interoperability” based on “shared responsibilities”.

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INSPECTOR GENERAL EMERGENCY MANAGEMENT

The role of Inspector-General Emergency Management (IGEM) was first established in 2013 following a review of police and community safety. The IGEM role was formalised as a statutory position in 2014. The functions of the IGEM and the Office of the IGEM are prescribed in part 1A of the Act.

The vision of IGEM is to be a catalyst for excellence in emergency management to enable confidence in Queensland's emergency management arrangements. IGEM is responsible for providing the Premier, Government and people of Queensland an assurance of public safety, through the establishment and implementation of an assurance framework. This framework will direct, guide and focus work of all agencies, across all tiers of Government to the desired outcomes of the disaster and emergency management arrangements for Queensland.

Key accountabilities for the Office of the IGEM include:

1. Reviewing and assessing the effectiveness of disaster management arrangements within Queensland
2. Reviewing and assessing cooperation between entities responsible for disaster management in the State, including whether disaster management systems and procedures employed by those entities are compatible and consistent
3. Establishing standards for disaster management, reviewing and assessing performance against these standards and regularly reviewing the standards
4. Monitoring compliance by Queensland government departments with their disaster management responsibilities
5. Identifying and improving disaster and emergency management capabilities, including volunteer capabilities and opportunities for cooperative partnerships
6. Reporting to and advising the Minister of Police, Fire and Emergency Services about issues relating to these functions.

QUEENSLAND RECONSTRUCTION AUTHORITY

In response to the disaster events, the Queensland Government established the Queensland Reconstruction Authority (QRA) under the Queensland Reconstruction Act 2011. The QRA's role was later expanded to include the administration of prior and subsequent events and it was made a permanent part of the Queensland Government in June 2015. The QRA's vision is to build a more disaster resilient Queensland.

The QRA manages and coordinates the Government's programme of infrastructure renewal and recovery within disaster affected communities. The QRA focuses on working with state and local government partners to deliver best practice administration of public reconstruction and resilience funds. The QRA is the state's lead agency responsible for disaster recovery, resilience and mitigation policy.

NATIONAL EMERGENCY MANAGEMENT AGENCY

The National Emergency Management Agency (NEMA) is Australia's National Disaster Management Organisation. NEMA manages the Australian Government Disaster Response Plan under which states and territories may seek Australian Government assistance when the scale of an emergency or disaster exceeds or exhausts the jurisdiction's response capacity and capabilities, or where resources cannot be mobilised in

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sufficient time. NEMA delivers programs, policies and services that strengthen Australia's national security and emergency management capabilities.

2024 review

FUNCTIONS OF THE LOCAL DISASTER MANAGEMENT GROUP

The functions of the Local Disaster Management Group are outlined in Section 30 of the *Disaster Management Act 2003*.

MEMBERSHIP

Membership is as in accordance with Section 33 and 34 of the Act. The LDMG will advise **QFESQPS** and the Chair of the Mackay District Disaster Management Group annually of the membership of the LDMG.

In accordance with Section 33 of the Act, the relevant local government should appoint a Chairperson to the LDMG. The Chairperson must be a Councillor of the Local Government.

The following are the **EXECUTIVE MEMBERS** of the Isaac LDMG:

This is the core membership of the executive of the LDMG, from time-to-time additional persons are included such as the CEO and Director of Planning, Environment & Community Services for non-activation meetings.

POSITION WITHIN ISAAC REGIONAL COUNCIL	LDMG ROLE
Mayor	LDMG Chair
Deputy Mayor	LDMG Deputy Chair
Director Corporate Governance & Financial Services	Local Disaster Coordinator
Manager Safety & Resilience	Deputy Local Disaster Coordinator
Senior Disaster & Emergency Resilience Partner	Disaster Management Officer

The following are **MEMBERS** of the Isaac LDMG:

The following are Core Members of the Isaac LDMG:

AGENCY	POSITION
Isaac Regional Council	Chief Executive Officer
Isaac Regional Council	Director Planning, Environment & Community Services - Local Recovery Coordinator
Isaac Regional Council	Manager Engaged Communities
Isaac Regional Council	Disaster Resilience Partner
Queensland Police Service	QPS/Mackay DDMG
Queensland State Emergency Service	SES Local Controller
Queensland Fire & Emergency Services Department	Area Representative
Queensland Police Service	Officer in Charge Moranbah
Queensland Ambulance Service	Officer in Charge Moranbah
Queensland Health	Mackay Hospital & Health Service Emergency Management Coordinator
Isaac Regional Council	SES Local Controller

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2024 review

THE FOLLOWING ARE EXAMPLE ADVISORY MEMBER AGENCIES:

The following are Advisory Member Agencies:

Government agencies

Australian Red Cross	Department of Communities Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts	Department of Education
Department of Transport & Main Roads	Ergon Energy	North Queensland Primary Health Network
Mackay Hospital and Health Service	Queensland Fire & Rescue Service DESI	Queensland Reconstruction Authority
Telstra/NBN	QPWS	
Industry & other local agencies	Other industries/organisations may be invited as relevant	
Anglo American	QPM Arrow Energy	Aurizon
BHP	Bravus Mining	Civeo
Dyno Nobel	Glencore	Peabody
Fitzroy	Vitrinite	Terracom
First Nations Representatives		

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ADMINISTRATION

Local Disaster Management Group meetings are mandated in section 12 of the Disaster Management Regulation 2014. The Local Disaster Management Group must meet at least once every six months. ~~The Isaac LDMG meets aims to meet at least three time in a year at the Isaac Regional Council offices across the region.~~ Attendance at meetings can be either in person, video or teleconference, and minutes are recorded and retained.

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The Local Disaster Coordinator is responsible for the administration of the group. The following administrative tasks are to be undertaken for the group:

- keep minutes of meetings
- maintain contact lists
- maintain membership lists
- update local disaster management plan
- register correspondence
- prepare reports (as listed below)
- coordinate meetings.

The LDMG utilises the Guardian Incident Management System (IMS) to control all records during a disaster, and information is managed in accordance with Isaac Regional Council document management procedures. This ensures that document protection, confidentiality, and waste disposal of information in the LDCC is adequately managed.

GUARDIAN IMS IS WIDELY USED THROUGHOUT QUEENSLAND LOCAL GOVERNMENTS AS THE IR PREFERRED DISASTER MANAGEMENT SOFTWARE AND PROVIDES INTEROPERABILITY BETWEEN LDMGS LDMG'S. IT PROVIDES A FULL STATE-WIDE VIEW IN A SECURE AND SCALABLE, CLOUD-HOSTED ENVIRONMENT ALLOWING COUNCIL TO MANAGE INCIDENTS, INTELLIGENCE, AND REPORTING.

MEETINGS

The LDMG must meet at least once in every six months, with Isaac LDMG aiming to meet three times each year. During disaster and emergency situations an LDMG meeting may be called and be held either in person or via teleconference to consider and discuss the situation.

For additional meetings, notice of a meeting may be communicated by SMS, email or a telephone call to members as soon as it is determined that a meeting of the Local Disaster Management Group is required.

The Isaac Local Disaster Management Group will meet:

- under normal circumstances — three times per calendar year
- under emergency/disaster conditions — at the request of the Chairperson or LDC of the Isaac LDMG or their delegate or the request of the DDC.

The quorum for LDMG meetings is half of the core group plus one.

AGENCY STATUS REPORTS

Written status reports on behalf of member agencies are used to update LDMG members on the status of agency disaster management initiatives, projects, training, community awareness, disaster management plans, operations and contact information.

This information assists the LDMG to evaluate the status of disaster management and disaster operations for the Isaac Region. Member status reports are provided in writing at all regular LDMG meetings.

Advisory member agencies are invited to provide a verbal update at LDMG meetings only, by exception.

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ANNUAL REPORTS

The LDMG is required to complete a status report as requested and provide the completed report to the District Disaster Coordinator, Mackay Disaster District. This review may be conducted in conjunction with other local government areas with the Mackay district. The Local Disaster Coordinator is responsible for the development of the report if requested.

COMMUNITY ADVISORY SUB-GROUPS SUBGROUPS

The role of the Community Advisory Sub-Groups Subgroups is to provide information and assistance to the Isaac Local Disaster Management Group (LDMG) and the communities they represent in relation to the potential or actual impact of disasters. These groups will provide great value during normal times, as they bring forward knowledgeable local community representatives that can assist the LDMG in preventative and preparedness activities to build resilience.

A term of reference has been developed for the Community Advisory Groups and which will be reviewed by the group and endorsed by the LDMG.

In addition to the legislated members of the LDMG, the LDMG Chairperson may appoint community advisory group representatives to provide specialist advice relevant to their community.

Appointed committee members may from time to time be invited to attend LDMG meetings and participate in discussion, but do not form part of the Isaac LDMG core membership. They have no decision-making power, nor do they have voting rights. Community Advisory group input is considered valuable to the LDMG decision making however meeting resolutions will only be carried by member consensus and advisors will not be included in the calculation of the quorum.

The Community Advisory ~~Sub-Groups~~Subgroups are chaired by elected representatives of the Isaac Regional Council and have been established at:

- | | |
|---------------|------------------|
| • Isaac Coast | • Glenden & Nebo |
| • Clermont | • Middlemount |
| • Dysart | • Nebo |

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SUB-GROUP MEMBERSHIP

Membership of the Community Advisory Sub-Group is dependent upon local resources, but should include:

- | | |
|-------------------------------------|----------------------------------|
| • Elected member/s (Chair) | • LDC/Deputy/DMO |
| • Local agencies (QPS/QAS/QFES/SES) | • Local advisory members of LDMG |
| • Local school principals | • Hospitals |
| • IRC Community Relations Officer | • Other local stakeholders |

SUBGROUP MEMBERSHIP

Membership of the Community Advisory Subgroup is dependent upon local resources, but should include:

- | | |
|-------------------------------------|----------------------------------|
| • Elected member/s (Chair) | • LDC/Deputy/DMO |
| • Local agencies (QPS/QAS/QFD/QSES) | • Local advisory members of LDMG |
| • Local school principals | • Hospitals |
| • IRC Community Relations Officer | • Other local stakeholders |

LDMG MEMBER ROLES AND RESPONSIBILITIES

All members of the LDMG have the following common roles and responsibilities:

- Are available to attend and actively participate in LDMG activities, including meetings, exercises and training opportunities.
- Can capably represent their Agency.
- Have full knowledge of the services and resources their Agency can provide.
- Understand and are appropriately briefed on their Agencies expectations and can therefore actively participate in LDMG activities.
- Will actively contribute Agency input into LDMG plans, projects and activities.
- Of suitable classification level or authority level to be able to commit Agency resources.
- Have nominated an acceptable deputy, also appropriately qualified to take on their responsibilities should they be unavailable, or to provide additional support during extended operations.

Responsibilities of the Local Disaster Management Group members

Members of the Local Disaster Management Group are to be involved in the formulation of disaster management strategies and plans for the Isaac Regional Council local government area.

See the following tables:

- Responsibilities of LDMG members and advisors
- LDMG Lead agency roles and responsibilities

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RESPONSIBILITIES OF LDMG CORE MEMBERS

LDMG ROLE

LDMG RESPONSIBILITY

CHAIRPERSON

IN ACCORDANCE WITH SECTION 34 OF THE ACT THE RELEVANT LOCAL GOVERNMENT SHOULD APPOINT A CHAIRPERSON TO THE LDMG.

- Chairing the Isaac Regional Council Local Disaster Management Group meetings.
- Authorising activation of the Local Disaster Coordination Centre.
- Official LDMG spokesperson for all media briefings and interviews.
- Attending local, district and state briefings to maintain situational awareness of disaster operations and community impact.
- Liaising with elected representatives such as the Premier, Prime Minister and Local Councillors.
- Conduct meetings with the Local Disaster Coordinator in peace time and disaster situations to ensure a coordinated response.

DEPUTY CHAIRPERSON

IN ACCORDANCE WITH SECTION 34 OF THE ACT THE RELEVANT LOCAL GOVERNMENT SHOULD APPOINT A DEPUTY CHAIRPERSON TO THE LDMG.

- To provide advice and support to the Chair and LDMG.
- To chair LDMG Meetings in the absence of the Chair.

LOCAL DISASTER COORDINATOR

IN ACCORDANCE WITH SECTION 35 OF THE ACT, THE CHAIRPERSON OF THE LDMG MUST AFTER CONSULTING WITH THE POLICE COMMISSIONER, APPOINT THE CHIEF EXECUTIVE OFFICER OR AN EMPLOYEE OF THE RELEVANT LOCAL GOVERNMENT AS A LOCAL DISASTER COORDINATOR OF THE GROUP.

- To provide advice and support to the Chair, Deputy Chair and LDMG.
- Coordinate disaster operations for the local group
- Report regularly to the local group about disaster operations
- Ensure that any strategic decisions about disaster operations by the local group are implemented.

DEPUTY LOCAL DISASTER COORDINATOR

- To provide advice and support to the LDC
- To undertake the functions of the LDC in the LDC's absence

LOCAL RECOVERY COORDINATOR

- To provide advice and support to the Chair, Deputy Chair, LDC and LDMG
- To coordinate the local recovery groups
- To liaise with functional lead agency representatives and work with identified agencies and the community to develop the specific recovery strategy
- To provide advice and support to the Chair and recovery groups

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- To activate the Disaster Recovery Plan when required.

**ISAAC REGIONAL
COUNCIL (CHIEF
EXECUTIVE OFFICER)**

- To provide a link between the LDMG and council
- To ensure release of appropriately trained staff for rostering into the Local Disaster Coordination Centre
- To provide strategic policy and planning advice and secretariat support to the Local Group, Chair and Local Disaster Coordinator
- To action council's emergency response.

**QUEENSLAND
AMBULANCE SERVICE**

- Liaison between the agency and the LDMG
- Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise
- Contribution to development and review of LDMP.

**QUEENSLAND FIRE
DEPARTMENT**

- Liaison between the agency and the LDMG
- Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise
- Contribution to development and review of LDMP.

**QUEENSLAND POLICE
SERVICE**

- Liaison between the agency and the LDMG
- Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise
- Contribution to development and review of LDMP.

**QUEENSLAND POLICE
SERVICE**

**(EMERGENCY MANAGEMENT &
COORDINATION COMMAND)**

- To provide advice and support to the Chair and the LDC
- Liaison between the agency and the LDMG
- Link to the Qld Disaster Management System
- Policy advice about Qld Disaster Management system.
- Assessment of the Local Disaster Management Plan.
- Training delivery as per the QDMTF

QUEENSLAND HEALTH

- Liaison between the agency and the LDMG.
- Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise.
- Contribution to development and review of LDMP.

**QUEENSLAND STATE
EMERGENCY SERVICES**

- Liaison between the QSES and the LDMG.

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LDMG AGENCY ROLES AND RESPONSIBILITIES

(See Appendix A for Lead Agency Responsibilities by Hazard)

<u>AGENCY</u>	<u>ROLES AND RESPONSIBILITIES</u>
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<u>LOCAL DISASTER MANAGEMENT GROUP</u>	<ul style="list-style-type: none">• Functions as allocated to the group under s30 of The Act.• Development of a comprehensive local disaster management plan• Design and maintenance of a public education/awareness program, which is delivered through Council and member agency resources.• Support for the coordination of response agencies through the Local Disaster Coordination Centre.• Provision of public information prior to, during and following disaster events.• Recommended areas to be considered for directed evacuation.• Public advice regarding voluntary evacuation.
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<u>ISAAC REGIONAL COUNCIL</u>	<p>Perform the following roles and responsibilities in support of the Local Group:</p> <ul style="list-style-type: none">• Management, support, policy advice and coordination of the business of the LDMG and its sub- groups, including the development and maintenance of disaster management plans and sub plans.• Identification, development, maintenance and operation of a LDCC at a primary location and maintenance of alternative locations.• Identification and delivery of training and staffing required to operate the LDCC.• Coordination of disaster operations by the LDC through the LDCC for the LDMG ensuring that strategic decisions of the LDMG are implemented.• Lead and coordinate recovery operations and provide immediate community support and recovery needs in conjunction with the Department of Communities, Disability Services and Seniors and relevant agencies and stakeholders.• Assist the community to prepare for, respond to and recover from an event or disaster.• Issue of public information or warnings about disaster situations in accordance with Local Plan.• Provide advice and support to the DDC. <p>General Council responsibilities:</p> <ul style="list-style-type: none">• Development and maintenance of prevention and mitigation strategies such as Land Use Planning and Capital Works programs.• Development and maintenance of a response plans where the Council is identified as the Lead Agency.
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- Identification and delivery of training and staffing required to operate the LDCC.
- Development and maintenance of communications systems between response and recovery agencies and coordination centres.
- Maintenance (including debris clearance) of local roads and bridges.
- Collection and interpretation of information from rainfall and flooding telemetry systems, conjointly with the Bureau of Meteorology.
- Maintenance of Council owned Flood Warning Infrastructure systems.
- Community awareness and education for risks for which Council is lead agency.

QUEENSLAND AMBULANCE SERVICE

- Provide, operate and maintain ambulance services
- Access, assess, treat and transport sick and injured persons
- Protect persons from injury or death, during rescue and other related activities
- Coordinate all volunteer first aid groups during major emergencies and disasters
- Provide and support temporary health infrastructure where required
- Collaborate with Retrieval Services Queensland in the provision of paramedics for rotary wing operations
- Collaborate with Queensland Health in mass causality management systems
- Provide disaster, urban search and rescue, chemical hazard, biological and radiological operations support with specialist logistic and specialist paramedics.

QUEENSLAND FIRE DEPARTMENT

1. Fire Suppression and Prevention

Conduct fire suppression activities for structural, bush, and chemical fires.
Implement fire prevention strategies, including public awareness campaigns and safety inspections.

2. Rescue and Emergency Response

Lead urban search and rescue (USAR) operations.
Provide swift water, road crash rescue, and other technical rescue capabilities.
Support hazardous materials (HAZMAT) incidents and containment.

3. Disaster Response Support

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Assist in disaster operations with trained personnel and equipment. (Assist other Lead Agencies in disaster operations)

Provide logistical support and coordination for emergency services during disaster response through the ICC, RFCC (Regional Fire Coordination Centre) and SFCC (State Fire Coordination Centre))

Support community evacuation efforts in coordination with other lead agencies.

4. Fire Risk Management

Contribute to the development and review of local risk assessments and fire risk management plans In conjunction with Rural Fire Service QLD

RFSQ lead the Area Fire Management Group as conduits for information and actions on bushfire risk through communities to LDMG and the Regional Bushfire Committee.

5. Community Education and Engagement

Deliver fire safety and disaster preparedness education programs to the public.

Support vulnerable communities by raising awareness about emergency preparedness.

6. Interagency Collaboration

Liaise with local and state authorities, including Local Disaster Management Groups (LDMG), to ensure coordinated disaster response efforts.

Contribute resources and expertise to the broader emergency management framework during disasters.

7. Post-Incident Recovery

Participate in damage assessment and recovery operations, in conjunction with other Lead agencies.

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QUEENSLAND HEALTH

- Lead agency for response functions of public health, mental health and medical services, mass causality management, mass fatality management, including victim identification (with QPS) and emergency medical retrieval
- Provide health emergency incident information
- Primary agency for heatwave, pandemic, influenza, biological and radiological incidents
- Provide local context and coordination of health aspects of an incident to the local district with regards to the full spectrum of prevention, preparedness, response and recovery.
- Provide health emergency incident information to the LDCC for dissemination.
- Provide liaison to the wider Health system through the Queensland Health Disaster management framework.

QUEENSLAND POLICE SERVICE

- Assisting the community to prepare for, respond to and recover from an event or disaster
- Coordination of search and rescue
- Control and coordination of evacuation operations
- Provided liaison officers to the LDCC
- Uphold the law generally
- Preservation of peace and good order
- Prevention of crime
- Investigation of the criminal aspect of any event
- Security of any site as a possible crime scene
- Coronial investigation procedures
- Provide a disaster victim identification capability
- Traffic control, including assistance with road closures and maintenance of road blocks with other agencies
- Crowd management/ public safety

QUEENSLAND STATE EMERGENCY SERVICE

1. Disaster Response and Support

Provide operational support in response to natural disasters, including storms, floods, and cyclones.

Conduct damage assessments, including initial impact assessments for local authorities.

Assist in temporary emergency repairs to homes and infrastructure (e.g., roof tarping, debris removal).

Assist with emergency traffic control.

2. Rescue Operations

Conduct land based swift water rescue operations.

Provide vertical rescue, road crash rescue, and other general rescue services as required.

3. Evacuation Assistance

Assist with evacuation planning and execution, including helping vulnerable communities evacuate.

Provide support to evacuation centers and relief facilities as needed.

4. Flood and Storm Response

Lead floodboat operations to rescue stranded individuals during flood events.

Conduct storm damage operations, including sandbagging, tree clearing, and securing property.

5. Incident Management Support

Support the Local Disaster Coordination Centre (LDCC) and Incident Control with trained personnel.

Assist with logistics, communications, and incident reporting during disaster events.

6. Community Education and Engagement

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Conduct public education programs on disaster preparedness and mitigation.
Promote awareness of flood and storm safety measures to local communities.

7. Interagency Collaboration

Work alongside local councils, emergency services, and other agencies in the planning and coordination of disaster response efforts.

Participate in multi-agency exercises to ensure readiness and cooperation.

8. Post-Disaster Recovery

Support post-disaster recovery operations, including assisting with the clean-up and restoration of community services.

Help coordinate volunteer efforts and resources for rebuilding and recovery initiatives.

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DEPARTMENT OF TRANSPORT AND MAIN ROADS

- Provide information and advice on the impact of disruptive events on road, rail, aviation and maritime infrastructure
- Assist with the safe movement of people resulting from mass evacuation
- Ensure the capability of logistics-related industries is appropriately applied to disaster response and recovery activities.

NORTH QUEENSLAND PRIMARY HEALTH NETWORK

- assist with health response during emergencies by providing a key liaison and communication role with general practice and pharmacy providers across the district as requested.

ADVISORY MEMBER AGENCIES

- assist with response during emergencies by providing a key liaison, communication and resources as requested.

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LDMG POSITION

RESPONSIBILITIES / ACCOUNTABILITIES

CHAIRPERSON

In accordance with s. 34 of the Act the relevant local government should appoint a Chairperson to the LDMG.

Manage and coordinate the business of the group.
Activate the LDMG when conditions warrant.
Ensure, as far as practicable, that the group performs its functions.
To report regularly to the relevant district group, and the chief executive of the department, about the performance by the local group of its functions

In accordance with *Disaster Regulations 2014* s16(2), the Chairperson is to preside at LDMG meetings.

DEPUTY CHAIRPERSON

In accordance with s. 34 of the Act the relevant local government should appoint a Deputy Chairperson to the LDMG.

Section 16(2) The Deputy Chairperson is to preside at LDMG meetings if the Chairperson is absent from the meeting.

LOCAL DISASTER COORDINATOR

In accordance with s. 35 of the Act, the Chair of the LDMG must, after consultation with the QFES Commissioner, QFES, appoint a local disaster coordinator (LDC) for the group.

Advise the Mayor (Chair), the CEO-IRC, and the Isaac LDMG on disaster related matters, during normal times and during disasters.

In doing this, the LDC will also work within the organisational structure using direct access to senior staff, with higher financial delegations and authority to deploy specific resources as required.

Maintain normal position reporting relationships within the organisational structure outside times of disaster.

Report regularly to the LDMG about disaster operations

Undertake public awareness and education activities on disaster preparedness during normal times—schools, business, and residents.

Facilitate the preparation and review of the IRC Local Disaster Management Plan, its sub-plans, and maintain currency of same

Maintain the operational readiness of the local disaster control centre.

Induction, training, and sourcing staff and agency representatives to operate the disaster control centre.

Ensure an appropriate level of staffing and expertise in the LDCC.

Activate the LDCC

Ensure, as far as practicable, that any decisions of the LDMG about disaster operations are implemented.

Determine rosters and manage operations fatigue so that there is continuous leadership, authority and responsibility in key positions in the LDCC.

Manage the governance and reporting requirements of the Counter Disaster Operations Claims component of the Disaster Recovery Funding Arrangements (DRFA) and to the IRC Finance Department

The LDC has authority to incur expenditure during a disaster event for disaster related matters in addition the LDC is authorised under a number of disaster sub-plans to direct staff and coordinate resources necessary for particular functions necessary and appropriate for responding to the event.

The LDC will make effective use of delegation during a disaster event and maintain clear lines of communication with the Chair and GEO.

LOCAL RECOVERY COORDINATOR

The LRC and LDC should liaise regularly during disaster operations.

The role of a LRC, where appointed, is to chair the Local Recovery Group (LRG), liaise with functional lead agency representatives, and work with agencies and the community to assist the LDMG to implement their Recovery Sub-Plan and coordinate a recovery strategy during disaster operations

SECRETARIAT

The Secretariat is not a legislated position, therefore should be

If the appointed Secretariat is not a member of the LDMG, this position should not be included in the calculation of a quorum.

A Secretariat may provide support to the LDMG including:

appointed by, and report to the Executive Team.

- Managing legislative requirements relating to administration and meetings
- Managing the LDMG meeting cycle and associated responsibilities including monitoring action items and resolutions
- Maintaining member contact details in accordance with information privacy principles
- Managing information, record keeping, decision making and administrative requirements
- Monitoring member induction and training records.

STATE AGENCY ROLES AND RESPONSIBILITIES

Refer to the State Disaster Management Plan for the roles and responsibilities as per the State Disaster Management Plan:

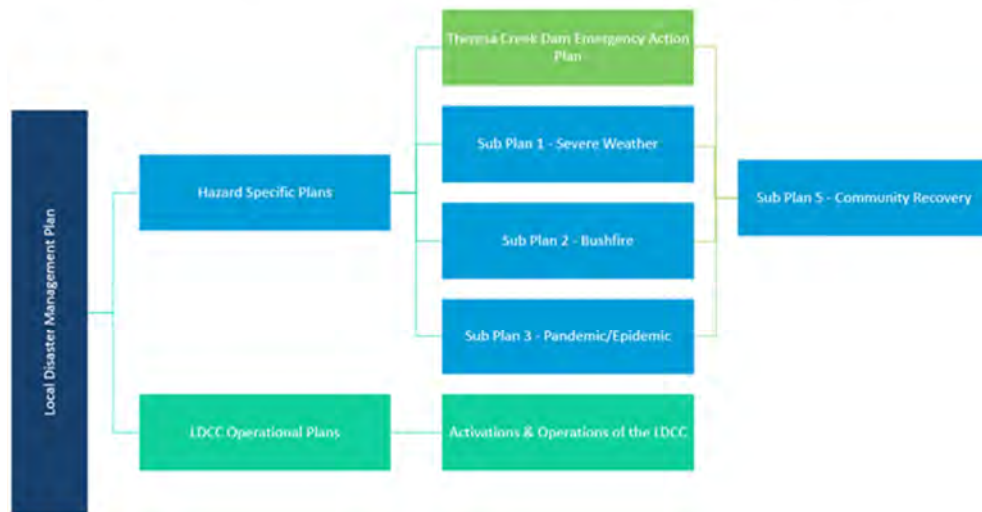
https://www.disaster.qld.gov.au/_data/assets/pdf_file/0027/339336/Interim-2023-QSDMP-V1.2.pdf

LOCAL RECOVERY SUB COMMITTEES

The recovery subcommittee is formed during disaster activities as required by the LDMG to support the transition from disaster response to recovery and ensure that appropriate meeting minutes are documented with respect to all recovery group activities. Members of the established Community Advisory Subgroups will be invited to participate in recovery activities relevant to their local communities. The activities, meetings and reports are to be coordinated by the Local Recovery Coordinator.

STRUCTURE OF THE LOCAL DISASTER MANAGEMENT PLAN AND SUBPLANS

The following structure demonstrates the Isaac specific plans to support disaster management arrangements at Isaac Regional Council



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2024 review

ISAAC COMMUNITY CHARACTERISTICS

The Isaac local government area spans an area of approximately 58,000 km². The Isaac region is bordered by the local government areas of Mackay, Whitsunday, Rockhampton, Livingstone, Barcaldine, Banana, Charters Towers and Central Highlands.

Located in Central Queensland, from the coast to the coalfields, Isaac is 1,000km north-west of Brisbane and 900km south of Cairns, with access to world class export infrastructure.

Isaac Regional Council was formed in March 2008, as part of Queensland's reform process to local government. The process amalgamated three Shires: Belyando, Broadsound and Nebo. The region has an estimated population of 22,046 residents (2021 Census) living in 17 townships and communities. Major towns include Clermont, Dysart and Moranbah with smaller townships located at Coppabella, Glenden, Middlesmount, Nebo and St Lawrence. Our small communities consist of those at Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

The region is characterised by a mix of strong industries, including coal and gas mining, cattle grazing, sugar cane and grain farming (ABS, 2016). The Isaac region has several new renewable energy projects such as solar farms and wind farms under construction or pending approval. Expanding industries include aquaculture, fruit and vegetable growing. Including non-residential workers on shift, the full-time equivalent population is estimated to be 32,990 (Bowen Basin Population Report 2021).

The Isaac region consists of a variety of topographies ranging from those associated with coastal lowlands to hills and mountain ranges. The overall topography is a relatively flat landscape associated with areas of the central highlands. The coastline is made up of sandy beaches, estuaries and rocky outcrops. Moving inland the area remains low lying and tidal. Further west the flat areas give way to gently rolling hills, some areas of flat fertile land and rough hilly country. The land rises dramatically at the foothills of the Connors Range which forms a natural boundary between the coastal landscape and the western highlands.

The major river systems in the region are the Connors and Isaac Rivers which are upstream tributaries of the Fitzroy Basin with flows through the Isaac townships of Nebo, Middlesmount, Moranbah and Clermont. The Belyando River located in the west of the region is an upstream tributary of the Burdekin catchment.

ESTIMATED RESIDENT POPULATION BY AGE STATISTICS

In the 2021 Census, there were 22,046 people in Isaac (R) (Local Government Areas) of these 56.2% were male and 43.8% were female.

Aboriginal and Torres Strait Islander people made up 5.3% of the population.

The median age of people in Isaac (R) (Local Government Areas) was 34 years. Children aged 0 – 14 years made up 21.3% of the population and people aged 65 years and over made up 6.8% of the population.

Additional information can be found in the [Economic And Population Review 2023 report via the Isaac Regional Council website - Strategies and Data - Isaac Regional Council](#)

LGA / STATE	AGE GROUP									
	0-14		15-24		25-44		45-64		65+	
ISAAC (R)	4,691	21.3%	2,580	11.7%	7,759	35.2%	5,514	25%	1,496	6.8%
QLD	964,319	18.7%	637,245	12.4%	1,389,541	26.9%	1,289,431	25%	875,603	17%

INDIGENOUS STATUS

STATUS	PERSONS	%
Non-Indigenous	16,366	74.24%
Aboriginal	927	4.20%
Torres Strait Islander	136	0.62%
Both Aboriginal and Torres Strait Islander	97	0.44%
Not stated	4520	20.50%
Total	22,044	100.00%

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Aboriginal and Torres Strait Islander people made up 5.3% of the population.

The median age of people in Isaac (R) (Local Government Areas) was 34 years. Children aged 0 – 14 years made up 21.3% of the population and people aged 65 years and over made up 6.8% of the population.

EMPLOYMENT BY INDUSTRY

INDUSTRY	NUMBER	%
Mining	14,361	57.70%
Construction	1,907	7.70%
Administrative & Support Services	1,376	5.50%
Agriculture, Forestry & Fishing	1,193	4.80%
Accommodation & Food Services	992	4.00%
Education & Training	709	2.80%
Transport, Postal & Warehousing	682	2.70%

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Health Care & Social Assistance	566	2.30%
Retail Trade	538	2.20%
Public Administration & Safety	533	2.10%
Other Services	496	2.00%
Manufacturing	443	1.80%
Rental, Hiring & Real Estate Service	430	1.70%
Professional, Scientific & Technical Services	218	0.90%
Wholesale Trade	186	0.70%
Electricity, Gas, Water & Waste Services	155	0.60%
Arts & Recreation Services	63	0.30%
Information Media & Telecommunications	23	0.10%
Financial & Insurance Services	17	0.10%
TOTAL	24,888	100%

ESTIMATED RESIDENT POPULATION BY LOCALITY

*Census data unavailable for this locality due to no people or very low population

COMMUNITY	POPULATION	COMMUNITY	POPULATION	COMMUNITY	POPULATION
BELYANDO	307	ELPHINSTONE	9	MISTAKE CREEK	36
BLUE MOUNTAIN	*	FRANKFIELD	100	MORANBAH	9,425
BURTON	83	GEMINI MOUNTAINS	65	MOUNT BRITTON	4
CARMILA	340	GLENDEN	477	NEBO	857
CLAIRVIEW	167	HAIL CREEK	179	OXFORD	43
CLARKE CREEK	32	ILBILBIE	358	PASHA	75
CLERMONT	2,952	KILCUMMIN	228	PEAK VALE	40
COLLARROY	*	LOTUS CREEK	113	ST LAWRENCE	245
COPPABELLA	594	MACKENZIE RIVER	84	VALKYRIE	71
DYSART	2,918	MAY DOWNS	93	WOLFANG	84
ELGIN	52	MIDDLEMOUNT	1,899		

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EMPLOYMENT BY INDUSTRY

*source-REMPPLAN-Isaac Economy Profile-October 2022.

INDUSTRY	NUMBER	%
AGRICULTURE, FORESTRY AND FISHING	1,160	5.4%
MINING	12,080	60.9%
MANUFACTURING	423	2.0%
ELECTRICITY, GAS, WATER AND WASTE SERVICES	158	0.7%
CONSTRUCTION	848	4.0%
WHOLESALE TRADE	197	0.9%
RETAIL TRADE	537	2.5%
ACCOMMODATION AND FOOD SERVICES	947	4.4%
TRANSPORT, POSTAL AND WAREHOUSING	591	2.8%
INFORMATION MEDIA AND TELECOMMUNICATIONS	3	0.2%
FINANCIAL AND INSURANCE SERVICES	39	0.2%
RENTAL, HIRING AND REAL ESTATE SERVICES	146	0.7%
PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES	237	1.1%
ADMINISTRATIVE AND SUPPORT SERVICES	777	3.6%
PUBLIC ADMINISTRATION AND SAFETY	48	2.3%
EDUCATION AND TRAINING	806	3.8%
HEALTH CARE AND SOCIAL ASSISTANCE	492	2.3%
ARTS AND RECREATION SERVICES	62	0.3%
OTHER SERVICES	440	2.1%
Total (a)	21,462	100%

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INDUSTRY

Much of the region's economic output is attributable to the resource sector. As of June 2023, there were 31 coal mines, four related infrastructure operations and one gas operation in Isaac. The 10 largest coal mines in the LGA all engaged more than 1,000 workers (RSHQ, 2023).

Two projects—Olive Downs Complex and Clarke Creek Wind and Solar Farm—were under construction in June 2023, and rehabilitation work was underway at Newlands and Grasstree mines. As at March 2022, Isaac LGA had 26 of the 43 coal operations in the Bowen Basin, along with four other resource operations and six projects under construction. 72% of Queensland's total metallurgical coal and generates \$4.5 billion in royalty shared across Queensland. (QGSO Bowen and Galilee Basins Non-resident Population Projects, 2022 to 2026)

Agriculture is another key industry for the region. The local value of Isaac Commodities produced is \$656.36 million, with \$572.74 million from livestock, \$81.64 million from crops, \$1.73 million from livestock products, and \$0.26 million from fruit and nuts. The Queensland Agricultural Land Audit identifies two important

agricultural areas within the Isaac LGA, East Coast and The Golden Mile. An important agricultural area is described as an area that has all the requirements for agriculture to be successful and sustainable, is part of a critical mass of land with similar characteristics and is strategically significant to the region or the state.

Tourism also features on the economic landscape with the Isaac coast identified as an emerging tourism precinct for development in the Mackay Destination Tourism Plan. The coast also hosts commercial fishing and aquaculture operations.

HEALTH AND MEDICAL

The Isaac region's Public Hospital services are provided by the Mackay Hospital and Health Service (MHHS). There are hospital facilities in Moranbah, Clermont and Dysart and a range of specialist and allied health services across the region. The Clermont Multipurpose Health Service also provides residential aged care. Private medical and a range of Home and Community Services organisations also operate across the region.

FACILITY TYPE	LOCATION	FACILITY ADDRESS	DETAILS
Hospitals	Clermont	26 Francis Street	10 acute beds with 24-hour emergency care 22 residential aged care beds
	Moranbah	142 Mills Avenue	12 beds with 24-hour emergency care
	Dysart	30 Queen Elizabeth Drive	9 beds with 24-hour emergency care
Community Health Centres	Glenden	Bell Place	Nurse led clinic facilities from Monday – Friday
	Middlemount	7 Burns Court	Nurse led clinic facilities from Monday – Friday

CEMETERY SITES

LOCATION	PLOT AVAILABILITY	ADDITIONAL NOTES
Blair Athol Cemetery		Currently closed to new burials – as required, a large capacity exists for new burials
Clermont Cemetery - Old Section	154	Capacity is very limited; the lawn section includes 2 new rows with 154 plots
Copperfield Cemetery	NIL	Closed to burials at this time. There are many unmarked graves that have not been located
Dysart Lawn Cemetery	22-30	
Glenden Cemetery		Large capacity available
Middlemount Lawn Cemetery		Large capacity available
Moranbah Lawn Cemetery	24	
Nebo Cemetery		Large capacity available
St Lawrence Cemetery		Large capacity available

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MORGUE FACILITIES

MORGUE FACILITIES LOCATION BODY CAPACITY

Clermont Hospital	2
Central Highlands Funeral Services, Emerald	10
Central Highlands Funeral Services, Sarina	20
Dysart Hospital	2
Moranbah Hospital	2

TEMPORARY COOL ROOM FACILITIES

TEMPORARY COOL ROOM FACILITIES LOCATION APPROXIMATE BODY CAPACITY

Glenden Recreation Centre	4
Moranbah Community Centre	8
Dysart Community Centre	4
Clermont Community Centre	4
Middlemount Community Centre	4
Nebo Undercover Arena	20

EMERGENCY SERVICES

	POLICE	FIRE (URBAN) QFD	FIRE (RURAL)*RFS	AMBULANCE	SES
CARMILA					
CLERMONT					
DYSART					
GLENDEN					
GREENHILL					
ILBILBIE					
MIDDLEMOUNT					
MORANBAH					
NEBO					
ST LAWRENCE					

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***NOTE:** THERE ARE ADDITIONAL 29 RURAL FIRE SERVICE (RFSQ) PRIMARY PRODUCER BRIGADES LOCATED ACROSS THE ISAAC REGION WHICH ARE EQUIPPED WITH SLIP ON UNITS.

2024 review

REFERABLE DAMS

There are three referable dams located within the IRC LGA. Each of the respective referable dam's owners are currently reviewing their dam Emergency Action Plan (EAP) and risk studies. Where an EAP has been completed, a copy of the EAP has been requested by the LDMG for reference.

Information as per <https://data.qld.gov.au/dataset/referable-dams-register>

DAM NAME	DAM OWNER	DETAILS
Burton Gorge Dam Dam ID 557	Peabody	Located 54km south-west of Glenden Full Supply Capacity 14,829 ML
Theresa Creek Dam Dam ID 366	Isaac Regional Council	Located 22km south-west of Clermont Full Supply Capacity 9,200 ML
Environmental Dam Dam ID 222	TerraComm	Located at Blair Athol Mine, Clermont

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WATER

Isaac Regional Council operates eight (8) water treatment plants and networks across our 58,862 square kilometre region:

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LOCATION	RAW WATER SUPPLY SOURCE
Carmila	Two shallow bores located near the Carmila Creek approx. 1km from the Water Treatment Plan.
Clermont	Theresa Creek Dam.
Dysart	Bingegang Weir in the Mackenzie River which can be re-filled from Fairbairn Dam, through Bedford Weir.
Glenden	Bowen River which can be refilled from Gattenvale off-stream storage and Eungella Dam.
Middlemount	Bingegang Weir on the Mackenzie River approximately 60km away. The weir can be re-filled from Fairbairn Dam through Bedford Weir.
Moranbah	Burdekin Dam through the Burdekin to Moranbah pipeline, and Eungella Dam through either BMA or SunWater's pipelines.
Nebo	Raw water is supplied from six bores.
St Lawrence	Through high lift pumps from the St Lawrence Creek approximately 500m upstream from the creek weir.

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These facilities have been designed and are continually upgraded to effectively treat water supplied from a range of different sources as water quality can be subject to periodic change throughout the year.

WASTEWATER

Isaac Regional Council operates six (6) wastewater treatment facilities and sewer reticulation systems at Moranbah, Middlesbrough, Dysart, Glenden, Nebo and Clermont. Sewer is transported through the sewer networks by 42 sewer pumping stations across the region to the treatment facilities for treatment and storage in effluent storage dams (ESD) for reuse. Bio-solids from all sites are stockpiled at Moranbah for more than 12 months and then collected by mining entities for environmental rejuvenation projects.

Isaac Regional Council has recycled water treatment facilities that treat stored effluent to Class A standard and pump through pressurised reticulation systems at Moranbah, Dysart, and Middlesbrough. Clermont, Glenden, and Nebo treat recycled water to Class B standard and pump the recycled water direct from the ESD. All recycled water is used for parks, sporting fields, government facilities, local businesses and on-site at the wastewater treatment facility.

POWER

High voltage (275 000, 132 000, 11 000) and low voltage (66 000, 32 000) power reticulation including SWER lines traverse the area

Substations owned by Powerlink and Ergon at Carmila (fed from Alligator Creek), St Lawrence and Clairview (fed from Rockhampton), Middlesbrough & Dysart (fed from Tieri)

Power outages could be 4-24 hours depending upon location and severity of damage for our western areas, whilst our coastal communities may have power outages for several days.

Refer to: ECM_4786229 - DM Plans - Isaac Region - Power Restoration Planning - Critical Services

COMMUNICATIONS

National, local and commercial radio and television reception pay TV; Limited mobile phone reception. Isaac coastal communities have intermittent access to local television stations and only receive local ABC Radio.

ROADS

Major arterial roads passing through the region include:

- Bruce Highway
- Gregory Highway
- Peak Downs Highway
- Fitzroy Developmental Road
- Suttor Developmental Road
- Middlesbrough-Dysart-Moranbah Road
- Clermont-Alpha Road
- Marlborough-Sarina Road

Many of these roads become compromised by flooding during wet seasons and heavy rain periods as do many of the local roads providing access to the towns for residents from outlying areas and on properties.

There are two major vehicle transport corridors through the region:

- Bruce Highway runs north-south through the coastal area of the region, linking Mackay to Rockhampton.
- Peak Downs Highway runs east-west linking Nebo, Moranbah, and Clermont.
- Several other road corridors link the smaller towns to the major centres:
- The Gregory Developmental Road runs north-south linking Charters Towers to Emerald through Clermont.
- The Peak Downs Dysart and Fitzroy Developmental Roads run south from the Peak Downs Highway linking Dysart and Middlesbrough to the major transport corridors.

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- The Suttor Developmental Road runs north-west out of Nebo to Glenden and then onto the northern sector of the region linking the Gregory Development Road and Peak Downs Highway.

AIRPORTS

Moranbah Airport is a commercial airport owned and operated by BMA. Middlemount airport is privately owned and operated and licensed to operate Dash 8 type aircraft. Clermont airport is also licenced to operate Dash 8 aircraft and is owned and operated by Isaac Regional Council. Dysart has an Aircraft Landing Area (ALA).

Middlemount and Clermont airports all have private charters and private planes using them. Dysart ALA is not available for private use however all airports and the Dysart ALA receive regular medical flights including Royal Flying Doctor Service, CQ Rescue and Capricorn Rescue.

Helipads are in Nebo, Glenden, Dysart and Clermont. All other communities have council managed air strips for private and emergency use, as well as emergency helicopter landing spots. Many rural properties also have private landing strips for business and emergencies.

RAIL NETWORK

There is an extensive rail network in the Isaac Region including:

- The Tilt train operates between Brisbane and Cairns, as a high-speed passenger and freight network passing through the Isaac Coastal region.
- The Central Qld Coal Network (CQCN) services the Bowen basin primarily to transport coal from mines to ports, this includes the Newlands and Goonyella systems which deliver coal Abbot Point, Dalrymple Bay, and Hay Point. Some grain is transported from Mt McLaren Grain Depot near Clermont when the system allows.
- The Central Western System operates between Emerald and Clermont, primarily carrying cattle trains from the Clermont Saleyards.
- The Galilee Basin proposed railway network is in development, with a State Development Area declared over parts of the Galilee Basin.

HAZARD SPECIFIC ARRANGEMENTS

A number of natural and non-natural hazards that have potential to impact the Isaac region have been considered, as summarised below:

NATURAL HAZARD	NON-NATURAL HAZARD
Meteorological	Human Caused
Cyclone	Major Transport Infrastructure Outage
Flood	Terrorist Incident
Storm Tide	Marine Oil Spill
Bushfire	Arson
Severe Storm	Sabotage of Essential Services
Heatwave	Severe Civil Unrest
Drought	Bombing
Geological	Supply Chain Failure
Earthquake	Infrastructure
Landslide	Building Collapse
Tsunami	Failure of Essential Infrastructure
Biological	Hazardous Materials Incident
Human Epidemic	Bridge Collapse
Animal and Plant Disease	Dam Failure
Insect or Vermin Plague	Industrial Incident

HAZARDOUS SITES

Hazardous sites including service stations, swimming pools and pool chemical suppliers, chemical and gas suppliers, coal and coal seam gas mining sites and a range of other locations are included in Council's all hazards risk register via QERMF. Hazardous fuels being transported across and through the region include but are not limited to ammonium nitrate; FX water gel; high energy fuel, fuel; and ULD and diesel.

HAZARD SPECIFIC PLANNING

In accordance with the State Disaster Management Plan (SDMP), Functional Lead Agencies are allocated for a range of identified hazards and are responsible for the development of a hazard specific plan. These plans are to support the functional agency to manage the hazard specific event.

Conducting assessments under the (QERMF) in conjunction with the district and relevant agencies.

Participating in fire management group specific to our region and working with other government bodies to manage fire risks.

RISK ASSESSMENT MANAGEMENT

The hazards detailed above are routinely considered as part of ongoing risk assessment activities. Isaac Regional Council and partner agencies will develop a detailed risk assessment of the hazard events considered most likely to impact the Mackay region. The events assessed will be confirmed based on historical events and emerging risks.

In order to ensure a contemporary and consistent methodology, Isaac Regional Council has adopted the process of the [Queensland Emergency Risk Management Framework \(QERMF\)](https://www.disaster.qld.gov.au/qermf/Pages/default.aspx).

<https://www.disaster.qld.gov.au/qermf/Pages/default.aspx>

The outcomes of the risk assessment inform the basis of this plan and associated sub plans. The risk assessment documentation is provided to the LDMG and partner agencies in order to assist them in the formation of their own respective operational and response plans.

In summary, the risk assessment process examines the risk of the hazard seriously disrupting the community and requiring a significant coordinated response by the LDMG.

The process specifically considers the following:

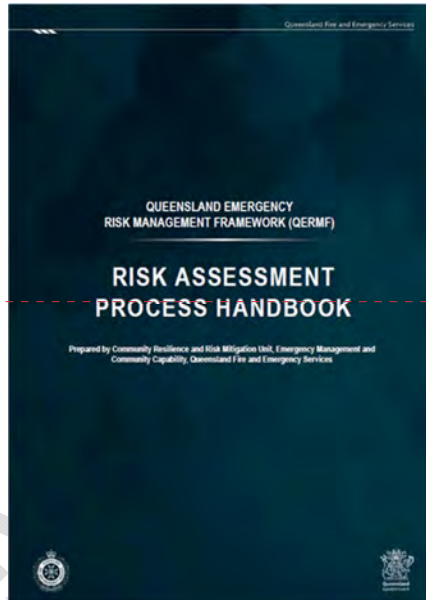
- The hazard
- The exposed elements
- Treatment options
- Capability and capacity of the local government and partner agencies to respond
- Residual risk rating

After identification of any residual risk, it is imperative to communicate with the relevant stakeholders the intended strategies that will be employed to either,

- Accept the risk
- Treat the risk
- Manage the risk.

Communicating gaps in capacity that may lead to residual risk ensures those either accepting the management of the residual risk or looking to share the residual risk can clearly plan to address the identified gaps.

Any plans or strategies developed to manage residual risk will need to be complementary between the relevant agencies at each level within the QDMA.



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PREVENTION

ISAAC
REGION

PREVENTION ARRANGEMENTS

The Isaac LDMG is committed to reducing disaster risks wherever possible, by reducing the likelihood and/or consequence of disaster events.

The following strategies are promoted by the group to reduce disaster risk to the community:

- Compliance with Legislation, Regulations and Standards
- The LDMG is committed to implementing and promoting knowledge and awareness within the group's members in respect to their applicable legislation/s.
- The various acts, regulations and standards include provisions which work to reduce the risks associated with disasters and have been considered in the preparation of this LDMP.

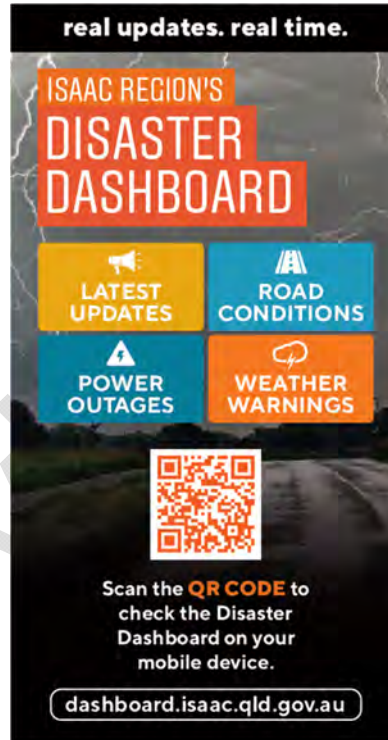
COMMUNITY ENGAGEMENT

- To ensure that disaster resilience is built within community.
- Through promotion of the Get Ready Queensland activities, radio updates, community group engagement activities.
- Maintain and communicate Council's Disaster Dashboard, which provides real time updates for awareness for disasters with access to current weather warnings, road closures, power outages – <https://dashboard.isaac.qld.gov.au/>
- Isaac Local Disaster Coordination Centre Facebook page is another platform for sharing community messaging using the toolkits provided by Get Ready Queensland which ensures consistent messaging, and other relevant communications sources such as posts from the Bureau of Meteorology, Queensland Health, Queensland Fire and Emergency Services.
<https://www.facebook.com/IsaacLDCC>

AGENCY ENGAGEMENT ACTIONS

Throughout the year the LDMG participates in regional activities:

- Fire Management Group meetings facilitated by Rural Fire Service
- Disaster Management Officer Forums – with district and regional LGA's
- Resilient Queensland strategies facilitated by Queensland Reconstruction Authority
- Infrastructure Resilience Working Group facilitated internally by Isaac Regional Council
- Community Advisory Subgroup's which are facilitated regionally by Isaac Regional Council via the LDMG.



DISASTER MANAGEMENT ACTIVITIES CALENDAR

PREVENTION

Key Activities

Reporting, Assessing,
Planning, Training &
Exercising

PREPAREDNESS

Key Activities

Reviewing, Planning,
Training, Exercising, Cabinet
Submission & Community
Awareness

RESPONSE

Key Activities

Responding, Recovering,
Meetings & Reporting

RECOVERY

Key Activities

Post Event Series
i.e. Meetings
Assurance Activities
Review & Assess

Reference: Queensland State Disaster Management Plan





PREPAREDNESS

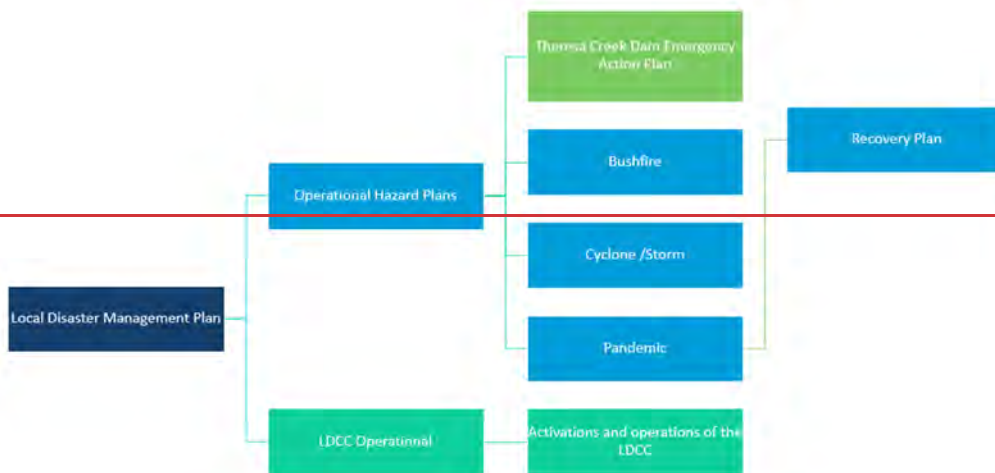
PREPAREDNESS ARRANGEMENTS

SUB PLANS

NAME	INTERNAL DOCUMENT NUMBER
Sub Plan 1 – Severe Weather	ECM 4479062
Sub Plan 2 - Bushfire	ECM 3643414
Sub Plan 3 - Pandemic / Epidemic	ECM 711023
Sub Plan 4 – Activation & Operations of the LDCC	ECM <u>4467523</u>
Sub Plan 5 - Community Recovery Plan	ECM 4683695

These plans address specific hazards where State departments or agencies have primary management responsibility to ensure that an effective plan is prepared. Hazard specific plans address the hazard actions across all PPRR phases and include information on how the QDMA links with the hazard specific arrangements and support the primary agency to manage the hazard specific event. Specific planning is required to ensure appropriate coordination and operational procedures are developed for specific hazards; these may be different to those for disaster management.

The following structure demonstrates the Isaac-specific plans to support disaster management arrangement at Isaac Regional Council.



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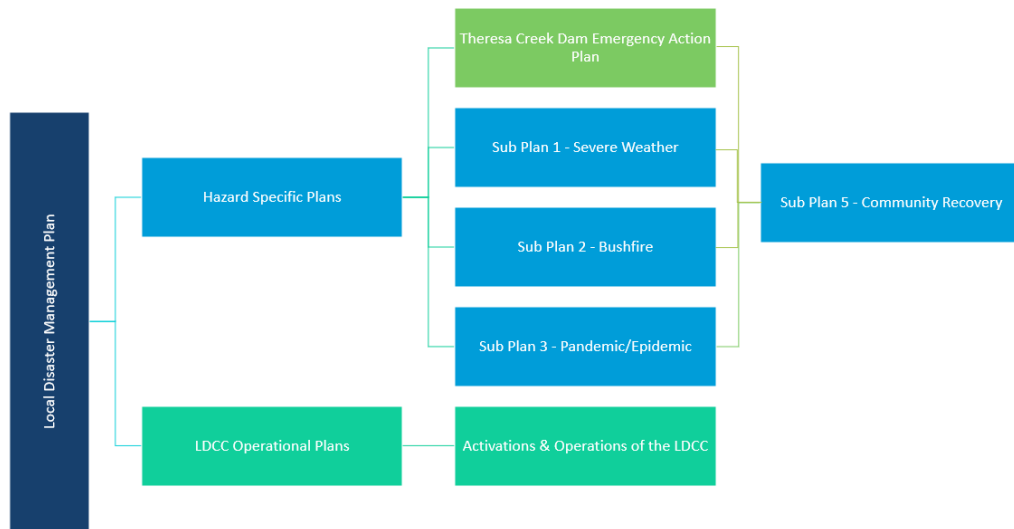
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The following structure demonstrates the Isaac specific plans to support disaster management arrangements at Isaac Regional Council



COMMUNITY PREPAREDNESS

With 17 unique communities and arrange of differing lifestyles, economic drivers, historical impacts and a vast distance to cover, it is essential that the communities of the Isaac region are resilient and able to cope with a range of potential natural and manmade disasters.

Most of the Isaac communities have thriving local sports groups, volunteer organisations and community groups. The majority have active Rural Fire and SES services with a wealth of local knowledge, as well as teams on all mine sites specifically trained to manage on ~~site~~-mine site-disasters.

With most events, a combined community and industry response, led by the LDMG and appropriate government agencies, would be forthcoming to prevent, prepare for, respond to and recover from an event.

IRC has worked to develop Disaster Management capacity within the region, with 1.5 full time staff employed in Disaster Management, and a full time SES Local Controller. Council's disaster management team is continually gaining capacity through training and exercises. Council employs approximately 450 staff across all major locations in the region.

COMMUNITY EDUCATION

In accordance with s30 (e) of the Act, the LDMG undertakes several place-based and regional campaigns to promote the key themes in alignment with Get Ready Queensland.

Communications Strategy:

- Annual regional media campaigns.
- Disaster dedicated preparation messages released through social media, during storm, cyclone and fire season, event based.
- Dedicated messaging during events via press releases, public notices and social media via the Isaac Local Disaster Coordination Centre page. <https://www.facebook.com/IsaacLDCC>
- Isaac's Disaster Dashboard. <https://dashboard.isaac.qld.gov.au/>
- Participation in local and regional events promoting Get Ready Queensland, and other disaster management messaging.
- Conducting preparedness educational programs at the local primary schools in the Isaac Region each year.
- Targeted community awareness at a grass roots level for development of contact lists and registers, focussed on most likely event/hazard/risk.

COMMUNICATION

Communicating with the LDMG about events is via email and SMS (via Guardian IMS).

If the primary means of communications fails, then Telstra and the various Lead and Support Agencies will attempt to restore communications or provide alternative means of communications.

All ~~Lead and Support~~Core and Advisory Member Agencies involved in the disaster response shall provide their own communication links between the LDCC and their agency.

Council will use the most efficient and appropriate means to warn the community before, during and after a disaster event. These means may include:

- Australian Warning System (AWS) – The AWS is a national approach to information and warnings for hazards like bushfire, flood, storm, cyclone, extreme heat and severe weather. The AWS aims to provide consistent warnings to Australian communities so that people know what to do when they see a warning level. There are three warning levels:

- o Advice: An incident has started. There is no immediate danger. Stay up to date in case the situation changes.
- o Watch and Act: There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.
- o Emergency Warning: An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

- Media releases with warnings including the utilisation of radio stations and ABC local radio
- Personal visit to property by Police, Emergency Services members or Council employees
- Emergency Alert - EA provides a platform for local and state agencies to issue warnings. EA is a way to deliver messages directly to a person's mobile or landline phone, it should complement other forms of public information or warning delivery such as traditional media, social media and website updates.
- Disaster Dashboard (via Latest Updates) - <https://dashboard.isaac.qld.gov.au/>
- LDCC Facebook page - <https://www.facebook.com/IsaacLDCC>

Refer to Communication Approvals – LDMG/LDCC – Appendix C

WEBSITE UPDATES

The Communications Officer in conjunction with the Web Coordinator is responsible for editing, where necessary and lodging the contents of any routine updates or situation reports to the Disaster Dashboard (Latest Updates). The Communications Officer is also responsible for the drafting of any messages to be lodged on the website and advising the community of imminent threats, changes to threat states, recommended actions and precautions.

MEDIA MANAGEMENT

Information is the basis of timely and appropriate decisions. The best use of information will follow a systematic handling of information.

All information must be evaluated before communications are developed. At all-time consideration will be given to sharing ONLY from the single point of truth (the responsible agency).

The key steps are:

- Collection – from multiple sources (history and real time)
- Collation – the sorting of information by interested parties
- Confirmation – the verification of information collected and collated
- Interpretation – suitably skilled and authorised personnel make sense of the information
- Act – response to the above actions
- Record/store/file

These actions are repeated constantly during disaster operations, and result in substantial quantities of information. The sign of good information management is the capture and recording of all the information, to enable it to be shared with as many interested personnel as possible – both during an event.

When this is done well all personnel involved will have far greater 'situational awareness' and, after the event, will be able to reconstruct what happened, and when.

This facilitates organisational learning, by continuous improvement, through analysis of past operations. It will also ensure information is not lost and is processed in a thorough and systematic manner. Personnel

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needing to make decisions can be assured they have the most up-to-date and complete information with which to work.

LOCAL DISASTER COORDINATION CENTRE

The primary functions of the Local Disaster Coordination Centres (LDCC) revolve around three key activities:

- Forward planning
- Resource management
- Information management.

Local Disaster Coordination Centres are either permanent or temporary facilities within each local government area, or combined local government area, established to support the LDMG during disasters.

Primary Location – Disaster Management Complex, 38 Bacon Street Moranbah QLD

Secondary Location – Council Chambers, Batchelor Parade, Moranbah QLD

LDCCs operationalise LDMG decisions, as well as plan and implement strategies and activities on behalf of the LDMG during disaster operations.

Representatives from the media are not permitted in the LDCC.

TRAINING FOR LDMG

- Training for LDMG, staff and operations personnel is facilitated by QFESQPS-Emergency Management Coordinator. ~~_to occur a minimum of once per calendar year.~~
- Training for the LDMG, staff and operations personnel shall be in accordance with the Queensland Disaster Management Training Framework.
- Members of the IRC disaster management team, who shall assist in the event of a disaster, shall be trained in the use of Guardian IMS.

EXERCISES

In accordance with the Act s59 (2) a Local Government must review the effectiveness of their LDMP at least once a year and this is normally achieved through an exercise.

Exercises can enhance capacity and confidence of the people that participate in them. The conduct of an exercise is one way in which the LDMG can undertake a review of the Local Plan. The development and enactment of scenarios to evaluate the effectiveness of plans is key to good governance and assurance.

Analysing plan effectiveness – both in times of exercise and post-incident response – enhances planning outcomes and enables the implementation of lessons identified.

Accordingly, plans must be adjusted where necessary. Flexibility and agility in planning, rather than rigidity, ensures plans remain relevant, realistic and ~~risk-based~~ risk based.

<https://knowledge.aidr.org.au/media/3547/handbook-3-managing-exercises.pdf>

An exercise determined by the LDC which is designed to evaluate the Isaac LDMG response and coordination capability should be facilitated annually.

This exercise can be any of the following types:

- Discussion
- Functional
- Field
- Seminars
- Practice Functions
- Simulated realistic event
- Agency Presentations
- Real Time
- Hypothetical
- Syndicate Progressive
- Workshop based
- Skills based



LESSONS MANAGEMENT

Lessons management is a key element of continuous improvement and disaster management stakeholders in Queensland are urged to apply this learning practice. It involves the identification of learning of lessons captured through evaluation activities (including debriefing, monitoring and reviews) occurring before, during and after emergencies. It includes the establishment of a learning culture to support the monitoring, debriefing and review activities, which are then analysed for trends, risk, and lessons. Lessons are then assessed for action, which are then in turn implemented and monitored for change and improvement.

<https://www.disaster.qld.gov.au/dmg/Pages/DM-Guideline.aspx>

It is strongly recommended that the strategy applied by disaster management stakeholders be consistent with [The Australian Resilience Handbook for Lessons Management](#).

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<https://knowledge.aidr.org.au/resources/handbook-8-lessons-management/>

ACTIVATIONS & TRIGGERS

The Chairperson of the LDMG is responsible for the decision to activate the LDMG, in consultation with the Local Disaster Coordinator as required. Should the Chairperson be unavailable, the Deputy Chairperson of the LDMG is responsible for the decision. Should neither of the above members of Council be available, the decision may be taken by the Local Disaster Coordinator, who will advise the Chair, LDMG as soon as is practicable. Should the LDC be unavailable, the decision may be taken by the Deputy LDC.

Timely activation, across all levels of Queensland's Disaster Management Arrangements, is critical to an effective disaster response. This relies on a clear understanding of the indicators used in Queensland's disaster management arrangements to monitor and provide situational awareness of events.

Disaster management arrangements in Queensland are activated using an escalation model based on the following levels:

ACTIVATION LEVEL	DEFINITION
PRE-ACTIVATION	A state of awareness of a potential situation or threat, generally during bush fire and severe weather seasons. Watching and gathering information with the LDMG Chair and LDC consultation to determine activation to the next level
ALERT	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required, and the situation should be monitored by staff capable of assessing and preparing for the potential hazard.
LEAN FORWARD	An operational state prior to 'Stand Up', characterised by the heightened level of situational awareness of a disaster event (either current or impending) and state of operational readiness. Disaster coordination centres are on standby – prepared by not activated.
STAND UP	The operational state following 'Lean Forward' where resources are mobilised, personnel are activated, and operational activities commenced. Disaster coordination centres are activated.
STAND DOWN	Transition from responding to an event back to normal core business and/or recovery operations. The event no longer requires a coordinated operational response.
DEBRIEF	This stage is the close out of the activation ensuring that lessons identified are captured.

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https://www.disaster.qld.gov.au/data/assets/pdf_file/0029/339428/RG1157-DMG-Activation-Triggers-Reference-Guide.pdf

DECLARATION OF A DISASTER SITUATION

Section 64 of the *Disaster Management Act 2003* gives the legislative authority for declaring a disaster situation. The declaration of a disaster situation provides additional powers to nominated officers.

A disaster situation will normally only be declared when it is necessary to exercise those additional powers to prevent or minimise:

- Loss of human life
- Illness or injury to humans
- Property loss or damage
- Damage to the environment

If a District Disaster Coordinator believes the disaster or impending disaster is likely to require specific disaster powers, then the DDC may, after consultation with the DDMG and relevant local governments and with the approval of the Minister declare a disaster situation for all or part of the district in the Isaac Region.

FINANCIAL MANAGEMENT

All agencies are responsible for meeting and recording their own operational expenses incurred during a disaster event, and for claiming reimbursement of any expenses allowed refer to:

<https://www.gra.qld.gov.au/funding/drfa>

Financial cost codes are activated for cost recovery and staff operations. IRC is required to discharge financial management responsibilities in accordance with the Financial Accountability Act 2009.

LOGISTICS SUPPORT & RESOURCE ALLOCATION

Isaac Regional Council is required to manage the purchasing of resources and support in accordance with Local Government Regulations 2012.



RESPONSE

RESPONSE ARRANGEMENTS

RESUPPLY

Reference: https://www.disaster.qld.gov.au/data/assets/pdf_file/0022/339421/M1205-Queensland-Resupply-Manual.pdf

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of isolated communities and isolated rural properties.

Resupply operations are not intended to ensure retailers can continue to trade nor are they a substitute for individual and retailer preparation and preparedness. Resupply operations are expensive and logistically challenging and must be considered as a last resort.

When local and district operations require additional resources, **QFESQFD** coordinates the acquisition and management of resupply through the SDCC Logistics (if activated) or the SDCC Watch Desk (if not activated).

There are three types of resupply operations undertaken in Queensland:

1. RESUPPLY OF ISOLATED COMMUNITIES

This operation occurs when people residing in a community have access to retail outlets, but those outlets are unable to maintain the level of essential goods required due to normal transport routes being inoperable as a result of a natural disaster event. In this scenario, the state government contributes to the cost of transporting goods by alternate methods.

This operation ensures essential goods are available to the community through the normal retail facilities within that community. This maintains the safety and wellbeing of humans and domestic animals during the period of isolation.

2. RESUPPLY OF ISOLATED RURAL PROPERTIES

Isolated rural properties are groups of individuals isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event. This may include primary producers, outstations or small communities that have no retail facilities and require resupply. The aim of resupply operations to isolated rural properties is to maintain access to essential goods, including medications.

Isolated rural property owners are responsible for placing and paying for their orders with retailers. The LDCC and DDCC facilitate and meet the cost of transport only. Resupply to isolated rural properties may continue for some time after resupply to isolated communities is no longer required.

LDMG whose area of responsibility contains rural properties that are subject to isolation should ensure that all rural properties are aware of the resupply process, protocols and contacts.

3. RESUPPLY OF STRANDED PERSONS

This operation provides essential goods to individuals who are isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event and are not at their normal place of residence. This is usually stranded travellers and campers.

The resupply or evacuation of stranded persons is coordinated by the QPS. QPS may also use the resources of the LDCC if it is activated in response to a disaster event in the local government area.

QPS determines the most appropriate course of action: whether to resupply stranded individuals or to evacuate them to a safer environment. If the LDCC is not activated, QPS will resupply or evacuate stranded individuals and report through the normal police reporting system.

EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return. For an evacuation to be as effective as possible, it must be appropriately planned and implemented.

Reference:

<https://knowledge.aidr.org.au/resources/handbook-evacuation-planning/>

Stages of the evacuation process

The key consideration in evacuation planning is to address the five -stage evacuation process:

1. **Decision to evacuate**
2. **Warning**
3. **Withdrawal**
4. **Shelter**
5. **Return**

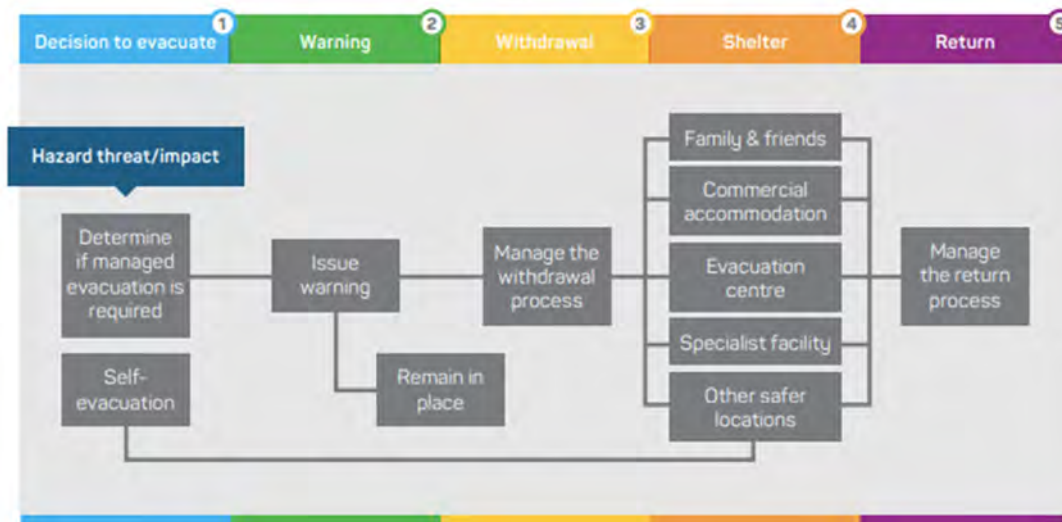


Figure 1 Evacuation process

1. DECISION TO EVACUATE

During evacuation planning, decision makers analyse event specific information and intelligence and make an assessment on the necessity to evacuate exposed persons.

Considerations

- Is evacuation the best option?
- Are there other alternatives?
- Is it possible to evacuate?
- Has a risk assessment been undertaken to inform the decision to evacuate?
- Will it be a staggered evacuation?
- Have any special arrangements for the vulnerable population been considered?

Authority to evacuate

The decision to authorise an evacuation may occur under the following conditions or authorities:

- QPS under the Public Safety Preservation Act 1986
- QFESQFD under the Fire ~~and Rescue~~ Services Act 1990
- LDMG may recommend a voluntary self-evacuation of a community or portions of a community
- LDMG may recommend that the Mackay DDC declare a Disaster Situation under the *Disaster Management Act 2003* to affect a managed evacuation of a community or portions of a community

Disaster Management Act 2003 (the Act) requires the declaration of a disaster situation. During a disaster situation, the DDC and Declared Disaster Officers are provided with additional powers under sections 77-78 of the Act. These powers may be required to give effect to a directed evacuation.

2. WARNING

All warnings should be timed to allow sufficient time for the community to evacuate the impending danger area. Timing will depend upon information and intelligence received on the impending threat.

Time of issue of warning = Warning time + evacuees' reaction time + travel time to a shelter.

Warning dissemination and methods

The following table (page 41) documents the agencies' responsible for the dissemination of evacuation warnings to exposed populations.

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EXPOSED POPULATION	ACTIVATION RISK LEVEL	WARNING METHOD	WHO
GENERAL POPULATION	Minor	Mass media: Media releases Social Media Disaster Dashboard Interviews with approved officers.	LDMG – Public Information Officers.
	Moderate	Door Knocking.	QPS with assistance from SES
		Information / letter drop.	LDMG - Public Information Officers
	Major	Emergency Alert	LDMG to formally request through DDMG to SDCC.
HOSPITALS NURSING HOMES, AGED CARE	All	Notification of LDMG Activation via QH and Hospital Services and Department of Communities, Child Safety and Disability Services.	LDMG via contact lists
		Mass Media.	Public Information Officers
SCHOOLS DAY CARE CENTRES KINDERGARTEN	All	Notification of LDMG Activation via Department of Education	LDMG via contact lists
		Mass Media.	Public Information Officers
TOURISTS	All	Via Tourism Operators, Accommodation Providers etc.	LDMG via contact lists
		Mass Media.	Public Information Officers
OFFSHORE ISLANDS	Middle Island has two caretakers in residence and there may be campers / recreational vessels in the area.	Warning via Maritime Safety Queensland (MSQ) and mass media.	LDMG contacts MSQ
CARAVAN PARKS, CAMPING GROUNDS	All	Signage at camp grounds.	LDMG contact to IRC
		Information to camping ground / caravan park managers.	
NON-ENGLISH SPEAKING	All	Nominated central point of contact within community for interpretation and distribution to relevant ethnic group.	
PEOPLE WITH A DISABILITY	All	Notification of event to community service providers.	LDMG via contact lists
MARINE USERS	All	Marine Radio and Distress Systems and Networks via Maritime Safety Queensland.	LDMG contacts MSQ
HOMELESS		Mobile Public Address System at known hot spots.	

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Standard messages to the community

The standard 'wording' content contained in evacuation orders and media release statements should be further populated with the details relevant to the event and then utilised across all warning methods to ensure consistent messages are provided to all sectors of the community. For some events there are Standard Emergency Alert messages that have been preformatted and lodged with the SDCC.

3. WITHDRAWAL

Transport

Transportation of evacuees will be via their own vehicles or with friends and family. Public transport is limited in the Isaac region however pre-agreements with bus contractors can be investigated. Details of transportation will be included in the localised planning.

SUBURB / LOCATION	PLANNING ARRANGEMENTS	TRANSPORT MODE	TRANSPORT PROVIDER	NUMBER OF SERVICES	PICK UP POINT	DESTINATION
IRC COAST	No shelters or places of refugee.	Own vehicles				Mackay / Rockhampton
	Clients of Broadsound Community Care.	Private Bus	Broadsound Community Care.	1	To be advised	

Pets and animals

Pets and animals are the responsibility of the owner. Should the household be required to evacuate they are to take their domestic animals with them or make arrangements with someone in a safe place to care for them.

4. SHELTER

EVACUATION CENTRES

There are no Evacuation Centres located within the Isaac region. Refer below to places of refuge. Residents should consider Self-Shelter options first where possible.

Self-Shelter Options

Residents are encouraged to make their own arrangements away from the hazard impact area. Some options that should be considered are:

- Using a holiday home
- Staying with family and friends
- Using commercial accommodation (hotels, motels)

PLACES OF REFUGE

For our residents located in our coastal communities, refer to 'Summary of Safer Locations for Coastal Residents' table below. Noting these centres are considered places of refuge as Council does not have supplies, without the request for assistance.

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SUMMARY OF SAFER LOCATIONS FOR COASTAL RESIDENTS

LOCATION	NAME	KNOWN COMMUNITY GATHER POINTS	CYCLONE	FLOOD	STORM TIDE	BUSHFIRE	TSUNAMI	PANDEMIC	EARTH- QUAKE	HAZMAT
CARMILA	Carmila Memorial Hall	Broadsound Community Care				✓		✓		
CLAIRVIEW	Clairview Community Centre					✓		✓		
CLARKE CREEK	Clarke Creek Community Hall					✓		✓		
CLERMONT	Clermont Community Centre					✓		✓		
DYSART	Dysart Civic Centre					✓		✓		
FLAGGY ROCK	Flaggy Rock Community & Recreation Centre					✓		✓		
ILBILBIE	Ilbilbie Community Centre					✓		✓		
MIDDLEMOUNT	Middlemount Community Hall					✓		✓		
MORANBAH	Moranbah Community Centre					✓		✓		
NEBO	Nebo Memorial Hall					✓		✓		
ST LAWRENCE	Broadsound Centenary Hall					✓		✓		

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PLACES OF REFUGE

Council Owned Community Facilities

Should Council be asked to assist external agencies or local businesses in providing a temporary space for a place of refuge the following Council facilities can be made available.

LOCALITY	ADDRESS	CAPACITY	AMENITIES	
			TOILET	SHOWER
Broadsound Centenary Hall	7 Railway Street, St Lawrence	50	M/F	
Carmila Hall	Music Street, Carmila	50	M/F	
Clarke Creek Hall	44 May Downs Road, Clarke Creek	50	M/F	
Clermont Civic Centre	Daintree Street, Clermont	200	M/F	
Dysart Civic Centre	Queen Elizabeth Drive, Dysart	200	M/F	
Dysart Recreation Centre	Queen Elizabeth Drive, Dysart	200	M/F	Yes
Glenden Recreation Centre	Ewan Drive, Glenden	200	M/F	
Middlemount Community Hall	27 James Randall Drive, Middlemount	200	M/F	
Moranbah Community Centre	Batchelor Parade, Moranbah	Hall 1—600	<u>Facility currently under refurbishment.</u> <u>In the event a Place of Refuge is required in Moranbah, a Request for Assistance (RFA) will be submitted to the Mackay DDMG for response by Education Queensland.</u>	
		Hall 2—200		
		Chapel—100		
Nebo Memorial Hall	Reynolds Street, Nebo	Capital Works underway on the Hall—Possibility to offer 50-100 capacity	M/F	
Nebo Recreation Centre	Bowen Street, Nebo	100	M/F	
Nebo Medical Centre	Kemmis Street, Nebo	Under lease to a medico. Capacity for 10	M/F	

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Council Owned Fatigue Accommodation

Council has accommodation options that may be available at the following locations across the region.

LOCALITY	ADDRESS	CAPACITY
Dysart	2 Nolan Street	3 bedrooms
	2 Singleton Street	3 bedrooms
	1 Fisher Street	3 bedrooms
	Bradford St	4 rooms (donga style with private ensuite)
Middlemount	Nolan St	7 rooms (donga style with ensuite)
Clermont	Wattle Hill Road	20 rooms (donga style with ensuite)
St Lawrence	1-3/6 Wilangi Street	2-bedroom units
	7 Arthur Street	3 bedrooms
	14A Arthur Street	2 bedrooms
	31 Macartney Street	3 bedrooms
	36 Macartney Street	3 bedrooms
	Railway Parade	23 Rooms (donga style with shared bathroom facilities)
Nebo	Bowen St	4 Rooms (donga style with ensuite)
	Unit 2/8 Bovey Street	1-bedroom unit
Glenden	3 Dinang Crescent	3-bedroom house
Moranbah	Acacia Street	16 rooms (donga style with private ensuite, and back-up generator power on site)

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5. RETURN

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Timely return of evacuees is critical; however, safety should not be compromised, all issues need to be considered and the area deemed safe for return. The decision for the return of evacuees and the development of a return strategy will be undertaken by the LDMG and local emergency service representative on the ground. This decision will be based on the information provided by agencies and organisations, such as:

- Queensland Police Service
- Electricity provider
- Communications provider
- Local government operational business units as relevant (may include environmental health, engineering and infrastructure, water, and sewerage).

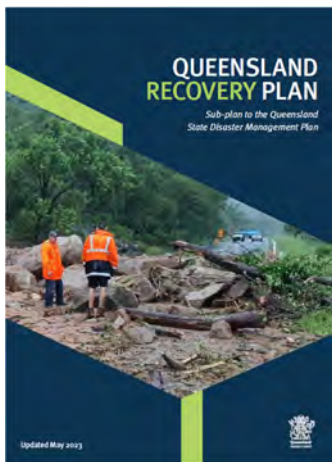


RECOVERY ARRANGEMENTS

LOCAL RECOVERY STRATEGY

Isaac's LDMG recovery strategy reflects the [Queensland Recovery Plan](https://www.qra.qld.gov.au/recovery/recovery-governance/queensland-recovery-plan) which provides detailed information on the roles, responsibilities and reporting requirements of Queensland's recovery groups, committees and positions. <https://www.qra.qld.gov.au/recovery/recovery-governance/queensland-recovery-plan>

As per the Act, IRC has appointed a Local Recovery Coordinator (LRC) to conduct planning and ensure Council is prepared and equipped to assist the community's recovery needs. IRC have facilitated recovery training and workshops in the area during 2016-2018. The Local Recovery Group was established and have applied learnings from significant local events which impacted communities in the region.



LOCAL RECOVERY PLAN

The Community Recovery Plan has been adopted by the LDMG.



FUNCTIONAL RECOVERY GROUPS

FUNCTION	DETAILS	LEAD AGENCY
HUMAN AND SOCIAL RECOVERY	Human and social recovery relates to the emotional, social, physical and psychological health and well-being of individuals, families and communities following a disaster.	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
ECONOMIC RECOVERY	The effects of a disaster on the economic environment can be classified in terms of direct and indirect impacts. The tangible impacts can usually be given a monetary value and may include loss of tourism, employment opportunities and reduction in cash flow for businesses.	Department of State Development, Infrastructure, Local Government and Planning
ENVIRONMENT RECOVERY	The effects of a disaster on the natural environment may be a direct result of the disaster or through a secondary impact or flow on from the disaster response or recovery process. Impacts to the environment may include damage or loss of flora and fauna, poor air quality, reduced water quality, land degradation and contamination, or damage to heritage listed places.	Department of Environment and Science
BUILDING RECOVERY	The effects of a disaster on the built environment often result in damage and disruption which inhibits the capacity of essential services and services such as housing, accommodation, education, and health facilities.	Department of Energy and Public Works
ROADS AND TRANSPORT	The effects of a disaster on transport networks, including road, rail, aviation and maritime normally result in difficulty accessing communities and disruption to critical supply chains (both within and outside of the impacted area). Restoration of these networks, or the identification of alternatives, is a priority in disaster recovery.	Department of Transport and Main Roads

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APPENDIX A – AGENCY RESPONSIBILITIES BY HAZARD

HAZARD / RESPONSE	DESCRIPTION	LEAD AGENCY
Flood	A flood is an overflow of water that submerges land that is usually dry.	
Storm	A storm is very bad weather, with heavy rain, strong winds, and often thunder and lightning.	
Storm Tide	Storm tide is the total observed seawater level during a storm, which is the combination of storm surge and normal high tide.	Local Disaster Management Group Queensland Fire and Emergency Services
Earthquake	An earthquake is the result of a sudden release of stored energy in the Earth's crust that creates seismic waves.	Queensland Police Service
Tsunami	A tsunami is a series of waves caused by earthquakes or undersea volcanic eruptions.	
Landslip	A landslide is defined as the movement of a mass of rock, debris, or earth down a slope.	
Animal & Plant Disease	A highly infectious disease that can be transmitted animals, plants and humans.	Department of Agriculture and Fisheries (DAF)
Road Traffic Accident	An accident originated on a way or street open to public traffic and at least one moving vehicle involved.	Queensland Police Service
<u>Bushfire</u>	<u>Bushfires occur when both managed and unmanaged areas of vegetation ignite and burn through reserves, national parks, private property and urban corridors and are most likely to occur when the weather is very hot and dry.</u>	<u>Queensland Fire Department</u> <u>Rural Fire Service Queensland</u>
<u>Chemical</u>	<u>Defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.</u>	<u>Queensland Fire Department</u>
<u>Aircraft Accident</u>	<u>Associated with the operation of an aircraft that affects or could affect the safety of operation.</u>	<u>Asset owner and Queensland Police Service</u>
<u>Rail Accident</u>	<u>A train wreck, crash or derailment is a type of disaster involving one or more trains.</u>	

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<u>Hazardous Material Accident</u>	<u>Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Hazards can occur during production, storage, transportation, use or disposal.</u>	
<u>Epidemic / Pandemic</u>	<u>An outbreak of disease that attacks many peoples at the same time and may spread through one or several communities / throughout the world.</u>	
<u>Heatwave</u>	<u>A period of excessively hot weather, which may be accompanied by high humidity.</u>	<u>Queensland Health</u>
<u>Biological (Human)</u>	<u>Refers to substances that pose a threat to the health of living organisms, primarily that of humans.</u>	
<u>Radiological</u>		
<u>Animal and Plant Disease</u>	<u>Containment and eradication of emergency animal and plant diseased, plant and animal pests, invasive plants and animals, residue and contaminates in agricultural commodities and emergency animal welfare incidents.</u>	<u>Department of Agriculture and Fisheries</u>
<u>Terrorist Attack</u>	<u>A surprise attack involving the deliberate use of violence against civilians.</u>	<u>Queensland Police Service</u>
<u>Ship-Sourced Pollution</u>	<u>Refers to substances discharged into the sea that pose a threat to the health of living organisms.</u>	<u>Dept. Transport and Main Roads</u>
<u>Mass Casualty Management</u>	<u>QH is response for the provision of an integrated response. A mass casualty event is an incident or event where the location, number, severity or type of live casualties requires extraordinary resources.</u>	<u>Queensland Health</u> <u>Queensland Ambulance Service</u> <u>Queensland Police Service</u>
	<u>QH and QPS has joint responsibility for the management of deceased.</u>	<u>Queensland Police Service</u>
	<u>May support recovery hubs to provide initial grant payments for personal hardship assistance, psychological first aid and access to a range of support and information services to enable transition into post-event recovery.</u>	<u>Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts</u>

HAZARD/ RESPONSE	DESCRIPTION	LEAD AGENCY
Hazardous Material Accident	Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Hazards can occur during production, storage, transportation, use or disposal.	
Epidemic / Pandemic	An outbreak of disease that attacks many peoples at the same time and may spread through one or several communities / throughout the world.	Queensland Health
Heatwave	A period of excessively hot weather, which may be accompanied by high humidity.	
Biological (Human) Radiological	Refers to substances that pose a threat to the health of living organisms, primarily that of humans.	

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HAZARD/ RESPONSE	DESCRIPTION	LEAD AGENCY
Animal and Plant Disease	Containment and eradication of emergency animal and plant diseases, plant and animal pests, invasive plants and animals, residue and contaminants in agricultural commodities and emergency animal welfare incidents.	Department of Agriculture and Fisheries Search
Terrorist Attack	A surprise attack involving the deliberate use of violence against civilians.	Queensland Police Service
Ship-Sourced Pollution	Refers to substances discharged into the sea that pose a threat to the health of living organisms.	Dept. Transport and Main Roads
Mass Casualty Management	QH is response for the provision of an integrated response. A mass casualty event is an incident or event where the location, number, severity or type of live casualties requires extraordinary resources.	Queensland Health Queensland Ambulance Service Queensland Police Service
	QH and QPS has joint responsibility for the management of deceased.	Queensland Police Service
	May Support recovery hubs to provide initial grant payments for personal hardship assistance, psychological first aid and access to a range of support and information services to enable transition into post-event recovery.	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

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APPENDIX B – TRIGGERS AND ACTIVATIONS

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
Note: 'Alert' and 'Lean Forward' stages may not be possible if the emergency/disaster strikes without warning.				
PRE-ACTIVATION	<p>Localised agency event – no community impact. Watching and gathering of information.</p> <p>The LDC and the LDMG Chair will consult on whether the LDMG should be activated to the "Alert Stage" regardless of the event or the identification of a lead agency.</p>	LDMG Executive	<p>Maintain a watching brief to monitor the situation.</p> <p>Liaise with required personnel.</p>	<p>Chair and LDC on mobile remotely.</p> <p>Public messaging from Council for awareness.</p>
ALERT	<p>Awareness of a hazard that has the potential to affect the local government area. Organisations will be alerted to ensure readiness to act if required.</p> <p>The LDC and the LDMG Chair will consult on whether the LDMG should be activated to the "Lean Forward Stage" regardless of the event or the identification of a lead agency.</p>	LDMG Executive	<p>Activate Guardian IMS</p> <p>Ensure the LDCC is in a basic state of readiness</p> <p>Determine required LDCC staff and seek permission from OCEO for release</p> <p>Establish contact with the XO</p> <p>Provide initial advice to relevant stakeholders identified in the LDMG contact list</p> <p>Identify potential risks of imminent hazard and outline strategies and planning in anticipation of escalation</p> <p>Establish contact with community relations officers as required</p>	<p>Chair and LDC on mobile remotely.</p> <p>Identified stakeholders will receive an email stating "LDMG/LDCC @ Alert Stage". The email will contain non-sensitive information about the event.</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
LEAN FORWARD	<p>There is a likelihood that threat may affect the local government area. The threat is quantified but may not yet be imminent. The Lead Agency / LDMG are alerted to "Lean Forward" being placed on standby and ready to deploy resources and respond.</p> <p>The Chairperson of the LDMG will, in consultation with the LDC, make the decision to activate to the "Stand Up Stage."</p>	<p>LDMG Executive</p> <p>LDCC</p> <p>Membership</p> <p>LDMG members as required.</p>	<p>Confirm the level of potential threat</p> <p>Conduct meeting with core and available LDMG members regarding briefing, future planning and response strategies</p> <p>Determine trigger point to stand up</p> <p>maintain contact with XO</p> <p>Inform relevant stakeholders of "Lean Forward" stage</p> <p>Ensure the LDCC is fully established & set up ready for operation</p> <p>Release public advice (via media officer) of any relevant public information and warnings, approved by the LDC</p> <p>Commence financial management processes of internal cost codes</p> <p>Chair and LDC to arrange record decisions in Guardian IMS.</p>	<p>Identified stakeholders in LDMG Contacts List will receive an email stating "LDMG/LDCC – Lean Forward Stage".</p> <p>Chair and LDC face to face or via mobile</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
STAND UP	<p>LDMG Chairperson and LDC decide to activate to the "Stand Up" Stage when a trigger point is reached e.g.:</p> <p>A warning or advice of an impending threat.</p> <p>The community will be or already have been impacted.</p> <p>Multi agency response will be required.</p> <p>Request is made by other agency to provide assistance.</p>	<p>LDMG executive</p> <p>LDMG members as required</p> <p>LDCC membership group</p> <p>Recovery Coordinator.</p>	<p>LDCC is activated in Stand Up:</p> <p>Maintain contact with the Mackay DDC, XO & EMC</p> <p>Commence SITREPs as required by DDMG</p> <p>Scale LDCC staffing levels as required with rosters planned and implemented and core LDMG members located in LDCC</p> <p>Call LDMG meetings with the lead agency and all LDMG Members</p> <p>Continue providing information to the public (via the Media Liaison Officer) including IRC phone contacts</p> <p>LDCC remains operational until all tasks have been completed.</p>	<p>Maintain contact with XO by telephone or otherwise as determined by the LDC</p> <p>Advice of the LDMG and LDCC activating to 'Stand Up' stage will be sent to identified stakeholders LDMG contacts list.</p> <p>All core members to be physically located in the LDMG meeting from this stage.</p> <p>Communications officer will maintain the flow of notifications and warnings to the public as approved by the LDC and Chairperson via social media</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
STAND DOWN	<p>LDMG Chairperson and LDC in consultation with the lead Agency (if applicable) determine at when "Stand Down" is initiated to conclude an operation.</p> <p>The 'Stand Down' stage is the point that the response to the emergency/disaster event is completed and the coordination of operations transitions to Recovery.</p>	<p>LDMG Executive</p> <p>Recovery coordinator</p> <p>LDMG members as required</p> <p>LDCC staff</p>	<p>Upon being advised of the conclusion of an operation the LDC will:</p> <p>Coordinate stand down of participating organisations</p> <p>Notify XO, EMC of stand down</p> <p>Ensure completion and collation of all paperwork and financial management within LDCC and DRFA</p> <p>Conduct hot debrief</p> <p>Close LDCC – transition to Recovery.</p>	<p>Contact with the XO will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email stating "LDMG Stand Down" and provide details of final meeting times and LDCC closure process.</p> <p>Advice of response operations ceasing will be forwarded to identified stakeholders with advice pertaining to required debriefs and post operation reporting.</p>
DEBRIEF	To be undertaken on conclusion of the activation.	All personnel involved Internal/ external.	<p>Questions:</p> <p>What went well?</p> <p>What did not go well?</p> <p>Where can we improve for next time?</p> <p>Conduct formal debrief and Collate into lessons identified.</p>	<p>Hot Debrief</p> <p>Formal debrief</p> <p>Confidential feedback.</p>

APPENDIX C – COMMUNICATION APPROVALS – LDMG/LDCC

COMMUNICATION APPROVALS – LDMG/LDCC

ACTIVATION LEVEL	TYPE	PLATFORM	EXAMPLE	SOURCE	APPROVAL REQUIREMENTS
Pre-activation	Education and resilience posts	Disaster Dashboard LDCC Facebook	<ul style="list-style-type: none"> Road Conditions Severe weather warnings Weather Updates Get Ready Toolkit resources 	<ul style="list-style-type: none"> IRC Disaster Dashboard BOM Get Ready Queensland 	NIL
Pre-activation	Situational awareness posts	Disaster Dashboard LDCC Facebook, with share to IRC Facebook	<ul style="list-style-type: none"> Road Conditions Severe weather warnings Weather Updates Get Ready Toolkit resources 	<ul style="list-style-type: none"> IRC Disaster Dashboard BOM QFESQFD QPS QAS Get Ready Queensland 	NIL
Alert Lean Forward Stand Up Stand Down	LDMG status updates	Disaster Dashboard (activation status function) LDCC Facebook	LDCC activation – noting simplified messaging for public		Deputy LDC LDC Mayor

Approved by: Darren Fettell – [Local Disaster Coordinator](#)

Date: 14 June 2022

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2024 review

APPENDIX D - THE AUSTRALIAN WARNING SYSTEM

The Australian Warning System

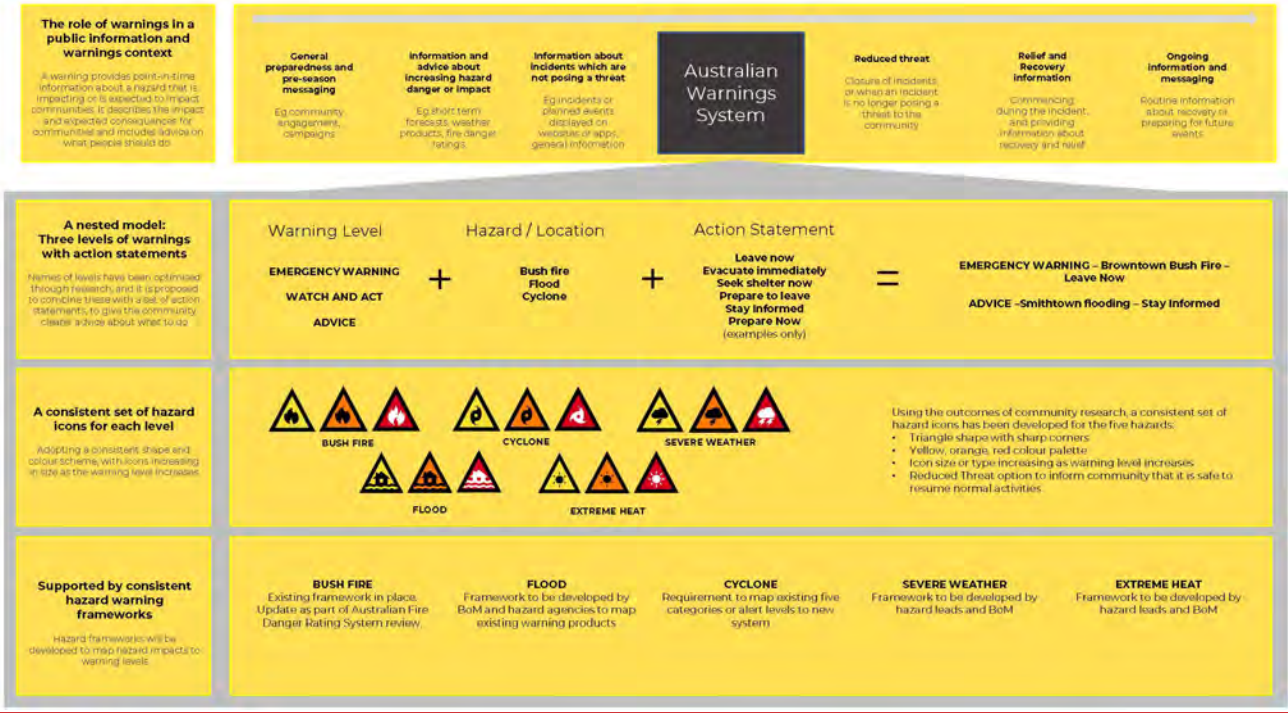
The Australian Warning System has been developed based on community research and input from Australia's emergency services and hazard agencies.

As part of a major national research project, more than 14,000 people were surveyed or interviewed, to assess community perceptions of existing warning systems and improvements which could make warnings clearer and lead people to take action during hazard events.

The system builds on existing warning frameworks and would apply to bushfire, flood, severe storm, cyclone and extreme heat – but is designed to be adaptable and scalable to other hazards.

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APPENDIX ED - ACRONYMS & ABBREVIATIONS

ABS	Australian Bureau of Statistics
AHD	Australian Height Datum
ALA	<u>Aircraft Landing Area</u>
AWS	<u>Australian Warning System</u>
BOM	Bureau of Meteorology
CEO	Chief Executive Officer
DACC	Defence Aid to Civil Community
DDC	District Disaster Coordinator
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DRFA	Disaster Recovery Funding Arrangements
DTMR	Department of Transport & Main Roads
EA	Emergency Alert
EMAF	Emergency Management Assurance Framework
GIS	Geographic Information System
HAT	Highest Astronomical Tide
IGEM	Inspector General of Emergency Management
IRC	Isaac Regional Council
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGAQ	Local Government Association of Queensland
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
MHHS	Mackay Hospital Health Service
MSQ	Maritime Safety Queensland
NEMA	National Emergency Management Agency
NGO	Non-Government Organisation
NQPHN	North Queensland Primary Health Network
PPRR	Prevention, Preparedness, Response and Recovery
PSBA	Public Safety Business Agency
QAS	Queensland Ambulance Service

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QCS	Queensland Corrective Services
QDMA	Queensland Disaster Management Arrangements
QDMC	<u>Queensland Disaster Management Committee</u>
QDRA	<u>Queensland Disaster Recovery Arrangements</u>
QDMTF	<u>Queensland Disaster Management Training Framework</u>
QERMF	Queensland Emergency Management Risk Framework
QFDES	Queensland Fire and Emergency Services <u>Department</u>
QGSO	<u>Queensland Government Statisticians Office</u>
QHEALTH	Queensland Health
QLDMG	Queensland Local Disaster Management Guidelines
QPS	Queensland Police Service
QRA	Queensland Reconstruction Authority
QSES	<u>Queensland State Emergency Service</u>
RFA	Request for Assistance
RFDS	Royal Flying Doctor Service
RFSQ	Rural Fire Service <u>Queensland</u>
RSHQ	<u>Resources Safety & Health Queensland</u>
SDCC	State Disaster Coordination Centre
SDMG	State Disaster Management Group
SDMG	State Disaster Management Group
SDR	State Recovery Coordinator
SDRA	State Disaster Relief Arrangements
SES	<u>State Emergency Service</u>
SEWS	Standard Emergency Warning System
SHECC	State Health Emergency Coordination Centre
SITREP	Situation Report
SOP	Standard Operating Procedures
XO	District Executive Officer

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APPENDIX EE – COMMUNITY SIGNAGE LOCATIONS

TOWN	SIGN LOCATION	ADDRESS
CARMILA	Carmila SES	6 Music Street
	Carmila Ambulance Station	18 Music Street
	Carmila Police Station	7 Music Street
	Carmila Hall	16 Music Street
CLAIRVIEW	BarraCrab Caravan Park	21 Colonial Drive
CLARKE CREEK	Clarke Creek Community Hall	May Downs Road
	Clarke Creek Campdraft Grounds	May Downs Road
	The Homestead @ Lotus Creek	Marlborough - Sarina Road
CLERMONT	Council Office & Library	24-26 Herschel Street
	Clermont Hospital	26 Francis Street
	Clermont Ambulance Station	40 Sirius Street
	Clermont Police Station	6 Capella Street
	Theresa Creek Dam Kiosk	Theresa Creek Dam
COPPABELLA	Civeo Camp	Peak Downs Highway
	Coppabella Store	76 Lee Street
DYSART	Council Office & Library	Shannon Crescent
	Dysart Civic Centre	Queen Elizabeth Drive
	Dysart Police Station	43 Queen Elizabeth Drive
	Dysart Ambulance Station	47 Queen Elizabeth Drive
GLEDEN	Council Office & Library	Dalton Place
	Glenden Police Station	8 Bell Place
	Glenden Ambulance Station	4 Bell Place
GREENHILL	Greenhill Rural Fire Shed	Greenhill Road
	Greenhill bus shelter	Pacific Avenue
KOUMALA	Koumala Post Office	Bruce Highway
MIDDLEMOUNT	Council Office	11 Carter Place
	Middlemount Shopping Centre	Leichhardt Drive
	Middlemount Library	Leichhardt Drive
MORANBAH	Council Office & Library	Grosvenor Complex, Batchelor Parade
	Town Square Noticeboards	
	Moranbah Youth Centre	Appleton Street
	Moranbah Fair	St Francis Drive
	Moranbah Community Workers Club	49-55 Mills Avenue
NEBO	Moranbah Miners Leagues Club	185 Mills Avenue
	Council Office & Library	Reynolds Street
	Nebo Hotel	Reynolds Street
	Service Station	Cnr Bowen Street & Peak Downs Highway
ST LAWRENCE	Council Office	36 Macartney Street
	St Lawrence Hotel	19 Railway Parade
	Broadsound Memorial Hall	7 Railway Parade
	St Lawrence Recreation Grounds	St Lawrence Connection Road



ISAAC LOCAL DISASTER MANAGEMENT PLAN

Presented by: Local Disaster Management Group
Adopted: 31 October 2024
Resolution No: TBA
Current as at: November 2024



ISAAC.QLD.GOV.AU ISAAC REGIONAL COUNCIL ABN 39 274 142 600

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FIRST NATIONS ACKNOWLEDGEMENT

Isaac Regional Council acknowledges the Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Wangan and Jagalingou peoples as the Traditional Owners of the lands and waterways throughout the Isaac region and their enduring cultural connection to country and community. We pay our respects to elders past, present and emerging for they hold the stories, culture and traditions of Aboriginal and Torres Strait Island People.

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FOREWORD

This Local Disaster Management Plan (LDMP) has been prepared to assist the Isaac Local Disaster Management Group (LDMG). The LDMP is designed to detail the preparation of mitigation measures to protect the community and community assets by the Prevention of, Preparedness for, Response to and Recovery from one or a combination of the potential disasters which may impact and affect all or parts of the Isaac Region.

To assist in the above process, the Isaac LDMG has prepared specific Sub Plans to address the many facets of Disaster Management likely to arise as a result of activation of the LDMG prior to any disaster impacting the Isaac Region.

In accordance with the Queensland Disaster Management Guidelines and s59 of the *Disaster Management Act 2003*, the LDC and the Isaac LDMG may review or renew the plan when appropriate however, the effectiveness of the plan must be tested and reviewed annually. This plan will be tested to ensure currency of information and familiarity of members of the LDMG with the plan, to ensure disaster management arrangements within the Isaac Regional are effective.

PLAN ENDORSEMENT

The preparation of this LDMP has been undertaken in accordance with the *Disaster Management Act 2003* (the Act) and the Queensland State Disaster Management Plan to provide for effective disaster management in the Isaac Region.

Cr Mayor Kelly Vea Vea

Chair of Local Disaster Management Group

Isaac Regional Council

Sign _____

Date _____

Darren Fettell

Local Disaster Coordinator

Isaac Regional Council

Sign _____

Date _____

DOCUMENT CONTROL

AMENDMENT CONTROL

This LDMP is a controlled document. The controller of the document is the Isaac Local Disaster Coordinator. Any proposed amendments to this plan should be forwarded by email to ldcc.isaac@isaac.qld.gov.au or in writing to:

Local Disaster Coordinator
C/- Isaac Regional Council
PO BOX 97
Moranbah QLD 4744

Any changes to the intent or content of the document must be approved and endorsed by the LDMG and as per endorsement above. An amendment register will be maintained below.

AMENDMENT REGISTER

DATE	AMENDMENT	PLAN UPDATED
NOVEMBER 2021	LDC & team	Review by LDMG, with endorsement from LDMG on 25 November 2021.
SEPTEMBER 2022	LDC & team	Review by LDMG, with endorsement from LDMG on 10 November 2022.
JULY 2023	LDC & team	Review by the LDMG, with endorsement from LDMG on 13 July 2023,
OCTOBER 2024	LDC & team	Full review with updated links, inclusion of member roles and responsibilities for agencies, review and update to state government names changes. Endorsed by LDMG 31 October 2024.

DISTRIBUTION

Distribution of the plan complies with Section 60 of the *Disaster Management Act 2003* which requires the LDMP to be available for inspection, free of charge, to members of the public.

Electronic copies of the plan shall also be made available to the public on Isaac Regional Council's website.

A full and complete copy of the plan will be distributed in accordance with this list.

POSITION	COPY
LDMG Chair/Deputy	Electronic and Hard Copy
Local Disaster Coordinator	Electronic and Hard Copy
LDMG Executive Group	Electronic copy
LDMG Members	Electronic copy
LDMG Advisory Members	Electronic copy
Isaac Regional Council Website	Uploaded to Website
DDMG DDC/XO	Electronic copy
Community Advisory Sub Group Members	Electronic copy
LDCC staff	Electronic copy

PURPOSE

The LDMP details the arrangements within the Isaac Regional Council area to plan and coordinate capability in disaster management and disaster operations. Striving to safeguard people, property and the environment from disaster impacts in line with the objectives set out in the [Queensland Disaster Management 2016 Strategic Policy Statement](#).

The main direct threats to the Isaac Region have been identified as a mixture of weather events (e.g., cyclones, storms) or disasters that occur following a weather event (e.g., fires, storm surges, storm tides and flooding). Due to the nature of the economy and the industries supporting it, there are increased chances of human-caused disasters, such as hazardous material accidents, animal disease management or major transport accident (road, rail or air) that exceeds the capacity of hazard specific agencies to manage.

Other identified hazards that are less likely to occur, but still require planning, include earthquakes, tsunamis, landslides, epidemics/pandemics, and terrorism. Further, the failure of critical infrastructure, such as electricity, communications or water and sewerage infrastructure are also factored into disaster management planning.

The Isaac LDMG is responsible for developing hazard specific plans that effectively manage disaster across a range of priorities, often with opposing events occurring in various locations of the region.

The Isaac LDMG approach is to use a comprehensive, all agencies, all hazards approach that reflects management of risks, effective planning, a scalable structure, and a continuous improvement philosophy.

SCOPE

This plan details arrangements necessary to undertake disaster management within the Local Government Area of Isaac Regional Council.

OBJECTIVES OF THE PLAN

The key objective is to implement effective disaster management strategies and local operational arrangements. Local area capability and leadership is recognised as the frontline for successful disaster management.

PRIMARY OBJECTIVES INCLUDE

To assess risk to the community:

- To preserve lives and keep residents and visitors to the Isaac region as safe as possible from disasters.
- Ensure there is a clear and consistent approach to disaster management and response across the Isaac region and one which aligns with State requirements.
- Protect essential services and infrastructure during an event.
- Collaboratively work with District and State disaster support groups and State agencies during events.
- During normal times, undertake planning and source effective investment into disaster prevention and mitigation activities and works that will build and improve community resilience.
- The development, review, and assessment of effective disaster management for the Isaac region, including arrangements for mitigating, preventing, preparing for, responding to and recovering from a disaster.
- An all-agencies approach which recognises the development, implementation and monitoring of priorities for disaster management for the local government area.
- Compliance with the Queensland Disaster Management Committee (QDMC) the Strategic Policy Statement; the State Disaster Management Plan; the Disaster Management Guidelines, and any other Guidelines relevant to local level disaster management and disaster operations.
- Hasten community and business recovery post an event.
- Incorporate risk-based planning into disaster management decision making.
- Continuously improve disaster management through implementation of innovation, research and lessons learned.

DISASTER MANAGEMENT ARRANGEMENTS

STRATEGIC POLICY STATEMENT

The development of a Strategic Policy Framework for Disaster Management is the responsibility of the State Disaster Management Group as per s18 of the *Disaster Management Act 2003*. The local government's responsibility under the Act is outlined in s30 and states that the local government is to ensure that Disaster Management and disaster operations in the area are consistent with the State's Strategic Policy Statement for disaster management. https://www.disaster.qld.gov.au/_data/assets/pdf_file/0022/337234/2016-Strategic-Policy-Statement.pdf

The development of the LDMP and establishment of the LDMG enhances community preparedness and capacity to respond and recover after experiencing a disaster. Local government has a key role in identifying and understanding the hazards and risks that could threaten the safety of their communities. This includes

the development and implementation of strategies that prevent, prepare, respond and recover from disasters, within their human, financial and physical resource capacities.

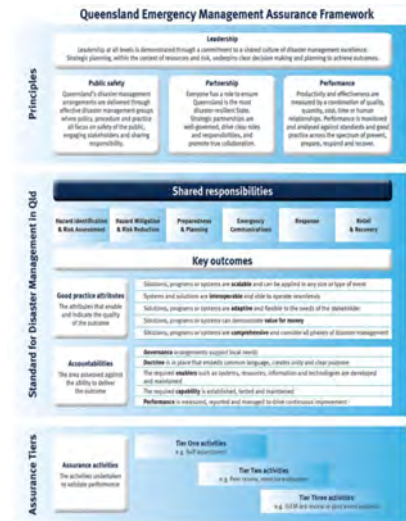
DISASTER MANAGEMENT IN QUEENSLAND

Queensland Disaster Management Arrangements (QDMA) are characterised by and implemented through strong partnerships between government, government-owned corporations, NGOs, commerce and industry sectors and the local community.

Queensland's disaster management arrangements are guided by:

- Disaster Management Act 2003
- Disaster Management Regulation 2014
- Queensland Disaster Management 2016 Strategic Policy Statement
- Standard for Disaster Management in Queensland 2021
- Queensland State Disaster Management Plan
- Queensland Strategy for Disaster Resilience 2022 - 2027.

The arrangements recognise and promote collaboration to ensure comprehensive disaster management through the effective coordination of disaster risk planning, services, information and resources.



Queensland's Disaster Management Arrangements comprise of four-tiered system: 3 levels of government – local, state and federal – and an additional state government tier between local and state levels known as disaster districts. These disaster districts enable a more efficient and effective operational service delivery in support of local communities and address the size, complexity and diversity of Queensland.

DISASTER MANAGEMENT STRUCTURES

Queensland Disaster Management Arrangements (QDMA) enable a progressive escalation of support and assistance through the four tiers as required. These arrangements comprise several key management and coordination structures for achieving effective disaster management in Queensland.

The Act provides the legislative basis for the Queensland Disaster Management arrangements (QDMA).

The QDMA is based on five main principles:

- The Comprehensive approach
- The all-hazards approach
- All agencies approach
- Local disaster management capability.
- A prepared, resilient community.

It is also based on a tiered system incorporating all three levels of government (Federal, State and Local). The key disaster response focus rests with Local Government, underpinned by support from the District and State Disaster Groups. The State Government has a primary responsibility to ensure effective disaster management is developed and implemented for the State, and to identify and coordinate additional external assistance and resources relating to disaster management and disaster operations.

The Act provides the following clear guiding principles that disaster management must be planned for:

- To implement preventative measures that reduce the likelihood of an event occurring
- To implement preventative measures that reduce the severity of an event if, and when it occurs

- To prepare the community to cope with the effects of an event – education, resources, services
- To capably respond to an event, and minimise its disruptive and costly effects
- To recover from an event – including social support, reconstruction and restoration of assets and the environment.

QUALITY ASSURANCE FRAMEWORK

Disaster management and disaster operations within the Isaac Regional Council aim to be consistent with [IGEM Emergency Management Assurance Framework](#).

This is achieved by following the framework objectives to:

- Direct, guide and focus work of all entities, including all tiers of government, to achieve key disaster management outcomes for the community
- Promote cooperation between entities responsible for disaster management in the State
- Support emergency services, other entities and the community to identify and improve disaster management capabilities
- Identify opportunities for cooperative partnerships to improve disaster management outcomes
- Support continuous improvement in disaster management
- Provide consistency and reinforce “cultural interoperability” based on “shared responsibilities”.

INSPECTOR GENERAL EMERGENCY MANAGEMENT

The role of Inspector-General Emergency Management (IGEM) was first established in 2013 following a review of police and community safety. The IGEM role was formalised as a statutory position in 2014. The functions of the IGEM and the Office of the IGEM are prescribed in part 1A of the Act.

The vision of IGEM is to be a catalyst for excellence in emergency management to enable confidence in Queensland’s emergency management arrangements. IGEM is responsible for providing the Premier, Government and people of Queensland an assurance of public safety, through the establishment and implementation of an assurance framework. This framework will direct, guide and focus work of all agencies, across all tiers of Government to the desired outcomes of the disaster and emergency management arrangements for Queensland.

Key accountabilities for the Office of the IGEM include:

1. Reviewing and assessing the effectiveness of disaster management arrangements within Queensland
2. Reviewing and assessing cooperation between entities responsible for disaster management in the State, including whether disaster management systems and procedures employed by those entities are compatible and consistent
3. Establishing standards for disaster management, reviewing and assessing performance against these standards and regularly reviewing the standards
4. Monitoring compliance by Queensland government departments with their disaster management responsibilities
5. Identifying and improving disaster and emergency management capabilities, including volunteer capabilities and opportunities for cooperative partnerships
6. Reporting to and advising the Minister of Police, Fire and Emergency Services about issues relating to these functions.

QUEENSLAND RECONSTRUCTION AUTHORITY

In response to the disaster events, the Queensland Government established the [Queensland Reconstruction Authority](#) (QRA) under the Queensland Reconstruction Act 2011. The QRA's role was later expanded to include the administration of prior and subsequent events and it was made a permanent part of the Queensland Government in June 2015. The QRA's vision is to build a more disaster resilient Queensland.

The QRA manages and coordinates the Government's programme of infrastructure renewal and recovery within disaster affected communities. The QRA focuses on working with state and local government partners to deliver best practice administration of public reconstruction and resilience funds. The QRA is the state's lead agency responsible for disaster recovery, resilience and mitigation policy.

NATIONAL EMERGENCY MANAGEMENT AGENCY

The [National Emergency Management Agency](#) (NEMA) is Australia's National Disaster Management Organisation. NEMA manages the Australian Government Disaster Response Plan under which states and territories may seek Australian Government assistance when the scale of an emergency or disaster exceeds or exhausts the jurisdiction's response capacity and capabilities, or where resources cannot be mobilised in sufficient time. NEMA delivers programs, policies and services that strengthen Australia's national security and emergency management capabilities.

FUNCTIONS OF THE LOCAL DISASTER MANAGEMENT GROUP

The functions of the Local Disaster Management Group are outlined in Section 30 of the *Disaster Management Act 2003*.

MEMBERSHIP

Membership is as in accordance with Section 33 and 34 of the Act. The LDMG will advise QPS and the Chair of the Mackay District Disaster Management Group annually of the membership of the LDMG.

In accordance with Section 33 of the Act, the relevant local government should appoint a Chairperson to the LDMG. The Chairperson must be a Councillor of the Local Government.

The following are the **EXECUTIVE MEMBERS** of the Isaac LDMG:

This is the core membership of the executive of the LDMG, from time-to-time additional persons are included such as the CEO and Director of Planning, Environment & Community Services for non-activation meetings.

POSITION WITHIN ISAAC REGIONAL COUNCIL	LDMG ROLE
Mayor	LDMG Chair
Deputy Mayor	LDMG Deputy Chair
Director Corporate Governance & Financial Services	Local Disaster Coordinator
Manager Safety & Resilience	Deputy Local Disaster Coordinator
Senior Disaster & Emergency Resilience Partner	Disaster Management Officer

THE FOLLOWING ARE CORE MEMBERS:

AGENCY	POSITION
Isaac Regional Council	Chief Executive Officer
Isaac Regional Council	Director Planning, Environment & Community Services - Local Recovery Coordinator
Isaac Regional Council	Manager Engaged Communities
Queensland Police Service	Mackay DDMG
Queensland State Emergency Service	SES Local Controller
Queensland Fire Department	Area Representative
Queensland Police Service	Officer in Charge Moranbah
Queensland Ambulance Service	Officer in Charge Moranbah
Queensland Health	Mackay Hospital & Health Service Emergency Management Coordinator
Isaac Regional Council	Safety & Resilience Support (Secretariat)

THE FOLLOWING ARE ADVISORY MEMBER AGENCIES:

Australian Red Cross	Department of Local Government, Water and Volunteers	Department of Education
Department of Transport & Main Roads	Ergon Energy	North Queensland Primary Health Network
Mackay Hospital and Health Service	DESI	Queensland Reconstruction Authority
Telstra/NBN	Queensland Parks and Wildlife Service	
Industry & other local agencies	Other industries/organisations may be invited as relevant	
Anglo American	QPM Energy	Aurizon
BHP	Bravus Mining	Civeo
Dyno Nobel	Glencore	Peabody
Fitzroy	Vitrinite	Terracom
First Nations Representatives		

ADMINISTRATION

Local Disaster Management Group meetings are mandated in section 12 of the Disaster Management Regulation 2014. The Local Disaster Management Group must meet at least once every six months. aims to meet. Attendance at meetings can be either in person, video or teleconference, and minutes are recorded and retained.

The Local Disaster Coordinator is responsible for the administration of the group. The following administrative tasks are to be undertaken for the group:

- keep minutes of meetings
- maintain contact lists
- maintain membership lists
- update local disaster management plan
- register correspondence
- prepare reports (as listed below)
- coordinate meetings.

The LDMG utilises the Guardian Incident Management System (IMS) to control all records during a disaster, and information is managed in accordance with Isaac Regional Council document management procedures. This ensures that document protection, confidentiality, and waste disposal of information in the LDCC is adequately managed.

Guardian IMS is widely used throughout Queensland local governments as the preferred disaster management software and provides interoperability between LDMG's. It provides a full state-wide view in a secure and scalable, cloud-hosted environment allowing Council to manage incidents, intelligence, and reporting.

MEETINGS

The LDMG must meet at least once in every six months, with Isaac LDMG aiming to meet three times each year. During disaster and emergency situations an LDMG meeting may be called and be held either in person or via teleconference to consider and discuss the situation.

For additional meetings, notice of a meeting may be communicated by SMS, email or a telephone call to members as soon as it is determined that a meeting of the Local Disaster Management Group is required.

The quorum for LDMG meetings is half of the core group plus one.

AGENCY STATUS REPORTS

Written status reports on behalf of member agencies are used to update LDMG members on the status of agency disaster management initiatives, projects, training, community awareness, disaster management plans, operations and contact information. This information assists the LDMG to evaluate the status of disaster management and disaster operations for the Isaac Region. Member status reports are provided in writing at all regular LDMG meetings.

Advisory member agencies are invited to provide a verbal update at LDMG meetings, by exception.

ANNUAL REPORTS

The LDMG is required to complete a status report as requested and provide the completed report to the District Disaster Coordinator, Mackay Disaster District. This review may be conducted in conjunction with other local government areas with the Mackay district. The Local Disaster Coordinator is responsible for the development of the report if requested.

COMMUNITY ADVISORY SUBGROUPS

The role of the Community Advisory Subgroups is to provide information and assistance to the Isaac Local Disaster Management Group (LDMG) and the communities they represent in relation to the potential or actual impact of disasters. These groups will provide great value during normal times, as they bring forward knowledgeable local community representatives that can assist the LDMG in preventative and preparedness activities to build resilience.

A term of reference has been developed for the Community Advisory Groups and which will be reviewed by the group and endorsed by the LDMG.

In addition to the legislated members of the LDMG, the LDMG Chairperson may appoint community advisory group representatives to provide specialist advice relevant to their community.

Appointed committee members may from time to time be invited to attend LDMG meetings and participate in discussion, but do not form part of the Isaac LDMG core membership. They have no decision-making power, nor do they have voting rights. Community Advisory group input is considered valuable to the LDMG decision making however meeting resolutions will only be carried by member consensus and advisors will not be included in the calculation of the quorum.

The Community Advisory Subgroups are chaired by elected representatives of the Isaac Regional Council and have been established at:

- Isaac Coast
- Glenden & Nebo
- Clermont
- Middlemount
- Dysart
- Nebo

Membership of the Community Advisory Subgroup is dependent upon local resources, but should include:

• Elected member/s (Chair)	• LDC/Deputy/DMO
• Local agencies (QPS/QAS/QFD/QSES)	• Local advisory members of LDMG
• Local school principals	• Hospitals
• IRC Community Relations Officer	• Other local stakeholders

LDMG MEMBER ROLES AND RESPONSIBILITIES

All members of the LDMG have the following common roles and responsibilities:

- Are available to attend and actively participate in LDMG activities, including meetings, exercises and training opportunities
- Can capably represent their Agency, and have full knowledge of the services and resources their Agency can provide
- Understand and are appropriately briefed on their Agencies expectations and can therefore actively participate in LDMG activities
- Will actively contribute Agency input into LDMG plans, projects and activities
- Are of suitable classification level or authority level to be able to commit Agency resources
- Have nominated an acceptable deputy, also appropriately qualified to take on their responsibilities should they be unavailable, or to provide additional support during extended operations.

RESPONSIBILITIES OF LDMG MEMBERS

LDMG ROLE	LDMG RESPONSIBILITY
CHAIRPERSON IN ACCORDANCE WITH S34 OF THE ACT THE RELEVANT LOCAL GOVERNMENT SHOULD APPOINT A CHAIRPERSON TO THE LDMG.	Chairing the Isaac Regional Council Local Disaster Management Group meetings. Authorising activation of the Local Disaster Coordination Centre. Official LDMG spokesperson for all media briefings and interviews. Attending local, district and state briefings to maintain situational awareness of disaster operations and community impact. Liaising with elected representatives such as the Premier, Prime Minister and Local Councillors. Conduct meetings with the Local Disaster Coordinator in peace time and disaster situations to ensure a coordinated response.
DEPUTY CHAIRPERSON IN ACCORDANCE WITH S.34 OF THE ACT THE RELEVANT LOCAL GOVERNMENT SHOULD APPOINT A DEPUTY CHAIRPERSON TO THE LDMG.	To provide advice and support to the Chair and LDMG. To chair LDMG Meetings in the absence of the Chair.
LOCAL DISASTER COORDINATOR IN ACCORDANCE WITH S.35 OF THE ACT, THE CHAIRPERSON OF THE LDMG MUST AFTER CONSULTING WITH THE POLICE COMMISSIONER, APPOINT THE CEO OR AN EMPLOYEE OF THE RELEVANT LOCAL GOVERNMENT AS A LOCAL	To provide advice and support to the Chair, Deputy Chair and LDMG. Coordinate disaster operations for the local group Report regularly to the local group about disaster operations Ensure that any strategic decisions about disaster operations by the local group are implemented.

**DEPUTY LOCAL DISASTER
COORDINATOR**

To provide advice and support to the LDC
To undertake the functions of the LDC in their absence

**LOCAL RECOVERY
COORDINATOR**

To provide advice and support to the Chair, Deputy Chair, LDC and LDMG
To coordinate the local recovery groups
To liaise with functional lead agency representatives and work with identified agencies and the community to develop the specific recovery strategy
To provide advice and support to the Chair and recovery groups
To activate the Disaster Recovery Plan when required.

**ISAAC REGIONAL
COUNCIL**
CHIEF EXECUTIVE OFFICER

To provide a link between the LDMG and council
To ensure release of appropriately trained staff for rostering into the Local Disaster Coordination Centre
To provide strategic policy and planning advice and secretariat support to the Local Group, Chair and Local Disaster Coordinator
To action council's emergency response.

**QUEENSLAND
AMBULANCE SERVICE**

Liaison between the agency and the LDMG
Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise
Contribution to development and review of LDMP.

**QUEENSLAND FIRE
DEPARTMENT**

Liaison between the agency and the LDMG
Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise
Contribution to development and review of LDMP.

**QUEENSLAND POLICE
SERVICE**

Liaison between the agency and the LDMG
Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise
Contribution to development and review of LDMP.

**QUEENSLAND POLICE
SERVICE**
(EMERGENCY MANAGEMENT &
COORDINATION COMMAND)

To provide advice and support to the Chair and the LDC
Liaison between the agency and the LDMG
Link to the Qld Disaster Management System
Policy advice about Qld Disaster Management system.
Assessment of the Local Disaster Management Plan.
Training delivery as per the QDMTF

QUEENSLAND HEALTH

Liaison between the agency and the LDMG.
Attendance and contribution to LDMG meetings through agency reports and related Disaster management related activities/exercise.
Contribution to development and review of LDMP.

**QUEENSLAND STATE
EMERGENCY SERVICES**

Liaison between the QSES and the LDMG.

LDMG AGENCY ROLES AND RESPONSIBILITIES

AGENCY	ROLES AND RESPONSIBILITIES
LOCAL DISASTER MANAGEMENT GROUP	<p>Functions as allocated to the group under s30 of The Act.</p> <p>Development of a comprehensive local disaster management plan</p> <p>Design and maintenance of a public education/awareness program, which is delivered through Council and member agency resources.</p> <p>Support for the coordination of response agencies through the Local Disaster Coordination Centre.</p> <p>Provision of public information prior to, during and following disaster events.</p> <p>Recommended areas to be considered for directed evacuation.</p> <p>Public advice regarding voluntary evacuation.</p>
ISAAC REGIONAL COUNCIL	<p>Perform the following roles and responsibilities in support of the Local Group:</p> <p>Management, support, policy advice and coordination of the business of the LDMG and its sub-groups, including the development and maintenance of disaster management plans and sub plans.</p> <p>Identification, development, maintenance and operation of a LDCC at a primary location and maintenance of alternative locations.</p> <p>Identification and delivery of training and staffing required to operate the LDCC.</p> <p>Coordination of disaster operations by the LDC through the LDCC for the LDMG ensuring that strategic decisions of the LDMG are implemented.</p> <p>Lead and coordinate recovery operations and provide immediate community support and recovery needs in conjunction with the Department of Communities, Disability Services and Seniors and relevant agencies and stakeholders.</p> <p>Assist the community to prepare for, respond to and recover from an event or disaster.</p> <p>Issue of public information or warnings about disaster situations in accordance with Local Plan.</p> <p>Provide advice and support to the DDC.</p> <p>General Council responsibilities:</p> <p>Development and maintenance of prevention and mitigation strategies such as Land Use Planning and Capital Works programs.</p> <p>Development and maintenance of a response plans where the Council is identified as the Lead Agency.</p> <p>Identification and delivery of training and staffing required to operate the LDCC.</p> <p>Development and maintenance of communications systems between response and recovery agencies and coordination centres.</p> <p>Maintenance (including debris clearance) of local roads and bridges.</p> <p>Collection and interpretation of information from rainfall and flooding telemetry systems, conjointly with the Bureau of Meteorology.</p> <p>Maintenance of Council owned Flood Warning Infrastructure systems.</p> <p>Community awareness and education for risks for which Council is lead agency.</p>

QUEENSLAND AMBULANCE SERVICE

Provide, operate and maintain ambulance services

Access, assess, treat and transport sick and injured persons

Protect persons from injury or death, during rescue and other related activities

Coordinate all volunteer first aid groups during major emergencies and disasters

Provide and support temporary health infrastructure where required

Collaborate with Retrieval Services Queensland in the provision of paramedics for rotary wing operations

Collaborate with Queensland Health in mass causality management systems

Provide disaster, urban search and rescue, chemical hazard, biological and radiological operations support with specialist logistic and specialist paramedics.

QUEENSLAND FIRE DEPARTMENT

1. Fire Suppression and Prevention

Conduct fire suppression activities for structural, bush, and chemical fires.

Implement fire prevention strategies, including public awareness campaigns and safety inspections.

2. Rescue and Emergency Response

Lead urban search and rescue (USAR) operations.

Provide swift water, road crash rescue, and other technical rescue capabilities.

Support hazardous materials (HAZMAT) incidents and containment.

3. Disaster Response Support

Assist in disaster operations with trained personnel and equipment. (Assist other Lead Agencies in disaster operations)

Provide logistical support and coordination for emergency services during disaster response through the ICC, RFCC (Regional Fire Coordination Centre) and SFCC (State Fire Coordination Centre))

Support community evacuation efforts in coordination with other lead agencies.

4. Fire Risk Management

Contribute to the development and review of local risk assessments and fire risk management plans In conjunction with Rural Fire Service QLD

RFSQ lead the Area Fire Management Group as conduits for information and actions on bushfire risk through communities to LDMG and the Regional Bushfire Committee.

5. Community Education and Engagement

Deliver fire safety and disaster preparedness education programs to the public.

Support vulnerable communities by raising awareness about emergency preparedness.

6. Interagency Collaboration

Liaise with local and state authorities, including Local Disaster Management Groups (LDMG), to ensure coordinated disaster response efforts.

Contribute resources and expertise to the broader emergency management framework during disasters.

7. Post-Incident Recovery

Participate in damage assessment and recovery operations, in conjunction with other Lead agencies.

QUEENSLAND HEALTH

Lead agency for response functions of public health, mental health and medical services, mass causality management, mass fatality management, including victim identification (with QPS) and emergency medical retrieval

Provide health emergency incident information

Primary agency for heatwave, pandemic, influenza, biological and radiological incidents

Provide local context and coordination of health aspects of an incident to the local district with regards to the full spectrum of prevention, preparedness, response and recovery.

Provide health emergency incident information to the LDCC for dissemination.

Provide liaison to the wider Health system through the Queensland Health Disaster management framework.

QUEENSLAND POLICE SERVICE

Assisting the community to prepare for, respond to and recover from an event or disaster

Coordination of search and rescue

Control and coordination of evacuation operations

Provided liaison officers to the LDCC

Uphold the law generally

Preservation of peace and good order

Prevention of crime

Investigation of the criminal aspect of any event

Security of any site as a possible crime scene

Coronial investigation procedures

Provide a disaster victim identification capability

Traffic control, including assistance with road closures and maintenance of roadblocks with other agencies

Crowd management/ public safety

QUEENSLAND STATE EMERGENCY SERVICE

1. Disaster Response and Support

Provide operational support in response to natural disasters, including storms, floods, and cyclones.

Conduct damage assessments, including initial impact assessments for local authorities.

Assist in temporary emergency repairs to homes and infrastructure (e.g., roof tarping, debris removal).

Assist with emergency traffic control.

2. Rescue Operations

Conduct land based swift water rescue operations.

Provide vertical rescue, road crash rescue, and other general rescue services as required.

3. Evacuation Assistance

Assist with evacuation planning and execution, including helping vulnerable communities evacuate.

Provide support to evacuation centers and relief facilities as needed.

4. Flood and Storm Response

Lead flood boat operations to rescue stranded individuals during flood events.

Conduct storm damage operations, including sandbagging, tree clearing, and securing property.

5. Incident Management Support

Support the Local Disaster Coordination Centre (LDCC) and Incident Control with trained personnel.

Assist with logistics, communications, and incident reporting during disaster events.

6. Community Education and Engagement

Conduct public education programs on disaster preparedness and mitigation.
Promote awareness of flood and storm safety measures to local communities.

7. Interagency Collaboration

Work alongside local councils, emergency services, and other agencies in the planning and coordination of disaster response efforts.

Participate in multi-agency exercises to ensure readiness and cooperation.

8. Post-Disaster Recovery

Support post-disaster recovery operations, including assisting with the clean-up and restoration of community services.

Help coordinate volunteer efforts and resources for rebuilding and recovery initiatives.

DEPARTMENT OF TRANSPORT AND MAIN ROADS

Provide information and advice on the impact of disruptive events on road, rail, aviation and maritime infrastructure

Assist with the safe movement of people resulting from mass evacuation

Ensure the capability of logistics-related industries is appropriately applied to disaster response and recovery activities.

ADVISORY MEMBER AGENCIES

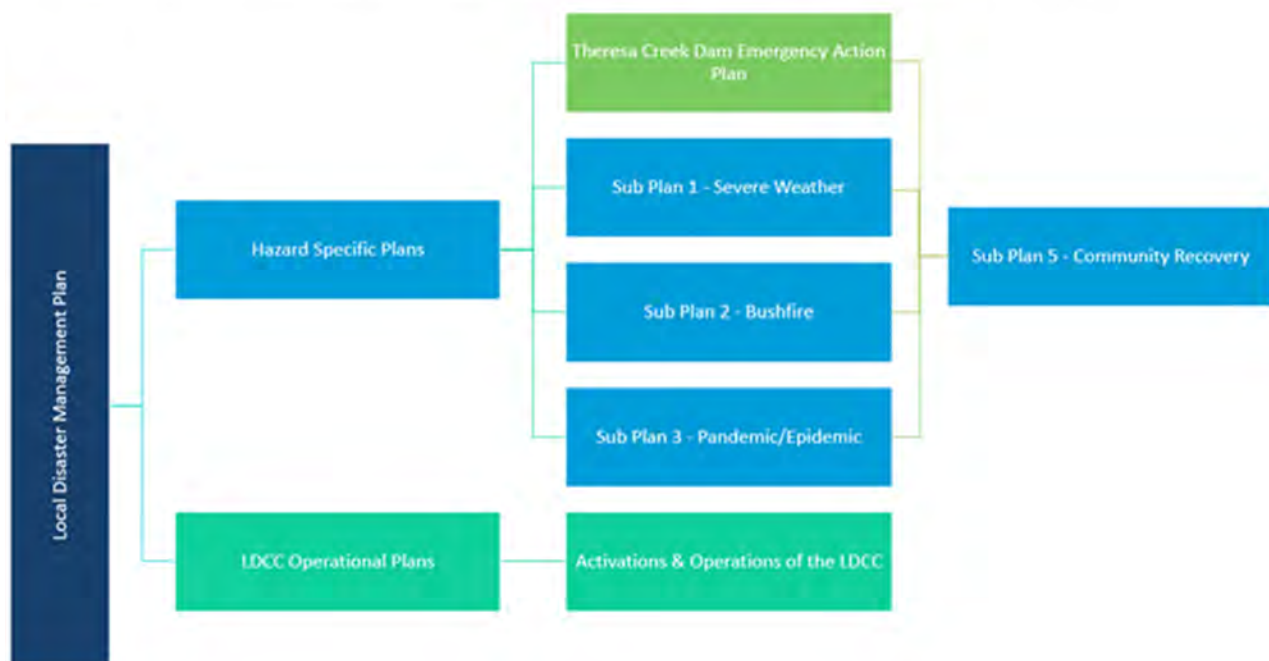
Assist with response during emergencies by providing a key liaison, communication and resources as requested.

LOCAL RECOVERY SUB COMMITTEES

The recovery subcommittee is formed during disaster activities as required by the LDMG to support the transition from disaster response to recovery and ensure that appropriate meeting minutes are documented with respect to all recovery group activities. Members of the established Community Advisory Subgroups will be invited to participate in recovery activities relevant to their local communities. The activities, meetings and reports are to be coordinated by the Local Recovery Coordinator.

STRUCTURE OF THE LOCAL DISASTER MANAGEMENT PLAN AND SUBPLANS

The following structure demonstrates the Isaac specific plans to support disaster management arrangements at Isaac Regional Council



ISAAC COMMUNITY CHARACTERISTICS

The Isaac local government area spans an area of approximately 58,000 km². The Isaac region is bordered by the local government areas of Mackay, Whitsunday, Rockhampton, Livingstone, Barcaldine, Banana, Charters Towers and Central Highlands.

Located in Central Queensland, from the coast to the coalfields, Isaac is 1,000km north-west of Brisbane and 900km south of Cairns, with access to world class export infrastructure.

Isaac Regional Council was formed in March 2008, as part of Queensland's reform process to local government. The process amalgamated three Shires: Belyando, Broadsound and Nebo. The region has an estimated population of 22,046 residents (2021 Census) living in 17 townships and communities. Major towns include Clermont, Dysart and Moranbah with smaller townships located at Coppabella, Glenden, Middlemount, Nebo and St Lawrence. Our small communities consist of those at Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.

The region is characterised by a mix of strong industries, including coal and gas mining, cattle grazing, sugar cane and grain farming (ABS, 2016). The Isaac region has several new renewable energy projects such as solar farms and wind farms under construction or pending approval. Expanding industries include aquaculture, fruit and vegetable growing. Including non-residential workers on shift, the full-time equivalent population is estimated to be 32,990 (Bowen Basin Population Report 2021).

The Isaac region consists of a variety of topographies ranging from those associated with coastal lowlands to hills and mountain ranges. The overall topography is a relatively flat landscape associated with areas of the central highlands. The coastline is made up of sandy beaches, estuaries and rocky outcrops. Moving inland the area remains low lying and tidal. Further west the flat areas give way to gently rolling hills, some areas of flat fertile land and rough hilly country. The land rises dramatically at the foothills of the Connors Range which forms a natural boundary between the coastal landscape and the western highlands.

The major river systems in the region are the Connors and Isaac Rivers which are upstream tributaries of the Fitzroy Basin with flows through the Isaac townships of Nebo, Middlemount, Moranbah and Clermont. The Belyando River located in the west of the region is an upstream tributary of the Burdekin catchment.

POPULATION STATISTICS

In the 2021 Census, there were 22,046 people in Isaac (R) (Local Government Areas) of these 56.2% were male and 43.8% were female.

Aboriginal and Torres Strait Islander people made up 5.3% of the population.

The median age of people in Isaac (R) (Local Government Areas) was 34 years. Children aged 0 – 14 years made up 21.3% of the population and people aged 65 years and over made up 6.8% of the population.

Additional information can be found in the *Economic And Population Review 2023* report via the Isaac Regional Council website - [Strategies and Data - Isaac Regional Council](#)

LGA / STATE	AGE GROUP									
	0-14		15-24		25-44		45-64		65+	
ISAAC (R)	4,691	21.3%	2,580	11.7%	7,759	35.2%	5,514	25%	1,496	6.8%
QLD	964,319	18.7%	637,245	12.4%	1,389,541	26.9%	1,289,431	25%	875,603	17%

INDIGENOUS STATUS

STATUS	PERSONS	%
Non-Indigenous	16,366	74.24%
Aboriginal	927	4.20%
Torres Strait Islander	136	0.62%
Both Aboriginal and Torres Strait Islander	97	0.44%
Not stated	4520	20.50%
Total	22,044	100.00%

ESTIMATED RESIDENT POPULATION BY LOCALITY

**Census data unavailable for this locality due to no people or very low population*

COMMUNITY	POPULATION	COMMUNITY	POPULATION	COMMUNITY	POPULATION
BELYANDO	307	ELPHINSTONE	9	MISTAKE CREEK	36
BLUE MOUNTAIN	*	FRANKFIELD	100	MORANBAH	9,425
BURTON	83	GEMINI MOUNTAINS	65	MOUNT BRITTON	4
CARMILA	340	GLENDEN	477	NEBO	857
CLAIRVIEW	167	HAIL CREEK	179	OXFORD	43
CLARKE CREEK	32	ILBILBIE	358	PASHA	75
CLERMONT	2,952	KILCUMMIN	228	PEAK VALE	40
COLLARROY	*	LOTUS CREEK	113	ST LAWRENCE	245
COPPABELLA	594	MACKENZIE RIVER	84	VALKYRIE	71
DYSART	2,918	MAY DOWNS	93	WOLFANG	84
ELGIN	52	MIDDLEMOUNT	1,899		

EMPLOYMENT BY INDUSTRY

INDUSTRY	NUMBER	%
Mining	14,361	57.70%
Construction	1,907	7.70%
Administrative & Support Services	1,376	5.50%
Agriculture, Forestry & Fishing	1,193	4.80%
Accommodation & Food Services	992	4.00%
Education & Training	709	2.80%
Transport, Postal & Warehousing	682	2.70%
Health Care & Social Assistance	566	2.30%

Retail Trade	538	2.20%
Public Administration & Safety	533	2.10%
Other Services	496	2.00%
Manufacturing	443	1.80%
Rental, Hiring & Real Estate Service	430	1.70%
Professional, Scientific & Technical Services	218	0.90%
Wholesale Trade	186	0.70%
Electricity, Gas, Water & Waste Services	155	0.60%
Arts & Recreation Services	63	0.30%
Information Media & Telecommunications	23	0.10%
Financial & Insurance Services	17	0.10%
TOTAL	24,888	100%

INDUSTRY

Much of the region's economic output is attributable to the resource sector. As of June 2023, there were 31 coal mines, four related infrastructure operations and one gas operation in Isaac. The 10 largest coal mines in the LGA all engaged more than 1,000 workers (RSHQ, 2023).

Two projects—Olive Downs Complex and Clarke Creek Wind and Solar Farm—were under construction in June 2023, and rehabilitation work was underway at Newlands and Grasstree mines.

Agriculture is another key industry for the region. The Queensland Agricultural Land Audit identifies two important agricultural areas within the Isaac LGA, East Coast and The Golden Mile. An important agricultural area is described as an area that has all the requirements for agriculture to be successful and sustainable, is part of a critical mass of land with similar characteristics and is strategically significant to the region or the state.

Tourism also features on the economic landscape with the Isaac coast identified as an emerging tourism precinct for development in the Mackay Destination Tourism Plan. The coast also hosts commercial fishing and aquaculture operations.

HEALTH AND MEDICAL

The Isaac region's Public Hospital services are provided by the Mackay Hospital and Health Service (MHHS). There are hospital facilities in Moranbah, Clermont and Dysart and a range of specialist and allied health services across the region. The Clermont Multipurpose Health Service also provides residential aged care. Private medical and a range of Home and Community Services organisations also operate across the region.

FACILITY TYPE	LOCATION	ADDRESS	DETAILS
Hospitals	Clermont	26 Francis Street	10 acute beds with 24-hour emergency care 22 residential aged care beds
	Moranbah	142 Mills Avenue	12 beds with 24-hour emergency care
	Dysart	30 Queen Elizabeth Drive	9 beds with 24-hour emergency care
Community Health Centres	Glenden	Bell Place	Nurse led clinic facilities from Monday – Friday
	Middlemount	7 Burns Court	Nurse led clinic facilities from Monday – Friday

CEMETERIES

LOCATION	PLOTS AVAILABLE	ADDITIONAL NOTES
Blair Athol Cemetery		Currently closed to new burials – as required, a large capacity exists for new burials
Clermont Cemetery	154	Capacity is very limited; the lawn section includes 2 new rows with 154 plots
Copperfield Cemetery	NIL	Closed to burials at this time. There are many unmarked graves that have not been located
Dysart Lawn Cemetery	22-30	
Glenden Cemetery		Large capacity available
Middlemount Lawn Cemetery		Large capacity available
Moranbah Lawn Cemetery	24	
Nebo Cemetery		Large capacity available
St Lawrence Cemetery		Large capacity available

MORGUE FACILITIES

LOCATION	BODY CAPACITY
Clermont Hospital	2
Central Highlands Funeral Services, Emerald	10
Central Highlands Funeral Services, Sarina	20
Dysart Hospital	2
Moranbah Hospital	2

TEMPORARY COOL ROOM FACILITIES

LOCATION	APPROXIMATE CAPACITY
Glenden Recreation Centre	4
Moranbah Community Centre	8
Dysart Community Centre	4
Clermont Community Centre	4
Middlemount Community Centre	4
Nebo Undercover Arena	20

EMERGENCY SERVICES

	POLICE	QFD	RFSQ	AMBULANCE	SES
CARMILA					
CLERMONT					
DYSART					
GLENDEN					
GREENHILL					
ILBILBIE					
MIDDLEMOUNT					
MORANBAH					
NEBO					
ST LAWRENCE					

NOTE: There are additional 29 Rural Fire Service (RFSQ) primary producer brigades located across the Isaac region which are equipped with slip on units.

REFERABLE DAMS

There are three referable dams located within the IRC LGA. Each of the respective referable dam's owners are currently reviewing their dam Emergency Action Plan (EAP) and risk studies. Where an EAP has been completed, a copy of the EAP has been requested by the LDMG for reference.

Information as per <https://data.qld.gov.au/dataset/referable-dams-register>

DAM NAME	DAM OWNER	DETAILS
Burton Gorge Dam Dam ID 557	Peabody	Located 54km south-west of Glenden Full Supply Capacity 14,829 ML
Theresa Creek Dam Dam ID 366	Isaac Regional Council	Located 22km south-west of Clermont Full Supply Capacity 9,200 ML
Environmental Dam Dam ID 222	TerraComm	Located at Blair Athol Mine, Clermont

WATER

Isaac Regional Council operates eight (8) water treatment plants and networks across our 58,862 square kilometre region:

LOCATION	RAW WATER SUPPLY SOURCE
Carmila	Two shallow bores located near the Carmila Creek approx. 1km from the Water Treatment Plan.
Clermont	Theresa Creek Dam.
Dysart	Bingegang Weir in the Mackenzie River which can be re-filled from Fairbairn Dam, through Bedford Weir.
Glenden	Bowen River which can be refilled from Gattonvale off-stream storage and Eungella Dam.

Middlemount	Bingegang Weir on the Mackenzie River approximately 60km away. The weir can be re-filled from Fairbairn Dam through Bedford Weir.
Moranbah	Burdekin Dam through the Burdekin to Moranbah pipeline, and Eungella Dam through either BMA or SunWater's pipelines.
Nebo	Raw water is supplied from six bores.
St Lawrence	Through high lift pumps from the St Lawrence Creek approximately 500m upstream from the creek weir.

These facilities have been designed and are continually upgraded to effectively treat water supplied from a range of different sources as water quality can be subject to periodic change throughout the year.

WASTEWATER

Isaac Regional Council operates six (6) wastewater treatment facilities and sewer reticulation systems at Moranbah, Middlemount, Dysart, Glenden, Nebo and Clermont. Sewer is transported through the sewer networks by 42 sewer pumping stations across the region to the treatment facilities for treatment and storage in effluent storage dams (ESD) for reuse. Bio-solids from all sites are stockpiled at Moranbah for more than 12 months and then collected by mining entities for environmental rejuvenation projects.

Isaac Regional Council has recycled water treatment facilities that treat stored effluent to Class A standard and pump through pressurised reticulation systems at Moranbah, Dysart, and Middlemount. Clermont, Glenden, and Nebo treat recycled water to Class B standard and pump the recycled water direct from the ESD. All recycled water is used for parks, sporting fields, government facilities, local businesses and on-site at the wastewater treatment facility.

POWER

High voltage (275 000, 132 000, 11 000) and low voltage (66 000, 32 000) power reticulation including SWER lines traverse the area.

Substations owned by Powerlink and Ergon at Carmila (fed from Alligator Creek), St Lawrence and Clairview (fed from Rockhampton), Middlemount & Dysart (fed from Tieri).

Power outages could be 4-24 hours depending upon location and severity of damage for our western areas, whilst our coastal communities may have power outages for several days.

Refer to: ECM_4786229 - DM Plans - Isaac Region - Power Restoration Planning - Critical Services

COMMUNICATIONS

National, local and commercial radio and television reception pay TV; Limited mobile phone reception. Isaac coastal communities have intermittent access to local television stations and only receive local ABC Radio.

ROADS

Major arterial roads passing through the region include:

- Bruce Highway
- Gregory Highway
- Peak Downs Highway
- Fitzroy Developmental Road
- Suttor Developmental Road
- Middlemount-Dysart-Moranbah Road
- Clermont-Alpha Road
- Marlborough-Sarina Road

Many of these roads become compromised by flooding during wet seasons and heavy rain periods as do many of the local roads providing access to the towns for residents from outlying areas and on properties. There are two major vehicle transport corridors through the region:

- Bruce Highway runs north-south through the coastal area of the region, linking Mackay to Rockhampton.
- Peak Downs Highway runs east-west linking Nebo, Moranbah, and Clermont.
- Several other road corridors link the smaller towns to the major centres:
- The Gregory Developmental Road runs north-south linking Charters Towers to Emerald through Clermont.
- The Peak Downs Dysart and Fitzroy Developmental Roads run south from the Peak Downs Highway linking Dysart and Middlemount to the major transport corridors.
- The Suttor Developmental Road runs north-west out of Nebo to Glenden and then onto the northern sector of the region linking the Gregory Development Road and Peak Downs Highway.

AIRPORTS

Moranbah Airport is a commercial airport owned and operated by BMA. Middlemount airport is privately owned and operated and licensed to operate Dash 8 type aircraft. Clermont airport is also licenced to operate Dash 8 aircraft and is owned and operated by Isaac Regional Council. Dysart has an Aircraft Landing Area (ALA).

Middlemount and Clermont airports all have private charters and private planes using them. Dysart ALA is not available for private use however all airports and the Dysart ALA receive regular medical flights including Royal Flying Doctor Service, CQ Rescue and Capricorn Rescue.

Helipads are in Nebo, Glenden, Dysart and Clermont. All other communities have council managed air strips for private and emergency use, as well as emergency helicopter landing spots. Many rural properties also have private landing strips for business and emergencies.

RAIL NETWORK

There is an extensive rail network in the Isaac Region including:

- The Tilt train operates between Brisbane and Cairns, as a high-speed passenger and freight network passing through the Isaac Coastal region.
- The Central Qld Coal Network (CQCN) services the Bowen basin primarily to transport coal from mines to ports, this includes the Newlands and Goonyella systems which deliver coal Abbot Point, Dalrymple Bay, and Hay Point. Some grain is transported from Mt McLaren Grain Depot near Clermont when the system allows.
- The Central Western System operates between Emerald and Clermont, primarily carrying cattle trains from the Clermont Saleyards.
- The Galilee Basin proposed railway network is in development, with a State Development Area declared over parts of the Galilee Basin.

HAZARD SPECIFIC ARRANGEMENTS

A number of natural and non-natural hazards that have potential to impact the Isaac region have been considered, as summarised below:

NATURAL HAZARD	NON-NATURAL HAZARD
Meteorological	Human Caused
Cyclone	Major Transport Infrastructure Outage
Flood	Terrorist Incident
Storm Tide	Marine Oil Spill
Bushfire	Arson
Severe Storm	Sabotage of Essential Services
Heatwave	Severe Civil Unrest
Drought	Bombing
Geological	Supply Chain Failure
Earthquake	Infrastructure
Landslide	Building Collapse
Tsunami	Failure of Essential Infrastructure
Biological	Hazardous Materials Incident
Human Epidemic	Bridge Collapse
Animal and Plant Disease	Dam Failure
Insect or Vermin Plague	Industrial Incident

HAZARDOUS SITES

Hazardous sites including service stations, swimming pools and pool chemical suppliers, chemical and gas suppliers, coal and coal seam gas mining sites and a range of other locations are included in Council's all hazards risk register via QERMF. Hazardous fuels being transported across and through the region include but are not limited to ammonium nitrate; FX water gel; high energy fuel, fuel; and ULD and diesel.

HAZARD SPECIFIC PLANNING

In accordance with the State Disaster Management Plan (SDMP), Functional Lead Agencies are allocated for a range of identified hazards and are responsible for the development of a hazard specific plan. These plans are to support the functional agency to manage the hazard specific event.

Conducting assessments under the (QERMF) in conjunction with the district and relevant agencies.

Participating in fire management group specific to our region and working with other government bodies to manage fire risks.

RISK ASSESSMENT MANAGEMENT

The hazards detailed above are routinely considered as part of ongoing risk assessment activities. Isaac Regional Council and partner agencies will develop a detailed risk assessment of the hazard events considered most likely to impact the Mackay region. The events assessed will be confirmed based on historical events and emerging risks.

In order to ensure a contemporary and consistent methodology, Isaac Regional Council has adopted the process of the [Queensland Emergency Risk Management Framework \(QERMF\)](#).

The outcomes of the risk assessment inform the basis of this plan and associated sub plans. The risk assessment documentation is provided to the LDMG and partner agencies in order to assist them in the formation of their own respective operational and response plans.

In summary, the risk assessment process examines the risk of the hazard seriously disrupting the community and requiring a significant coordinated response by the LDMG.

The process specifically considers the following:

- The hazard
- The exposed elements
- Treatment options
- Capability and capacity of the local government and partner agencies to respond
- Residual risk rating

After identification of any residual risk, it is imperative to communicate with the relevant stakeholders the intended strategies that will be employed to either,

- Accept the risk
- Treat the risk
- Manage the risk.

Communicating gaps in capacity that may lead to residual risk ensures those either accepting the management of the residual risk or looking to share the residual risk can clearly plan to address the identified gaps.

Any plans or strategies developed to manage residual risk will need to be complementary between the relevant agencies at each level within the QDMA.



PREVENTION

PREVENTION ARRANGEMENTS

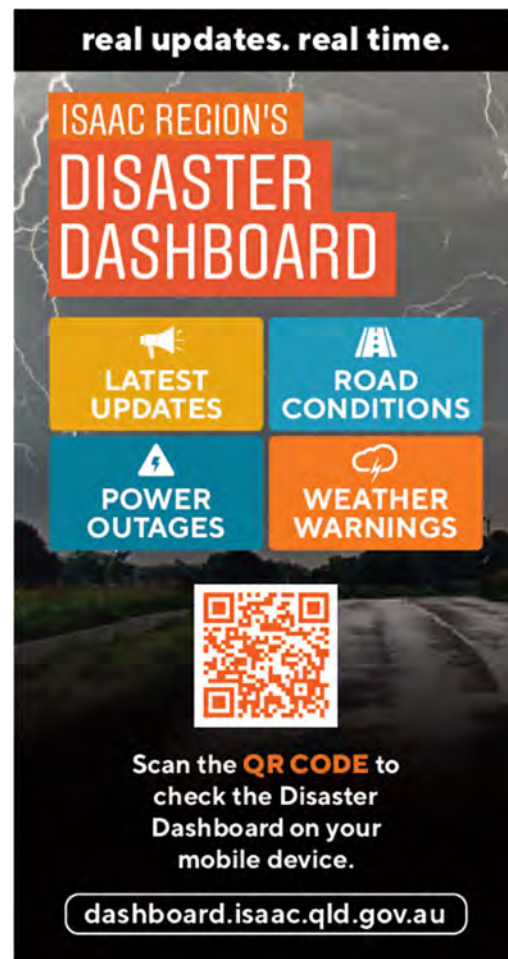
The Isaac LDMG is committed to reducing disaster risks wherever possible, by reducing the likelihood and/or consequence of disaster events.

The following strategies are promoted by the group to reduce disaster risk to the community:

- Compliance with Legislation, Regulations and Standards
- The LDMG is committed to implementing and promoting knowledge and awareness within the group's members in respect to their applicable legislation/s.
- The various acts, regulations and standards include provisions which work to reduce the risks associated with disasters and have been considered in the preparation of this LDMP.

COMMUNITY ENGAGEMENT

- To ensure that disaster resilience is built within community.
- Through promotion of the Get Ready Queensland activities, radio updates, community group engagement activities.
- Maintain and communicate Council's Disaster Dashboard, which provides real time updates for awareness for disasters with access to current weather warnings, road closures, power outages – <https://dashboard.isaac.qld.gov.au/>
- Isaac Local Disaster Coordination Centre Facebook page is another platform for sharing community messaging using the toolkits provided by Get Ready Queensland which ensures consistent messaging, and other relevant communications sources such as posts from the Bureau of Meteorology, Queensland Health, Queensland Fire and Emergency Services.
<https://www.facebook.com/IsaacLDCC>



AGENCY ENGAGEMENT ACTIONS

Throughout the year the LDMG participates in regional activities:

- Fire Management Group meetings facilitated by Rural Fire Service
- Disaster Management Officer Forums – with district and regional LGA's
- Resilient Queensland strategies facilitated by Queensland Reconstruction Authority
- Infrastructure Resilience Working Group facilitated internally by Isaac Regional Council
- Community Advisory Subgroup's which are facilitated regionally by Isaac Regional Council via the LDMG.

DISASTER MANAGEMENT ACTIVITIES CALENDAR

PREVENTION

Key Activities
Reporting, Assessing,
Planning, Training &
Exercising

PREPAREDNESS

Key Activities
Reviewing, Planning,
Training, Exercising, Cabinet
Submission & Community
Awareness

RESPONSE

Key Activities
Responding, Recovering,
Meetings & Reporting

RECOVERY

Key Activities
Post Event Series
i.e. Meetings
Assurance Activities
Review & Assess

Reference: Queensland State Disaster Management Plan





PREPAREDNESS

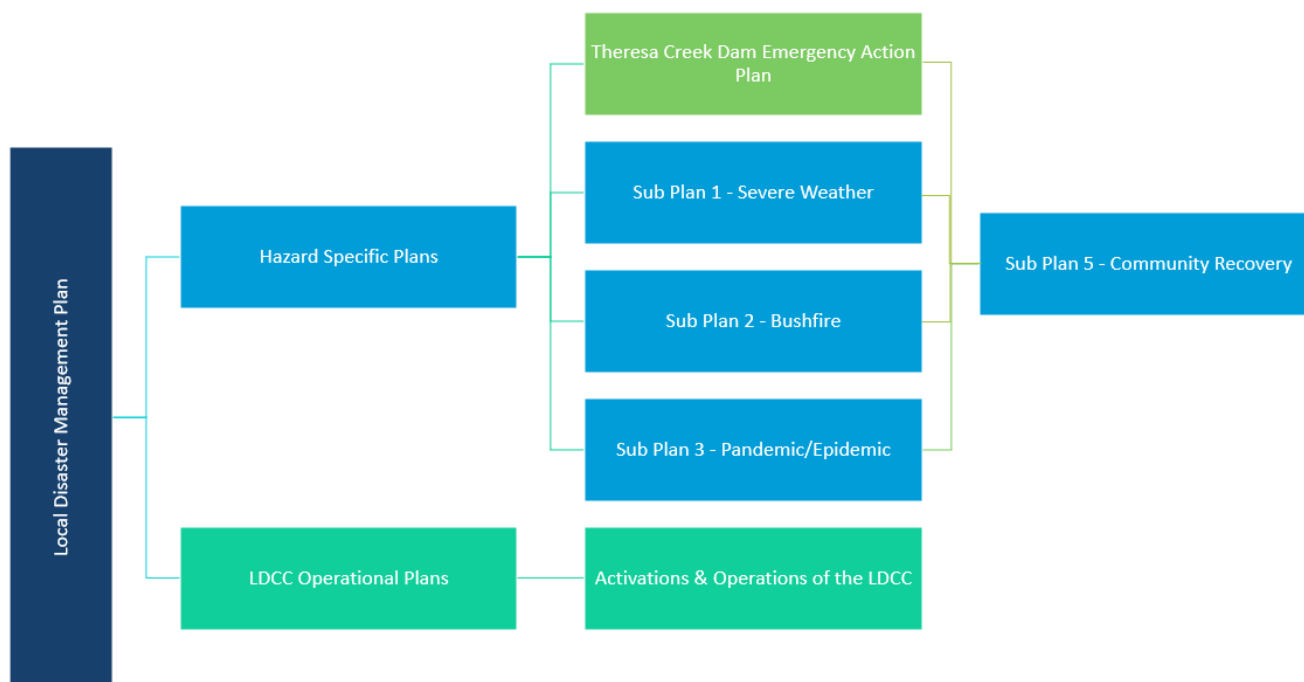
PREPAREDNESS ARRANGEMENTS

SUB PLANS

NAME	INTERNAL DOCUMENT NUMBER
Sub Plan 1 – Severe Weather	ECM 4479062
Sub Plan 2 - Bushfire	ECM 3643414
Sub Plan 3 - Pandemic / Epidemic	ECM 711023
Sub Plan 4 – Activation & Operations of the LDCC	ECM 4467523
Sub Plan 5 - Community Recovery Plan	ECM 4683695

These plans address specific hazards where State departments or agencies have primary management responsibility to ensure that an effective plan is prepared. Hazard specific plans address the hazard actions across all PPRR phases and include information on how the QDMA links with the hazard specific arrangements and support the primary agency to manage the hazard specific event. Specific planning is required to ensure appropriate coordination and operational procedures are developed for specific hazards; these may be different to those for disaster management.

The following structure demonstrates the Isaac specific plans to support disaster management arrangements at Isaac Regional Council



COMMUNITY PREPAREDNESS

With 17 unique communities and arrange of differing lifestyles, economic drivers, historical impacts and a vast distance to cover, it is essential that the communities of the Isaac region are resilient and able to cope with a range of potential natural and manmade disasters.

Most of the Isaac communities have thriving local sports groups, volunteer organisations and community groups. The majority have active Rural Fire and SES services with a wealth of local knowledge, as well as teams on all mine sites specifically trained to manage on mine site disasters.

With most events, a combined community and industry response, led by the LDMG and appropriate government agencies, would be forthcoming to prevent, prepare for, respond to and recover from an event.

IRC has worked to develop Disaster Management capacity within the region, with 1.5 full time staff employed in Disaster Management, and a full time SES Local Controller. Council's disaster management team is continually gaining capacity through training and exercises. Council employs approximately 450 staff across all major locations in the region.

COMMUNITY EDUCATION

In accordance with s30 (e) of the Act, the LDMG undertakes several place-based and regional campaigns to promote the key themes in alignment with Get Ready Queensland.

Communications Strategy:

- Annual regional media campaigns.
- Disaster dedicated preparation messages released through social media, during storm, cyclone and fire season, event based.
- Dedicated messaging during events via press releases, public notices and social media via the Isaac Local Disaster Coordination Centre page. <https://www.facebook.com/IsaacLDCC>
- Isaac's Disaster Dashboard. <https://dashboard.isaac.qld.gov.au/>
- Participation in local and regional events promoting Get Ready Queensland, and other disaster management messaging.
- Conducting preparedness educational programs at the local primary schools in the Isaac Region each year.
- Targeted community awareness at a grass roots level for development of contact lists and registers, focussed on most likely event/hazard/risk.

COMMUNICATION

Communicating with the LDMG about events is via email and SMS (via Guardian IMS).

If the primary means of communications fails, then Telstra and the various Lead and Support Agencies will attempt to restore communications or provide alternative means of communications.

All Core and Advisory Member Agencies involved in the disaster response shall provide their own communication links between the LDCC and their agency.

- Council will use the most efficient and appropriate means to warn the community before, during and after a disaster event. These means may include: Media releases with warnings including the utilisation of radio stations and ABC local radio
- Personal visit to property by Police, Emergency Services members or Council employees
- Emergency Alert - EA provides a platform for local and state agencies to issue warnings. EA is a way to deliver messages directly to a person's mobile or landline phone, it should complement other

forms of public information or warning delivery such as traditional media, social media and website updates.

- Disaster Dashboard (via Latest Updates) - <https://dashboard.isaac.qld.gov.au/>
- LDCC Facebook page - <https://www.facebook.com/IsaacLDCC>

AUSTRALIAN WARNING SYSTEM

The [Australian Warning System](#) (AWS) is a national approach to information and warnings for hazards like bushfire, flood, storm, cyclone, extreme heat and severe weather. The AWS aims to provide consistent warnings to Australian communities so that people know what to do when they see a warning level. There are three warning levels:

- **Advice:** An incident has started. There is no immediate danger. Stay up to date in case the situation changes.
- **Watch and Act:** There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family.
- **Emergency Warning:** An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk.

MEDIA MANAGEMENT

Information is the basis of timely and appropriate decisions. The best use of information will follow a systematic handling of information. All information must be evaluated before communications are developed. At all-time consideration will be given to sharing ONLY from the single point of truth (the responsible agency).

The key steps are:

- Collection – from multiple sources (history and real time)
- Collation – the sorting of information by interested parties
- Confirmation – the verification of information collected and collated
- Interpretation – suitably skilled and authorised personnel make sense of the information
- Act – response to the above actions
- Record/store/file

These actions are repeated constantly during disaster operations, and result in substantial quantities of information. The sign of good information management is the capture and recording of all the information, to enable it to be shared with as many interested personnel as possible – both during an event.

When this is done well all personnel involved will have far greater 'situational awareness' and, after the event, will be able to reconstruct what happened, and when.

This facilitates organisational learning, by continuous improvement, through analysis of past operations. It will also ensure information is not lost and is processed in a thorough and systematic manner. Personnel needing to make decisions can be assured they have the most up-to-date and complete information with which to work.

LOCAL DISASTER COORDINATION CENTRE

The primary functions of the Local Disaster Coordination Centres (LDCC) revolve around three key activities:

- Forward planning
- Resource management

- Information management.

Local Disaster Coordination Centres are either permanent or temporary facilities within each local government area, or combined local government area, established to support the LDMG during disasters.

Primary Location – Disaster Management Complex, 38 Bacon Street Moranbah QLD

Secondary Location – Council Chambers, Batchelor Parade, Moranbah QLD

LDCCs operationalise LDMG decisions, as well as plan and implement strategies and activities on behalf of the LDMG during disaster operations.

Representatives from the media are not permitted in the LDCC.

TRAINING FOR LDMG

- Training for LDMG, staff and operations personnel is facilitated by QPS Emergency Management Coordinator.
- Training for the LDMG, staff and operations personnel shall be in accordance with the Queensland Disaster Management Training Framework.
- Members of the IRC disaster management team, who shall assist in the event of a disaster, shall be trained in the use of Guardian IMS.

EXERCISES

In accordance with the Act s59 (2) a Local Government must review the effectiveness of their LDMP at least once a year and this is normally achieved through an exercise.

Exercises can enhance capacity and confidence of the people that participate in them. The conduct of an exercise is one way in which the LDMG can undertake a review of the Local Plan. The development and enactment of scenarios to evaluate the effectiveness of plans is key to good governance and assurance.

Analysing plan effectiveness – both in times of exercise and post-incident response – enhances planning outcomes and enables the implementation of lessons identified.

Accordingly, plans must be adjusted where necessary. Flexibility and agility in planning, rather than rigidity, ensures plans remain relevant, realistic and risk based.

<https://knowledge.aidr.org.au/media/3547/handbook-3-managing-exercises.pdf>

An exercise determined by the LDC which is designed to evaluate the Isaac LDMG response and coordination capability should be facilitated annually.



LESSONS MANAGEMENT

Lessons management is a key element of continuous improvement and disaster management stakeholders in Queensland are urged to apply this learning practice. It involves the identification of learning of lessons captured through evaluation activities (including debriefing, monitoring and reviews) occurring before, during and after emergencies. It includes the establishment of a learning culture to support the monitoring, debriefing and review activities, which are then analysed for trends, risk, and lessons. Lessons are then assessed for action, which are then in turn implemented and monitored for change and improvement.

It is strongly recommended that the strategy applied by disaster management stakeholders be consistent with [The Australian Resilience Handbook for Lessons Management](#).

ACTIVATIONS & TRIGGERS

The Chairperson of the LDMG is responsible for the decision to activate the LDMG, in consultation with the Local Disaster Coordinator as required. Should the Chairperson be unavailable, the Deputy Chairperson of the LDMG is responsible for the decision. Should neither of the above members of Council be available, the decision may be taken by the Local Disaster Coordinator, who will advise the Chair, LDMG as soon as is practicable. Should the LDC be unavailable, the decision may be taken by the Deputy LDC.

Timely activation, across all levels of Queensland's Disaster Management Arrangements, is critical to an effective disaster response. This relies on a clear understanding of the indicators used in Queensland's disaster management arrangements to monitor and provide situational awareness of events.

Disaster management arrangements in Queensland are activated using an escalation model based on the following levels:

ACTIVATION LEVEL	DEFINITION
PRE-ACTIVATION	A state of awareness of a potential situation or threat, generally during bush fire and severe weather seasons. Watching and gathering information with the LDMG Chair and LDC consultation to determine activation to the next level
ALERT	A heightened level of vigilance and preparedness due to the possibility of an event in the area of responsibility. Some action may be required, and the situation should be monitored by staff capable of assessing and preparing for the potential hazard.
LEAN FORWARD	An operational state prior to 'Stand Up', characterised by the heightened level of situational awareness of a disaster event (either current or impending) and state of operational readiness. Disaster coordination centres are on standby – prepared by not activated.
STAND UP	The operational state following 'Lean Forward' where resources are mobilised, personnel are activated, and operational activities commenced. Disaster coordination centres are activated.
STAND DOWN	Transition from responding to an event back to normal core business and/or recovery operations. The event no longer requires a coordinated operational response.
DEBRIEF	This stage is the close out of the activation ensuring that lessons identified are captured.

https://www.disaster.qld.gov.au/_data/assets/pdf_file/0029/339428/RG1157-DMG-Activation-Triggers-Reference-Guide.pdf

DECLARATION OF A DISASTER SITUATION

Section 64 of the *Disaster Management Act 2003* gives the legislative authority for declaring a disaster situation. The declaration of a disaster situation provides additional powers to nominated officers.

A disaster situation will normally only be declared when it is necessary to exercise those additional powers to prevent or minimise:

- Loss of human life
- Illness or injury to humans
- Property loss or damage
- Damage to the environment

If a District Disaster Coordinator believes the disaster or impending disaster is likely to require specific disaster powers, then the DDC may, after consultation with the DDMG and relevant local governments and with the approval of the Minister declare a disaster situation for all or part of the district in the Isaac Region.

FINANCIAL MANAGEMENT

All agencies are responsible for meeting and recording their own operational expenses incurred during a disaster event, and for claiming reimbursement of any expenses allowed refer to:

<https://www.gra.qld.gov.au/funding/drfa>

Financial cost codes are activated for cost recovery and staff operations. IRC is required to discharge financial management responsibilities in accordance with the Financial Accountability Act 2009.

LOGISTICS SUPPORT & RESOURCE ALLOCATION

Isaac Regional Council is required to manage the purchasing of resources and support in accordance with Local Government Regulations 2012.



RESPONSE

RESPONSE ARRANGEMENTS

RESUPPLY

Reference: https://www.disaster.qld.gov.au/_data/assets/pdf_file/0022/339421/M1205-Queensland-Resupply-Manual.pdf

The LDMG is responsible for the management of and community education and awareness in relation to the resupply of isolated communities and isolated rural properties.

Resupply operations are not intended to ensure retailers can continue to trade nor are they a substitute for individual and retailer preparation and preparedness. Resupply operations are expensive and logistically challenging and must be considered as a last resort.

When local and district operations require additional resources, QFD coordinates the acquisition and management of resupply through the SDCC Logistics (if activated) or the SDCC Watch Desk (if not activated).

There are three types of resupply operations undertaken in Queensland:

1. RESUPPLY OF ISOLATED COMMUNITIES

This operation occurs when people residing in a community have access to retail outlets, but those outlets are unable to maintain the level of essential goods required due to normal transport routes being inoperable as a result of a natural disaster event. In this scenario, the state government contributes to the cost of transporting goods by alternate methods.

This operation ensures essential goods are available to the community through the normal retail facilities within that community. This maintains the safety and wellbeing of humans and domestic animals during the period of isolation.

2. RESUPPLY OF ISOLATED RURAL PROPERTIES

Isolated rural properties are groups of individuals isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event. This may include primary producers, outstations or small communities that have no retail facilities and require resupply. The aim of resupply operations to isolated rural properties is to maintain access to essential goods, including medications.

Isolated rural property owners are responsible for placing and paying for their orders with retailers. The LDCC and DDCC facilitate and meet the cost of transport only. Resupply to isolated rural properties may continue for some time after resupply to isolated communities is no longer required.

LDMG whose area of responsibility contains rural properties that are subject to isolation should ensure that all rural properties are aware of the resupply process, protocols and contacts.

3. RESUPPLY OF STRANDED PERSONS

This operation provides essential goods to individuals who are isolated from retail facilities due to normal transport routes being inoperable as a result of a natural disaster event and are not at their normal place of residence. This is usually stranded travellers and campers.

The resupply or evacuation of stranded persons is coordinated by the QPS. QPS may also use the resources of the LDCC if it is activated in response to a disaster event in the local government area.

QPS determines the most appropriate course of action: whether to resupply stranded individuals or to evacuate them to a safer environment. If the LDCC is not activated, QPS will resupply or evacuate stranded individuals and report through the normal police reporting system.

EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return. For an evacuation to be as effective as possible, it must be appropriately planned and implemented.

Reference:

<https://knowledge.aidr.org.au/resources/handbook-evacuation-planning/>

Stages of the evacuation process

The key consideration in evacuation planning is to address the five -stage evacuation process:

1. **Decision to evacuate**
2. **Warning**
3. **Withdrawal**
4. **Shelter**
5. **Return**

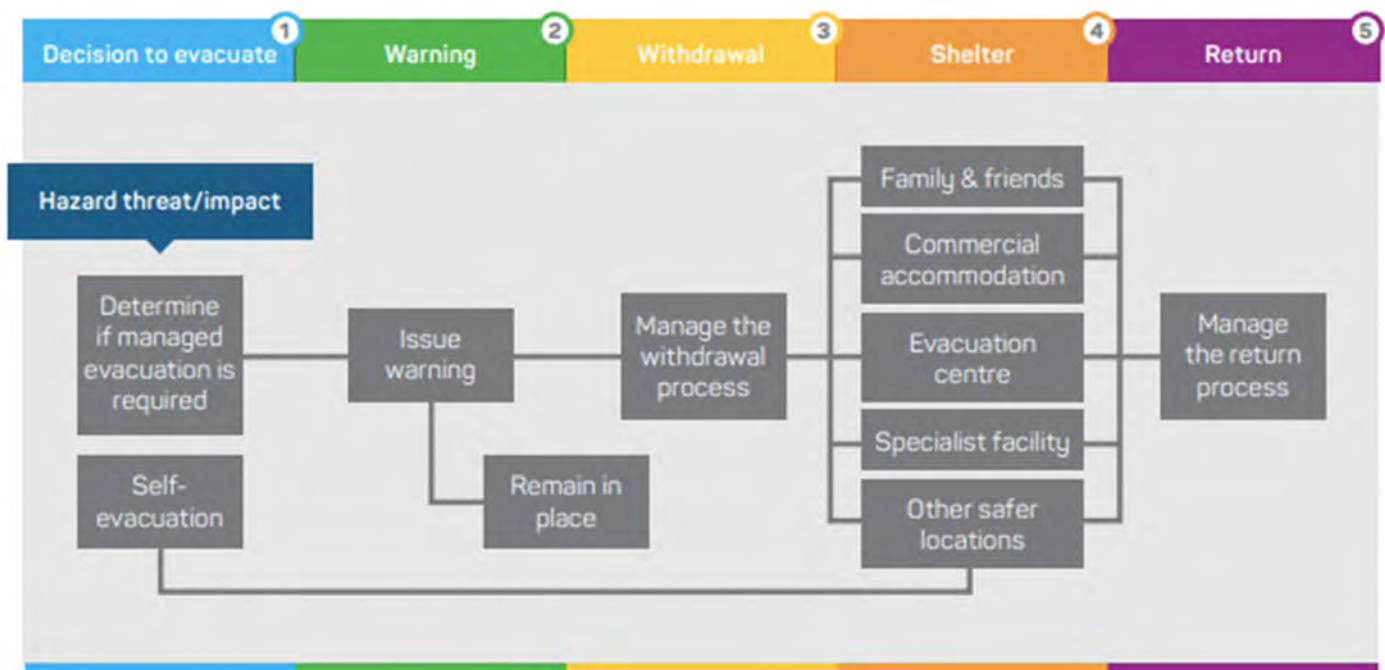


Figure 1 Evacuation process

1. DECISION TO EVACUATE

During evacuation planning, decision makers analyse event specific information and intelligence and make an assessment on the necessity to evacuate exposed persons.

Considerations

- Is evacuation the best option?
- Are there other alternatives?
- Is it possible to evacuate?
- Has a risk assessment been undertaken to inform the decision to evacuate?
- Will it be a staggered evacuation?
- Have any special arrangements for the vulnerable population been considered?

Authority to evacuate

The decision to authorise an evacuation may occur under the following conditions or authorities:

- QPS under the Public Safety Preservation Act 1986
- QFD under the Fire Services Act 1990
- LDMG may recommend a voluntary self-evacuation of a community or portions of a community
- LDMG may recommend that the Mackay DDC declare a Disaster Situation under the *Disaster Management Act 2003* to affect a managed evacuation of a community or portions of a community

Disaster Management Act 2003 (the Act) requires the declaration of a disaster situation. During a disaster situation, the DDC and Declared Disaster Officers are provided with additional powers under sections 77-78 of the Act. These powers may be required to give effect to a directed evacuation.

2. WARNING

All warnings should be timed to allow sufficient time for the community to evacuate the impending danger area. Timing will depend upon information and intelligence received on the impending threat.

Time of issue of warning = Warning time + evacuees' reaction time + travel time to a shelter.

Warning dissemination and methods

The following table (page 41) documents the agencies' responsible for the dissemination of evacuation warnings to exposed populations.

EXPOSED POPULATION	ACTIVATION RISK LEVEL	WARNING METHOD	WHO
GENERAL POPULATION	Minor	Mass media: Media releases Social Media Disaster Dashboard Interviews with approved officers.	LDMG – Public Information Officers.
	Moderate	Door Knocking.	QPS with assistance from SES
		Information / letter drop.	LDMG - Public Information Officers
	Major	Emergency Alert	LDMG to formally request through DDMG to SDCC.
HOSPITALS NURSING HOMES, AGED CARE	All	Notification of LDMG Activation via QH and Hospital Services and Department of Communities, Child Safety and Disability Services.	LDMG via contact lists
		Mass Media.	Public Information Officers
SCHOOLS DAY CARE CENTRES KINDERGARTEN	All	Notification of LDMG Activation via Department of Education	LDMG via contact lists
		Mass Media.	Public Information Officers
TOURISTS	All	Via Tourism Operators, Accommodation Providers etc.	LDMG via contact lists
		Mass Media.	Public Information Officers
OFFSHORE ISLANDS	Middle Island has two caretakers in residence and there may be campers / recreational vessels in the area.	Warning via Maritime Safety Queensland (MSQ) and mass media.	LDMG contacts MSQ
CARAVAN PARKS, CAMPING GROUNDS	All	Signage at camp grounds. Information to camping ground / caravan park managers.	LDMG contact to IRC
NON-ENGLISH SPEAKING	All	Nominated central point of contact within community for interpretation and distribution to relevant ethnic group.	
PEOPLE WITH A DISABILITY	All	Notification of event to community service providers.	LDMG via contact lists
MARINE USERS	All	Marine Radio and Distress Systems and Networks via Maritime Safety Queensland.	LDMG contacts MSQ
HOMELESS		Mobile Public Address System at known hot spots.	

Standard messages to the community

The standard 'wording' content contained in evacuation orders and media release statements should be further populated with the details relevant to the event and then utilised across all warning methods to ensure consistent messages are provided to all sectors of the community. For some events there are Standard Emergency Alert messages that have been preformatted and lodged with the SDCC.

3. WITHDRAWAL

Transport

Transportation of evacuees will be via their own vehicles or with friends and family. Public transport is limited in the Isaac region however pre-agreements with bus contractors can be investigated. Details of transportation will be included in the localised planning.

SUBURB / LOCATION	PLANNING ARRANGEMENTS	TRANSPORT MODE	TRANSPORT PROVIDER	NUMBER OF SERVICES	PICK UP POINT	DESTINATION
IRC COAST	No shelters or places of refuge.	Own vehicles				Mackay / Rockhampton
	Clients of Broadsound Community Care.	Private Bus	Broadsound Community Care.	1	To be advised	

Pets and animals

Pets and animals are the responsibility of the owner. Should the household be required to evacuate they are to take their domestic animals with them or make arrangements with someone in a safe place to care for them.

4. SHELTER

EVACUATION CENTRES

There are no Evacuation Centres located within the Isaac region. Refer below to places of refuge. Residents should consider Self-Shelter options first where possible.

Self-Shelter Options

Residents are encouraged to make their own arrangements away from the hazard impact area. Some options that should be considered are:

- Using a holiday home
- Staying with family and friends
- Using commercial accommodation (hotels, motels)

PLACES OF REFUGE

For our residents located in our coastal communities, refer to 'Summary of Safer Locations for Coastal Residents' table below. Noting these centres are considered places of refuge as Council does not have supplies, without the request for assistance.

SUMMARY OF SAFER LOCATIONS FOR COASTAL RESIDENTS

LOCATION	NAME	KNOWN COMMUNITY GATHER POINTS	CYCLONE	FLOOD	STORM TIDE	BUSHFIRE	TSUNAMI	PANDEMIC	EARTH- QUAKE	HAZMAT
CARMILA	Carmila Memorial Hall	Broadsound Community Care				✓		✓		
CLAIRVIEW	Clairview Community Centre					✓		✓		
CLARKE CREEK	Clarke Creek Community Hall					✓		✓		
CLERMONT	Clermont Community Centre					✓		✓		
DYSART	Dysart Civic Centre					✓		✓		
FLAGGY ROCK	Flaggy Rock Community & Recreation Centre					✓		✓		
ILBILBIE	Ilbilbie Community Centre					✓		✓		
MIDDLEMOUNT	Middlemount Community Hall					✓		✓		
MORANBAH	Moranbah Community Centre					✓		✓		
NEBO	Nebo Memorial Hall					✓		✓		
ST LAWRENCE	Broadsound Centenary Hall					✓		✓		

PLACES OF REFUGE

Council Owned Community Facilities

Should Council be asked to assist external agencies or local businesses in providing a temporary space for a place of refuge the following Council facilities can be made available.

LOCALITY	ADDRESS	CAPACITY	AMENITIES	
			TOILET	SHOWER
Broadsound Centenary Hall	7 Railway Street, St Lawrence	50	M/F	
Carmila Hall	Music Street, Carmila	50	M/F	
Clarke Creek Hall	44 May Downs Road, Clarke Creek	50	M/F	
Clermont Civic Centre	Daintree Street, Clermont	200	M/F	
Dysart Civic Centre	Queen Elizabeth Drive, Dysart	200	M/F	
Dysart Recreation Centre	Queen Elizabeth Drive, Dysart	200	M/F	Yes
Glenden Recreation Centre	Ewan Drive, Glenden	200	M/F	
Middlemount Community Hall	27 James Randall Drive, Middlemount	200	M/F	
Moranbah Community Centre			Facility currently under refurbishment. In the event a Place of Refuge is required in Moranbah, a Request for Assistance (RFA) will be submitted to the Mackay DDMG for response by Education Queensland.	
Nebo Memorial Hall	Reynolds Street, Nebo	Possibility to offer 50-100 capacity	M/F	
Nebo Recreation Centre	Bowen Street, Nebo	100	M/F	
Nebo Medical Centre	Kemmis Street, Nebo	Under lease to a medico. Capacity for 10	M/F	

Council Owned Fatigue Accommodation

Council has accommodation options that may be available at the following locations across the region.

LOCALITY	ADDRESS	CAPACITY
Dysart	2 Nolan Street	3 bedrooms
	2 Singleton Street	3 bedrooms
	1 Fisher Street	3 bedrooms
	Bradford St	4 rooms (donga style with private ensuite)
Middlemount	Nolan St	7 rooms (donga style with ensuite)
Clermont	Wattle Hill Road	20 rooms (donga style with ensuite)
St Lawrence	1-3/6 Wilangi Street	2-bedroom units
	7 Arthur Street	3 bedrooms
	14A Arthur Street	2 bedrooms
	31 Macartney Street	3 bedrooms
	36 Macartney Street	3 bedrooms
	Railway Parade	23 Rooms (donga style with shared bathroom facilities)
Nebo	Bowen St	4 Rooms (donga style with ensuite)
	Unit 2/8 Bovey Street	1-bedroom unit
Glenden	3 Dinang Crescent	3-bedroom house
Moranbah	Acacia Street	16 rooms (donga style with private ensuite, and back-up generator power on site)

5. RETURN

Timely return of evacuees is critical; however, safety should not be compromised, all issues need to be considered and the area deemed safe for return. The decision for the return of evacuees and the development of a return strategy will be undertaken by the LDMG and local emergency service representative on the ground. This decision will be based on the information provided by agencies and organisations, such as:

- Queensland Police Service
- Electricity provider
- Communications provider
- Local government operational business units as relevant (may include environmental health, engineering and infrastructure, water, and sewerage).



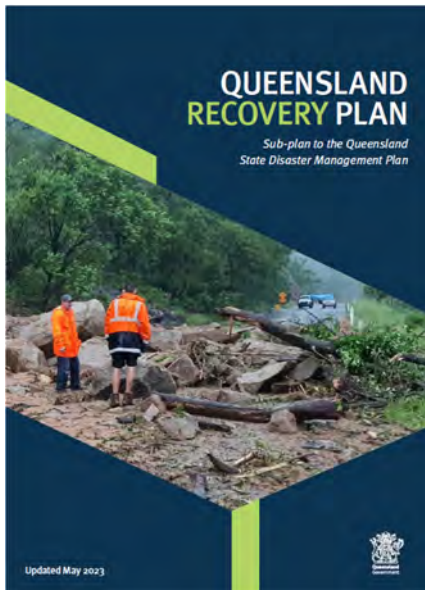
RECOVERY

RECOVERY ARRANGEMENTS

LOCAL RECOVERY STRATEGY

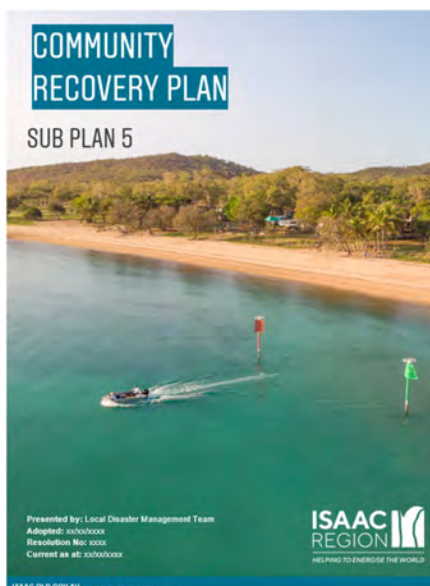
Isaac's LDMG recovery strategy reflects the [Queensland Recovery Plan](#) which provides detailed information on the roles, responsibilities and reporting requirements of Queensland's recovery groups, committees and positions.

As per the Act, IRC has appointed a Local Recovery Coordinator (LRC) to conduct planning and ensure Council is prepared and equipped to assist the community's recovery needs. IRC have facilitated recovery training and workshops in the area during 2016-2018. The Local Recovery Group was established and have applied learnings from significant local events which impacted communities in the region.



LOCAL RECOVERY PLAN

The Community Recovery Plan has been adopted by the LDMG.



FUNCTIONAL RECOVERY GROUPS

FUNCTION	DETAILS	LEAD AGENCY
HUMAN AND SOCIAL RECOVERY	Human and social recovery relates to the emotional, social, physical and psychological health and well-being of individuals, families and communities following a disaster.	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts
ECONOMIC RECOVERY	The effects of a disaster on the economic environment can be classified in terms of direct and indirect impacts. The tangible impacts can usually be given a monetary value and may include loss of tourism, employment opportunities and reduction in cash flow for businesses.	Department of State Development, Infrastructure, Local Government and Planning
ENVIRONMENT RECOVERY	The effects of a disaster on the natural environment may be a direct result of the disaster or through a secondary impact or flow on from the disaster response or recovery process. Impacts to the environment may include damage or loss of flora and fauna, poor air quality, reduced water quality, land degradation and contamination, or damage to heritage listed places.	Department of Environment and Science
BUILDING RECOVERY	The effects of a disaster on the built environment often result in damage and disruption which inhibits the capacity of essential services and services such as housing, accommodation, education, and health facilities.	Department of Energy and Public Works
ROADS AND TRANSPORT	The effects of a disaster on transport networks, including road, rail, aviation and maritime normally result in difficulty accessing communities and disruption to critical supply chains (both within and outside of the impacted area). Restoration of these networks, or the identification of alternatives, is a priority in disaster recovery.	Department of Transport and Main Roads

APPENDIX A – AGENCY RESPONSIBILITIES BY HAZARD

HAZARD / RESPONSE	DESCRIPTION	LEAD AGENCY
Flood	A flood is an overflow of water that submerges land that is usually dry.	
Storm	A storm is very bad weather, with heavy rain, strong winds, and often thunder and lightning.	
Storm Tide	Storm tide is the total observed seawater level during a storm, which is the combination of storm surge and normal high tide.	Local Disaster Management Group Queensland Fire and Emergency Services
Earthquake	An earthquake is the result of a sudden release of stored energy in the Earth's crust that creates seismic waves.	Queensland Police Service
Tsunami	A tsunami is a series of waves caused by earthquakes or undersea volcanic eruptions.	
Landslip	A landslide is defined as the movement of a mass of rock, debris, or earth down a slope.	
Animal & Plant Disease	A highly infectious disease that can be transmitted animals, plants and humans.	Department of Agriculture and Fisheries (DAF)
Road Traffic Accident	An accident originated on a way or street open to public traffic and at least one moving vehicle involved.	Queensland Police Service
Bushfire	Bushfires occur when both managed and unmanaged areas of vegetation ignite and burn through reserves, national parks, private property and urban corridors and are most likely to occur when the weather is very hot and dry.	Queensland Fire Department Rural Fire Service Queensland
Chemical	Defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.	Queensland Fire Department
Aircraft Accident	Associated with the operation of an aircraft that affects or could affect the safety of operation.	Asset owner and Queensland Police Service
Rail Accident	A train wreck, crash or derailment is a type of disaster involving one or more trains.	

Hazardous Material Accident	Hazardous materials come in the form of explosives, flammable and combustible substances, poisons and radioactive materials. Hazards can occur during production, storage, transportation, use or disposal.	
Epidemic / Pandemic	An outbreak of disease that attacks many peoples at the same time and may spread through one or several communities / throughout the world.	
Heatwave	A period of excessively hot weather, which may be accompanied by high humidity.	Queensland Health
Biological (Human)	Refers to substances that pose a threat to the health of living organisms, primarily that of humans.	
Radiological		
Animal and Plant Disease	Containment and eradication of emergency animal and plant diseased, plant and animal pests, invasive plants and animals, residue and contaminates in agricultural commodities and emergency animal welfare incidents.	Department of Agriculture and Fisheries
Terrorist Attack	A surprise attack involving the deliberate use of violence against civilians.	Queensland Police Service
Ship-Sourced Pollution	Refers to substances discharged into the sea that pose a threat to the health of living organisms.	Dept. Transport and Main Roads
Mass Casualty Management	QH is response for the provision of an integrated response. A mass casualty event is an incident or event where the location, number, severity or type of live casualties requires extraordinary resources.	Queensland Health Queensland Ambulance Service Queensland Police Service
	QH and QPS has joint responsibility for the management of deceased.	Queensland Police Service
	May support recovery hubs to provide initial grant payments for personal hardship assistance, psychological first aid and access to a range of support and information services to enable transition into post-event recovery.	Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts

APPENDIX B – TRIGGERS AND ACTIVATIONS

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
Note: 'Alert' and 'Lean Forward' stages may not be possible if the emergency/disaster strikes without warning.				
PRE-ACTIVATION	<p>Localised agency event – no community impact. Watching and gathering of information.</p> <p>The LDC and the LDMG Chair will consult on whether the LDMG should be activated to the "Alert Stage" regardless of the event or the identification of a lead agency.</p>	LDMG Executive	<p>Maintain a watching brief to monitor the situation.</p> <p>Liaise with required personnel.</p>	<p>Chair and LDC on mobile remotely.</p> <p>Public messaging from Council for awareness.</p>
ALERT	<p>Awareness of a hazard that has the potential to affect the local government area. Organisations will be alerted to ensure readiness to act if required.</p> <p>The LDC and the LDMG Chair will consult on whether the LDMG should be activated to the "Lean Forward Stage" regardless of the event or the identification of a lead agency.</p>	LDMG Executive	<p>Activate Guardian IMS</p> <p>Ensure the LDCC is in a basic state of readiness</p> <p>Determine required LDCC staff and seek permission from OCEO for release</p> <p>Establish contact with the XO</p> <p>Provide initial advice to relevant stakeholders identified in the LDMG contact list</p> <p>Identify potential risks of imminent hazard and outline strategies and planning in anticipation of escalation</p> <p>Establish contact with community relations officers as required</p>	<p>Chair and LDC on mobile remotely.</p> <p>Identified stakeholders will receive an email stating "LDMG/LDCC @ Alert Stage". The email will contain non-sensitive information about the event.</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
LEAN FORWARD	<p>There is a likelihood that threat may affect the local government area. The threat is quantified but may not yet be imminent. The Lead Agency / LDMG are alerted to "Lean Forward" being placed on standby and ready to deploy resources and respond.</p> <p>The Chairperson of the LDMG will, in consultation with the LDC, make the decision to activate to the "Stand Up Stage."</p>	<p>LDMG Executive</p> <p>LDCC Membership</p> <p>LDMG members as required.</p>	<p>Confirm the level of potential threat</p> <p>Conduct meeting with core and available LDMG members regarding briefing, future planning and response strategies</p> <p>Determine trigger point to stand up</p> <p>maintain contact with XO</p> <p>Inform relevant stakeholders of "Lean Forward" stage</p> <p>Ensure the LDCC is fully established & set up ready for operation</p> <p>Release public advice (via media officer) of any relevant public information and warnings, approved by the LDC</p> <p>Commence financial management processes of internal cost codes</p> <p>Chair and LDC to arrange record decisions in Guardian IMS.</p>	<p>Identified stakeholders in LDMG Contacts List will receive an email stating "LDMG/LDCC – Lean Forward Stage".</p> <p>Chair and LDC face to face or via mobile</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
STAND UP	<p>LDMG Chairperson and LDC decide to activate to the "Stand Up" Stage when a trigger point is reached e.g.:</p> <p>A warning or advice of an impending threat.</p> <p>The community will be or already have been impacted.</p> <p>Multi agency response will be required.</p> <p>Request is made by other agency to provide assistance.</p>	<p>LDMG executive</p> <p>LDMG members as required</p> <p>LDCC membership group</p> <p>Recovery Coordinator.</p>	<p>LDCC is activated in Stand Up:</p> <p>Maintain contact with the Mackay DDC, XO & EMC</p> <p>Commence SITREPs as required by DDMG</p> <p>Scale LDCC staffing levels as required with rosters planned and implemented and core LDMG members located in LDCC</p> <p>Call LDMG meetings with the lead agency and all LDMG Members</p> <p>Continue providing information to the public (via the Media Liaison Officer) including IRC phone contacts</p> <p>LDCC remains operational until all tasks have been completed.</p>	<p>Maintain contact with XO by telephone or otherwise as determined by the LDC</p> <p>Advice of the LDMG and LDCC activating to 'Stand Up' stage will be sent to identified stakeholders LDMG contacts list.</p> <p>All core members to be physically located in the LDMG meeting from this stage.</p> <p>Communications officer will maintain the flow of notifications and warnings to the public as approved by the LDC and Chairperson via social media</p>

ACTIVATION LEVEL	THREAT / TRIGGER	REQUIRED PERSONNEL	ACTIONS	COMMUNICATION METHOD
STAND DOWN	<p>LDMG Chairperson and LDC in consultation with the lead Agency (if applicable) determine at when “Stand Down” is initiated to conclude an operation.</p> <p>The ‘Stand Down’ stage is the point that the response to the emergency/disaster event is completed and the coordination of operations transitions to Recovery.</p>	<p>LDMG Executive</p> <p>Recovery coordinator</p> <p>LDMG members as required</p> <p>LDCC staff</p>	<p>Upon being advised of the conclusion of an operation the LDC will:</p> <p>Coordinate stand down of participating organisations</p> <p>Notify XO, EMC of stand down</p> <p>Ensure completion and collation of all paperwork and financial management within LDCC and DRFA</p> <p>Conduct hot debrief</p> <p>Close LDCC – transition to Recovery.</p>	<p>Contact with the XO will be by telephone or otherwise as determined by the LDC.</p> <p>LDMG and LDCC staff members will be sent an email stating “LDMG Stand Down” and provide details of final meeting times and LDCC closure process.</p> <p>Advice of response operations ceasing will be forwarded to identified stakeholders with advice pertaining to required debriefs and post operation reporting.</p>
DEBRIEF	To be undertaken on conclusion of the activation.	All personnel involved Internal/ external.	<p>Questions:</p> <p>What went well?</p> <p>What did not go well?</p> <p>Where can we improve for next time?</p> <p>Conduct formal debrief and Collate into lessons identified.</p>	<p>Hot Debrief</p> <p>Formal debrief</p> <p>Confidential feedback.</p>

APPENDIX C – COMMUNICATION APPROVALS – LDMG/LDCC

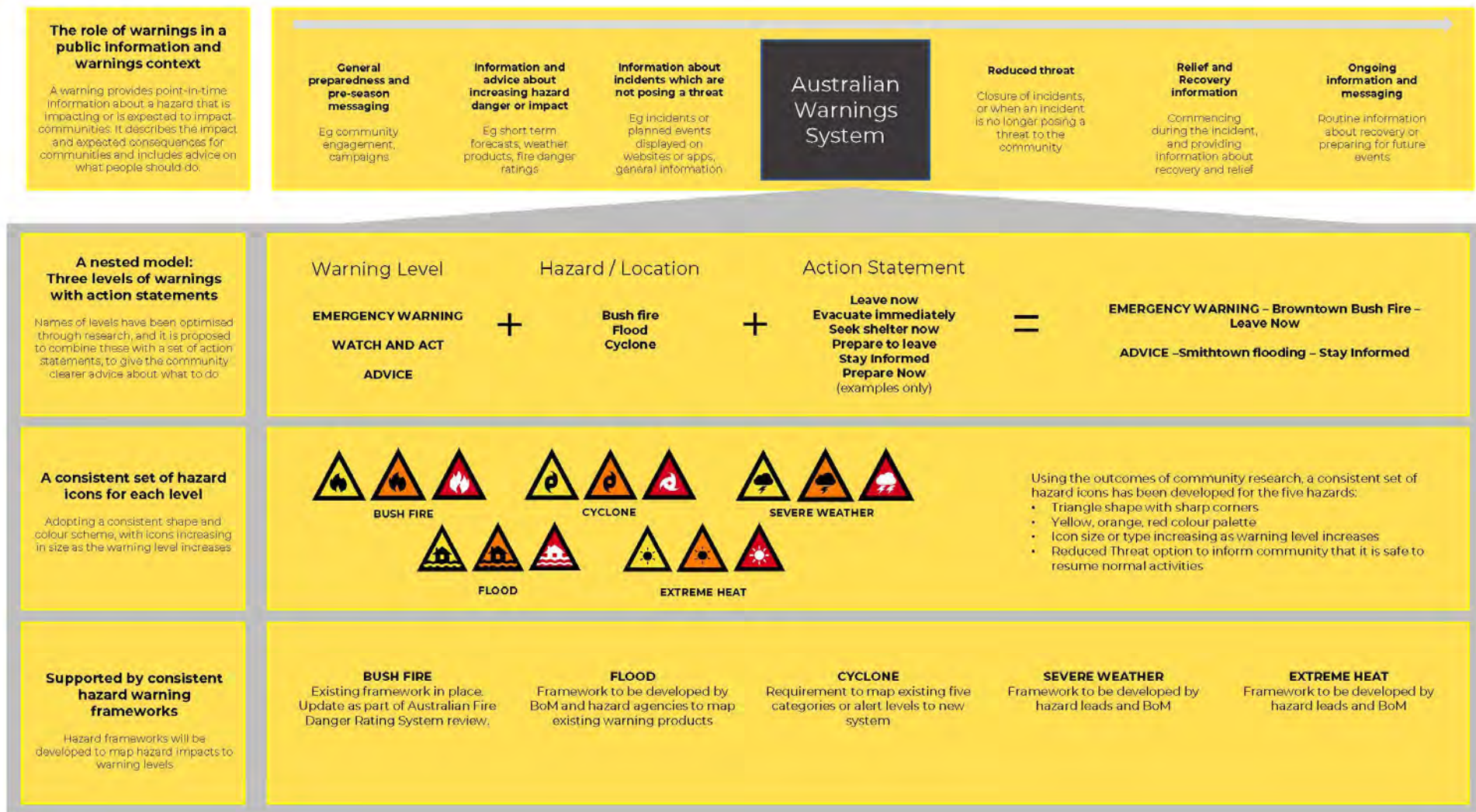
COMMUNICATION APPROVALS – LDMG/LDCC

ACTIVATION LEVEL	TYPE	PLATFORM	EXAMPLE	SOURCE	APPROVAL REQUIREMENTS
Pre-activation	Education and resilience posts	Disaster Dashboard LDCC Facebook	<ul style="list-style-type: none"> • Road Conditions • Severe weather warnings • Weather Updates • Get Ready Toolkit resources 	<ul style="list-style-type: none"> • IRC • Disaster Dashboard • BOM • Get Ready Queensland 	NIL
Pre-activation	Situational awareness posts	Disaster Dashboard LDCC Facebook, with share to IRC Facebook	<ul style="list-style-type: none"> • Road Conditions • Severe weather warnings • Weather Updates • Get Ready Toolkit resources 	<ul style="list-style-type: none"> • IRC • Disaster Dashboard • BOM • QFD • QPS • QAS • Get Ready Queensland 	NIL
Alert Lean Forward Stand Up Stand Down	LDMG status updates	Disaster Dashboard (activation status function) LDCC Facebook	LDCC activation – noting simplified messaging for public		Deputy LDC LDC Mayor

Approved by: Darren Fettell – Local Disaster Coordinator

Date: 14 June 2022

APPENDIX D - THE AUSTRALIAN WARNING SYSTEM



A nested model: Three levels of warnings with action statements

Names of levels have been optimised through research, and it is proposed to combine these with a set of action statements, to give the community clearer advice about what to do

Warning Level	+	Hazard / Location	+	Action Statement	=	
EMERGENCY WARNING WATCH AND ACT ADVICE	+	Bush fire Flood Cyclone	+	Leave now Evacuate immediately Seek shelter now Prepare to leave Stay Informed Prepare Now <small>(examples only)</small>	=	EMERGENCY WARNING – Browntown Bush Fire – Leave Now ADVICE – Smithtown flooding – Stay Informed

A consistent set of hazard icons for each level

Adopting a consistent shape and colour scheme, with icons increasing in size as the warning level increases

BUSH FIRE

CYCLONE

SEVERE WEATHER

FLOOD

EXTREME HEAT

Using the outcomes of community research, a consistent set of hazard icons has been developed for the five hazards:

- Triangle shape with sharp corners
- Yellow, orange, red colour palette
- Icon size or type increasing as warning level increases
- Reduced Threat option to inform community that it is safe to resume normal activities

Supported by consistent hazard warning frameworks

Hazard frameworks will be developed to map hazard impacts to warning levels

BUSH FIRE	FLOOD	CYCLONE	SEVERE WEATHER	EXTREME HEAT
Existing framework in place. Update as part of Australian Fire Danger Rating System review;	Framework to be developed by BoM and hazard agencies to map existing warning products	Requirement to map existing five categories or alert levels to new system	Framework to be developed by hazard leads and BoM	Framework to be developed by hazard leads and BoM

APPENDIX E - ACRONYMS & ABBREVIATIONS

ABS	Australian Bureau of Statistics
AHD	Australian Height Datum
ALA	Aircraft Landing Area
AWS	Australian Warning System
BOM	Bureau of Meteorology
CEO	Chief Executive Officer
DACC	Defence Aid to Civil Community
DDC	District Disaster Coordinator
DDMG	District Disaster Management Group
DDMP	District Disaster Management Plan
DRFA	Disaster Recovery Funding Arrangements
DTMR	Department of Transport & Main Roads
EA	Emergency Alert
EMAF	Emergency Management Assurance Framework
GIS	Geographic Information System
HAT	Highest Astronomical Tide
IGEM	Inspector General of Emergency Management
IRC	Isaac Regional Council
LDC	Local Disaster Coordinator
LDCC	Local Disaster Coordination Centre
LDMG	Local Disaster Management Group
LDMP	Local Disaster Management Plan
LGAQ	Local Government Association of Queensland
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
MHHS	Mackay Hospital Health Service
MSQ	Maritime Safety Queensland
NEMA	National Emergency Management Agency
NGO	Non-Government Organisation
NQPHN	North Queensland Primary Health Network
PPRR	Prevention, Preparedness, Response and Recovery
PSBA	Public Safety Business Agency
QAS	Queensland Ambulance Service

QCS	Queensland Corrective Services
QDMA	Queensland Disaster Management Arrangements
QDMC	Queensland Disaster Management Committee
QDMTF	Queensland Disaster Management Training Framework
QERMF	Queensland Emergency Management Risk Framework
QFD	Queensland Fire Department
QGSO	Queensland Government Statisticians Office
QH	Queensland Health
QLDMG	Queensland Local Disaster Management Guidelines
QPS	Queensland Police Service
QRA	Queensland Reconstruction Authority
QSES	Queensland State Emergency Service
RFA	Request for Assistance
RFDS	Royal Flying Doctor Service
RFSQ	Rural Fire Service Queensland
RSHQ	Resources Safety & Health Queensland
SDCC	State Disaster Coordination Centre
SDMG	State Disaster Management Group
SDMG	State Disaster Management Group
SDR	State Recovery Coordinator
SDRA	State Disaster Relief Arrangements
SEWS	Standard Emergency Warning System
SHECC	State Health Emergency Coordination Centre
SITREP	Situation Report
SOP	Standard Operating Procedures
XO	District Executive Officer

APPENDIX F – COMMUNITY SIGNAGE LOCATIONS

TOWN	SIGN LOCATION	ADDRESS
CARMILA	Carmila SES	6 Music Street
	Carmila Ambulance Station	18 Music Street
	Carmila Police Station	7 Music Street
	Carmila Hall	16 Music Street
CLAIRVIEW	BarraCrab Caravan Park	21 Colonial Drive
CLARKE CREEK	Clarke Creek Community Hall	May Downs Road
	Clarke Creek Campdraft Grounds	May Downs Road
	The Homestead @ Lotus Creek	Marlborough - Sarina Road
CLERMONT	Council Office & Library	24-26 Herschel Street
	Clermont Hospital	26 Francis Street
	Clermont Ambulance Station	40 Sirius Street
	Clermont Police Station	6 Capella Street
	Theresa Creek Dam Kiosk	Theresa Creek Dam
COPPABELLA	Civeo Camp	Peak Downs Highway
	Coppabella Store	76 Lee Street
DYSART	Council Office & Library	Shannon Crescent
	Dysart Civic Centre	Queen Elizabeth Drive
	Dysart Police Station	43 Queen Elizabeth Drive
	Dysart Ambulance Station	47 Queen Elizabeth Drive
GLENDEN	Council Office & Library	Dalton Place
	Glenden Police Station	8 Bell Place
	Glenden Ambulance Station	4 Bell Place
GREENHILL	Greenhill Rural Fire Shed	Greenhill Road
	Greenhill bus shelter	Pacific Avenue
KOUMALA	Koumala Post Office	Bruce Highway
MIDDLEMOUNT	Council Office	11 Carter Place
	Middlemount Shopping Centre	Leichhardt Drive
	Middlemount Library	Leichhardt Drive
MORANBAH	Council Office & Library	Grosvenor Complex, Batchelor Parade
	Town Square Noticeboards	
	Moranbah Youth Centre	Appleton Street
	Moranbah Fair	St Francis Drive
	Moranbah Community Workers Club	49-55 Mills Avenue
	Moranbah Miners Leagues Club	185 Mills Avenue
NEBO	Council Office & Library	Reynolds Street
	Nebo Hotel	Reynolds Street
	Service Station	Cnr Bowen Street & Peak Downs Highway
ST LAWRENCE	Council Office	36 Macartney Street
	St Lawrence Hotel	19 Railway Parade
	Broadsound Memorial Hall	7 Railway Parade
	St Lawrence Recreation Grounds	St Lawrence Connection Road



MEETING DETAILS	Ordinary Meeting Wednesday 27 November 2024
AUTHOR	Maria Borg
AUTHOR POSITION	Senior Disaster and Emergency Resilience Partner

9.5 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 to Council:

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

Resolution No.:CGFS0918

Moved:Cr Jane PickelsSeconded:Cr Terry O’Neill

That the Committee recommends that Council:

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

Carried

BACKGROUND

The Queensland Government has delivered significant bodies of change to Queensland's disaster and emergency management system. As part of the reforms, the Queensland Police Service (QPS) has been expanded to include the State Emergency Service (SES), disaster management functions, and Marine Rescue Queensland (MRQ).

The existing Memorandum of Understanding for SES operations between Queensland Fire and Emergency Services (QFES) and Isaac Regional Council remains current, however, will be reviewed and updated in the coming months following the reform implementation.

The Isaac SES unit is operational and maintaining readiness for emergencies. Recent training sessions have been conducted to enhance skills and preparedness, and the unit has been actively participating in community engagement activities. Equipment is regularly inspected and maintained to ensure effectiveness during incidents. Overall, the SES unit is well-equipped and prepared to respond to any emergencies in the Isaac region.

This table provides a summary of the SES groups with current membership and capabilities. There has been a reduction in numbers of SES members, for a variety of reasons, but active recruitment campaigns continue.

ISAAC SES UNIT SUMMARY

LOCATION	CURRENT MEMBERSHIP	GROUP CAPABILITY
Carmila	5	Traffic control, storm damage, communications, lighting, land search, flood boat rescue, Road Crash Rescue
Clermont	11	Traffic control, storm damage, communications, lighting, land search, flood boat rescue
Dysart	5	Traffic control, storm damage, communications, lighting, land search
Middlemount	2	Traffic control, storm damage, communications, lighting, land search, flood boat rescue
Moranbah	17	Traffic control, storm damage, communications, lighting, land search, flood boat rescue
Nebo	16	Traffic control, storm damage, communications, lighting, land search, flood boat rescue, Road Crash Rescue
St Lawrence	5	Traffic control, storm damage, communications, lighting, land search, Road Crash Rescue

Activations and Training

The Nebo SES group has demonstrated remarkable activity with 78 tasks completed from January 1 to October 16 2024, including 24 road crash rescues, 44 ambulance assists, 1 land searches, and 4 traffic control operations. The organization has also received 10 new volunteer applications across Moranbah, St Lawrence and Nebo groups. To further enhance response capabilities, multiple training courses are planned within the Isaac region this year, aimed at strengthening operations for all SES groups involved.

Community Engagement

SES groups have actively engaged in community events, including the Under 8's day at Nebo, Moranbah, and Middlemount, and the St Lawrence Wetlands weekend highlighting their commitment to local involvement. Additionally, Moranbah Group is planning to attend the Moranbah Night Markets in November, showcasing their dedication to promoting disaster preparation awareness in the community.

Equipment upgrades

The Isaac Fleet Renewal Program saw the delivery of four new Isuzu D-Max Dual Cab vehicles, replacing the four Toyota Hilux dual cabs. Additionally, new trailers were provided to update the aging fleet for both the Dysart and Clermont groups, enhancing operational efficiency and reliability for these teams.

Facilities

A contractor has successfully completed building defect reports for six facilities, identifying any necessary repairs. An action plan for rectification works to ensure that all structures meet safety and quality standards is being developed.

IMPLICATIONS

Due to the declining volunteer membership at the Carmila SES group, the Road Crash Rescue function for the coastal area between St Lawrence and Ilbilbie is currently non-functional.

The SES Local Controller is working with QFES and the SES Area Controller to transfer the RCR function and equipment to the St Lawrence SES group to enable the RCR response capacity for this vulnerable section of the region.

CONSULTATION

- SES Area Controller
- SES Local Controller
- Director Corporate Governance and Financial Services
- Senior Disaster and Emergency Resilience Partner
- SES Group Leaders

BASIS FOR RECOMMENDATION

Not applicable.

ACTION ACCOUNTABILITY

Manager Safety and Resilience to ensure an annual report of the Isaac SES group activities is provided to Council.

SES Local Controller to continue to work with Isaac SES groups and the SES Area Controller to improve capability and operations of the SES units.

KEY MESSAGES

Not applicable.

Report Prepared By:

MARIA BORG

Senior Disaster and Emergency Resilience Partner

Date: 8 October 2024

Report Authorised By:

DARREN FETTELL

Director Corporate, Governance and Financial Services

Date: 11 October 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

John Squire

AUTHOR POSITION

Manager Contracts and Procurement

9.6 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

BACKGROUND

The RPQS Provision of Plant Hire (Wet and/or Dry) IRCT-ALL2-1123-349 panel was initiated to replace the previous panel arrangement IRCT2084-0220-156 RFT for Hire of Plant (Wet and/or Dry), which has now concluded. The purpose of this new arrangement is to provide continued access to Council of an accessible directory of approved Contractors / Suppliers, complete with their corresponding hire rates for the hire of plant and equipment.

IMPLICATIONS

In accordance with the requirements of the *Local Government Regulation 2012*, Default Contracting Procedure, a tender exercise was performed for the purpose of establishing the RPQS panel arrangement.

A total of 46 submissions were made in response to the Request for Tender, across the two categories of Wet and Dry Plant Hire.

This panel arrangement ensures a comprehensive and flexible provision of resources, complementing Isaac Regional Council staff and facilitating the delivery of both operational and capital projects within the Isaac Region. It has been determined that the optimal approach for Council is to award the contract to multiple Contractors and Suppliers.

The list of suppliers to be appointed is as follows:

RESPONDENTS
Am Earthmoving (QLD) Pty Ltd
Anthony Phillip Graham
Bennett Contracting and Plant Hire Pty Ltd
Brooks Hire Services Pty Ltd
G & R Brown & Sons Pty Ltd T/A Brown Contractors
BRW Transport & Quarries Pty Ltd
Clermont Hydraulics & Produce FT T/A Belyando Produce
Cooper McCullough Group Pty Ltd
CQ Mining Hire Pty Ltd
Lou's Contracting Services Pty Ltd
DG Services Pty Ltd
Duffy Earthmoving & Plant Hire Pty Ltd
Durack Civil Pty Ltd
Elite Bitumen & Asphalt No 1 Pty Ltd
Ellis Stabilising Pty Ltd
Fairbrother Vegetation
Flexihire Pty Ltd
G. & G. Markwell Pty Ltd
Gudjala Pty Ltd
Hawk Plant Hire Pty Ltd
HSM Contracting Pty Ltd
Jeff Read Earthmoving Pty Ltd
K2 Plant Hire Pty Ltd

Koumala Excavation Pty Ltd
LD & LJ Hillery Pty Ltd
Luke Morrison Plumbing Pty Ltd T/A LMP Project Services
Nixon Plumbing Pty Ltd
Onsite Rental Group Operations Pty Ltd
Premiair Services Pty Ltd
Queensland Central Bitumen Pty Ltd
Rollers Queensland
Sarina Crane Hire Pty Ltd
Seaforth Civil Pty Ltd
Sherrin Rentals Pty Ltd
Specialised Pavement Services Pty Ltd
Terri-Jo Newman
The Robertson Family Trust T/A Mark Robertson Earthmoving
AM Properties Pty Ltd ATF Andrew Moore Trust T/A Site Vehicle Rentals
The Trustee for the BD & SM Lawrence Trusty T/A BSL Earthmoving
Traquip Pty Ltd
Transformation Earthmoving
Tutt Bryant Hire
Verax (Clermont Plant Hire Pty)
WC Wall Transport Pty Ltd

As this is an RPQS panel arrangement, appointment to the panel does not provide any guarantee to the Respondents of any quantum of work.

CONSULTATION

An evaluation of the submitted tender responses was performed by a panel of qualified IRC personnel consisting of the Manager Operations and Maintenance, Coordinator Infrastructure East, Overseer Parks and Recreation and the Strategic Procurement Officer, as the key users of this panel arrangement.

BASIS FOR RECOMMENDATION

The evaluation was performed on a range of mandatory requirements and a balanced scorecard according to the following weighted criteria;

Criteria	Weighting	Reasoning
Local Preference	10%	As per Local Preference Policy STAT-POL-086 (Resolution 8736)
Price	30%	Value for Money
Relevant Experience	30%	Business' experience in the required fields
Resources	30%	Provision of plant and equipment and/or appropriately licensed operators.

Due to the differences in requirements for Wet and Dry Hire, and the span of the Isaac Region, the evaluation was segregated accordingly. The Respondents which best met these criteria have been recommended for appointment to the RPQS panel.

ACTION ACCOUNTABILITY

Manager Contracts and Procurement is responsible for ensuring that the tender process has been performed in compliance with the requirements of the *Local Government Regulation 2012*.

KEY MESSAGES

This RPQS panel arrangement shall provide support to IRC through the provision of plant hire and equipment, underscoring Council's commitment to leveraging a diverse range of expertise and resources to achieve the best possible outcomes.

Report prepared by:

JOHN SQUIRE
Manager Contracts and Procurement

Date: 1 November 2024

Report authorised by:

Darren Fettell
**Director Corporate Governance & Financial
Services**

Date: 11 November 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- IRCT-ALL2-1123-349 Provision of Plant Hire (Wet and/or Dry) Tender Documentation
- IRCT-ALL2-1123-349 Provision of Plant Hire (Wet and/or Dry) Evaluation Scorecard
- IRCT-ALL2-1123-349 Provision of Plant Hire (Wet and/or Dry) Recommendation Report

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Renae Nelson

AUTHOR POSITION

Contracting Facilitator

9.7 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

BACKGROUND

The RPQS Provision of IT Data Cabling Services IRC-CGFS-0624-T371 panel was initiated to establish a panel of specialized consultants for ongoing maintenance, repairs and upgrades to data cabling to Council facilities and buildings.

For clarity, this arrangement is a completely separate agreement to other arrangements that are in support of the Digital Strategy.

IMPLICATIONS

In accordance with the requirements of the *Local Government Regulation 2012*, Default Contracting Procedure, a tender exercise was performed for the purpose of establishing the RPQS panel arrangement.

A total of 6 submissions were made in response to the Request for Tender. It is recommended to appoint the top 3 Respondents to the RPQS panel arrangement.

The list of suppliers to be appointed is as follows:

Vendor
Ribshire Pty Ltd T/A Goodline
Webb Bros Pty Ltd T/As NQBE Integrated IT
J-Nine Pty Ltd T/A Roy Powell Security

As this is an RPQS panel arrangement, appointment to the panel does not provide any guarantee to the Respondents of any quantum of work.

CONSULTATION

An evaluation of the submitted tender responses was performed by a panel of qualified IRC personnel consisting of the ICT Coordinator, Senior ICT Infrastructure Engineer, Senior ICT Officer and ICT Officer, as the key users of this panel arrangement.

BASIS FOR RECOMMENDATION

The evaluation was performed on a range of mandatory requirements and a balanced scorecard according to the following weighted criteria;

Criteria	Weighting	Reasoning
Local Preference	10%	As per Local Preference Policy STAT-POL-086 (Resolution 8736)
Price	50%	Value for Money
Relevant Experience	20%	Business experience in the required fields of data cabling

Tenderers Capacity	20%	Tenderers capacity in staffing while also working with other third parties and / or to have the capacity to support multiple IRC initiatives simultaneously.
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ACTION ACCOUNTABILITY

Manager Contracts and Procurement is responsible for ensuring that the tender process has been performed in compliance with the requirements of the *Local Government Regulation 2012*.

KEY MESSAGES

This RPQS panel arrangement shall provide support to IRC through specialised consultants skilled in data cabling services.

Report prepared by: RENAE NELSON Contracting Facilitator Date: 7 November 2024	Report authorised by: DARREN FETTELL Director Corporate Governance and Financial Services Date: 8 November 2024
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- IRC-CGFS-0624-T371 RPQS Provision of IT Data Cabling Services Tender Documentation
- IRC-CGFS-0624-T371 RPQS Provision of IT Data Cabling Services Recommendation Report with Moderated Evaluation Scorecard (In Confidence)

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Darren Fettell

AUTHOR POSITION

Director Corporate, Governance and Financial Services

9.8 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:

- 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;*
- 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:

- 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

BACKGROUND

Council has previously approved the proposed expansion and renovation works for the Moranbah Early Learning Centre to enhance community infrastructure. The project has been successful in receiving \$1.6 million in funding from the Queensland Government to support MELC’s facility improvements.

Given that the grant is a contribution to a larger initiative, it is logical for MELC to take the lead in overseeing the procurement process, ensuring expansion and renovation works align with the overall goals of the project. Isaac Regional Council (IRC) will continue to provide necessary oversight to ensure the project management and reporting requirements adhere to regulatory standards (i.e. 2024-27 Works for Queensland Guidelines) and aligns with community objectives.

IMPLICATIONS

Combining Council’s contribution to the renovation and upgrade of the Council owned MELC building with the larger MELC funded project will ensure value for money and aligned project management for the project.

CONSULTATION

Manager Contracts and Procurement.

BASIS FOR RECOMMENDATION

The recommendation will enable compliance with procurement requirements under s235 of the *Local Government Regulations 2012*.

ACTION ACCOUNTABILITY

Director Corporate, Governance and Financial Services to inform Moranbah Early Learning Centre of Council’s Decision.

KEY MESSAGES

Council has considered the most advantageous approach to the MELC Project whilst having regard to the sound contracting principles.

Report prepared by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 11 November 2024	Report authorised by: CALE DENDLE Chief Executive Officer Date: 11 November 2024
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- *Local Government Regulation 2012 (Qld)*
- IRC Procurement Policy
- IRC Local Preference Policy
- IRC W4Q 2024-27 001175-001936 Contract

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Cale Dendle

AUTHOR POSITION

Chief Executive Officer

9.9 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 authorises the Chief Executive Officer to:

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

BACKGROUND

Isaac Affordable Housing Fund Pty Ltd was established in 2009/10 and is the Trustee of the Isaac Affordable Housing Trust. Isaac Regional Council is the sole shareholder and appoints majority directors (four councillors) to the company's board.

Following a Strategy Day on 29 October 2024, the author is proposing some actions to clarify the relationship between IAHT and Council (variously as: shareholder, banker, property manager and advocate).

COMMENTARY

Proposed Shareholder Agreement

Firstly, it is proposed to negotiate a simple Shareholder Agreement (or equivalent) that articulates financial and non-financial performance expectations of IAHT. The measures (and preamble) contemplated at Strategy Day is shown below:

PREAMBLE

"Isaac Affordable Housing Trust (IAHT) is a non-profit entity whose mission is to provide affordable housing¹ in the Isaac Region."²

The Trust is established and must be maintained exclusively for public charitable purposes in Australia, being the purposes of providing money, property or benefits³;

- 1. To establish and maintain the Isaac Affordable Housing Fund;*
- 2. To manage the Trust for the purpose of providing affordable housing for the low to middle income people living in the Isaac Regional Council area.*

¹ [What is Affordable Housing? - BHCL](#), retrieved 29 October 2024

² Isaac Affordable Housing Fund Pty Ltd, Board Terms of Reference, pg. 2

³ Isaac Affordable Housing Fund Pty Ltd, Company Constitution Objects

IAHT may also solicit donations, gifts, bequests and other forms of financial assistance (including fund-raising initiatives), providing they are beneficial and do not diminish the overall objects of the Trust⁴.

Moreover, IAHT is⁵:

1. A developer and manager of “protected/reserved” housing that insulates those residents (sometimes represented by their employers) who might qualify as “working poor⁶” who struggle to compete in the Isaac Region real estate market. IAHT does not cater for residents who are otherwise eligible for subsidized housing from their employer.
2. An enterprise and therefore must generate sufficient surplus to reinvest in itself and its assets by using its asset base. This means that it can charge market or other rentals in order to achieve its overall published purpose. To avoid confusion, this does not preclude IAHT from exploring build-to-rent or like initiatives to bring stock to market.
3. Not a social or community housing provider.

PERFORMANCE MEASURES

a. Non-Financial

- i. Rental rates as % of market
- ii. Occupancy Rate
- iii. Length of application wait time
- iv. Number of people denied admission
- v. Conversion of IAHT clients to market properties
- vi. Tenant profile
- vii. Development outlook and pipeline (designs, DA's etc.)
- viii. Value of corporate and other partnerships

b. Financial

- i. Surplus as % of revenue
- ii. % growth in equity
- iii. Borrowings as % of cash reserves
- iv. Asset consumption ratio

It is recommended that the CEO is authorised to negotiate such agreement to conclusion with IAHT.

Loan Agreement

⁴ Isaac Affordable Housing Fund Pty Ltd, Board Terms of Reference, pg. 2

⁵ Workshopped with IAHT board directors and Council management, 29 October 2024

⁶ [Chapter 4 - Unemployment and the changing labour market – Parliament of Australia](#), retrieved 29 October 2024

=====
Council has supported IAHT through providing historical loans with \$3.8 million payable as at 30 June 2024 under a loan agreement (refer Note 29 to Council's 2023/24 Financial Statements), with some \$1.2 million in interest being written-off to 31 December 2023 (Council resolution 8505). The existing loan agreement expired on 30 June 2024 and Council, through discussions with IAHT, has commenced preparations for a new loan agreement to enable current grant funded expansion projects.

Property Management Fees

Council provides IAHT a full-service property management function but ceased charging property management fees in 2019. It is proposed that such fees be restored and IAHT has budgeted accordingly.

Governance

IAHT's constitution prescribes that Council appoints four councillors as directors of the company. Those directors and the long-standing Company Secretary (Chris Wright from Brown & Bird) are to appoint to other directors to vacant positions on the board.

Similar companies at Central Highlands, Western Downs, Maranoa, Mackay and Bundaberg have recently either aligned with larger Community Housing Providers, or have collapsed operations back into the Council organisation. Council should encourage IAHT to at least contemplate the benefits of operating at scale with an alignment with a larger community housing provider.

Preparation of a IAHT Capability Statement (or equivalent) will better enable Council officials to outline the offerings of IAHT to corporate prospects with a need (or desire) to invest in community housing.

IMPLICATIONS

IAHT has recently delivered housing product in Moranbah (Mills Avenue) and has commenced work Bushlark Grove. The company also has a DA under consideration for seniors' living in Clermont.

The company is functioning (mostly) as intended but continues to receive considerable support from its sole shareholder.

Both company and shareholder need to consider the long-term sustainability of community housing delivery in Isaac Region, but some shorter-term recommendations (as outlined above) are made in the interim.

CONSULTATION

Strategy Day held between IAHT directors and Council officers on 29 October 2024.

ACTION ACCOUNTABILITY

Three agreements to be executed and board appointments to be made.

KEY MESSAGES

IAHT is functioning as intended and delivering housing product across Isaac Region.

Report prepared by:

CALE DENDLE
Chief Executive Officer

Date: 12 November 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday, 27 November 2024

AUTHOR

Tamara Bateman

AUTHOR POSITION

Acting Manager Governance and Corporate Services

9.10

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

BACKGROUND

Section 182(1) of the *Local Government Regulation 2012* states that a local government must prepare an annual report for each financial year.

Sections 183 to 190 of the *Local Government Regulation 2012* prescribe the required information that the annual report must contain.

Isaac Regional Council's Annual Report for the 2023-2024 financial year complies with the above provisions of the *Local Government Regulation 2012*.

In accordance with section 182(2) of the *Local Government Regulation 2012*, the local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.

On Wednesday 16 October 2024, the Queensland Audit Office forwarded the certified General Purpose Financial Statements to Isaac Regional Council with an unmodified audit opinion issued for the 2023-2024 Financial Statements. The Queensland Audit Office Final Management Report was received on Friday 18 October 2024.

As the Annual Report was not able to be finalised and presented to the October 2024 Ordinary Meeting of Council, and the planned adoption of the Annual Report through the November meeting cycle will be one week outside the regulatory timeline, in line with section 182 of the Local Government Regulations 2012 an extension of time was sought from the Minister for Local Government and Water and Minister for Fire, Disaster Recovery and Volunteers.

The local government must publish its annual report on its website within 2 weeks of adopting the annual report (section 182(4) of the *Local Government Regulation 2012*).

IMPLICATIONS

Engagement from ratepayers, residents, general public, government agencies or media on performance and highlights in the Annual Report and Financial Statements.

CONSULTATION

- Chief Executive Officer
- Mayor and Councillors
- Directors and Managers (including key content owners)
- Brand Media and Communications

BASIS FOR RECOMMENDATION

Legislative requirement and means to communicate to stakeholders Council's achievements/performance for the 2023-2024 financial year.

ACTION ACCOUNTABILITY

Governance and Corporate Services to finalise Annual Report with CEO and Mayor and publish on Council's website within legislative timeframes.

KEY MESSAGES

Council is committed to transparent decision making.

Report prepared by:

TAMARA BATEMAN

**Acting Manager Governance and Corporate
Services**

Date: 11 November 2024

Report authorised by:

DARREN FETTEL

**Director Corporate, Governance and Financial
Services**

Date: 13 November 2024

ATTACHMENTS

- Attachment 1 – Draft 2023-2024 Annual Report (Full Document)
- Attachment 2 – 2023-2024 Audited Financial Statements
- Attachment 3 – Draft 2023-2024 Annual Report (Highlights Document)

REFERENCE DOCUMENT

- Nil

ANNUAL REPORT

ACKNOWLEDGEMENT OF COUNTRY

Isaac Regional Council acknowledges the Koinjmal, Widi, Birriah, Barada Kabalbara, Yetimarala, Jangga, Barada Barna, Western Kangoulu, and Wirdi Peoples as the Traditional Custodians of the lands and waters throughout the Isaac region. We pay respect to their Elders past, present, and emerging. We honour the unbroken spiritual, cultural, and political connection they have maintained to this unique place since the beginning of the Dreaming.

INTRODUCTION

Isaac Regional Council is pleased to present the Annual Report for 2023-2024. This report describes Council's progress and performance over the 2023-2024 financial year against the objectives of the Annual Operational Plan, Budget and the priorities of the 5 Year Corporate Plan. This is our report card to the community, our achievements, setbacks, opportunities, future direction and highlights.

This report is designed to meet our obligations under section 182 of the *Local Government Regulation 2012* and inform our stakeholders including residents, ratepayers, businesses, industry, employees, community groups and partnering government agencies. All care has been taken to ensure content is complete and accurate. However, Council does not guarantee it is without error.

ENDORSEMENT

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Adopted by Council on **DAY, DATE, MONTH 2024**

Resolution **#XXXX**

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OUR COUNCIL

MAYOR'S MESSAGE

Our 17 unique communities, each contribute to the vibrant and diverse character of the Isaac region.

From modern mining towns to historical, coastal, and rural areas, we are united in our commitment to a prosperous, inclusive, and sustainable future.

Reflecting on the past year, the resilience and determination have been truly inspiring in our communities.

Cost-of-living and housing challenges are front of mind, but it has also reinstated our commitment to sustainable communities and their futures.

Our advocacy efforts bore fruit with the passage of the *Mineral Resources (Glenden) Act*, securing Glenden's future and ensuring sustainable community integration.

We completed 20-year plans to shape the future for Nebo Showgrounds and Theresa Creek Dam to boost agricultural and tourism industries.

More than \$60 million from state and federal funding will help build major infrastructure projects like the Philips Creek Bridge replacement, Isaac Resources Excellence Precinct and Isaac Country Universities Centre.

These are all vital for our mining, freight and agricultural industries that not only power our region but the rest of Queensland.

Through our partnerships in Queensland Beef Corridors, an incredible highlight is a bi-partisan commitment from all levels of government, securing \$500 million.

Together, we continue to forge a sustainable and prosperous future for all.

The extraordinary progress outlined in this report is a testament to the coordinated leadership of my fellow Councillors - past and present, our executive, and everyone within the Isaac Regional Council team.

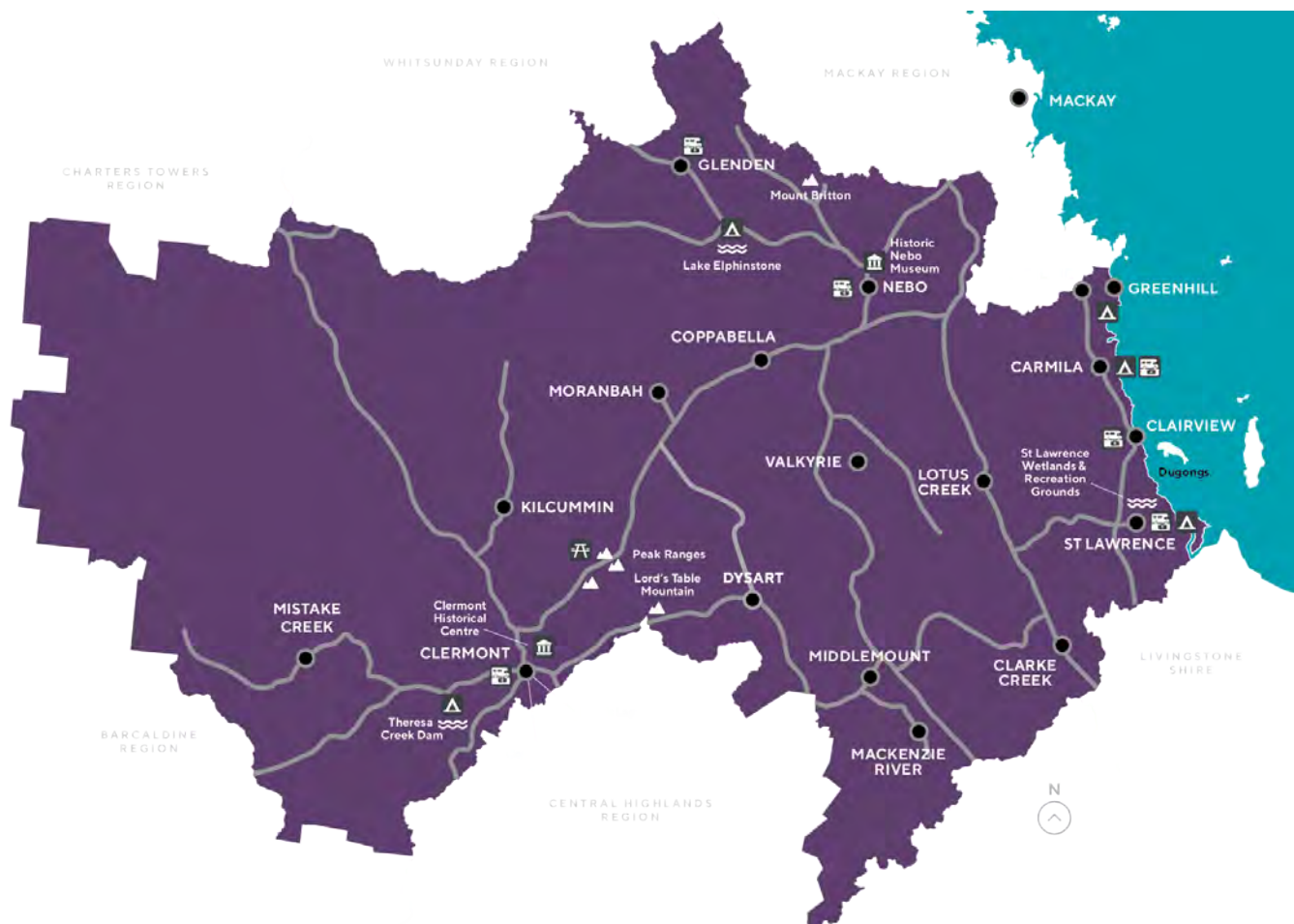
We look forward to another year of working alongside our community to shape a thriving and resilient region.

INSERT SIGNATURE ONCE ENDORSED

MAYOR KELLY VEA VEA
ISAAC REGIONAL COUNCIL



OUR REGION



Our region is a vast and diverse area in Queensland, covering 58,709 square kilometers — making it 25 times the size of the Australian Capital Territory.

It stretches from the coast to the coalfields, encompassing 17 unique communities such as Carmila, Clairview, Clarke Creek, Clermont, Dysart, Flaggy Rock, Glenden, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Middlemount, Mistake Creek, Moranbah, Nebo, St Lawrence, and Valkyrie.

Our region is a significant contributor to Queensland's economy, with a population of 33,566 people, most of whom live and work within the area.

The mining industry, particularly coal mining, is the backbone of the local economy, generating an estimated \$13.1 billion in value and providing 13,071 jobs, making it the largest industry employer in the region.

We proudly house the coal-abundant Bowen Basin, known for its rich mining history and top-tier mining production efficiencies. We are also home to a substantial beef industry, including a cattle property that operates entirely off-the-grid, transforming waste materials into valuable soil composts and using recycled waste heat to warm its water supply.

The Isaac region is making strides in the renewable sector too. Wind and solar projects are increasingly becoming a part of the landscape and are set to play a crucial role in Queensland's future energy mix.

Our gas reserves hold the key to unlocking vast potential in new and decarbonisation-driven industries.

The Isaac region's blend of economic vitality, community spirit, and natural beauty makes it a unique and important part of Queensland.

OUR COMMUNITIES

CARMILA is at the foot of the Connors Range on the Bruce Highway. The community's main industry is sugar cane. Carmila Beach, with its pristine beachfront, is popular with fishing enthusiasts who trawl through the creeks of this camping oasis.

CLAIRVIEW is a beachside community located between Rockhampton and Mackay. It is a popular fishing and crabbing beachside community. In 1997, the Great Barrier Reef Ministerial Council established Clairview as a Dugong Sanctuary.

CLARKE CREEK is a small rural township about halfway between Mackay and Rockhampton on the Old Bruce Highway. Clarke Creek is home to a popular annual campdraft and the region's largest wind farm.

CLERMONT was established in 1862 and was the first inland settlement in the tropics. Clermont is recognised as one of the most historic towns in northern Australia. The town today is rich with agriculture, mining, gold prospecting and is the third largest community in the Isaac region.

COPPABELLA was designed to service the junction of two railway lines - Goonyella and Saraji. The unique town built entirely by a government department was named by Queensland Rail.

DYSART is a friendly community established in 1973 that caters to nearby coal mines plus many surrounding cattle and grain properties. Dysart is a vibrant community and is the second largest community in Isaac.

FLAGGY ROCK is primarily a sugar cane growing district situated between Rockhampton and Mackay. Flaggy Rock Bluff has a 360-degree view over the valley ranges and Coral Sea, accessible only by four-wheel drive or on foot.

GLENDEN was first introduced by Mount Isa Mines Limited which built the town for its workers and decided to name it Glenden after the Queensland Place Name Board advised this is what the area was called in the ballot in 1918.

GREENHILL and ILBILBIE are idyllic locations about an hour drive south of Mackay. Visitors enjoy shore, estuary and offshore fishing near local reefs and islands, or enjoy the magnificent views and bushland of Cape Palmerston National Park.

KILCUMMIN is about 60km north of Clermont. Surrounded by cattle and cropping properties, the town is underpinned by a supportive, tightknit community.

MIDDLEMOUNT was established in the early 1980s, is a purpose-built coal mining town with breathtaking panoramic views from the iconic Blue Mountain and **MACKENZIE RIVER** is a small nearby rural community.

MISTAKE CREEK is a small and vibrant rural community that earned its name from early settler Jeremiah Rolfe, who mistakenly thought his station was located on the Belyando River.

MORANBAH is one of the youngest towns in Queensland. Specifically created for miners and their families, Moranbah has grown into a town rich in charm and warmth. It is the largest community in the Isaac region.

NEBO was originally known as Fort Cooper, however in 1923 the name was changed by popular demand to Nebo, derived from Nebo Creek. It is home to the renowned Nebo Rodeo.

ST LAWRENCE, which celebrated its centenary in 1979, was originally built to service the Customs Office for the Port of St Lawrence. It is also home to the wetlands, freshwater fish habitats and abundant birdlife.

VALKYRIE is prominent cattle grazing area, that the Isaac River passes through. The local school is the hub of the community and hosts most community meetings, social gatherings and playgroups.

OUR VISION, VALUES AND GOAL

VISION

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

VALUES

Community focus: We engage and communicate authentically with all Isaac communities to understand both their common and specific needs. We will continuously improve how we address those needs to help future-proof our region.

Caring: We are committed to working safely and caring for the safety and wellbeing of our people and communities. We believe that people matter.

Teamwork: We expect respectful relationships in our work together, to achieve. We cultivate commitment through shared purpose, to create value.

Positive work ethic: We do our best every day to have pride and enjoyment in our work. We display accountability, transparency, procedural consistency and integrity. We seek the highest possible practical outcomes in everything we do. We practice the knowledge that how we do things is just as important as what we do.

GOAL

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

OUR COUNCIL

- Employs 400 full-time equivalent staff across the region
- Mows over 260 hectares across 85 open spaces and maintains 36 playgrounds
- Runs 19 community facilities across our 17 unique communities.
- Manages and maintains more than 7,800 sewage connections and six wastewater treatment plants that services nearly 19,000 consumers.
- Delivers more than 4,800 megalitres of fresh water to over 18,600 consumers from eight water treatment plants.
- Manage nearly 35,000 tonnes to landfill at nine waste management facilities
- Empties more than 780,000 bins a year
- Maintains a 4,500km road network and 217km footpaths
- Maintains 8 pools with 71,965 visits
- Runs eight community hubs, answering more than 87,000 requests
- Loans over 70,000 print, audio and eBooks with more than 46,200 visitors to Isaac Libraries
- Manages J.R. Turner Saleyards at Clermont where 66,200 head of cattle processed
- Supports community groups through the \$440,000 Isaac Community Grants Program
- Booked 19,645 people that stayed 8,770 nights at Theresa Creek Dam
- Manages Clermont aerodrome where 456 planes land
- Registers 2,002 dogs

OUR 2023-2024 HIGHLIGHTS



NEBO SHOWGROUNDS MASTER PLAN ENDORSED: Council endorsed the Nebo Showgrounds Master Plan after extensive public consultation. This milestone, enabling Council to seek Federal Government funding for the project's initial stage. The plan, reflecting community consensus, aims to develop a comprehensive range of amenities and opportunities at the showgrounds over the next 20 years.

GLENDEEN ENSHRINED INTO LAW: Glenden's future was secured following Council's historic six-week advocacy campaign to see new legislation passed in Queensland Parliament. *The Mineral Resources (Glenden) Act* mandates QCoal's workforce integration within town boundaries by March 2029, ensuring community sustainability and collaboration among key stakeholders.

ALL STARS SHINE BRIGHT IN LEAGUE CLASH: Anglo American All Stars won against the Vitrinite Brighter Coal Moranbah Miners in the second Ethan Stevens' Memorial Trophy clash on Saturday, 14 October 2023. Council presented the International Legends of League match at Darryl Bourke Oval in Moranbah which attracted thousands of footy fans across the Isaac region.

FEDERAL GOVERNMENT CONFIRMS BRIDGE FUNDING: A key bridge that is heavily relied on by major mining and freight industries in the heart of Bowen Basin will be replaced as part of a \$18 million upgrade. The Australian Government confirmed would retain the funding of \$14.4 million towards the Philips Creek Bridge replacement on Saraji Road between Dysart and Moranbah.

THREE COUNCIL MOTIONS PASSED AT 2023 LGAQ CONFERENCE: Council secured support from Queensland's 76 local government areas to safeguard community futures. At the LGAQ annual conference in Gladstone, key motions included social infrastructure frameworks, legislative reform for major project

approvals, and critical regional health services. These motions shaped LGAQ's policy positions for lobbying the State Government.

SUN SETS ON LOCAL GOVERNMENT CAREER: Anne Baker, a respected leader in Queensland's largest resource region, announced her retirement from local government. Known for her community-focused approach and significant lobbying efforts, she led Isaac Regional Council as Mayor for nearly 12 years, leaving a legacy of achievements and strong foundations for the future.

ISAAC RESOURCES CENTRE OF EXCELLENCE PRECINCT: More than \$40 million from the Queensland Government announced to support the future of resource communities by establishing the precinct at Moranbah to help advance new technologies in the resources sector.

ISAAC CELEBRATES AUSTRALIA DAY COMMUNITY HEROES: A community nurse with theatrical flair, a decorated teen boxer, and a creative festival highlighting an endangered species are among the 2024 Isaac Region Australia Day Award winners. Amanda Raymond of Moranbah received Citizen of the Year, Ciara Storch of Dysart was named Young Citizen of the Year, and Clermont Wombat Festival won Event of the Year.

PLAN ENDORSED FOR OUTBACK TOURISM GEM: From a revamped beach cove, a new pontoon to boat ramp upgrades and a replacement playground are among the ambitious plans for Theresa Creek Dam. A Concept Development Plan was endorsed by Isaac Regional Council following two public survey consultations and 610 written responses from visitors and residents on their hopes and dreams for their beloved outback oasis.

INVESTMENT AGREEMENT DELIVERS NEW HOUSING: Vitrinite and Council signed a housing agreement to mitigate rental and housing market impacts. The agreement forms a committee to ensure Vitrinite's commitment to increasing housing stock in the Bowen Basin. Council hopes this initiative will inspire other companies to make similar commitments to Isaac communities.

NEW ERA FOR ISAAC: The Isaac region's newly elected Council took their oath following the March 2024 election. Mayor Kelly Vea Vea, Deputy Mayor Jane Pickels and six Councillors Terry O'Neill, Vern Russell, Melissa Westcott, Simon West, Alaina Earl, Rachel Anderson and Viv Coleman will serve for the next four years until the March 2028 elections.

ISAAC COUNTRY UNIVERSITIES CENTRE: The Queensland Government granted \$2 million to enhance educational access for Isaac residents. Isaac Regional Council will establish two Isaac Country University Centres in Clermont and Moranbah. These centres will help resource workers gain necessary skills, supporting regional Queenslanders in vocational and tertiary training, and demonstrating the success of similar centres in other towns.

MAJOR MILESTONE FOR BEEF CORRIDORS: Council is one of seven local government areas to secure \$400 million for Queensland Beef Corridors through bi-partisan support, enhancing road efficiency and safety. This investment supports primary producers in Central Queensland. The collaborative efforts aim to bring forward federal funding.

\$55.5 MILLION CAPITAL WORKS BUDGET ADOPTED: The region's road network will receive a \$25.5 million boost, as part of a \$55.5 million capital expenditure on 110 projects. Forty-five percent of this budget is allocated to roads, focusing on replacing bridges and repairing deteriorating sections of the 4,500 km network over the next 12 months.

COMMUNITY-FOCUSED EXECUTIVE APPOINTED: Council appointed Cale Dendle as the new CEO. Dendle brings extensive local government experience, including roles in state and local government. With over 33 years of service in Central Queensland, he is eager to lead and embrace the challenges and opportunities in the Isaac region.

WETLANDS WEEKEND A SUCCESS: Around 3,000 tickets were sold at the award-winning three-day St Lawrence Wetlands Weekend. Popular television personality Costa Georgiadis, Queensland's food

ambassador and professional chef Matt Golinski, Australia's most loved First Nations dancer Patrick Thaiday, chart topper Jeremy Marou, Golden Guitar winner Brad Butcher and rising country star Loren Ryan were some of the biggest drawcards.



OUR COUNCILLORS



MAYOR KELLY VEA VEA is a passionate advocate for regional and resource regions on key issues such as population balance, equitable funding strategies and the enhancement of liveability and infrastructure. Her journey in public service began with her election to the Council in 2012, followed by re-elections in 2016 and 2020. In 2018, she was appointed Deputy Mayor, a position she retained unopposed after the 2020 elections. In 2024, she ascended to the role of Mayor, elected unopposed. Mayor Vea Vea's connection to the region is deep-rooted. Her family is a fourth-generation coal mining family and has spent most of her life in Central Queensland's mining towns.

DIVISION ONE CR TERRY O'NEILL is proudly born and bred in Clermont who began his professional journey in 1985 with the Belyando Shire Council, and later worked for Queensland Health and Isaac Regional Council. His expertise spans payroll, accounts payable, fleet management, and bookkeeping for a local grazing company. Cr O'Neill is a first time Councillor, being elected in Division 1, representing Glenden and rural communities. He is a passionate advocate for rural infrastructure with his primary goal is to improve roads in the Isaac region.

DIVISION TWO CR VERNIECE RUSSELL, a dedicated community member and is a newly elected Councillor who brings a wealth of experience and a deep-rooted connection to the region of Isaac. Having called Dysart home for the past 35 years, Cr Russell has witnessed the ebb and flow of the local economy and the impact it has had on the community. In September of this year, Vern celebrates 17 years of owning and operating her own catering business, a testament to her entrepreneurial spirit and dedication to serving the needs of the community.

DIVISION THREE CR MELISSA WESTCOTT's narrative embodies the ethos of industriousness and community involvement before being elected in 2024. Venturing into Moranbah over two decades ago as a fledgling educator fresh from university, Cr Westcott found not just a new abode but a canvas for her enterprising spirit. Moranbah became the nurturing ground for businesses. For the past 15 years, she has spearheaded ventures and diversified to encompass training and floristry businesses and the burgeoning tech startup, Florist IQ.

DIVISION FOUR CR SIMON WEST is a well-recognised community representative with years of experience in hospitality management, the mining sector and union roles. Cr West was first appointed as Division 4 Councillor in 2019 and was re-elected unopposed in 2020 and 2024. Elected as an executive member of the Mining and Energy Union (MEU) in 2008, Cr West is currently the President of the Goonyella Riverside MEU. He has represented MEU members around Moranbah as a former elected member of the Queensland Board of Management of the Union's Mining and Energy Division.

DIVISION FIVE CR ALAINA EARL is a first-time Councillor and has been a significant contributor to the Isaac region for more than 20 years. In her role as a radio presenter and programmer, Alaina establishes a connection with the community via the airwaves. Her youth programs and her position as the Moranbah and Highlands correspondent for ABC Tropical North underscore her varied expertise. Her dedication to promoting positive change renders her a priceless resource to the local government and the constituents she represents.

DIVISION SIX DEPUTY MAYOR JANE PICKELS first represented Division 7 in 2012 and was re-elected unopposed in both 2016 and 2020. In the 2024 Local Government Elections, she was elected to represent Division 6 after making the move from Middlemount to Clermont and was appointed as Deputy Mayor. Before her political career, Cr Pickels accumulated eight years of customer service experience with Isaac Regional Council and the former Broadsound Shire.

DIVISION SEVEN CR RACHEL ANDERSON was elected unopposed in 2024 as Division 7 Councillor, Cr Anderson has a rich background intertwined with her upbringing, professional endeavors, and commitment to public service. Born and raised in Moranbah, Cr Anderson cultivated her roots and educational journey before venturing into air. Inspired by her family's legacy in the aviation industry, Cr Anderson led her to establish MAS Aviation, an aviation ground handling business.

DIVISION EIGHT CR VIV COLEMAN, with more than two decades of residency in the Isaac area and an active presence in St Lawrence, boasts a profound personal attachment to the locality. Drawing from a diverse professional background spanning construction, waste management, agriculture, tourism, and real estate, Cr Coleman brings a wealth of local business expertise to the table. Additionally, she maintains a steadfast commitment to charitable endeavours, notably supporting organisations like Variety Queensland and the Queensland Cancer Council.

Visit <https://www.isaac.qld.gov.au/Your-Council/About-your-Council/Meet-your-Councillors> for more information on our Councillors.

OUR PLANS AND STRUCTURE

COMMUNITY STRATEGIC PLAN

Isaac 2035 forms a blueprint for the future of the Isaac region, outlining our strategies towards enabling strong, vibrant, diverse and sustainable communities for our people. This 20-Year Community Strategic Plan was adopted in April 2015.

CORPORATE PLAN

Council's 2023-2028 Community-Corporate Plan sets the long-term vision, medium-term goal and short-term priorities for our region, helping Council decide on operations and budgets. The plan has been structured around six strategic themes:



leading and
enabling a
changing world



liveability through
design and
infrastructure



engaged
communities



inclusive growth
for a progressive
economy



vibrant natural assets



governance for
accountability

STRATEGIC AND OPERATIONAL FRAMEWORK

We deliver on our objectives by implementing our Annual Operational Plan, which includes key projects and activities that directly respond to the priority areas of the Corporate Plan.



QUARTERLY PERFORMANCE

Quarterly reports are delivered throughout the year to measure Council's progress towards implementing the Annual Operational Plan. Each year we also adopt a budget which outlines allocation of resources in order to deliver specific projects, activities and events in pursuit of the Corporate Plan and Annual Operational Plan. Council's Strategic Asset Management Plan articulates the Asset Management System model, Asset Management Framework and asset management.

ORGANISATIONAL STRUCTURE

The organisational structure aligns council's four directorates with our corporate plan goals and objectives. The executive leadership team (ELT) is led by the Chief Executive Officer (CEO). ELT is charged with the responsibility of ensuring the delivery of the strategic intent of Council and to provide leadership to all employees. The most valued resource of Council is its people. Council, as of 30 June 2024, had 400 full-time equivalent staff who are located across the region.



OFFICE OF THE CEO: Organisational leadership, administration and strategic management | Mayor and CEO support | Elected member support | Council meeting management and administration | People, capability and organisational development | Advocacy and external affairs | First Nations | Brand, media and communications | Corporate sustainability and regional resilience | Business improvement and change management | Cultural leadership | Sustainable community futures

BOARD MANAGEMENT: Council | Standing Committees | Advisory Committees

CORPORATE GOVERNANCE AND FINANCIAL SERVICES (CG&FS): Financial services | Legal and insurance administration | Information technology and GIS | Asset management | Records | Governance | Internal audit | Strategic, corporate and business continuity planning | Risk management | Disaster management | Safety and resilience | Procurement | Stores management | Emergency committee management | Audit and Risk Committee | Local Disaster Coordination | Advisory Committees (Asset Management, ICT)

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES (PECS): Economic, small business and tourism development | Community facilities | Customer service | Place management | Community relations and development | Youth programs | Community grants administration | Environmental, biosecurity and natural resource management | Sustainability and climate change planning | Social planning and strategy | Health and food safety compliance | Local law regulation and education | Stock route network management | Regulatory and building compliance | Planning and land use and development | Native title | Community Hub operations - integrated customer, museum, arts and library services | Community leasing | Commercial operations | Committee management | Community-orientated Advisory Committees

ENGINEERING AND INFRASTRUCTURE (E&I): Parks and gardens | Engineering design and projects | Roads and drainage service | Plant and fleet management | Depot management | Infrastructure planning | Road construction and maintenance | Corporate properties and tenancy | Company housing

WATER AND WASTE (W&W): Water and wastewater network | Water supply operations | Wastewater collection, transport, storage and treatment operations | Treatment and supply of recycled water | Water and wastewater infrastructure planning, design, construction, maintenance and investigations | Water product quality management | Waste management | Water treatment and network distribution | Asset renewals, operations and maintenance | Dam safety inspections | Kerbside waste and recycling collection | Operation and maintenance of Waste Management Facilities | Reuse and recycling of selected materials



Wetlands Weekend a success

OUR PEOPLE



Jane Shelvey



Gary Jenkinson



Rosario Scharf



Darryl Shield



Michelle Ross

We are committed to recognising the long and valued service of its people. Council celebrated with employees who reached milestones of 5, 10, 15, 20, 25, 35 and 45 years of service.

Council's longest serving employees between them shared 120 years of dedicated service. In 2023-2024, we recognised:

- 30 years of service: (Rosario Scharf – Water and Wastewater Operator)
- 25 years of service: (Jane Shelvey - Team Leader - Saleyard and Showgrounds)
- 25 years of service: (Gary Jenkinson - LR Truck Driver)
- 20 years of service: (Darryl Shield - Overseer - Infrastructure)
- 20 years of service: (Michelle Ross - Land Protection Officer)

OUR PERFORMANCE

ASSESSMENT 2023-2024 SNAPSHOT

The following provides a snapshot of how we performed in our projects and activities in 2023-2024:

For more information, please visit <https://www.isaac.qld.gov.au> to view Council's quarterly performance reports.

THEME	COMPLETED	ON TARGET	BELOW TARGET	TOTAL
COMMUNITIES	7	1	3	11
ECONOMY	2		3	5
INFRASTRUCTURE	8	1	1	10
ENVIRONMENT		1	1	2
GOVERNANCE	5		5	10
CORPORATE AND OPERATIONAL PLANS LINK	22	3	13	38

COMMUNITIES

Isaac will have resilient, connected and diverse communities whose lifestyles and wellbeing are supported and whose regional identity is cherished.

ON TARGET OR COMPLETED

- ✓ Review, update and implement Disaster Management Plans and sub-plans
- ✓ Undertake regular audits of Isaac Regional Council Aquatic Centres to ensure efficiently run and customer service-focused environment
- ✓ Provide a range of community arts and cultural support initiatives which empower our communities to celebrate their stories, cultures and identities
- ✓ Deliver Stage 1 projects of the Nebo Showgrounds Master Plan in accordance with the Australian Government funding agreement
- ✓ Develop the concept development plan for Theresa Creek Dam

BELOW TARGET

- ✗ Completion of detailed site designs for new Community Hubs in Dysart and St Lawrence to support integrated service delivery of library and customer service functions*
- ✗ Identify, understand and respond to the Youth Unmet Needs Snapshot*

* refers to activities carried over to 2024-2025

SOCIAL SUSTAINABILITY POLICY

To keep pace with the changing world around us, our communities need to adapt and grow in a manner that harnesses their full potential to thrive on the back of major project and infrastructure investment.

Further to this, Council is beholden to itself to ensure the broadest view is taken on community interests and wellbeing for now and into the future in decision-making on infrastructure and service delivery. In light of this, Council's adopted Social Sustainability Policy outlines its aspirations for an Isaac region which:

- Recognises community needs for infrastructure and services through normative, felt, expressed and comparative lenses;
- Encourages strategic thinking and advocacy to recognise the eight dimensions of social sustainability as an integrated whole, and ensures social sustainability is not isolated from conversations about economic growth; and
- Sees net benefits returned to communities during major project investment, development, delivery and end-of-life processes.

ECONOMY

Isaac will continue to be Queensland's number one performing regional economy based on a thriving, diverse and resilient mix of industry sectors.

ON TARGET OR COMPLETED

- ✓ Implement Climate Change Response Policy Framework
- ✓ Engage a consultant to facilitate an emergency exercise to address internal and disaster management arrangements

BELOW TARGET

- ✗ Adopt a Social Infrastructure Strategy guideline, procedure and processes*
- ✗ Develop and implement key organisational policies to support our people*

* refers to activities carried over to 2024-2025, deferred to enable additional consultation with internal stakeholders

INFRASTRUCTURE

Isaac will have effective and sustainable infrastructure that supports the needs of the region's communities and economic sectors.

ON TARGET OR COMPLETED

- ✓ Develop and implement an audit process for the assessment of mature trees in urban centres
- ✓ Development and delivery of the unsealed roads gravel re-sheeting program
- ✓ Development and delivery of the sealed roads reseal program
- ✓ Enter into and successfully complete the Road Maintenance Program Contracts for Transport and Main Roads
- ✓ Development of a prioritised works program and upgrade of lighting infrastructure in regional parks, sporting fields and precincts
- ✓ Improve the regions roads by constructing floodways through the Queensland Government's Transport Infrastructure Development Scheme
- ✓ Finalise the 3-year Meter Reading Strategic Plan

BELOW TARGET

- ✗ Undertake a Water and Wastewater Treatment Optimisation Study for Glenden*

*note – optimisation study effectively complete, awaiting analytics on the NATA Lab results to finalise

ENVIRONMENT

Isaac will have an appropriate and sustainable balance between environment, economy and community to ensure our natural resources are sustainably managed and protected.

ON TARGET OR COMPLETED

- ✓ Develop the Isaac Tourism Trail's Strategic Plan

BELOW TARGET

- ✗ Finalise the Biosecurity Strategy 2024-2027*

* Note – Biosecurity Plan 2024-2027 adopted, Strategy is carried over to 2024-2025



GOVERNANCE

Council will be a strong, ethical and effective advocate for the Isaac region, providing transparent and quality decision-making, and efficient and cost-effective service delivery

ON TARGET OR COMPLETED

- ✓ Maintain long-term capital replacement program for facilities, fleet and plant
- ✓ Enhance Council's Corporate website
- ✓ Review and update the master corporate-wide Business Continuity Plan including the ICT Business Continuity Plan
- ✓ Transition and rebuild of existing TechOne platform – Phase 1 of the TechOne platform uplift of data to the cloud

BELOW TARGET

- ✗ Implement the Strategic Asset Management Plan and supporting Asset Class Asset Management Plans*
- ✗ Execute Water and Waste Telecommunications leases*

- ✗ Review and update Risk Management Framework and Processes*
- ✗ Transition and rebuild of existing TechOne platform – commencement of module implementation**

*refers to activities carried over to 2024-2025, projects have commenced

** Phase 1 uplift of platform to cloud completed, remaining implementation of upgraded modules planned for following 2-3 years



REGIONAL ARTS DEVELOPMENT FUND

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Isaac Regional Council to support local arts and culture in regional Queensland. This program had two rounds of funding with a total of \$45,000 granted. It supported 30 projects, events and activities which supported 55 events.

2023-2024 ISAAC COMMUNITY GRANTS

Council delivered and provided support to 76 events and programs in the Isaac region in 2023-2024. Council provided \$334,973 through the Isaac Community Grants Program, with an additional \$105,000 in budgeted funding for major community organisations that deliver vital services and events, creating connected, liveable, and creative communities in our region.

BUDGETED FUNDING

GRANT RECIPIENT	DESCRIPTION	AMOUNT
Clermont Rodeo and Show Society	The Clermont Show - The Isaac Region's Show	\$20,000
Capricorn Rescue Helicopter	Contribution to operations	\$15,000

Heart Of Australia	Contribution To Offset Monthly Travel Expenses	\$15,000
CQ Rescue	Contribution to operations	\$55,000

DIVISION ONE

A total of \$57,716 was awarded in Major Grants, Minor Grants, Individual or Team Development Grants, and School Bursaries to Division One community groups

GRANT RECIPIENT	DESCRIPTION	AMOUNT
Moranbah State High School	The Education and Career Pathway Expo	\$1,143
Twin Hills Race Club	Twin Hills Race Weekend	\$8,000
Clermont Artslink	Wombat Festival	\$2,500
Life Church Clermont	Christmas In the Park	\$2,500
St Mary's Parish, Clermont	Christmas Fair	\$2,000
Belyando Isolated Children's Parents' Association (auspicing for Twin Hills)	Gymkhana Weekend	\$5,000
Clermont Community Business Group	Purchase New Equipment	\$2,500
Twin Hills Rodeo and Show	Twin Hills Rodeo	\$7,000
Kilcummin State School P&C	Purchase equipment	\$3,256
Clermont Isolated Children's Parents' Association	Sports Camp	\$2,500
Belyando Performance Horse Inc	Campdraft	\$500
Glenden State School	School Bursary	\$250
Twin Hills Campdraft	Campdraft	\$1,000
Clermont Senior Bulls Cricket Club (auspicing for Kennedy Livestock and Property)	Gala Ball	\$1,667
Clermont Golf Club	Clermont Golf Day	\$2,500
Clermont Rodeo and Show (auspicing for Gold Cup Campdraft)	Clermont Gold Cup Campdraft	\$2,500
Life Church Clermont	Kids Club Xtreme	\$2,500
Clermont Rodeo and Show Society (auspicing for Hoch and Wilkinson)	Clermont Beef Expo	\$2,500
Glenden Rural Interest Group	Easter Event	\$400
Clermont Race Club	Clermont Race Day	\$2,500

Clermont Artslink	Clermont Gold And Coal Festival	\$2,500
Clermont Community Business Group	Purchase Of Equipment	\$2,500

DIVISION TWO

A total of \$17,080 was awarded in Major Grants, Minor Grants, Individual or Team Development Grants and School Bursaries to Division Two community groups.

GRANT RECIPIENT	DESCRIPTION	AMOUNT
Dysart Pony Club	Gymkhana	\$1,000
Moranbah State High School	The Education and Career Pathway Expo	\$1,143
Dysart Golf Club	Dysart Open	\$5,000
Dysart Golf Club	Dysart Family Fun Day	\$2,020
Middlemount Boxing and Fitness	Middlemount Fight Night	\$1,000
Ciara Storch	Individual grant	\$250
Clermont Senior Bulls Cricket Club (auspicing for Kennedy Livestock and Transport)	Queensland Bulls Masters Weekend	\$1,667
Dysart Golf Club	Dysart Open	\$5,000

DIVISION THREE, FOUR AND FIVE

A total of \$115,800 was awarded in Major Grants, Minor Grants, Individual or Team Development Grants and School Bursaries to Division 3, 4 and 5 community groups.

GRANT RECIPIENT	DESCRIPTION	AMOUNT
Chris Daley (Parent of Cordell)	Individual Grant for Scotland Trip	\$750
Chris Daley (Parent of Hudson)	Individual Grant for Scotland Trip	\$750
Chris Daley (Parent of Hudson)	Individual Grant for Sydney Trip	\$750
Moranbah Arts Council	Purchase of equipment	\$1,000
Moranbah State High School	The Education and Career Pathway Expo	\$3,429
Moranbah Race Club	November Races	\$11,000
Mining And Energy Union Moranbah Community Scholarship	Scholarship Program	\$ 7,000
Moranbah State School P&C	Reader's Cup Brisbane	\$1,000
Bianca Martin (Parent of Asha Martin)	Individual grant	\$ 250

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Oasis Life Church	Moranbah Carols by Candlelight	\$7,500
Moranbah District Support Service (auspicing for NAIDOC Committee)	NAIDOC Event	\$5,000
Moranbah Arts	Purchase of equipment	\$5,000
Elam Moranbah	School Holiday Activities	\$1,000
Hinterland Community Care	Groovy Booby Bus	\$1,000
Rock FM (4RFM)	Paper for Community Magazine	\$1,000
Moranbah Miners' Memorial Committee	Moranbah Miners' Memorial Service	\$7,500
Hinterland Community Care	Client Christmas Party	\$4,200
Moranbah State High School	School Bursary	\$1,000
Rock FM (4RFM)	Purchase Equipment	\$3,337
Moranbah Arts Council	Grease The Musical	\$5,000
Moranbah Bowls Club	Bowls Carnival	\$5,000
Moranbah Rodeo Association	Moranbah Rodeo	\$1,000
Moranbah Highlanders Swim Club	Pool Hire	\$5,000
Middlemount Boxing and Fitness	Middlemount Fight Night	\$3,000
Moranbah Hawks Soccer Club	Soccer Event	\$1,000
Moranbah Junior Netball	Open Day and Celebrations	\$1,000
Rock Fm (4RFM) in collaboration with Moranbah Miners' Memorial Committee	Moranbah Miners' Memorial Exhibition at Coalface Art Gallery	\$1,000
Rock FM (4RFM)	Community Broadcasting Association of Australia Conference	\$1,000
Trial To Triumph	Donation towards raising awareness and funds for dust-related lung diseases	\$1,000
St Joseph The Worker Catholic Church	Christmas Fair	\$1,000
Moranbah East State School	School bursary	\$250
Moranbah Miners' Memorial Committee	Moranbah Miners' Memorial	\$734
Moranbah Community Workers Club	John Allen Golf Day	\$1,000
Moranbah BMX Club	Purchase irrigation system	\$5,000
ELAM Moranbah	Debutante Ball	\$5,000

Moranbah Gymnastics	Easter Fete	\$5,000
Rock Fm (4RFM) (auspicing for May Day Committee)	Moranbah May Day Festival	\$10,000
Piper and Billy Earl	Individual grant	\$500
Rock FM (4RFM)	Local and Independent News Association Summit	\$850

DIVISION SIX

A total of \$64,388 was awarded in Major Grants, Minor Grants, Individual or Team Development Grants and School Bursaries to Division Six community groups.

GRANT RECIPIENT	DESCRIPTION	AMOUNT
Moranbah State High School	The Education and Career Pathway Expo	\$1,143
Clermont Artslink	Wombat Festival	\$2,500
Life Church Clermont	Christmas in the Park	\$2,500
Blair Athol - Clermont Bowls Club	Bowls Day	\$1,000
Clermont Clay Target Club	Shoot Out Competition	\$1,000
St Mary's Parish Church, Clermont	Christmas Fair	\$2,000
Clermont Men's Shed (auspicing for Clermont Connect)	Purchase of equipment	\$8,400
Clermont Community Business Group	Purchase of equipment	\$2,500
Clermont State High School	Twisted Trivia Night	\$5,000
Clermont Isolated Children's Parents' Association	Sports Camp	\$2,500
Belyando Performance Horse Inc	Campdraft	\$500
Clermont Bulls Senior Cricket Club	Queensland Bulls Masters Weekend	\$1,000
Clermont Bulls Junior Cricket Club	Queensland Bulls Masters Weekend	\$5,000
Clermont State High School	School Bursary	\$1,000
Queensland Country Women's Association (auspicing for Queensland Police Service)	Clermont emergency response exercise	\$968
Clermont State High School	Senior Formal	\$741
Clermont State School	School Bursary	\$250
Clermont Senior Bulls Cricket Club (auspicing for Kennedy Livestock and Property)	Gala Ball	\$1,667
Clermont State High School P&C	Trivia Night	\$5,000

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Clermont Golf Club	Clermont Golf Day	\$1,000
Clermont Golf Club	Clermont Golf Day	\$2,500
Clermont Rodeo and Show Society (auspicing for Gold Cup Campdraft)	Gold Cup Campdraft	\$2,500
Life Church Clermont	Kids Club Xtreme	\$2,500
Clermont Rodeo and Show (auspicing for Hoch and Wilkinson)	Clermont Beef Expo	\$2,500
Clermont Race Club	Clermont Race Day	\$2,500
Queensland Blue Light Clermont Branch	Licence	\$219
Clermont Artslink	Clermont Gold And Coal Festival	\$2,500
Clermont Community Business Group	Purchase Of Equipment	\$2,500
Clermont Community Business Group	Community Builders Program	\$1,000

DIVISION SEVEN

A total of \$43,893 was awarded in Major Grants, Minor Grants, Individual or Team Development Grants and School Bursaries to Division Seven community groups.

GRANT RECIPIENT	DESCRIPTION	AMOUNT
Middlemount Community Gardeners	Pavilion Show	\$1,000
Middlemount Community School	School bursary	\$1,250
Moranbah State High School	The Education and Career Pathway Expo	\$1,143
Mining and Energy Union Moranbah Community Scholarship	Scholarship program	\$1,500
Middlemount Race Club	Middlemount Races	\$12,000
Middlemount Community Sports Association	Netball Carnival	\$1,000
Oasis Life Church	Moranbah Carols by Candlelight	\$2,500
Moranbah Miners' Memorial committee	Moranbah Miners' Memorial	\$2,500
Middlemount Rodeo and Campdraft	Middlemount Rodeo and Campdraft	\$5,000
CTM Links (auspicing for Christmas Committee)	Middlemount Christmas Event	\$5,000
Middlemount Boxing and Fitness	Middlemount Fight Night	\$5,000
Middlemount Rugby League	Backyard Coalfield Ashes	\$1,000
CTM Links	Men's Health Week	\$5,000

DIVISION EIGHT

A total of \$36,098 was awarded in Major Grants, Minor Grants, Individual or Team Development Grants and School Bursaries to Division 8 community groups.

GRANT RECIPIENT	DESCRIPTION	AMOUNT
Clarke Creek Campdraft	Clarke Creek Campdraft	\$1,000
Ilbilbie Hall Management	Christmas In July	\$1,000
Nebo Pony Club (auspicing for Blue Mountain)	Blue Mountain Campdraft	\$1,400
Central Rodeo Cowboys Association	Nebo Finals Rodeo	\$1,000
Clarke Creek Isolated Children's Parents' Association	Colour Run	\$1,000
Nebo Community Sport and Rec	Out of the Shadows Walk	\$1,000
Valkyrie State School P&C	Mini Olympics	\$1,000
Clarke Creek State School P&C	Wellness Workshop	\$1,000
Middlemount Boxing and Fitness	Middlemount Fight Night	\$1,000
Carmila State School	School Bursary	\$250
Ilbilbie Hall Management	Melbourne Cup Luncheon	\$1,000
St Lawrence State School	School bursary	\$250
Carmila Christmas Tree Committee	Carmila Christmas Tree Event	\$1,000
St Lawrence Public Sports Ground Committee	Purchase equipment	\$1,000
St Lawrence Bowls Club	Purchase equipment	\$698
Valkyrie State School P&C	50 th Year Celebrations	\$5,000
Nebo Bushman's Carnival Inc	Nebo Rodeo, Campdraft and Cutting Show	\$15,000
St Lawrence Recreation Group	Campdraft	\$1,000
Nebo Pony Club (auspicing for Blue Mountain Campdraft)	Campdraft	\$1,500

OUR FINANCIAL PLAN

FINANCIAL REPORTING AND POSITION

This section outlines our financial performance and position during 2023-2024, including a summary in plain language and financial statements that have been prepared in accordance with relevant legislation and accounting standards.

INCOME

The total income for the financial year was approximately \$143.6 million.

This included operating revenue of \$130.4 million and capital revenue of \$13.2 million.

The below summary shows the breakup of operating revenue, which is predominantly derived from rates and levies.

Council received \$356,224 in federal funding through the Financial Assistance Grants program during the 2023- 2024 financial year. It should be noted that the remaining of the 2023-2024 funding was received as an early release payment in the 2022-23 financial year. This funding makes a valuable contribution towards Council's continued delivery of important community services and infrastructure.

INCOME STREAM	PERCENTAGE	AMOUNT
Rates and levies	74.6%	\$97,299,008
Sale of goods and major services	7.6%	\$9,952,812
Fees and charges	5.5%	\$7,139,343
Sale of contract and recoverable works	4.8%	\$6,274,405
Interest received	2.8%	\$3,714,363
Operating grants, subsidies and contributions	2.7%	\$3,525,414
Rental and levies	1.5%	\$1,892,370
Other recurrent revenue	0.5%	\$587,588

EXPENSES

The total expenditure incurred for the year in providing services to the community was approximately \$146.8 million. Council undertook regular reviews of expenditure levels to ensure that funds were expended in the most efficient and effective way possible. Council's operating expenses as shown below totalled \$140.9 million. Capital expenses, typically the costs of replaced assets that were written off and re-valuation adjustments totalled \$5.9 million. Council also expended over \$50.9 million on capital projects over the year.

EXPENSE STREAM	PERCENTAGE	AMOUNT
Materials and services	40.2%	\$56,655,009
Employee costs	34.0%	\$47,975,969

Depreciation and amortisation	23.1%	\$32,501,978
Finance costs	2.7%	\$3,816,705

ASSETS

Council owns a variety of assets which are a significant investment for the community. The majority of these assets are infrastructure assets such as roads, water and wastewater, which need to be maintained in a sustainable fashion to ensure the continued provision of services to the community. As at 30 June 2024 the total value of assets held by Council was around \$1.3 billion, which has been broken up into the respective components below.

WHAT WE OWN	PERCENTAGE	VALUE
Property, plant and equipment	91.3%	\$1,219,384,245
Cash assets and cash equivalents	5.7%	\$76,337,945
Inventories	1.5%	\$19,471,547
Trade, other receivables and other assets	1.5%	\$20,507,047

LIABILITIES

Our liabilities are reviewed regularly as part of our long-term financial strategy. As at 30 June 2024 the value of total liabilities of Council was approximately \$84.5 million. The significant part of liabilities is borrowings, which have been used to fund investment in long life infrastructure. Using borrowed funds is a way of spreading the cost of assets across the generations who will receive the associated benefits.

WHAT WE OWE	PERCENTAGE	VALUE
Borrowings	29.3%	\$24,768,339
Property restoration provision	28.0%	\$23,625,811
Contract and lease liabilities and other obligations and retentions	16.8%	\$14,216,711
Trade and other payables	13.1%	\$11,098,341
Employee entitlement provisions	12.8%	\$10,787,166

OUR NET WORTH

Our community's net worth (what we own less what we owe) at the end of the financial year was approximately \$1.25 billion. In the Statement of Financial Position, this represents the Total Community Equity.

RESOLUTIONS

Council did not make any resolutions relating to section 206 of the Local Government Regulation 2012 during the reportable financial period. On 28 October 2020, under resolution number 6916, Council resolved to adopt the amended Councillor Support (Expenses Reimbursement) Policy (STAT- POL-057) under section 250(1) of the Local Government Regulation 2012. This policy provides for the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors, and provision of facilities to the Councillors for that purpose. Visit <https://www.isaac.qld.gov.au/Your-Council/Council-Meetings> to view a copy of the agenda and minutes.



Plan endorsed for outback tourism gem

FINANCIAL HEALTH

SUSTAINABILITY RATIOS

A new Sustainability Framework has been developed by the Department of Housing, Local Government, Planning and Public Works. The new measures acknowledge that sustainability is influenced by various financial and non-financial factors. The ratios are designed to provide an indication of the performance of Council against key financial sustainability criteria which must be met to ensure prudent management of financial risks. The financial sustainability measures included in these statements are specified in the Financial Management (Sustainability) Guideline 2024 Version1. As a Tier 4 Council the relevant measures of sustainability are as follows:

- Unaudited ratios (contextual)
- Council-controlled revenue
- Population growth
- Audited Ratios
- Unrestricted cash expense cover ratio
- Operating surplus ratio
- Operating cash ratio
- Asset sustainability ratio
- Asset consumption ratio
- Leverage ratio

The below table presents the target range and Council's position for the current year and the 5-Year average. Whilst the current year Operating Surplus ratio is under the benchmark, due to timing of grant funding, the 5-year average is within the targeted range.

TYPE	MEASURE	TARGET (TIER 4)	2023-2024	5-YEAR AVERAGE
Financial Capacity	Council-Controlled Revenue	N/A	87.73%	82.42%
	Population Growth	N/A	0.35%	1.25%
Operating Performance	Operating Surplus Ratio	Greater than 0%	-8.10%	0.30%
	Operating Cash Ratio	Greater than 0%	19.75%	25.77%
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	4.4 months	N/A
Asset Management	Asset Sustainability Ratio	Greater than 80%	84.04%	88.71%
	Asset Consumption Ratio	Greater than 60%	66.33%	68.23%
Debt Servicing Capacity	Leverage Ratio	0 - 3 times	0.96 times	0.73 times

BUSINESS ACTIVITIES

SERVICE FACILITY OR ACTIVITY EXPENDITURE

Council operates, in partnership with Smart Service Queensland, the Queensland Government Agent Program at Middlemount and Dysart.

In accordance with section 45 of the Act, Council conducted the following business activities during the financial year:

- Halls
- Pools
- Nebo Showgrounds
- Sporting Grounds
- Theresa Creek Dam Campgrounds
- Caravan Parks
- Aerodromes
- J.R. Turner Saleyards, Clermont
- Clermont Showgrounds
- Waste management
- Water and Sewerage Services

HALLS, POOLS, SHOWGROUNDS AND SALEYARDS, SPORTING AND CAMPING GROUNDS AND AERODROMES: These activities are primarily performed to provide the various communities with facilities and services, as well as providing a platform for economic development for the region, and therefore it is assessed that their main objective is not to make a profit thus the code should not be applied.

WASTE MANAGEMENT: A public benefit assessment was undertaken during the 2022-2023 financial year which determined not to apply the competitive neutrality principle in relation to the significant business activity, and Council determined not to apply the code for the 2023-2024 financial year as it is not believed to be conducted in competition, nor realistically is it conducted in potential competition with the private sector.

WATER AND SEWERAGE: Water and Sewerage is not identified as a significant business activity as the number of premises connected to a water service is below the prescribed threshold. However, as the expenditure exceeds \$340,000, it is deemed a prescribed business activity. Council determined not to apply the code at this time as it is not believed to be conducted in competition, nor realistically is it conducted in potential competition with the private sector.

CONTROLLED ENTITIES

Isaac Regional Council has two controlled entities, the Moranbah Early Learning Centre Pty Ltd (MELC) and the Isaac Affordable Housing Fund Pty Ltd (IAHF). The IAHF is the Trustee for the Isaac Affordable Housing Trust (IAHT).

Council acquired Moranbah Early Learning Centre Pty Ltd (MELC) following the collapse of the original developer/operator, to ensure there was continuity of quality childcare services within Moranbah. MELC is an entity constituted independently of Council. Council is the sole shareholder in MELC, however the board operates autonomously to Council. The MELC board consists of five directors, which is composed of a Company Secretary, three Council representatives and a community representative (vacant).

Council formed the Isaac Affordable Housing Fund Pty Ltd, which is a company limited by shares. Council is the sole shareholder however the board operates autonomously to Council. The IAHF board consists of seven directors, four positions are allocated to Council representatives, with remaining members being the Company Secretary, 1 x external Corporate (Vacant) and 1 x Community (Vacant).

The company was formed to fund affordable housing within the Isaac region. The Isaac Affordable Housing Fund Pty Ltd (Company) acts as trustee for the Isaac Affordable Housing Trust (IAHT) established under the Trust Deed dated 25 November 2010.

As a controlled entity of a local government, IAHT and MELC are classified as a public-sector entity under the *Auditor-General Act 2009*. As such IAHT and MELC will be audited annually by the Auditor-General of Queensland. For a summary of these entities, their net assets and results ending 30 June 2024, refer to note 29 in Council's financial statements.

FINANCIAL STATEMENTS

This section contains a copy of the following financial documents:

- Management Certificate;
- Independent Auditor's Report;
- Financial Sustainability Statement; and
- Certificate of Accuracy

Our independent Auditor's Report can be found in full on the next page.



INDEPENDENT AUDITORS REPORT

ISAAC REGIONAL COUNCIL

FINANCIAL STATEMENTS

For the year ended 30 June 2024

MANAGEMENT CERTIFICATE

For the year ended 30 June 2024

These general purpose financial statements have been prepared pursuant to sections 175 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 2(2)(b) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the preparation and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 23, present a true and fair view of, and comply with, Australian Accounting Standards of the Council's financial position for the financial year and financial position at the end of the year.

Mayor

Name: Cr Kelly Vee-Yea

Date: 12 Feb 2024

Chief Executive Officer

Name: Mr Kate Dondie

Date: 11 Feb 2024



INDEPENDENT AUDITOR'S REPORT

To the councillors of Isaac Regional Council

Report on the audit of the financial report

Opinion

I have audited the financial report of Isaac Regional Council.

The financial report comprises the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information and the certificate given by the Mayor and Chief Executive Officer.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2024, and of its financial performance for the year then ended; and
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the **Auditor's responsibilities for the audit of the financial report** section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The councillors are responsible for the other information.

The other information comprises the information included in the entity's annual report for the year ended 30 June 2024, but does not include the financial report and our auditor's report thereon.

At the date of this auditor's report, the available other information in Isaac Regional Council's annual report for the year ended 30 June 2024 was the current year financial sustainability statement, current year financial sustainability statement - contextual ratios and long-term financial sustainability statement.



My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:

https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of my auditor's report.

Report on other legal and regulatory requirements

In accordance with s. 40 of the *Auditor-General Act 2009*, for the year ended 30 June 2024:

- a) I received all the information and explanations I required
- b) I consider that the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

● Queensland

● ● Audit Office

Better public services

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, and the *Local Government Regulation 2012*. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.



Lisa Fraser
as delegate of the Auditor-General

16 October 2024

Queensland Audit Office
Brisbane

ISAAC REGIONAL COUNCIL

Current Year Financial Sustainability Statement
For the year ended 30 June 2024

Audited ratios

Type	Measure	Target (Plan 4)	Actual Current Year	5-Year Average
Liquidity	Unrestricted cash expense cover ratio	Greater than 9 months	4.2 months	N/A
Operating Performance	Operating surplus ratio	Greater than 0%	8.10%	9.34%
	Operating cash ratio	Greater than 0%	19.75%	25.77%
Asset Management	Asset sustainability ratio	Greater than 90%	84.04%	88.73%
	Asset consumption ratio	Greater than 80%	66.55%	58.23%
Debt Servicing Capacity	Leverage ratio	0 - 3.00x	3.56 times	0.73 times

Note 1 - basis of presentation

The current year financial sustainability statement is prepared in accordance with the requirements of the Local Government Regulations 2012 and the Financial Management (Sustainability) Guideline 2014. The measures used to calculate the 6 reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2024.

Certificate of Accuracy
Current Year Financial Sustainability Statement (audited ratios)
For the year ended 30 June 2024

This current year financial sustainability statement has been prepared pursuant to Section 178 of the Local Government Regulations 2012 (the Regulations).

In accordance with Section 212(3) of the Regulations we certify that this current year financial sustainability statement has been accurately prepared.

Máire

Name: Cr. Kelly Yea Yea

Date 12.10.24

Chief Executive Officer

Name: Mr. Colin Dendle

Date 11.10.2024



INDEPENDENT AUDITOR'S REPORT

To the Councillors of Isaac Regional Council

Report on the Current Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of Isaac Regional Council for the year ended 30 June 2024, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Isaac Regional Council for the year ended 30 June 2024 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2024 to the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

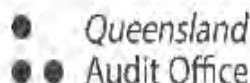
Other Information

The councillors are responsible for the other information.

The other information comprises the information included in the entity's annual report for the year ended 30 June 2024, but does not include the financial sustainability statement and our auditor's report thereon.

At the date of this auditor's report, the available other information in Isaac Regional Council's annual report for the year ended 30 June 2024 was the general-purpose financial statements, current year financial sustainability statement - contextual ratios, and the long-term financial sustainability statement.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.



Better public services

However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the general-purpose financial report.

In connection with my audit of the financial sustainability statement, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial sustainability statement and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors' responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.

● *Queensland*
● ● **Audit Office**

Better public services

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Lisa Fraser
as delegate of the Auditor-General

16 October 2024

Queensland Audit Office
Brisbane

ISAAC REGIONAL COUNCIL

Current Year Financial Sustainability Statement
For the year ended 30 June 2024

Unaudited contextual ratios

Type	Metric	Target (Tier 4)	Actual Current Year	5-Year Average
Financial Capacity	Council-controlled resources*	N/A	87.74%	82.42%
	Population growth*	N/A	-0.35%	1.00%

Note 1 - basis of preparation

The current year financial sustainability statement - Contextual Ratios is prepared in accordance with the requirements of the Local Government Regulation 2012 and the Financial Management (Sustainability) Guidelines 2023. The amounts used to calculate the 2 reported measures are prepared on an accrual basis and are drawn from the council's audited general purpose financial statements for the year ended 30 June 2024.

Certificate of Accuracy

Current Year Financial Sustainability Statement (contextual ratios - unaudited)
For the year ended 30 June 2024

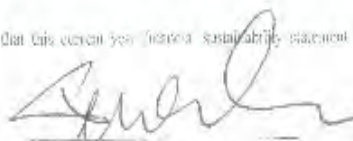
This current year financial sustainability statement has been prepared pursuant to Section 278 of the Local Government Regulation 2012 (the LGR 2012).

In accordance with section 278(2) of the Regulation we certify that this current year financial sustainability statement has been accurately prepared.


Mayor

Name: Cr Kelly Ves Ves

Date: 12.10.24


Chief Executive Officer

Name: Mr Cate Denile

Date: 11.10.2024

ISAAC REGIONAL COUNCIL

Unaudited Long-Term Financial Sustainability Statement
Prepared as at 30 June 2024

Council's performance as 30 June 2024 against key financial ratios:

Type	Metric	Largest (Tier 1)	Actual current year	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030	30 June 2031	30 June 2032	30 June 2033
Financial Capacity	Revenue/Controlled Expenditure Ratio	N/A	87.72%	82.03%	85.71%	86.74%	86.27%	86.53%	86.74%	86.74%	86.88%	87.00%
Operating Performance	Operating Margin Ratio	Greater than 30%	0.35%	0.30%	0.35%	0.36%	0.38%	0.38%	0.38%	0.38%	0.38%	0.38%
Asset Management	Operating Costs Ratio	Greater than 30%	8.10%	0.82%	1.33%	1.27%	0.79%	0.46%	0.35%	0.27%	0.28%	0.27%
	Operating Costs Ratio	Greater than 30%	13.25%	24.13%	24.04%	23.91%	20.92%	24.48%	24.09%	23.77%	23.61%	23.72%
	Asset Sustainability Ratio	Greater than 30%	85.01%	97.78%	75.20%	68.65%	104.47%	102.40%	103.48%	103.46%	103.55%	103.53%
	Asset Sustainability Ratio	Greater than 30%	66.32%	66.48%	62.81%	61.84%	63.92%	62.87%	63.14%	63.20%	63.21%	63.00%
	Average Ratio	61.3 times	2.24 times	0.58 times	0.58 times	0.58 times	0.58 times	0.58 times	0.58 times	0.58 times	0.58 times	0.58 times

Financial Management Strategy

Council measures revenue and expenditure trends over time to ensure it remains financially sound. It is critical to ensure that the financial strategy is sound and that the financial position is sound. The financial strategy is sound and that the financial position is sound. The financial strategy is sound and that the financial position is sound.

Certificate of Accuracy

For the long-term financial sustainability statement prepared as at 30 June 2024

This long-term financial sustainability statement has been prepared pursuant to Section 175 of the Local Government Act 2002.

In accordance with Section 21(1) of the Local Government Act 2002, the financial statement has been audited by an auditor.


Name: Mr. Kelly Van Veen

Date: 12.10.24


Name: Mr. Cuthbert
Chief Executive Officer

Date: 11.10.24

OUR ADDITIONAL STATUTORY INFORMATION

COUNCIL MEETINGS

Section 257(1) of the *Local Government Regulation 2012* requires Council to meet once a month to make decisions on governing the local government area of Isaac. Council meetings are attended by the Mayor, Deputy Mayor, Councillors, the CEO, Directors, administration staff and other staff as required for assisting decision-making by Council. Ordinary meetings are open to the public and are attended by members of the media, interested ratepayers, electors and community members. Generally, Council's meetings are held in the fourth week of the month. Council resolved in July 2018 to rotate the location of Council's ordinary monthly meeting around the communities of the region every second month. The rotational schedule of meetings has been an opportunity for residents across the Isaac region to see the process of local government. Visit <https://www.isaac.qld.gov.au/Your-Council/Council-Meetings> to view scheduled Ordinary Council Meetings. During 2023-2024 Council held 12 Council Meetings and two Special Meetings as follows:

JULY 2023 – MARCH 2024 COUNCIL MEETING ATTENDANCE

DIVISION	COUNCILLOR	ORDINARY	SPECIAL	STANDING COMMITTEES			
				CG&FS	E&I	PECS	W&W
Mayor	Cr Anne Baker	8	-	4	1	2	1
1	Cr Greg Austen	8	-	-	4	-	4
2	Cr Sandy Moffat	9	-	6	6	-	-
3	Cr Gina Lacey	3	-	3	2	3	-
4	Cr Simon West	8	-	-	6	-	5
Deputy Mayor	Cr Kelly Vea Vea	9	-	-	-	5	3
6	Cr Carolyn Franzmann	9	-	4	-	-	5
7	Cr Jane Pickels	9	-	2	2	6	-
8	Cr Viv Coleman	8	-	-	-	6	-

APRIL 2024 – JUNE 2024 COUNCIL MEETING ATTENDANCE

DIVISION	COUNCILLOR	ORDINARY	SPECIAL	STANDING COMMITTEES			
				CG&FS	E&I	PECS	W&W
Mayor	Cr Kelly Vea Vea	3	2	0	0	0	0
1	Cr Terry O'Neill	2	2	2	2	2	-
2	Cr Verniece Russell	3	2	2	-	-	2
3	Cr Melissa Westcott	3	2	2	-	2	-
4	Cr Simon West	3	2	-	1	-	1
5	Cr Alaina Earl	3	2	-	2	1	-

Deputy Mayor	Cr Jane Pickels	3	2	6	2	-	-
7	Cr Rachel Anderson	2	1	-	2	-	2
8	Cr Viv Coleman	3	2	6	1	1	1

The following are the Special Meetings that were held on:

5 April 2024

- Unconfirmed Minutes - Ordinary Meeting - Wednesday 13 March 2024
- Appointment of Deputy Mayor - 2024 Local Government Elections
- Isaac Regional Council Standing Committees (Statutory) Membership
- Isaac Regional Council Audit and Risk Committee Councillor Membership
- Isaac Regional Council Local Disaster Management Group (LDMG) Councillor Membership
- Schedule of Ordinary Meetings and Standing Committee Meetings of Council for April to December 2024

7 June 2024

- Isaac Country University Centre
- Appointment of Chief Executive Officer

STANDING COMMITTEES

Section 257(1) of the *Local Government Regulation 2012* requires Council to meet once a month to make decisions on governing the local government area of Isaac. Council meetings are attended by the Mayor, Deputy Mayor, Councillors, the CEO, Directors, administration staff and other staff as required for assisting decision-making by Council. Ordinary meetings are open to the public and are attended by members of the media, interested ratepayers, electors and community members. Council has four standing committees: Corporate, Governance and Financial Services Standing Committee (CG&FS), Engineering and Infrastructure Standing Committee (E&I), Planning, Environment and Community Services Standing Committee (PECS) and Water and Waste Standing Committee (W&W).

JULY 2023 – MARCH 2024 MEMBERSHIP

CG&FS: Cr Jane Pickels (Chair), Mayor Anne Baker, Cr Sandy Moffat, Cr Viv Coleman and Cr Carolyn Franzmann.

E&I: Cr Jane Pickels (Chair), Mayor Anne Baker, Cr Greg Austen, Cr Sandy Moffat, Cr Gina Lacey and Cr Simon West.

PECS: Deputy Mayor Kelly Vea Vea (Chair), Mayor Anne Baker, Cr Gina Lacey, Cr Jane Pickels and Cr Viv Coleman.

W&W: Cr Simon West Pickels (Chair), Mayor Anne Baker, Cr Greg Austen, Deputy Mayor Kelly Vea Vea and Cr Carolyn Franzmann

APRIL 2024 – JUNE 2024 MEMBERSHIP

CG&FS: Cr Melissa Westcott (Chair), Mayor Kelly Vea Vea, Deputy Mayor Jane Pickels, Cr Vern Russell, and Cr Terry O'Neill.

E&I: Deputy Mayor Jane Pickels (Chair), Mayor Kelly Veve, Cr Viv Coleman, Cr Alaina Earl, Cr Rachel Anderson and Cr Terry O'Neill.

PECS: Cr Viv Coleman (Chair), Mayor Kelly Veve, Cr Melissa Westcott, Cr Alaina Earl and Cr Terry O'Neill.

W&W: Cr Simon West Pickels (Chair), Mayor Kelly Veve, Cr Vern Russell, Cr Rachel Anderson and Cr Viv Coleman.

COUNCILLOR CONDUCT

Council is committed to the ethical principles and obligations contained in the *Local Government Act 2009* and *Public Sector Ethics Act 1994*. Updates to the legislation over the years introduced a mandatory Code of Conduct for Councillors and new processes for complaint handling, including the introduction of the Office of the Independent Assessor to investigate complaints against Councillors. The subsequent amendments to the *Local Government Act 2009* and *Local Government Regulation 2012* have resulted in a change to reporting requirements for Councillor Conduct matters. Under section 186(1)(d), (e) and (f) of the *Local Government Regulation 2012* (LGR), Council's annual report must contain details of any orders and complaints about Councillors during the financial year. Details for 2022-23 are as follows:

LOCAL GOVERNMENT ACT SECTION	LGR	NO.
Orders made under section 150I(2) of the LGA (misconduct)	LGRs186	0
Orders made under section 150AH(1) of the LGA (disciplinary action)		0
Decisions, orders and recommendations made under section 150AR(1) of the LGA		0
The name of each Councillor for whom a decision, order or recommendation under section 150I(2), 150AH(1) or 150 AR(1) of the LGA was made		0
A description of the unsuitable meeting conduct, inappropriate conduct or misconduct engaged in by each of the Councillors;		0
A summary of the decision, order or recommendation made for each Councillor;		0
Complaints referred to the assessor under section 150P(2)(a) of the LGA by the local government, a Councillor of the local government or the Chief Executive Officer of the local government.	LGR s186 (1)(f)(i) – (iv)	0
Matters, mentioned in section 150P(3) of the LGA, notified to the to the Crime and Corruption Commission		0
Notices given under section 150R(2) of the LGA		0

Notices given under section 150S(2)(a) of the LGA		0
Decisions made under section 150W(1)(a), (b) and (e) of the LGA	LGRs 186(1)(f) (v) and s353	0

EXECUTIVE REMUNERATION

Pursuant to the provisions of section 201(1)(a) of the *Local Government Act 2009*, the following summary shows the range of total remuneration packages payable for the 12-month period to 30 June 2024, for Council's senior executive employees. Senior executive employees (the CEO, and senior employees reporting directly to the CEO) are engaged under fixed-term, performance-based contracts. The remuneration packages include base salary, superannuation, allowances, and non-monetary benefits, for example housing, vehicle and professional memberships.

Total of all Remuneration Packages Payable*	\$2,630,903
Band \$200,000 - \$300,000	6
Band \$300,000 - \$400,000	0
Band \$400,000 - \$500,000	1

COUNCILLOR REMUNERATION AND EXPENSES

In accordance with section 186(1)(a) of the *Local Government Act 2012*, the below table reflects total Councillor remuneration including superannuation, and total expenses including mobile phone and vehicle allowances for the financial year.

DIVISION	COUNCILLORS	REMUNERATION	EXPENSES**
Mayor	Cr Anne Baker	\$151,975	\$38,627
Division 1	Cr Greg Austen	\$79,650	\$222
Division 2	Cr Sandy Moffat	\$79,650	\$3,448
Division 3	Cr Gina Lacey	\$79,987	\$11,168
Division 4	Cr Simon West	\$79,650	\$2,231
Division 5	Cr Kelly Veale^	\$93,708	\$10,004
Division 6	Cr Carolyn Franzmann	\$80,735	\$8,297
Division 7	Cr Jane Pickels	\$79,650	\$17,510
Division 8	Cr Viv Coleman***	\$79,655	\$8,673
TOTAL		\$804,660	\$100,180

* Includes superannuation.

** Expenses cover mileage, mobile phone and representation at Council meetings, regional meetings, conferences and forums on behalf of Council, e.g. Greater Whitsunday Council of Mayor's, LGAQ memberships, LGAQ Annual Conference, Mackay Tourism meetings, National General Assembly Function, LGAQ training, LGAQ Civic Leaders Summit, Bush Councils Convention, Developing Northern Australia Conference and Australia Local Government Association Forum.

***Expenses includes reimbursement of private vehicle usage (large rural division) for Council business.

^ Deputy Mayor

Council has an adopted Councillor Support (Expenses Reimbursement) Policy providing for the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors; and provision of facilities to the Councillors for that purpose. This policy is available on Council's website under Current Policies link or by visiting <https://www.isaac.qld.gov.au/Your-Council/Corporate-Information/Policies>

POLICY AND AUDITS

This section contains a range of information important to Council as an organisation, including statutory information and public interest disclosures required under the *Local Government Act 2009* such as key governance activities, rates, Council meetings and Councillor related information.

REVENUE POLICY: The revenue policy (adopted annually at the budget meeting) governs our revenue raising activities. The policy provides details on how rates are levied and explains the differential rating system. All utility charges are based on this policy, as well as special levies, rate remissions, recovery of overdue rates and charges, payments and discounts, cost recovery methods and the extent to which physical and social infrastructure costs for a new development.

INVESTMENT POLICY: The investment policy governs how Council will invest funds at the most advantageous rate of interest available at that time, for that investment type and in a way that it considers the most appropriate given the circumstances. The order of investment activities shall be preservation of capital, liquidity and return. The policy advises maximum amounts allowable to be invested within a particular institution and is adopted annually as part of the budget process.

DEBT POLICY: The debt policy is reviewed and endorsed each year with the adoption of the Budget. Council utilises loans to fund major capital and infrastructure works so that repayments are spread over a number of years, to which the Capital Works will be utilised by ratepayers. Our debt policy details new borrowings, the purpose of the borrowings and repayment terms.

AUDIT AND RISK COMMITTEE

Council manages its risk via its Audit and Risk Committee. The Committee assists Council in fulfilling its oversight responsibilities relating to accounting and reporting requirements imposed under the Act and other relevant legislation. The main responsibility of the Audit and Risk Committee is to:

- Enhance the ability of members to fulfill their legal and governance responsibilities
- Add to the credibility and objectivity of financial reports
- Enhance the independence and effectiveness of the Council's Internal Audit function
- Oversee the application of appropriate accounting and disclosure policies and procedures
- Monitor existing corporate policies and recommend new corporate policies that aim to prohibit unethical, questionable or illegal activities
- Provide a communication link between management, internal auditors/external auditors and Council

- Promote the need for public accountability of managers to Council, the ratepayers and other interested parties
- Support measures to improve governance, risk and internal controls

As per the Audit and Risk Committee Policy and Audit and Risk Committee Charter, the Audit and Risk Committee consists of three independent external members and two Councillors.

The Committee members as of 30 June 2024 are:

- Mr Stephen Coates (Independent Chair)
- Mr Peter Sheville (Independent External Member)
- Ms Kerry Phillips (Independent External Member)
- Cr Jane Pickels
- Cr Melissa Westcott

Alternate Members:

- Mayor Kelly Vea Vea
- Cr Viv Coleman

INTERNAL AUDIT

During the 2023-2024 financial year, final reports were issued for the following internal audits undertaken across Council:

- Financial Sustainability
- Procurement – Data Analytics and Computer Assisted Audit Techniques
- Legislative Compliance
- Fraud Control and Management
- Grant Management (Received)

From these internal audit reports, findings and recommendations arising are being actioned to facilitate business improvement and enhance Council's internal control environment. To facilitate the internal audit function, the Audit and Risk Committee endorsed a single service provider at its June 2022 meeting. Council's Internal Audit Services were offered to the market as an open tender from 20 October 2023 to 17 November 2023. Following the tender process, O'Connor Marsden and Associates were awarded the Contract for an initial 12-month period commencing on 8 March 2024 and including 2 option periods of 12 months which may be exercised at Council's sole discretion.

COMPETITIVE NEUTRALITY COMPLAINTS: During 2023-2024 no competitive neutrality complaints were received under section 45(8) or notices given under section 49 of the Local Government Regulation 2012.

CHANGES TO TENDERS: During 2023-2024 no request to change tenders under section 228(8) of the Local Government Regulation 2012 were received or issued.

REGISTERS

Council maintains the following list of legislatively required registers:

- Asset Registers
- Councillor Conduct Register
- Delegations Registers (Administrative, Financial, Council to CEO, Mayoral)
- Local Laws Registers
- Registers of Interests (Councillors and related persons, Senior Executive Employees and related persons, CEO and related persons)
- Pre-Qualified Suppliers Registers
- Right to Information Disclosure Log
- Road Register
- Schedule of Fees and Charges

Other internal registers Council maintain include:

- Asbestos, Hazardous Chemicals and Hazardous Substances Registers
- Building and Plumbing Register
- Cemeteries Register
- Conflict of Interest Register
- Contact with Lobbyists Register
- Contracts Register
- Development Applications Register
- Document Control Register
- Gift Register
- Instruments of Appointment / Local Government Worker Register
- Internal Audit Register
- Mine Agreement Register
- Penalty Infringement Notice Register
- Regulated Dog Register
- Surveillance Camera Register
- Trade Waste Application Register
- Water Supply Agreements Register
- Legal Matters Register
- Right to Information Register
- Administrative Action/ Queensland Ombudsman Register
- Contract Securities Register

RATES, CHARGES AND CONCESSIONS

Section 119 of the Local Government Regulation 2012 provides that Council may grant concessions for rates and charges. The local government may grant a concession only if it is satisfied one of the criteria in section 120 of the Local Government Regulation 2012 is fulfilled. Council applied the following concessions for the reporting period:

Concession Total*	Financial Cost
Discount	\$7,163,673
Pensioner concession	\$230,074
Economic or social incentives	\$420,563

*no concessions were granted under the natural hardship clause

DISCOUNT: In accordance with the provisions of section 130 of the Local Government Regulation 2012, a discount at the rate of 10 per cent shall be allowed on general rates, excluding all special rates and charges, provided payment of the full amount of outstanding and overdue rates and interest is paid by the due date. If Council is satisfied that a person liable to pay a rate has been prevented, by circumstances beyond the person's control, from paying the rate in time to benefit from a discount, then Council under section 130(10) of the Local Government Regulation 2012, may still allow the discount following written application by the ratepayer.

PENSIONER CONCESSIONS: Council is empowered to grant a concession where Council is satisfied that the land is owned or occupied by a pensioner (section 120(1)(a) of the Local Government Regulation 2012). To alleviate the impact of rates and charges on approved pensioners, Council shall provide concessions of 30 per cent on general rates, water, sewerage and cleaning charges (excluding state fire levy and excess water charges) in addition to the State Pensioner Subsidy.

NATURAL HARDSHIP: In accordance with section 120(1)(c) of the Local Government Regulation 2012, Council may, at its discretion allow other concessions or remissions if it is of the opinion that some unusual and serious circumstances exist which may prevent payment within the appointed time or otherwise delay the payment of rates and charges as they fall due. Applications for concession or remission should be able to demonstrate unusual and severe difficulty rather than the usual frustration and trial to which everyone is subjected from time to time.

ECONOMIC OR SOCIAL INCENTIVES: Council may allow rating concessions as an incentive to attract business to the region in an industrial estate development or in a project with similar economic benefit to the region (section 120(1)(d) of the Local Government Regulation 2012). At Council's discretion, it may remit some or all the rates and charges that would otherwise be payable by certain clubs or organisations that, in the opinion of the CEO, fulfil useful social and/or charitable community needs, as identified in Council's 5-Year Corporate Plan.

CORPORATE CHANNELS AND CUSTOMER SERVICE

PUBLIC COMMUNICATION DELIVERY

Isaac Regional Council manages four social media channels:

- Facebook | 12,389 followers | @isaacregionalcouncil | 1175 posts in 2023-2024
- LinkedIn | 5,620 followers | Search isaac-regional-council | 65 posts in 2023-2024
- Instagram | 1,191 followers | @isaacregionalcouncil | 58 from October 2023 to June 2024 (access limited to October last year)
- X | 616 followers | @isaaccouncil | 7 posts in 2023-2024

We delivered messages through ...

- isaac.qld.gov.au website page views increased to 1,047,415 in 2023-2024 compared to 634,138 in 2022-23
- Public notices with average minimum of 7 per week
- Local, state and national media
 - 268 media inquiries
 - 18 media releases
 - 84 community newsletter advertisements
 - 5 Isaac News editions
 - 22 radio talkback interviews

HOW TO CONTACT US

Hard copies of the Annual Report are available if requested for viewing at all Council administration centres and libraries.

VISIT US IN PERSON

- Clermont Office 21 Daintree Street CLERMONT QLD 4721
- Dysart Office 18 Shannon Crescent DYSART QLD 4745
- Glenden Office Town Shopping Centre 17-27 Perry Drive GLENDEN QLD 4743
- Middlemount Office 11 Carter Place MIDDLEMOUNT QLD 4746
- Moranbah Office Grosvenor Complex 1 Batchelor Parade MORANBAH QLD 4744
- Nebo Office 14 Reynolds Street NEBO QLD 4742
- St Lawrence Office 36 Macartney Street ST LAWRENCE QLD 4707

OTHER WAYS TO CONTACT US

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COMPLAINT HANDLING

The following objectives have been established for Council complaint handling activities:

- To be fair, efficient and consistent in the treatment of complaints about decisions and other administrative actions of Council
- Implement an administrative action complaints policy that is easy to understand and is readily accessible to all
- Detect and rectify administrative errors
- Identify areas for improvement in Council administrative practices
- Increase awareness of:
 - The administrative action complaints policy for Council staff and the community
 - Enhance community confidence in the complaints process, and the reputation of Council as being accountable and transparent
- Build the capacity of staff to effectively manage complaints in an environment of continuous improvement

The administrative action complaints process has been instituted to ensure that all complaints are dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant.

The administrative action complaints process has been instituted to ensure that all complaints are dealt with fairly, promptly, professionally, in confidence (subject to any legal requirements) and in a manner respectful to the complainant.

Complaints can be made in several ways:

- Verbally by telephone or in person to a Council officer
- By email to records@isaac.qld.gov.au (subject-complaint) or online via Council's website
- In writing (by letter, fax, or by completing the Council complaints form, whether signed or unsigned)

All written and electronic complaints must be addressed to the Chief Executive Officer.

ADMINISTRATIVE ACTION COMPLAINTS SUMMARY FOR 2023-2024

Complaints	Number
Administrative action complaints made to the local government	4
Administrative action complaints resolved under the complaints management process	2
Administrative action complaints not resolved under the complaints management process	2
Administrative action complaints not resolved that were made in a previous financial year	0

ISAAC REGIONAL COUNCIL

Financial Statements

For the year ended 30 June 2024

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Unaudited Long-term Financial Sustainability Statement

ISAAC REGIONAL COUNCIL

Statement of Comprehensive Income

For the year ended 30 June 2024

		2024	2023
	Note	\$	\$
Income			
Recurrent revenue			
Rates and levies	3 (a)	97,299,008	90,765,656
Sale of goods and major services		9,952,812	7,609,929
Fees and charges		7,139,343	5,889,711
Sales of contract and recoverable works		6,274,405	14,621,671
Grants, subsidies, contributions and donations	3 (b) (i)	3,525,414	16,441,796
Total recurrent revenue		124,190,982	135,328,763
Recurrent other revenue			
Rental and levies		1,892,370	1,667,601
Interest received		3,714,363	2,360,445
Other recurrent income		587,588	594,577
Total recurrent other income		6,194,321	4,622,623
Total operating revenue		130,385,303	139,951,386
Capital revenue			
Grants, subsidies, contributions and donations	3 (b) (ii)	12,369,876	10,109,640
Capital income	4	830,529	1,621,643
Total capital revenue		13,200,405	11,731,283
Total income	2 (b)	143,585,708	151,682,669
Expenses			
Recurrent expenses			
Employee benefits	5	(47,975,969)	(44,885,100)
Materials and services	6	(56,655,009)	(56,880,422)
Finance costs	7	(3,816,705)	(2,090,786)
Depreciation and amortisation	8	(32,501,978)	(29,850,764)
Total operating expenses		(140,949,661)	(133,707,072)
Capital expenses			
Other capital expenses	9	(5,884,793)	(12,180,776)
Total expenses	2 (b)	(146,834,454)	(145,887,848)
Net result		(3,248,746)	5,794,821
Other comprehensive income			
Items that will not be reclassified to net result			
Increase / (decrease) in asset revaluation surplus	23	(6,843,641)	122,558,058
Total other comprehensive income for the year		(6,843,641)	122,558,058
Total comprehensive income for the year		(10,092,387)	128,352,879

The above statement should be read in conjunction with the accompanying notes and information about these financial statements.

The above statement excludes transactions and balances of controlled entities. Refer to note 29 for controlled entities that have not been consolidated.

ISAAC REGIONAL COUNCIL

Statement of Financial Position
As at 30 June 2024

	Note	2024 \$	2023 \$
Current assets			
Cash and cash equivalents	11	76,337,945	73,414,123
Receivables	12 (a)	9,434,248	15,249,240
Inventories	13 (a)	1,065,249	1,315,591
Contract assets	21 (a)	2,784,197	3,403,805
Other assets	15	4,288,431	4,174,416
Total current assets		93,910,070	97,557,175
Non-current assets			
Receivables	12 (b)	4,000,171	5,286,713
Inventories	13 (b)	18,406,298	18,437,891
Property, plant and equipment	16	1,219,383,744	1,212,097,666
Intangible assets		501	1,641
Total non-current assets		1,241,790,714	1,235,823,911
TOTAL ASSETS		1,335,700,784	1,333,381,086
Current liabilities			
Trade and other payables	17 (a)	11,054,970	11,831,347
Provisions	18 (a)	9,981,009	9,374,593
Borrowings	19	1,854,118	1,605,320
Leases	20	81,007	84,390
Contract liabilities	21 (b)	9,308,818	2,774,645
Other liabilities	22 (a)	1,006,529	922,126
Total current liabilities		33,286,451	26,592,421
Non-current liabilities			
Trade and other payables	17 (b)	43,371	44,730
Provisions	18 (b)	24,431,968	22,365,985
Borrowings	19	22,914,221	18,768,338
Leases	20	2,058,867	1,707,876
Contract liabilities	21 (b)	63,250	180,041
Other liabilities	22 (b)	1,698,240	2,424,892
Total non-current liabilities		51,209,917	45,491,862
TOTAL LIABILITIES		84,496,368	72,084,283
NET COMMUNITY ASSETS		1,251,204,416	1,261,296,803
Community equity			
Asset revaluation surplus	23	300,044,713	306,888,354
Retained surplus		900,320,045	892,229,267
Reserves		50,839,658	62,179,182
TOTAL COMMUNITY EQUITY		1,251,204,416	1,261,296,803

The above statement should be read in conjunction with the accompanying notes and information about these financial statements.

The above statement excludes balances of controlled entities. Refer to note 29 for controlled entities that have not been consolidated.

ISAAC REGIONAL COUNCIL

Statement of Changes in Equity
For the year ended 30 June 2024

	Total		Retained surplus		Reserves		Asset revaluation surplus		Note 23
	2024	2023	2024	2023	2024	2023	2024	2023	
	\$	\$	\$	\$	\$	\$	\$	\$	
Balance at beginning of the year	1,261,296,803	1,132,943,924	892,229,267	893,878,560	62,179,182	54,735,068	306,888,354	184,330,296	
Net result	(3,248,746)	5,794,821	(3,248,746)	5,794,821	-	-	-	-	
Other comprehensive income for the year									
Revaluations increase / (decrease):									
Property, plant & equipment	(6,843,641)	122,558,058	-	-	-	-	(6,843,641)	122,558,058	
Total comprehensive income for the year	(10,092,387)	128,352,879	(3,248,746)	5,794,821	-	-	(6,843,641)	122,558,058	
Transfers (to) from retained earnings and recurrent reserves	-	-	8,989,043	(6,106,031)	(8,989,043)	6,106,031	-	-	
Transfers (to) from retained earnings and capital reserves	-	-	2,350,481	(1,338,083)	(2,350,481)	1,338,083	-	-	
Balance at end of the year	1,251,204,416	1,261,296,803	900,320,045	892,229,267	50,839,658	62,179,182	300,044,713	306,888,354	

The above statement should be read in conjunction with the accompanying notes and information about these financial statements.

The above statement excludes balances of controlled entities. Refer to note 29 for controlled entities that have not been consolidated.

ISAAC REGIONAL COUNCIL

Statement of Cash Flows

For the year ended 30 June 2024

		2024	2023
	Note	\$	\$
Cash flows from operating activities			
Receipts			
Receipts from customers		128,349,008	115,118,493
Operating grants, subsidies and contributions		3,474,170	16,863,342
Interest received		3,601,450	2,215,124
State Government waste levy reimbursement received in advance		-	37,273
Payments			
Payments to suppliers and employees		(105,263,161)	(100,446,554)
Interest expense		(2,167,946)	(1,035,696)
Net cash inflow (outflow) from operating activities	28	<u>27,993,521</u>	<u>32,751,982</u>
Cash flows from investing activities			
Grants, subsidies, contributions and donations		19,409,020	10,944,033
Payments for property, plant and equipment		(50,802,841)	(38,210,018)
Payments for site rehabilitation		(259,716)	(44,870)
Proceeds from sale of property, plant and equipment		1,232,239	1,300,472
Net movement in loans to controlled entities & associates		1,151,594	89,880
Net cash inflow (outflow) from investing activities		<u>(29,269,704)</u>	<u>(25,920,503)</u>
Cash flows from financing activities			
Proceeds from borrowings	19	6,000,000	-
Repayment of borrowings	19	(1,605,319)	(1,533,311)
Repayments made on leases	20	(194,676)	(151,758)
Net cash inflow (outflow) from financing activities		<u>4,200,005</u>	<u>(1,685,069)</u>
Net increase (decrease) in cash and cash equivalents held		2,923,822	5,146,410
Cash and cash equivalents at beginning of the financial year		73,414,123	68,267,713
Cash and cash equivalents at end of the financial year	11	<u>76,337,945</u>	<u>73,414,123</u>

The above statement should be read in conjunction with the accompanying notes and information about these financial statements.

The above statement excludes balances of controlled entities. Refer to note 29 for controlled entities that have not been consolidated.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

1 Information about these financial statements

1.1 Basis of preparation

These general purpose financial statements are for the period 1 July 2023 to 30 June 2024 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*. Council is a not-for-profit entity for financial reporting purposes and these financial statements comply with the Australian Accounting Standards and Interpretations as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention, except for the following:

- financial assets and liabilities, certain classes of property, plant and equipment which are measured at fair value.
- land held for sale is held in accordance with AASB 102 Inventories. Inventory is required to be held at lower of cost or net realisable value.

Recurrent/capital classification

Revenue and expenditure are presented as "recurrent" or "capital" in the Statement of Comprehensive Income.

Capital revenue includes grants, subsidies and contributions received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.

The following transactions, when reported in the Statement of Comprehensive Income, are classified as either "Capital Income" or "Capital Expenses" depending on whether they result in accounting gains or losses:

- disposal and write-off of non-current assets
- discount rate and valuation adjustments to restoration provisions
- revaluations and impairments of property, plant and equipment
- expenses of capital nature that do not meet the asset recognition criteria

All other revenue and expenses have been classified as "recurrent".

1.2 Statement of compliance

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period.

Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS.

The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

Information about controlled entities that have not been consolidated, because they are not considered material, is included in note 29.

1.3 Constitution

The Isaac Regional Council is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

1 Information about these financial statements

1.4 New and revised Accounting Standards adopted during the year

Council adopted all standards which became mandatorily effective for annual reporting periods beginning on 1 July 2023, none of the standards had a material impact on reported position, performance and cash flows. The adoption of the revisions to AASB 101 *Presentation of Financial Statements* resulted in disclosure of material accounting policy information only rather than significant accounting policies. This means that accounting policy information is disclosed only if it relates to material transactions, other events or conditions and:

a) Council has changed accounting policy during the reporting period and this change resulted in a material change to the information in the financial statements.

b) Council chose (or was mandated to use) the accounting policy from one or more options permitted by Australian Accounting Standards.

c) The accounting policy was developed in accordance with AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors in the absence of an Australian Accounting Standard that specifically applies.

d) The accounting policy relate to an area for which a Council is required to make significant judgements or assumptions in applying an accounting policy, and the Council discloses those judgements or assumptions in the financial statements.

e) The accounting required for them is complex and users of the entity's financial statements would otherwise not understand those material transactions, other events or conditions.

1.5 Currency

The Council uses the Australian dollar as its functional currency and its presentation currency.

1.6 Standards issued by the AASB not yet effective

The AASB has issued a number of Australian Accounting Standards and Interpretations which are not yet effective at 30 June 2024. Council has not elected to early adopt any of these standards and accordingly they will be applied from their future effective date. There are no such standards or interpretations expected to have a significant impact on Council's financial statements in the period of initial application.

1.7 Estimates and judgements

Council make a number of judgements, estimates and assumptions in preparing these financial statements. These are based on the best information available to Council at the time, however due to the passage of time, these assumptions may change and therefore the recorded balances may not reflect the final outcomes. The significant judgements, estimates and assumptions relate to the following items and specific information is provided in the relevant note:

Valuation and depreciation of property, plant and equipment - note 8 and 16

Impairment of receivables - note 12 and 30

Provisions - note 18

Contingent liabilities - note 26

Revenue recognition - note 3

1.8 Rounding and comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1.

Comparative information is generally restated for reclassifications, errors and changes in accounting policies unless permitted otherwise by transition rules in a new Accounting Standard. Comparative information is prepared on the same basis as prior year.

1.9 Taxation

Council is exempt from income tax, however Council is subject to Fringe Benefits Tax, Goods and Services Tax ('GST') and payroll tax on certain activities. The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements
For the year ended 30 June 2024

2 Analysis of results by function

The activities relating to the Council's components reported on in Note 2 (b).

(a) Components of Council functions

Office of the CEO

The Office of the Chief Executive Officer is responsible for the organisational leadership, administration, advocacy, strategic management of the organisation and brand, media & communication. This is undertaken in conjunction with the Isaac Regional Councillors, with the objective of providing open and transparent governance. This includes organisational development and training, human resources, advocacy, day to day management of all functions of Council and to ensure that decisions and policy of Council is carried out. The Chief Executive Officer also provides advice to the Councillors and is the custodian of records and documents of Council.

Corporate, Governance & Financial Services

Corporate, Governance and Financial Services provide the following functions: strategic and business continuity planning, legal and insurance administration, governance, risk management, disaster management, asset management, financial services, internal audits, information technology, geographical information services, records management, organisational safety, procurement, stores, tenders and contracts. The objective of Corporate and Governance is to be open, accountable, transparent and deliver value for money outcomes. Financial Services objective is to provide accurate, timely and appropriate information to support sound decision making and meet statutory requirements.

Engineering & Infrastructure

Engineering and Infrastructure provide the following functions: parks and recreation, corporate property management, engineering design and projects, roads and urban services. The objective of Engineering and Infrastructure is to provide essential transport, drainage, parks infrastructure, maintenance, construction, Council housing and operational services to the community.

Planning, Environment & Community Services

Planning, Environment and Community Services provide the following functions: economic development and tourism, customer service, community relations programs including youth programs, grants administration and management, stock route management, arts and library services, community development, planning, regulatory and building compliance, native title, commercial operations, community leasing, tenancy, local laws and environmental services. The objective of Planning, Environment and Community Services is to facilitate the sustainable planning and development of the region through the above functions and provide safe and cost effective community facilities and venues while catering for the diverse needs of our communities.

Land Development

The land development area within Planning, Environment and Community Services manages Council's land held for development and sale with the objective of facilitating the optimal utilisation of these resources.

Plant, Fleet, Workshops & Depot

The fleet department within Engineering and Infrastructure manages Council's large plant and vehicles and the workshop operations within Council. This activity has the objective of providing support to Council to perform functions and provide services to the community.

Water

The water area within the Water and Waste Directorate manages Council's water treatment plants, pump stations, water pipeline network and water metering with the objective of supplying safe and reliable water to the community.

Wastewater

The wastewater area within the Water and Waste Directorate manages Council's sewerage treatment plants, pump stations, sewerage pipeline network, effluent treatment plants and effluent water pipeline network with the objective being the sustainable management of wastewater infrastructure.

Waste Management

The waste management department within Water and Waste Directorate manages Council's refuse collection facilities, including recycling activities and kerbside collection of waste with the objective of protecting and supporting the community and natural environment by sustainably managing refuse.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements
For the year ended 30 June 2024

2 Analysis of results by program

(b) Income and expenses defined between recurring and capital, and assets are attributed to the following programs:

Programs	Gross program income				Total income	Gross program expenses		Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Assets
	Recurrent revenue		Capital revenue			Recurrent	Capital				
	Grants	Other	Grants	Other							
	2024 \$	2024 \$	2024 \$	2024 \$							
	360,773	-	-	-	360,773	1,837,437	-	1,837,437	2,198,210	2,198,210	-
Office of the CEO											
Corporate, Governance & Financial Services	335,251	70,586,133	86,794	-	71,008,178	2,770,519	(180,710)	2,589,809	73,691,903	73,597,987	103,793,169
Engineering & Infrastructure	591,590	7,504,424	6,505,271	623,290	15,224,575	(62,982,151)	(4,400,044)	(67,382,195)	(54,886,137)	(52,157,620)	744,942,552
Planning, Environment & Community Services	961,033	2,532,149	3,339,244	-	6,832,426	(25,669,522)	(692,264)	(26,361,786)	(22,176,340)	(19,529,360)	77,131,958
Land Development	-	(65,783)	-	-	(65,783)	(2,655,058)	-	(2,655,058)	(2,720,841)	(2,720,841)	18,406,298
Plant, Fleet, Workshops & Depot	205,403	(129,744)	-	644,811	720,470	(3,892,887)	(22,373)	(3,915,260)	(3,817,228)	(3,194,790)	24,049,367
Water	-	22,704,878	1,195,530	14,950	23,915,358	(24,503,159)	(19,999)	(24,523,158)	(1,798,281)	(607,800)	184,628,369
Wastewater	-	10,737,692	170,000	15,515	10,923,207	(11,180,866)	(344,216)	(11,525,082)	(443,174)	(601,875)	135,004,975
Waste Management	-	14,061,504	605,000	-	14,666,504	(14,673,974)	(225,187)	(14,899,161)	(612,470)	(232,657)	47,744,096
Total	2,454,050	127,931,253	11,901,839	1,298,566	143,585,708	(140,949,661)	(5,884,793)	(146,834,454)	(10,564,358)	(3,248,746)	1,335,700,784

For the year ended 30 June 2023

Programs	Gross program income				Total income	Gross program expenses		Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Assets
	Recurrent revenue		Capital revenue			Recurrent	Capital				
	Other	Grants	Other	Grants							
	2023 \$	2023 \$	2023 \$	2023 \$							
	148,000	-	-	-	148,000	4,612,269	-	4,612,269	4,760,269	-	-
Office of the CEO											
Corporate, Governance & Financial Services	8,168,252	65,213,940	140,586	8,811	73,531,589	10,880,010	-	10,880,010	84,262,202	84,411,599	108,536,990
Engineering & Infrastructure	5,944,009	15,893,261	4,427,005	381,411	26,645,686	(68,111,349)	(5,381,159)	(73,492,508)	(46,274,079)	(46,846,822)	747,209,766
Planning, Environment & Community Services	569,158	2,326,124	4,907,336	693,718	8,496,336	(27,294,972)	(2,936,190)	(30,231,162)	(24,399,690)	(21,734,826)	78,567,725
Land Development	160,479	(2,016)	-	-	158,463	(927,343)	-	(927,343)	(768,880)	(768,880)	18,437,891
Plant, Fleet, Workshops & Depot	-	(25,579)	-	1,074,979	1,049,400	(2,600,524)	(424,329)	(3,024,853)	(2,626,103)	(1,975,453)	21,703,602
Water	66,539	16,001,343	97,437	-	16,165,319	(20,209,310)	(37,500)	(20,246,810)	(4,141,428)	(4,081,491)	190,050,190
Wastewater	146,280	12,727,409	-	-	12,873,689	(16,028,262)	(404,871)	(16,433,133)	(3,154,573)	(3,559,444)	139,265,843
Waste Management	-	12,614,187	-	-	12,614,187	(14,027,591)	(2,996,727)	(17,024,318)	(1,413,404)	(4,410,131)	29,609,079
Total Council	15,202,717	124,748,669	9,572,364	2,158,919	151,682,669	(133,707,072)	(12,180,776)	(145,887,848)	6,244,314	5,794,821	1,333,381,086

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024 \$	2023 \$
3 Revenue		
(a) Rates and levies		
Rates, levies and charges are recognised as revenue when Council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.		
General rates	72,299,575	67,721,041
Disaster management levy	304,750	293,258
Water	10,967,041	10,450,179
Water consumption, rental and sundries	5,058,578	3,627,064
Wastewater	11,319,533	10,843,566
Wastewater trade waste	1,609	1,555
Garbage charges	5,162,232	4,961,374
Rates and utility charge revenue	105,113,318	97,898,037
Less: Discounts	(7,584,236)	(6,907,905)
Less: Pensioner remissions	(230,074)	(224,476)
Net rates and utility charges	97,299,008	90,765,656

(b) Grants, subsidies, contributions and donations

Grant income under AASB 15

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations then the revenue is recognised when control of each performance obligations is satisfied.

The performance obligations are varied based on the agreement but include service delivery and community engagement. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations for grants are assessed to ensure that the revenue recognition reflects the transfer of control. Within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally an input method based on either costs or time incurred as a percentage of total expected cost/time is deemed to be the most appropriate method to reflect the transfer of benefit.

Grant income under AASB 1058 other than capital grants

Assets arising from grants in the scope of AASB 1058 are recognised at the assets fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

Capital grants

Where Council receive funding under an enforceable contract to acquire or construct a specified item of property, plant and equipment which will be under Council's control on completion, revenue is recognised as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with total project costs incurred as a percentage of total budgeted project cost.

Donations and contributions

Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by the Council.

Donations and contributions are generally recognised on receipt of the asset since there are no enforceable performance obligations.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024 \$	2023 \$
Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes "on maintenance" (i.e. the Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. Non-cash contributions with a value in excess of the recognition thresholds are recognised as non-current assets. Those below the thresholds are recorded as expenses.		
Developers also pay infrastructure charges for trunk infrastructure, such as pumping stations, treatment works, mains, sewers and water pollution control works. These infrastructure charges are generally within the scope of AASB 1058 since there is no enforceable performance obligation associated with them and therefore the infrastructure charges are recognised as revenue when received.		
(i) Recurrent		
General purpose grants	356,224	12,873,065
Commonwealth subsidies and grants	331,712	436,356
State government subsidies and grants	1,387,229	961,618
DRFA flood damage grants for operational repairs	378,885	931,678
Donations	1,500	10,409
Cash contributions	1,069,864	1,228,670
Total recurrent revenue	3,525,414	16,441,796
In June 2023, Council received an early release of the 2023-24 Commonwealth Financial Assistance Grants (General and Road component) in the amount of \$9,866,995. As these grants are considered unrestricted grants, the receipted amounts were recognised in the 2022-23 financial year. In the 2023-24 financial year, there was no early release of the 2024-25 Commonwealth Financial Assistance Grant resulting in a decrease in Council's revenue.		
(ii) Capital		
Capital revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes cash contributions and non-cash contributions usually in the form of infrastructure assets received from developers.		
(a) Monetary revenue designated for capital funding purposes:		
Commonwealth government grants	4,300,535	6,693,124
State government subsidies and grants	6,619,730	2,756,950
DRFA flood damage grants for capitalised repairs	981,574	122,290
Cash contributions	468,037	516,999
	12,369,876	10,089,363
(b) Non-monetary revenue received:		
Developer and other contributions of physical assets at fair value	-	20,277
	-	20,277
Total capital revenue	12,369,876	10,109,640
(iii) Timing of revenue recognition for grants, subsidies, contributions and donations		
Revenue recognised at a point in time		
Grants and subsidies	1,022,916	13,605,464
Contributions	1,405,328	1,324,220
Donations	1,500	-
	2,429,744	14,929,684
Revenue recognised over time		
Grants and subsidies	13,332,973	11,169,617
Contributions	132,573	421,449
Donations	-	10,409
	13,465,546	11,601,475

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

		2024 \$	2023 \$
4 Capital income	Note		
Gain on disposal of non-current assets		644,811	1,054,702
Revaluation adjustments	16	185,718	566,941
		<u>830,529</u>	<u>1,621,643</u>
5 Employee benefits			
Total staff wages and salaries		35,410,455	33,203,850
Employee termination benefit		265,301	214,123
Councillors' remuneration		785,905	766,014
Annual, sick and long service leave entitlements		6,794,326	7,122,857
Superannuation	27	5,086,434	4,668,522
		<u>48,342,421</u>	<u>45,975,366</u>
Other employee related expenses		1,063,247	997,873
		<u>49,405,668</u>	<u>46,973,239</u>
Less capitalised employee expenses		(1,429,699)	(2,088,139)
		<u>47,975,969</u>	<u>44,885,100</u>
Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties.			
Total Council employees at 30 June		Number	Number
Elected members		9	9
Administration staff		233	235
Depot and outdoors staff		168	163
Total full time equivalent employees		<u>410</u>	<u>407</u>
6 Materials and services			
Expenses are recorded on an accruals basis as Council receives the goods or services.			
Audit fees - Queensland Audit Office*		168,900	165,900
Professional fees		6,868,634	4,833,275
Raw water purchases		2,869,269	2,313,529
Donations paid		535,466	473,454
Electricity		3,004,893	2,912,004
Refuse collection		2,528,362	2,489,241
Plant and vehicle		1,427,333	1,622,456
Information, communications and technology		5,690,786	3,604,062
Contractors		4,755,485	5,324,860
Insurance		2,398,589	2,278,308
Employee related expenses		905,726	1,080,190
Equipment and tools		3,418,289	2,890,200
Repairs and maintenance		11,011,743	16,326,222
Waste levy		2,330,952	2,078,716
Membership and subscriptions		717,732	692,821
Health, safety, screening and sample testing		735,936	745,162
Pool management services		922,299	800,697
Valuation services		76,409	172,028
Fees, charges and permits		554,604	418,650
Inventory / Stock issues		2,411,217	2,173,227
Rentals and leases		509,423	508,492
(Reversal of impairment)/impairment of inventory land value		31,593	544,114
Other material and services		2,781,369	2,432,814
		<u>56,655,009</u>	<u>56,880,422</u>

*Total audit fees quoted by the Queensland Audit Office relating to the 2023-24 financial statements are \$168,900 (2023: \$165,900 paid).

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

		2024 \$	2023 \$
7 Finance costs	Note		
Finance costs charged by the Queensland Treasury Corporation		895,185	956,914
Interest on leases		95,041	75,621
Waived interest charges		1,184,977	-
Other interest costs		139	277
Bank charges		178,111	179,552
Impairment of receivables and bad debts written-off		585,770	433,470
Refuse sites - unwinding of discount rate on provision		877,482	444,952
		<u>3,816,705</u>	<u>2,090,786</u>
Through Council resolution (8505) interest on IAHT loan was waived up to and including December 2023. Interest waived for the financial year between July 2014 to June 2023 was \$1,126,944, with \$58,033 waived for the current period ending 31 December 2023.			
8 Depreciation and amortisation			
(a) Depreciation of non-current assets			
Land and improvements*		3,162,214	1,854,801
Buildings		2,676,992	2,313,760
Plant and equipment		3,938,020	3,584,647
Road, bridge and drainage		10,907,632	10,794,822
Water		6,077,924	6,065,744
Wastewater		3,928,413	3,900,036
Waste management		1,103,004	920,753
Aerodrome		459,731	217,105
		<u>32,253,930</u>	<u>29,651,668</u>
(b) Amortisation of right of use assets			
Land		246,908	197,956
		<u>246,908</u>	<u>197,956</u>
(c) Amortisation of intangible assets			
Computer software		1,140	1,140
		<u>1,140</u>	<u>1,140</u>
Total depreciation and amortisation		<u>32,501,978</u>	<u>29,850,764</u>
*Depreciation on assets within the land and improvement asset class is only applied to improvements on the land.			
9 Capital expenses			
Loss on write-off of capital assets	10	5,622,815	9,862,962
Revaluation adjustment of waste management asset	16	(1,254,830)	(6,311,051)
Increase / (decrease) in refuse site provision		1,467,718	8,628,865
Other (income) / expenses adjustments		49,090	-
Total capital expenses		<u>5,884,793</u>	<u>12,180,776</u>
10 Loss on write-off of capital assets			
Land and improvements	16	854,251	2,880,613
Buildings	16	488,649	2,407,153
Plant and equipment	16	130,620	28,663
Road, bridge and drainage	16	3,772,781	3,540,403
Water	16	19,999	37,500
Wastewater	16	344,216	404,871
Waste management	16	12,299	99,449
Write-off of other capitalised items	16	-	464,310
		<u>5,622,815</u>	<u>9,862,962</u>

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$

11 Cash and cash equivalents

Cash and deposits at call are held in the following banks: ANZ Bank, National Australia Bank and Queensland Treasury Corporation.

Cash at bank and on hand	408,154	710,732
Deposits at call	75,929,791	72,703,391
Balance per Statement of Financial Position	76,337,945	73,414,123

Council has resolved to set aside revenue to provide funding for specific future projects that will be required to meet delivery of essential services and meet day to day operational requirements.

Cash and cash equivalents	76,337,945	73,414,123
Less: Externally imposed restrictions on cash	37,645,401	28,376,378
Unrestricted cash	38,692,544	45,037,745

Council's cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use. These include:

(i) Externally imposed expenditure restrictions at the reporting date relates to the following cash assets:

Waste levy refund received in advance	2,496,412	3,193,788
Contract liabilities - revenue received in advance	9,372,068	2,954,686
Other restricted cash held in reserves	21,349,510	21,542,676
Unspent loan monies	4,427,411	685,228
Total externally imposed restrictions on cash assets	37,645,401	28,376,378

(ii) Internal allocations of cash at the reporting date:

Internal allocations of cash may be lifted by Council with a resolution.

Rehabilitation Provision	4,578,845	3,555,423
Capital Reserves	21,955,663	27,855,162
Recurrent Expenditure	-	197,905
Operational Sustainability Reserve	3,107,074	11,898,212
Total internally allocated cash	29,641,582	43,506,702

Trust funds

In accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*, a separate trust bank account and separate accounting records are maintained for funds held on behalf of outside parties. Funds held in the trust account include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance, corporate funds for community donations and unclaimed monies (e.g. wages). The Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements since Council has no control over the assets.

Trust funds held for outside parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities
Security deposits

1,972,114	4,847,841
15,844,210	12,311,015
17,816,324	17,158,856

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

		2024 \$	2023 \$
12 Receivables	Note		
Settlement of receivables is required within 30 days after the invoice is issued.			
Debts are regularly assessed for collectability and all known bad debts were written off at 30 June 2024. If an amount is recovered in a subsequent period it is recognised as revenue.			
Council is empowered under the provisions of the <i>Local Government Act 2009</i> to sell an owner's property to recover outstanding rate debts.			
Loans and advances are recognised in the same way as other receivables. Terms are as per written agreement with interest charged at negotiated rates. Security is held over assets if applicable.			
Council has identified 4 distinctive groupings of its receivables: Rateable revenue and utility charges, Accrued interest, Other debtors, Loans and advances to controlled entities. Relevant judgments in relation to expected credit loss has been made for each group.			
Receivables are measured at amortised cost which approximates fair value at reporting date.			
(a) Current			
Rateable revenue and utility charges		4,168,715	3,527,266
Accrued interest		285,258	172,345
Other debtors		5,980,187	12,137,815
Less allowance for expected credit losses	30	(1,221,085)	(674,411)
Loans and advances to controlled entities	29	221,173	86,225
		<u>9,434,248</u>	<u>15,249,240</u>
(b) Non-current			
Loans and advances to controlled entities	29	4,000,171	5,286,713
		<u>4,000,171</u>	<u>5,286,713</u>

For the financial year ended 30 June 2024 interest was charged on outstanding rates at a rate of 11.64% per annum (2023: 8.17%). No interest was charged on other debtors. There is a geographical concentration of risk in the Council's jurisdiction, and since the area is largely agricultural and mining, Council is exposed to risks associated with these sectors.

The current loan agreement between Isaac Regional Council and Isaac Affordable Housing Trust (IAHT) expired on 30 June 2024. Negotiations are currently underway to progress a new loan agreement. The above figures are based on the current terms that are being negotiated however are yet to be finalised.

Movement in allowance for expected credit losses (trade and other receivables)

Balance at beginning of the year	674,411	2,431,547
Impairment provision for rateable revenue and utility charges	-	(1,899,411)
Expected credit losses for other debtors	546,674	142,275
Balance at end of the year	<u>1,221,085</u>	<u>674,411</u>

An impairment provision was made for a stalled residential subdivision of \$1,899,411. Council assessed that the amounts were unrecoverable and wrote-off the rates in arrears in the 2023 financial year.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements
For the year ended 30 June 2024

		2024 \$	2023 \$
13 Inventories	Note		
Costs are assigned on the basis of weighted average cost except for land where the costs are allocated to the relevant parcel.			
Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory.			
(a) Current			
Inventories for internal use			
Raw water on hand		213,334	368,165
Stores and materials		851,915	947,426
		<u>1,065,249</u>	<u>1,315,591</u>
Valued at cost, adjusted when applicable for any loss of service potential.			
(b) Non-current			
Land purchased for development and sale		24,530,490	24,530,490
Less: Provision for obsolescence		(6,124,192)	(6,092,599)
	14	<u>18,406,298</u>	<u>18,437,891</u>
14 Land purchased for development and sale			
Balance at beginning of the year		18,437,891	18,982,005
Reversal of impairment/(impairment of inventory land value)		(31,593)	(544,114)
Balance at end of the year		<u>18,406,298</u>	<u>18,437,891</u>
Classified as :			
Non-current		18,406,298	18,437,891
		<u>18,406,298</u>	<u>18,437,891</u>
Land purchased for development and sale is valued at the lower of cost and net realisable value.			
15 Other assets			
GST recoverable		1,231,541	1,095,296
Water charges yet to be levied		1,559,001	1,577,250
Prepayments		1,497,889	1,501,870
		<u>4,288,431</u>	<u>4,174,416</u>

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

16 Property, plant and equipment

16 (a) Recognition

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Items of plant and equipment with a total value of less than \$10,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Network assets are an aggregate of interrelated assets that perform a specific service which, individually are likely to be below the capitalisation threshold levels, but collectively are above the capitalisation threshold for their class. Networked assets include monitoring equipment and water meters.

16 (b) Measurement

Property, plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of consideration plus costs incidental to the acquisition. Direct labour, materials and an appropriate portion of overheads incurred in the acquisition or construction of assets are also included as capital costs.

Property, plant and equipment received in the form of contributions, for significantly less than fair value or as offsets to infrastructure charges, are recognised as assets and revenue at fair value.

When Council raises a provision for the restoration of a Council-controlled site, such as a landfill site, the provision is initially recognised against property, plant and equipment. Subsequent changes in the provision relating to the discount rate or the estimated amount or timing of restoration costs are recognised against asset revaluation surplus. If no surplus exists, the costs are recognised against capital expense.

Expenditure incurred in accordance with Disaster Recovery Funding Arrangements on road assets are analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset, is capitalised.

16 (c) Depreciation

Land, work in progress, road formations and formation work associated with the construction of dams, levee banks and reservoirs are not depreciated.

Depreciation, where applicable, is calculated on a straight-line basis such that the cost of the asset less its residual value is recognised progressively over its estimated useful life to Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

16 (d) Impairment

Property, plant and equipment held at cost is assessed for indicators of impairment annually. If an indicator of possible impairment exists, Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

16 (e) Right-of-use assets

Council recognises right-of-use assets in respect of its leasing arrangements described in note 20.

Right-of-use asset are measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. Right-of-use assets are depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

16 (i) Valuation

Fair value measurements

Council considers the carrying amount of its property, plant and equipment on an annual basis compared to fair value and makes adjustment where these are materially different. Every 3-5 years, Council performs a full comprehensive revaluation by engaging an external professionally qualified valuer.

In the intervening years, Council undertakes:

- A management valuation using internal engineers and asset managers to assess the condition and cost assumptions associated with all infrastructure assets and an appropriate cost index for the region.
- A "desktop" valuation for land and improvements and buildings asset classes which involves management providing updated information to the valuer regarding additions, deletions and changes in assumptions such as useful life, residual value and condition rating. The valuer then determines suitable indices which are applied to each of these asset classes.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Fair values are classified into three levels as follows:

- Level 1 - Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities
- Level 2 - Fair value based on inputs that are directly or indirectly observable, such as prices for similar assets, for the asset or liability
- Level 3 - Fair value based on unobservable inputs for the asset and liability

There were minor transfers between levels during the year.

The following table categorises fair value measurements as either level 2 or level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet level 1 criteria for categorisation. The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

	Level 2 (Significant other observable inputs)		Level 3 (Significant unobservable inputs)		Total	
	2024	2023	2024	2023	2024	2023
Recurring fair value measurements						
Property, plant and equipment						
- Land and improvements	22,173,000	24,405,319	67,356,172	65,305,339	89,529,172	89,710,658
- Buildings	35,114,939	43,022,854	74,151,717	67,073,266	109,266,656	110,096,120
- Road, bridge and drainage	-	-	597,556,579	606,911,084	597,556,579	606,911,084
- Water	-	-	182,018,605	187,862,881	182,018,605	187,862,881
- Wastewater	-	-	134,434,608	137,077,446	134,434,608	137,077,446
- Waste management	-	-	40,390,514	29,737,685	40,390,514	29,737,685
- Aerodrome	-	-	11,342,903	9,798,848	11,342,903	9,798,848
	57,287,939	67,428,173	1,107,251,098	1,103,766,549	1,164,539,037	1,171,194,722

(ii) Valuation techniques used to derive fair values for level 2 and level 3 valuations

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Indexation considerations and details of indices applied in current year	Other interim revaluation adjustment
Land and improvements (level 2)	Market Value	30-Jun-24	Liquid Pacific	Gross market values were derived from sale prices of comparable properties and adjusted for differences in key attributes such as property size along with the Valuer General's property information records.	N/A	Nil
	Current replacement cost	30-Jun-24	Liquid Pacific	Gross replacement cost unit rates (local projects/data if available, local knowledge and available data sources (Rawlinson's Construction Handbook 2024, Australian Bureau of Statistics indices, Australian Construction Industry Forum, zoning data, etc)). Accumulated depreciation determined by asset consumption rating scale, asset condition if known along with a risk adjustment of 15% to the portfolio value that has been valued using the cost approach.		Nil
Buildings (level 2)	Market Value	30-Jun-21	AssetVal	Gross market values (sale prices of similar properties in the locality, standard valuation principles and opinions and sentiment from local property agents).	RP Data Ltd - Property sales data reseller, with Market indexation being provided by the valuers per location or on a regional weighted average which was 2.3%.	Nil
	Current replacement cost	30-Jun-21	AssetVal	Gross replacement cost (valuer's choice of a dollar per square metre approach using Rawlinson's cost data and cost indices for different regions, recent construction data, consideration on building size, material, type and structure and professional judgement). Accumulated depreciation was based on physical deterioration, functional and economic obsolescence and physical inspection. Useful lives (IPWEA's Asset Management & Financial Management Guidelines - Practise Note 12, 2017 and Isaac Regional Council's Strategic Asset Management Plan).	The change in value since the comprehensive valuation was not considered material and therefore indexation wasn't applied. Australian Bureau of Statistics, 6247.0 Producer Price Indexes, Australia - Time Series Workbook, March 2024 - 7.45%.	Nil
Roads, bridges & drainage (level 3)	Current replacement cost	30-Jun-22	Shepherd Services Pty Ltd	Gross replacement cost unit rates (Recent contract data where available. If not available Unit rates from valuers database of first principles, industry standards, surrounding regional Councils). The unit costs include direct and indirect costs and allowances were made for difference in construction standards. Useful lives were determined using various factors - expected usage, physical wear and tear, technical or commercial obsolescence, inspection of the oldest assets within each category to estimate remaining life, Council's knowledge of the performance of the assets, Australian Standards and product guidelines and current engineering industry practice. Remaining life was determined by reference to the asset's age base approach (assets in average to excellent condition) or a Condition based approach (asset inspected and condition assessed visually)	Australian Bureau of Statistics, 6247.0 Producer Price Indexes, Australia - Time Series Workbook, March 2024 - 3.86%.	Nil
					The change in value since the comprehensive valuation was not considered material and therefore indexation wasn't applied.	

(ii) Valuation techniques used to derive fair values for level 2 and level 3 valuations

Asset class and fair value hierarchy	Valuation approach	Last comprehensive valuation date	Valuer engaged	Key assumptions and estimates (related data sources)	Indexation considerations and details of indices applied in current year	Other interim revaluation adjustment
Water (level 3)	Current replacement cost	30-Jun-23	Stantec Pty Ltd	Gross replacement cost unit rates (recent contract data, valuer's database, scheduled rates for construction, cost curves derived by the valuer, building price index tables, supplier's quotations, Rawlinson's Australian Construction Handbook). Useful lives for each asset in scope were agreed upon with Council.	Australian Bureau of Statistics, 6247.0 Producer Price Indexes, Australia - Time Series Workbook, March 2024 - 3.43%. The change in value since the comprehensive valuation was not considered material and therefore indexation wasn't applied.	Nil
Wastewater (level 3)	Current replacement cost	30-Jun-23	Stantec Pty Ltd	Remaining useful lives were condition based for inspected assets and age based for non-inspected assets.	Australian Bureau of Statistics, 6247.0 Producer Price Indexes, Australia - Time Series Workbook, March 2024 - 3.43%. The change in value since the comprehensive valuation was not considered material and therefore indexation wasn't applied.	Nil
Waste management (level 3)	Current replacement cost	30-Jun-23	Stantec Pty Ltd	Gross replacement cost unit rates (recent contract data, valuer's database, scheduled rates for construction, cost curves derived by the valuer, building price index tables, supplier's quotations, Rawlinson's Australian Construction Handbook). Asset measurement and age (Council's Geographic Information System (GIS) and periodic physical inspections). Remaining service potential, physical obsolescence and overall condition score (physical inspection).	Australian Bureau of Statistics, 6247.0 Producer Price Indexes, Australia - Time Series Workbook, March 2024 - 3.43%. The change in value since the comprehensive valuation was not considered material and therefore indexation wasn't applied.	Nil
Aerodrome (level 3)	Current replacement cost	30-Jun-24	Liquid Pacific	Gross replacement cost unit rates (local projects/data if available, local knowledge and available data sources (Rawlinson's Construction Handbook 2024, Australian Bureau of Statistics indices, Australian Construction Industry Forum, zoning data, etc)). Accumulated depreciation determined by asset consumption rating scale, asset condition if known along with a risk adjustment of 15% to the portfolio value that has been valued using the cost approach.	NA	Nil

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements
For the year ended 30 June 2024

16. Property, plant and equipment

Note	Land and improvements	Buildings	Plant and equipment	Road, bridge and drainage	Water	Wastewater	Waste management	Aerodrome	Works in progress	Right of use	Total plant and equipment
	Valuation Level 2 & 3	Valuation Level 2 & 3	Cost	Valuation Level 3	Valuation Level 3	Valuation Level 3	Valuation Level 3	Valuation Level 3	Cost	Cost	Cost
	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Basis of measurement	106,786,196	187,266,611	42,748,744	794,795,381	331,943,603	228,110,309	45,304,002	12,365,209	18,906,864	2,351,271	1,770,578,190
Fair value category	-	-	-	-	-	-	-	-	-	(224,960)	(224,960)
Asset values	-	-	-	-	-	-	-	-	-	-	-
Opening gross value as at 1 July 2023	-	-	-	-	-	-	-	-	-	-	-
Minor correction to opening balance	-	-	-	-	-	-	-	-	-	-	-
Addition of renewal assets	-	-	-	-	-	-	-	-	-	-	-
Addition of other assets	-	-	-	-	-	-	-	-	-	-	-
Internal transfers from work in progress	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-	-	-
Write-offs	(1,267,243)	(985,013)	(943,717)	(6,399,207)	(40,339)	(793,991)	(21,236)	-	(39,584,286)	-	(3,666,710)
Revaluation adjustment to other comprehensive income	13,681,331	-	-	(7,249,147)	10,200	-	-	6,661,564	-	-	13,103,948
Revaluation adjustment to capital income	-	-	-	-	-	-	-	185,718	-	-	185,718
Revaluation adjustment to capital expense	-	-	-	-	-	-	-	2,085,478	-	-	2,085,478
Internal transfers between asset classes	(500,377)	(321,054)	211,563	599,212	10,656	-	-	-	-	-	-
Adjustment to right of use assets due to re-measurement of lease liability	-	-	-	-	-	-	-	-	-	91,581	91,581
Closing gross value as at 30 June 2024	124,078,355	188,608,280	45,336,866	793,933,858	332,164,524	228,946,109	57,881,546	19,212,491	30,180,546	2,668,595	1,823,011,170

Accumulated depreciation and impairment

Opening balance as at 1 July 2023	17,075,538	77,170,491	22,506,142	187,884,297	144,080,722	91,032,863	15,566,317	2,566,361	-	597,793	558,480,524
Minor correction to opening balance	-	-	-	-	-	-	-	-	-	(224,960)	(224,960)
Depreciation expense	3,162,214	2,676,992	3,938,020	10,907,632	6,077,924	3,928,413	1,103,004	459,731	-	246,908	32,500,838
Depreciation on disposals	-	-	(3,079,282)	-	-	-	-	-	-	-	(3,079,282)
Depreciation on write-offs	(412,992)	(496,364)	(813,097)	(2,626,426)	(20,340)	(449,775)	(8,937)	-	-	-	(4,827,931)
Revaluation adjustment to other comprehensive income	14,887,191	-	-	211,776	5,126	-	-	4,843,496	-	-	19,947,589
Revaluation adjustment to capital expense	-	-	-	-	-	-	-	-	-	-	830,648
Internal transfers between asset classes	(162,768)	(9,495)	169,776	-	2,487	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2024	34,549,183	79,341,624	22,721,559	196,377,279	150,145,919	94,511,501	17,491,032	7,869,588	-	619,741	603,627,426
Total written down value as at 30 June 2024	89,529,172	109,266,656	22,615,307	597,556,579	182,018,605	134,434,608	40,390,514	11,342,903	30,180,546	2,048,854	1,219,383,744
Range of estimated useful life in years	3 - 80	5 - 120	5 - 20	10 - 120	15 - 200	15 - 200	5 - 100	20 - 100	-	3 - 60	-
Addition of renewal assets	1,649,162	1,164,430	5,610,803	14,405,971	3,670,064	1,531,547	367,118	-	-	-	28,399,095
Addition of other assets	1,395,589	6,524,186	627,300	2,498,793	1,810,697	442,289	9,160,019	-	-	450,703	22,909,576
Total additions in this year	3,044,751	7,688,616	6,238,103	16,904,764	5,480,761	1,973,836	9,527,137	-	-	450,703	51,308,671

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements
For the year ended 30 June 2024

16 Property, plant and equipment - prior year

Note

	Land and improvements	Buildings	Plant and equipment	Road, bridge and drainage	Water	Wastewater	Waste management	Aerodrome	Works in progress	Right of use - Land	Total plant and equipment
	Valuation	Valuation	Cost	Valuation	Valuation	Valuation	Valuation	Valuation	Cost	Cost	
	Level 2 & 3	Level 2 & 3	2023	Level 3	Level 3	Level 3	Level 3	Level 3	2023	2023	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Basis of measurement											
Fair value category											
Asset Values											
Opening gross value as at 1 July 2022	93,148,234	164,165,840	39,961,397	736,539,347	286,896,789	187,257,247	33,217,193	11,665,291	11,640,476	2,155,298	1,566,647,112
Addition of renewal assets	-	-	-	-	-	-	-	-	24,305,415	-	24,305,415
Addition of other assets	-	-	-	-	-	-	-	-	13,802,986	-	13,802,986
Contributed assets at valuation	-	-	20,277	-	-	-	-	-	-	-	20,277
Internal transfers from work in progress	6,176,662	1,478,508	6,201,976	12,906,129	607,442	2,229,861	777,125	-	(30,377,703)	-	-
Disposals	-	-	(3,268,777)	-	-	-	-	-	-	-	(3,268,777)
Write-offs	(3,729,463)	(4,990,305)	(113,067)	(5,568,000)	(89,653)	(1,231,907)	(143,830)	-	(464,310)	-	(16,330,535)
Revaluation adjustment to other comprehensive income	10,628,108	26,612,568	-	51,302,039	44,994,680	39,514,912	-	-	-	-	173,052,307
Revaluation adjustment to capital income	-	-	-	-	-	-	-	699,918	-	-	699,918
Revaluation adjustment to capital expense	-	-	-	-	-	-	11,453,514	-	-	-	11,453,514
Internal transfers between asset classes	562,655	-	(53,062)	(384,134)	(465,655)	340,196	-	-	-	-	-
Adjustment to right of use assets due to re-measurement of lease liability	-	-	-	-	-	-	-	-	-	195,973	195,973
Closing gross value as at 30 June 2023	106,786,196	187,266,611	42,748,744	794,795,381	331,943,603	228,110,309	45,304,002	12,365,209	18,906,864	2,351,271	1,770,578,190

Accumulated depreciation and impairment

	14,093,538	66,909,948	22,067,348	169,545,286	118,321,664	79,250,409	9,547,482	2,216,279	-	399,837	482,351,791
Opening balance as at 1 July 2022	1,854,801	2,313,760	3,584,647	10,794,822	6,065,744	3,900,036	920,753	217,105	-	197,956	29,849,624
Depreciation expense	-	-	(3,023,007)	-	-	-	-	-	-	-	(3,023,007)
Depreciation on disposals	(848,850)	(2,583,152)	(84,404)	(2,027,597)	(52,153)	(827,036)	(44,381)	-	-	-	(6,467,573)
Revaluation adjustment to other comprehensive income	1,976,047	10,529,935	-	9,861,659	19,745,467	8,381,141	-	-	-	-	50,494,249
Revaluation adjustment to capital income	-	-	-	-	-	-	-	132,977	-	-	132,977
Revaluation adjustment to capital expense	-	-	-	-	-	-	5,142,463	-	-	-	5,142,463
Internal transfers between asset classes	2	-	(38,442)	(289,873)	-	328,313	-	-	-	-	-
Accumulated depreciation as at 30 June 2023	17,075,538	77,170,491	22,506,142	187,884,297	144,080,722	91,032,863	15,566,317	2,566,361	-	597,793	558,480,524
Total written down value as at 30 June 2023	89,710,658	110,096,120	20,242,602	606,911,084	187,862,881	137,077,446	29,737,685	9,798,848	18,906,864	1,753,478	1,212,097,666
Range of estimated useful life in years	5 - 200	5 - 120	5 - 20	10 - 120	15 - 200	15 - 200	5 - 100	5 - 200		3 - 60	

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$
17 Trade and other payables		
Creditors and accruals are recognised when goods or services are received, at the amount owed. Amounts owing are unsecured and are generally settled on 30 day terms.		
(a) Current		
Accrued Expenses	243,057	265,375
Creditors	7,986,843	8,799,779
Rates received in advance	891,396	1,047,001
QTC interest accrued	44,705	37,309
Accrued wages and salaries	1,675,793	1,464,043
Other creditors	213,176	217,840
	<u>11,054,970</u>	<u>11,831,347</u>
(b) Non-current		
Creditors	43,371	44,730
	<u>43,371</u>	<u>44,730</u>

18 Provisions

Annual leave

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the reporting date, annual leave is classified as a current provision.

Long service leave

The provision for long service leave represents the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in the Council's employment or other associated employment which would result in the Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The provision is discounted using the Commonwealth Bond yield rates.

Where employees have met the prerequisite length of service and Council does not have an unconditional right to defer this liability beyond 12 months long service leave is classified as a current liability. Otherwise it is classified as non-current.

Personal leave

The provision of personal leave is recognised in accordance with Council's endorsed Certified Agreement. The liability is measured at the present value of the current obligations in respect of leave accrued by employees who meet the prerequisite length of service, up to the reporting date.

Personal leave will only be payable on termination of an employees' employment or death, at the rate specified within the Certified Agreement where the prerequisite length of service has been met.

The value of the liability is calculated using current personal leave balances in accordance with the rate specified within the Certified Agreement.

Where employees have met the prerequisite length of service, personal leave will be classified as a current liability.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$

Property restoration

A provision is made for the cost of restoring property where it is probable the Council will be liable, or required, to do this when the use of the facilities is complete.

The provision for refuse restoration is calculated as the present value of anticipated future costs associated with the closure of the dump sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Due to the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for dump sites is reviewed at least annually and updated based on the facts and circumstances available at the time. The 2024 annual review identified that additional components should be included for design costs. The interest yields attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value. Management estimates that the sites will close progressively from 2026 to 2047 and that the restoration will occur progressively over the subsequent four years, with ongoing aftercare costs to 2067.

(a) Current		
Annual leave	4,908,466	4,617,687
Personal leave	349,576	346,624
Long service leave	4,685,219	4,367,108
Property restoration -		
Refuse sites	37,748	43,174
	<u>9,981,009</u>	<u>9,374,593</u>
(b) Non-Current		
Long service leave	843,905	868,832
Property restoration		
Refuse sites	23,588,063	21,497,153
	<u>24,431,968</u>	<u>22,365,985</u>

Details of movements in provisions

Refuse sites		
Balance at beginning of the year	21,540,327	12,511,380
Unwinding of discount due to passage of time	877,482	444,952
Increase (decrease) due to change in discount rate	(538,109)	(517,809)
Increase (decrease) as a result of revision to expected restoration date	-	(909,040)
Amount expended in year	(259,716)	(44,870)
Increase (decrease) in estimate of future cost	2,005,827	10,055,714
Balance at end of the year	<u>23,625,811</u>	<u>21,540,327</u>

This is the present value of the estimated future cost of restoring the refuse sites under the State Government environmental regulations at the end of its useful life.

The projected cost of remediation is \$38,510,866 (2023: \$35,356,006) and this is expected to be incurred from 2025 to 2067.

Cash funds committed to meet this liability at the reporting date are	<u>4,578,845</u>	<u>3,555,423</u>
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ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$

19 Borrowings

Queensland Treasury Corporation

Unsecured borrowings are provided by the Queensland Treasury Corporation (QTC). Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Thereafter, they are measured at amortised cost. Principal and interest repayments are made quarterly in arrears.

Interest is currently expensed through the Statement of Comprehensive Income.

Expected final repayment dates vary from December 2032 to June 2044.

Council adopts an annual debt policy that sets out Council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

Principal and interest repayments are made quarterly in arrears.

Movements in borrowings

Balance at beginning of the year	20,373,658	21,906,969
Loans raised	6,000,000	-
Principal repayments - cash movement	(1,605,319)	(1,533,311)
Balance at end of the year	24,768,339	20,373,658

Classified as:

Current	1,854,118	1,605,320
Non-current	22,914,221	18,768,338
	24,768,339	20,373,658

The QTC loan market value at the reporting date was \$24,247,875 (2023: \$20,056,745).

This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

No assets have been pledged as security by the Council for any liabilities, however all loans are guaranteed by the Queensland Government.

The following sets out the liquidity risk in relation to the above borrowings and represents the remaining contractual cash flows (principal and interest) at the end of the reporting period.

0 to 1 year	2,979,903	2,493,108
1 to 5 years	11,930,030	9,972,434
Over 5 years	17,872,078	13,024,199
Total contractual outflows	32,782,011	25,489,741
Carrying amount	24,768,339	20,373,658

The contractual outflows are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated.

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$

20 Leases

Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model and is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Terms and conditions of leases

Council's has 58 leases in place over buildings and land (2023: 55 leases). 56 land leases are used for Council purpose built infrastructure and the remaining 2 leases are associated with leased commercial premises. The length of the leases vary between 3 and 60 years.

The above leases contain renewal options which are reasonably certain to be exercised at Council's discretion. Two of the leases include a fixed annual increase and the others are subject to annual CPI increases.

Movements in lease liabilities

Balance at beginning of the year	1,792,266	1,748,051
Additions to right-of-use assets	450,703	-
Lease payments made during the year	(289,717)	(227,379)
Interest on lease liabilities	95,041	75,621
Adjustment to right of use assets due to re-measurement of lease liability	91,581	195,973
Balance at end of the year	2,139,874	1,792,266

Classified as:

Current	81,007	84,390
Non-current	2,058,867	1,707,876
	2,139,874	1,792,266

Maturity analysis

The table below shows the maturity analysis of the lease liabilities based on contractual cashflows and therefore the amounts will not be the same as the recognised lease liability in the statement of financial position.

Between 0 to 1 year	363,340	247,236
Between 1 to 2 years	366,974	231,538
Between 2 to 3 years	370,565	234,889
Between 3 to 4 years	351,168	238,143
Between 4 to 5 years	251,488	210,996
Over 5 years	1,860,212	2,042,802
Total contractual outflows	3,563,747	3,205,604
Lease liability recognised in the financial statements	2,139,874	1,792,266

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$
21 Contract balances		
Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.		
When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.		
When an amount of consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability. The contract liabilities in relation to capital grants relate to funding received prior to the work being performed since revenue is recognised as Council constructs the assets. Council expects to recognise the contract liability as income in the next financial year.		
(a) Contract assets		
Contracts for capital assets	2,720,818	3,300,120
Contracts for operating activities	63,379	103,685
Current	<u>2,784,197</u>	<u>3,403,805</u>
(b) Contract liabilities		
Funds received upfront to construct Council controlled assets	8,467,879	1,958,947
Deposits received in advance of services to be provided (obligation not yet satisfied)	<u>904,189</u>	<u>995,739</u>
	<u>9,372,068</u>	<u>2,954,686</u>
Current	9,308,818	2,774,645
Non-current	<u>63,250</u>	<u>180,041</u>
	<u>9,372,068</u>	<u>2,954,686</u>
Revenue recognised that was included in the contract liability balance at the beginning of the year		
Funds to construct Council controlled assets	1,236,111	176,182
Non-capital performance obligations (including deposits received in advance)	<u>785,433</u>	<u>258,684</u>
	<u>2,021,544</u>	<u>434,866</u>
22 Other liabilities		
(a) Current		
Waste levy refund received in advance	798,172	768,896
Construction retentions	<u>208,357</u>	<u>153,230</u>
	<u>1,006,529</u>	<u>922,126</u>
(b) Non-current		
Waste levy refund received in advance	<u>1,698,240</u>	<u>2,424,892</u>
	<u>1,698,240</u>	<u>2,424,892</u>

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

		2024 \$	2023 \$
23 Asset revaluation surplus			
The asset revaluation surplus comprises revaluation movements on property, plant and equipment.			
(i) Movements in the asset revaluation surplus			
Balance at beginning of the year		306,888,354	184,330,296
Adjustments to the property, plant and equipment through revaluations	16	(6,843,641)	122,558,058
Balance at end of the year		300,044,713	306,888,354
(ii) Asset revaluation surplus analysis			
The closing balance of the asset revaluation surplus is comprised of the following asset categories			
Land and improvements		14,241,671	15,447,531
Buildings		30,045,519	30,045,519
Road, bridge and drainage		90,273,021	97,733,944
Water		101,985,358	101,980,284
Wastewater		61,681,076	61,681,076
Aerodrome		1,818,068	-
		300,044,713	306,888,354
24 Commitments for expenditure			
Contractual commitments			
Capital			
Capital commitment for the construction of the following assets contracted for at end of the financial year but not recognised as liabilities.			
Infrastructure		17,195,936	1,565,316
Other Assets		4,052,708	6,332,128
		21,248,644	7,897,444
These expenditures are payable			
Within one year		21,248,644	7,897,444
25 Events after balance date			
There were no material adjusting events after the balance date.			

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$
26 Contingent liabilities		
Details and estimates of maximum amounts of contingent liabilities.		
Local Government Mutual		
The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.		
As at 30 June 2024 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.		
Local Government Workcare		
The Isaac Regional Council is a member of the Queensland Local Government workers compensation self-insurance scheme, Local Government Workcare.		
Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities.		
Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise.		
The Council's maximum exposure to the bank guarantee is	942,780	812,240
Bank guarantee		
Under the terms of agreement for the supply of water to the Isaac Regional Council the Council has provided a bank guarantee to the provider. The guarantee expires on 30 June 2025.		
The Council's maximum exposure under the bank guarantee is	1,500,000	1,500,000
Legal Matters		
Council is subject to claims that arise as a result of the operations of Council. Council has not provided for any amounts to date in relation to these claims on the basis that it has been assessed as immaterial or that it cannot be reliably estimated at reporting date. Information in respect of individual claims has not been disclosed in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets on the basis that Council considers such disclosures would seriously prejudice the outcome of the claims.		

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$
27 Superannuation		
Council contributes to LGIAsuper Regional Defined Benefits Fund (the scheme) presently known as Brighter Super, at the rate of 13.5% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIAsuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the <i>Local Government Act 2009</i> . The scheme is managed by the LGIAsuper trustee as trustee for LGIAsuper trading as Brighter Super.		
The scheme is a pooled defined benefit plan and it is not in accordance with the deed to allocate obligations, plan assets and costs at the Council level.		
Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.		
Isaac Regional Council may be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIAsuper trust deed changes to Council's obligations will only be made on the advice of an actuary.		
The last completed actuarial assessment of the scheme as required under Superannuation Prudential Standard 160 was undertaken as at 1 July 2021. The actuary indicated that "At the valuation date of 1 July 2021, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The measure of vested benefit entitlements represents the value of benefit entitlements should all participating employees voluntarily exit the scheme. The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.		
Prescribed employer contributions has been revised to 13.5% of employee assets from 1 July 2023 and this will continue to increase to remain 2.5% above the superannuation guarantee increases in accordance with the current certified agreement.		
The next triennial actuarial review is not due until 1 July 2024.		
The most significant risks that may result in LGIAsuper increasing the contribution rate, on the advice of the actuary, are:		
Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.		
Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.		
Superannuation contributions made to the Regional Defined Benefits Fund	37,067	83,354
Other superannuation contributions for employees	5,049,367	4,585,168
	<u>5,086,434</u>	<u>4,668,522</u>

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

		2024 \$	2023 \$
28 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities	Note		
Net result		(3,248,746)	5,794,821
Non-cash operating items			
Impairment of receivables and bad debts written-off	7	585,770	433,470
Depreciation and amortisation	8	32,501,978	29,850,764
Change in restoration provisions expensed to finance costs		877,482	444,952
Interest accrued on loan to controlled entities		-	(13,917)
Revaluation of inventory land expensed to materials and services		31,593	544,114
		<u>33,996,823</u>	<u>31,259,383</u>
Investing and development activities			
Capital grants, subsidies and contributions	3	(12,369,876)	(10,109,640)
Capital income	4	(830,529)	(1,621,643)
Capital expenses	9	5,884,793	12,180,776
		<u>(7,315,612)</u>	<u>449,493</u>
Changes in operating assets and liabilities			
(Increase) decrease in receivables		5,364,170	(6,039,201)
(Increase) decrease in inventories (excluding land)		250,342	(80,905)
(Increase) decrease in other operating assets		(114,015)	(99,633)
(Increase) decrease in operating contract assets		40,306	(35,976)
Increase (decrease) in payables		(777,736)	(126,212)
Increase (decrease) in provisions		586,915	1,135,417
Increase (decrease) in operating contract liabilities		(788,926)	494,795
		<u>4,561,056</u>	<u>(4,751,715)</u>
Net cash inflow from operating activities		<u>27,993,521</u>	<u>32,751,982</u>

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

		2024	2023
		\$	\$
	Note		
29 Controlled entities that have not been consolidated			
Isaac Regional Council has a number of controlled entities that are not consolidated because their size and nature means that they are not material to Council's operations. The audited special purpose financial statements for these controlled entities are published on Council's website and are prepared to meet requirements of the <i>Australian Charities and Not-for-profits Commission Act 2012</i> . The controlled entities are registered not-for-profit entities, meaning Council currently cannot receive any dividends or proceeds from sale on wind up of these entities.			

A summary of those entities, their net assets and results for the year ended 30 June 2024 (unaudited) follows:

Controlled Entity	Ownership Interest		
Moranbah Early Learning Centre (MELC):	100%		
Revenue		4,199,635	3,440,244
Expenses		(3,774,845)	(3,185,059)
Profit / (loss)		424,790	255,185
Assets		1,803,207	1,369,708
Liabilities		791,624	782,917
The centre provides childcare facilities to the community.			

MELC liabilities include loans payable of \$387,232 to Isaac Regional Council which are recognised as receivables in these financial statements (refer to Note 12).

Isaac Affordable Housing Trust (IAHT):	100%		
Revenue		6,844,738	2,393,191
Expenses		(440,111)	(388,362)
Profit / (loss)		6,404,627	2,004,829
Assets		17,624,529	11,037,266
Liabilities		6,478,211	6,295,414
The housing trust provides affordable housing to the community.			

Through Council resolution (8505) interest on IAHT loan was waived up to and including December 2023. Interest waived for the financial year between July 2014 to June 2023 was \$1,126,944, with \$58,033 waived for the current period ending 31 December 2023 (refer to Note 7).

IAHT liabilities include loans payable of \$3,834,112 to Isaac Regional Council which are recognised as receivables in these financial statements (refer to Note 12).

The current loan agreement between Isaac Regional Council and IAHT expired on 30 June 2024. Negotiations are currently underway to progress a new loan agreement. The above figures are based on the current terms that are being negotiated however are yet to be finalised.

30 Financial instruments and financial risk management

The Council has exposure to the following risks arising from financial instruments:

- credit risk
- liquidity risk
- market risk
- interest rate risk.

Financial risk management

The Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

The Council's audit committee oversees how management monitors compliance with the Council's risk management policies and procedures, and reviews the adequacy of the risk managements framework in relation to the risks faced by the Council. The Council audit committee is assisted in its oversight role by internal audit. Internal audit undertakes both regular and ad hoc reviews of risk management controls and procedures, the results of which are reported to the audit committee.

The Council does not enter into derivatives.

Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar state/commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

The following table represents the maximum exposure to credit risk based on the carrying amounts of financial assets at the end of the reporting period

	Note	2024 \$	2023 \$
Financial assets	11	76,337,945	73,414,123
Financial receivables	12	14,655,504	21,210,364
Other credit exposure	26	2,442,780	2,312,240
		<u>93,436,229</u>	<u>96,936,727</u>

Cash and cash equivalents

Deposits with the QTC Cash Fund are capital guaranteed. Working Capital Facility deposits have a duration of one day and all investments are required to have a minimum credit rating of "A-", therefore the likelihood of the counterparty having capacity to meet its financial commitments is strong.

Other financial assets

Other investments are held with financial institutions and whilst not capital guaranteed, the likelihood of a credit failure is assessed as remote.

Trade and other receivables

In the case of rate receivables, the Council has the power to sell the property to recover any defaulted amounts. In effect this power protects the Council against credit risk in the case of defaults.

In other cases, the Council assesses the credit risk before providing goods or services and applies normal business credit protection procedures to minimise the risk.

By the nature of the Council's operations, there is a geographical concentration of risk in the Council's area. The local economy depends largely on agriculture and mining and due to this Council is exposed to risk associated with the often cyclical nature of these sectors.

The Council does not require collateral in respect of trade and other receivables. The Council does not have trade receivables for which no loss allowance is recognised because of collateral.

At 30 June 2024 the exposure to credit risk (prior to any allowance for expected credit losses) for trade receivables by type of counterparty was as follows:

	2024 \$	2023 \$
Rates & utility debtors	4,168,715	3,527,266
Other Debtors	4,053,064	3,361,888
Government debtors	2,212,381	8,948,272
Controlled entities	4,221,344	5,372,938
	<u>14,655,504</u>	<u>21,210,364</u>

ISAAC REGIONAL COUNCIL

Notes to the Financial Statements For the year ended 30 June 2024

Expected credit loss assessment as at 30 June 2024

As the historical loss rate observed in respect of rate and utility debtors (due to Council empowerment to sell property to recover debt as described above) is not significant, no allowance in the 2024 financial year is made for expected credit losses against these classes of receivable.

The loss allowance for expected credit losses on loans receivable from controlled entities is determined in accordance with the general approach under AASB 9, which requires the loss allowance to be measured at an amount equal to 12-month expected credit losses, unless the credit risk on these loans has increased significantly since initial recognition. No credit losses are expected on these loans receivable within the next twelve months, based on the maturity dates of the loans. Management has determined that the credit risk on these loans has not increased significantly since initial recognition.

Council uses an allowance matrix to measure the expected credit losses on other receivables from individual customers, which comprise a very large number of small balances. Council considers that the risk profile of all subcategories or "other debtors" above is similar, and accordingly assesses the allowance for expected credit losses for these receivables on a collective basis.

As the historical loss rate observed in respect of Government debtors is nil, they have been removed from the other receivables balance when applying the allowance matrix, no allowance is made for expected credit losses against this class of receivable.

Loss rates are calculated based on Council's actual credit loss experience over the past sixteen years and reflect the probability of a receivable progressing through successive stages of delinquency to write-off. Council considers debtors with an outstanding balance greater than 90 days to be in default. Loss rates are adjusted to reflect Council's expectation of future economic conditions, relative to those which prevailed over the period for which historical loss rates were determined. In determining the adjustment required to historical loss rates, Council considers macroeconomic indicators including: unemployment rate, interest rate, coal price volatility and global coal demand, population and household income statistics, and general indicators of mining activity (e.g. predicted mining projects).

2024						
Details	Not past due date	Past due 1-30 days	Past due 31-60 days	Past due 61-90 days	Past 90 days	Lifetime expected credit loss
Balance outstanding	2,772,339	54,255	3,704	8,709	1,214,057	
Expected credit loss	0.15%	0.35%	1.80%	30.00%	100.00%	
Expected credit loss allowance	4,159	190	66	2,613	1,214,057	1,221,085

2023						
Details	Not past due date	Past due 1-30 days	Past due 31-60 days	Past due 61-90 days	Past 90 days	Lifetime expected credit loss
Balance outstanding	2,083,113	570,873	645	54,333	652,924	
Expected credit loss	0.15%	0.36%	2.31%	30.00%	100.00%	
Expected credit loss allowance	3,091	2,081	15	16,300	652,924	674,411

Liquidity risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

The Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its liabilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the Council's reputation.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows.

The Council does not have any overdraft facilities at the reporting date.

Exposure to liquidity risk

Council is exposed to liquidity risk through its normal course of business and through its borrowings with QTC (see note 19 for contractual maturity disclosures).

Market risk

Market risk is the risk that changes in market indices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest rate risk

The Isaac Regional Council is exposed to interest rate risk through investments with QTC and other financial institutions.

The Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised.

There is no reasonable possible change in interest rate that would cause a material impact to profit or equity.

ISAAC REGIONAL COUNCIL

Financial Statements For the year ended 30 June 2024

	2024	2023
	\$	\$

31 Transactions with related parties (a) Controlled entities

Isaac Regional Council has two controlled entities. These controlled entities are not consolidated as their size and nature means that they are not material to Council's operations. All details of these entities are disclosed in note 29.

The following transactions occurred with the controlled entities:

Controlled entity	Expenses paid	
Isaac Affordable Housing Trust (IAHT)	40,266	31,784
Moranbah Early Learning Centre (MELC)	-	-
	<u>40,266</u>	<u>31,784</u>

Isaac Regional Council paid for expenses on behalf of IAHT and MELC. There are existing loans from Isaac Regional Council to both of these controlled entities (note 29) with interest being accrued on a monthly basis on both loans. The IAHT loan interest is charged at the Mortgagee's (Isaac Regional Council) banker to its customers. The MELC loan interest is charged at the lowest Queensland Treasury Corporation Borrowing Rate as at 31 March each year.

Through Council resolution (8505) interest on IAHT loan was waived up to and including December 2023. Interest waived for the financial year between July 2014 to June 2023 was \$1,126,944, with \$58,033 waived for the current period ending 31 December 2023.

For the period 27 August 2020 to 26 August 2023, a \$1 peppercorn lease exists between Isaac Regional Council and MELC for the property that the MELC is conducted from. The terms of the prior peppercorn lease will continue while negotiations for a commercial agreement are finalised.

(b) Key Management Personnel (KMP)

KMP include the Mayor, Councillors, Council's Chief Executive Officer and all of Council's executive leadership team.

Transactions with KMP, in the form of compensation paid, comprises:

Nature of Compensation		
Short-term employee benefits	3,287,073	3,015,545
Long-term benefits	131,301	42,739
Post-employment benefits	283,099	279,903
Termination benefits	239,645	115,000
	<u>3,941,118</u>	<u>3,453,187</u>

Detailed remuneration disclosures for KMP are provided in Council's annual report.

(c) Other related parties

Other related parties include the close family members of KMP and any entities controlled, or jointly controlled, by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between Council and other related parties are disclosed below:

Employee expenses for close family members of key management personnel (wages and superannuation)	119,887	110,447
Purchase of materials and services from entities controlled by key management personnel	9,908	11,872
Grants & sponsorships paid to community organisations where key management personnel have representation	20,858	21,587
	<u>150,653</u>	<u>143,906</u>

(i) All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform.

(ii) Materials and Services purchased from entities controlled by key management personnel were at arms length and in the normal course of Council's operations.

(d) Outstanding balances

There were no material outstanding balances at the end of the reporting period in relation to receivables and payables transactions with related parties.

(e) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of Council live and operate within the Isaac Regional Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:

- Payment of rates
- Using the Council's public swimming pool after paying the normal fee
- Dog registration
- Borrowing books from a Council library

Council has not included these types of transaction in its disclosure, where they are made on the same terms and conditions available to the general public.

ISAAC REGIONAL COUNCIL

FINANCIAL STATEMENTS

For the year ended 30 June 2024

MANAGEMENT CERTIFICATE

For the year ended 30 June 2024

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 35, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor

Name: Cr Kelly Vea Vea

Date: 12 / 10 / 24 .



Chief Executive Officer

Name: Mr Cale Dendle

Date: 11 / 10 / 2024 .

INDEPENDENT AUDITOR'S REPORT

To the councillors of Isaac Regional Council

Report on the audit of the financial report

Opinion

I have audited the financial report of Isaac Regional Council.

The financial report comprises the statement of financial position as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information and the certificate given by the Mayor and Chief Executive Officer.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2024, and of its financial performance for the year then ended; and
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the **Auditor's responsibilities for the audit of the financial report** section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The councillors are responsible for the other information.

The other information comprises the information included in the entity's annual report for the year ended 30 June 2024, but does not include the financial report and our auditor's report thereon.

At the date of this auditor's report, the available other information in Isaac Regional Council's annual report for the year ended 30 June 2024 was the current year financial sustainability statement, current year financial sustainability statement - contextual ratios and long-term financial sustainability statement.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at:

https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of my auditor's report.

Report on other legal and regulatory requirements

In accordance with s. 40 of the *Auditor-General Act 2009*, for the year ended 30 June 2024:

- a) I received all the information and explanations I required
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, and the *Local Government Regulation 2012*. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.



Lisa Fraser
as delegate of the Auditor-General

16 October 2024

Queensland Audit Office
Brisbane

ISAAC REGIONAL COUNCIL

Current Year Financial Sustainability Statement
For the year ended 30 June 2024

Audited ratios

Type	Measure	Target (Tier 4)	Actual Current Year	5-Year Average
Liquidity	Unrestricted cash expense cover ratio	Greater than 4 months	4.4 months	N/A
Operating Performance	Operating surplus ratio	Greater than 0%	-8.10%	0.30%
	Operating cash ratio	Greater than 0%	19.75%	25.77%
Asset Management	Asset sustainability ratio	Greater than 80%	84.04%	88.71%
	Asset consumption ratio	Greater than 60%	66.33%	68.23%
Debt Servicing Capacity	Leverage ratio	0 - 3 times	0.96 times	0.73 times

Note 1 - basis of preparation

The current year financial sustainability statement is prepared in accordance with the requirements of the *Local Government Regulation 2012* and the Financial Management (Sustainability) Guideline 2024. The amounts used to calculate the 6 reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2024.

Certificate of Accuracy
Current Year Financial Sustainability Statement (audited ratios)
For the year ended 30 June 2024

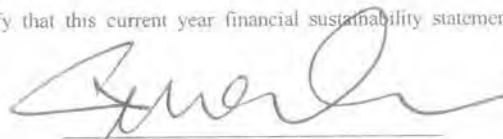
This current year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current year financial sustainability statement has been accurately calculated.


Mayor

Name: Cr Kelly Vea Vea

Date: 12 / 10 / 24.


Chief Executive Officer

Name: Mr Cale Dendle

Date: 11 / 10 / 2024

INDEPENDENT AUDITOR'S REPORT

To the Councillors of Isaac Regional Council

Report on the Current Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of Isaac Regional Council for the year ended 30 June 2024, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Isaac Regional Council for the year ended 30 June 2024 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2024 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

The councillors are responsible for the other information.

The other information comprises the information included in the entity's annual report for the year ended 30 June 2024, but does not include the financial sustainability statement and our auditor's report thereon.

At the date of this auditor's report, the available other information in Isaac Regional Council's annual report for the year ended 30 June 2024 was the general-purpose financial statements, current year financial sustainability statement - contextual ratios, and the long-term financial sustainability statement.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the general-purpose financial report.

In connection with my audit of the financial sustainability statement, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial sustainability statement and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Lisa Fraser
as delegate of the Auditor-General

16 October 2024

Queensland Audit Office
Brisbane

ISAAC REGIONAL COUNCIL

Current Year Financial Sustainability Statement
For the year ended 30 June 2024

Unaudited contextual ratios

Type	Measure	Target (Tier 4)	Actual Current Year	5-Year Average
Financial Capacity	Council-controlled revenue*	N/A	87.73%	82.42%
	Population growth*	N/A	0.35%	1.25%

Note 1 - basis of preparation

The current year financial sustainability statement - Contextual Ratios is prepared in accordance with the requirements of the *Local Government Regulation 2012* and the Financial Management (Sustainability) Guideline 2024. The amounts used to calculate the 2 reported measures are prepared on an accrual basis and are drawn from the council's audited general purpose financial statements for the year ended 30 June 2024.

Certificate of Accuracy
Current Year Financial Sustainability Statement (contextual ratios - unaudited)
For the year ended 30 June 2024

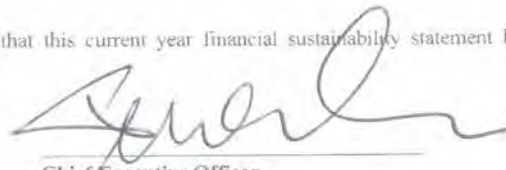
This current year financial sustainability statement has been prepared pursuant to Section 178 of the Local Government Regulation 2012 (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this current year financial sustainability statement has been accurately calculated.


Mayor

Name: Cr Kelly Vea Vea

Date: 12/10/24


Chief Executive Officer

Name: Mr Cale Dendle

Date: 11/10/2024

ISAAC REGIONAL COUNCIL

Unaudited Long-Term Financial Sustainability Statement
Prepared as at 30 June 2024

Council's performance at 30 June 2024 against key financial ratios:

Type	Measure	Target (Tier 4)	Actual current year	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030	30 June 2031	30 June 2032	30 June 2033
Financial Capacity	Council-Controlled Revenue	N/A	87.73%	85.03%	85.71%	86.14%	86.45%	86.53%	86.65%	86.76%	86.88%	87.00%
	Population Growth	N/A	0.35%	0.06%	0.06%	0.05%	0.58%	0.58%	0.58%	0.58%	0.54%	0.64%
Operating Performance	Operating Surplus Ratio	Greater than 0%	-8.10%	0.92%	1.33%	1.57%	2.72%	2.49%	2.35%	2.27%	2.18%	1.71%
	Operating Cash Ratio	Greater than 0%	19.75%	24.13%	24.09%	23.92%	24.92%	24.48%	24.09%	23.77%	23.44%	22.72%
Asset Management	Asset Sustainability Ratio	Greater than 80%	84.04%	91.78%	72.20%	98.65%	104.47%	103.70%	103.58%	103.46%	103.35%	103.23%
	Asset Consumption Ratio	Greater than 60%	66.33%	66.48%	65.81%	64.86%	63.92%	62.97%	62.04%	61.12%	60.21%	59.30%
Debt Servicing Capacity	Leverage Ratio	0 – 3 times	0.96 times	0.74 times	0.66 times	0.58 times	0.48 times	0.42 times	0.35 times	0.28 times	0.22 times	0.17 times

Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Certificate of Accuracy

For the long-term financial sustainability statement prepared as at 30 June 2024


This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation)

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.


Mayor

Name: Cr Kelly Vea Vea

Date: 12/10/24


Chief Executive Officer

Name: Mr Cale Dendle

Date: 11/10/2024

ANNUAL REPORT

the highlights

2023-2024
ISAAC REGIONAL COUNCIL

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ISAAC
REGION 

OUR 2023-2024 ISAAC CHAPTER CELEBRATED

Our 17 unique communities, each contribute to the vibrant and diverse character of the Isaac region.

From modern mining towns to historical, coastal, and rural areas, we are united in our commitment to a prosperous, inclusive, and sustainable future.

Reflecting on the past year, the resilience and determination have been truly inspiring in our communities.

Cost-of-living and housing challenges are front of mind but it has also reinstated our commitment to sustainable communities and their futures.

Our advocacy efforts bore fruit with the passage of the Mineral Resources (Glenden) Act, securing Glenden's future and ensuring sustainable community integration.

We completed 20-year plans to shape the future for Nebo Showgrounds and Theresa Creek Dam to boost agricultural and tourism industries.

More than \$60 million from state and federal funding will help build major infrastructure projects like the Philips Creek Bridge replacement, Isaac Resources Excellence Precinct and Isaac Country Universities Centre.

These are all vital for our mining, freight and agricultural industries that not only power our region but the rest of Queensland.

Through our partnerships in Queensland Beef Corridors, an incredible highlight is a bi-partisan commitment from all levels of government, securing \$500 million.

Together, we continue to forge a sustainable and prosperous future for all.

The extraordinary progress outlined in this report is a testament to the coordinated leadership of my fellow councillors – past and present, our executive, and everyone within the Isaac Regional Council team.

We look forward to another year of working alongside our community to shape a thriving and resilient region.



MAYOR KELLY VEA VEA
ISAAC REGIONAL COUNCIL



The Isaac region is huge!
58,709 sq km
Spanning from the coast to the coalfields
That is 25 times the size of the ACT!

CARMILA
CLAIRVIEW
CLARKE CREEK
CLERMONT
DYSART
FLAGGY ROCK
GLENDEN
GREENHILL
ILBILBIE
KILCUMMIN
MACKENZIE RIVER
MIDDLEMOUNT
MISTAKE CREEK
MORANBAH
NEBO
ST LAWRENCE
VALKYRIE

**OUR ISAAC REGION IS
DELIVERING MORE FOR
QUEENSLAND'S ECONOMY**

Our 400 employees service 17 unique communities
Modern mining, historical, coastal and rural towns

Council supports a **population of 33,566**, the majority of whom work and choose to live within the region, enjoying its benefits with **nearly 2,000 small to medium businesses** registered.


The mining industry, specifically coal mining, is a key driver of the Isaac region's economy.


Our region generated an estimated **\$13.1 billion value added**. Mining is the largest industry employer generating 13,071 jobs in the mining sector.





WHAT WE'VE DELIVERED





 Maintaining 19 community facilities

 Registering 2,002 dogs


 Managing Clermont aerodrome where 456 planes land


 Managing six wastewater treatment plants

 Maintaining more than 7,800 sewage connections to service nearly 19,000 consumers


 Delivering more than 4,800 megalitres of fresh water to over 18,600 consumers


 Managing eight water treatment plants


 Managing nearly 35,000 tonnes to landfill


 Managing nine waste management facilities


 101 contracts awarded

 Emptying more than 780,000 bins a year


 Maintains a 4,500km road network and 217km footpaths


 Nearly 72,000 visits to 8 pools


 Running eight community hubs, answering more than 87,000 requests

 Over 70,000 print, audio and eBooks loaned


 More than 46,200 visitors to Isaac Libraries


 Over 66,200 head of cattle processed at J.R.Turner Saleyards, Clermont


 Booked 19,645 people that stayed 8,770 nights at Theresa Creek Dam


 More than 260 hectares mowed across 85 open spaces


 36 playgrounds maintained


 Nearly \$440,000 awarded through Isaac Community Grants

 76 community events delivered and supported


 \$45,000 awarded to deliver 55 arts and cultural workshops

 Nearly \$876,400 loaded onto Shop Isaac cards and 111 businesses signed up since 2020

 Collected nearly 28 tonnes from the Domestic Waste Amnesty Days

 141 food business inspections

 78 development applications received

 192 plumbing inspections, 241 backflow tests and 138 trade waste audits

OUR PEOPLE

We are committed to recognising the long and valued service of its people. Council celebrated with employees who reached milestones of 5, 10, 15, 20, 25, 35 and 45 years of service.

Council's longest serving employees between them shared 120 years of dedicated service. In 2023-24, we recognised:



Truck driver
Gary Jenkinson



Saleyard and Showgrounds
Team Leader Jane Shelvey



Land Protection Officer
Michelle Ross



Overseer Darryl Shield
Page 509



Water and Wastewater
Operator Rosario Scharf



OUR REPORT CARD

The following provides a snapshot of how we performed in our projects and activities in 2023-24:



communities

- ✓ Disaster Management Plans: Review, update, and implement plans and sub-plans.
- ✓ Aquatic Centres: Regular audits to ensure efficient operations and customer service focus.
- ✓ Community Arts and Culture: Support initiatives that empower communities to celebrate their stories, cultures, and identities.
- ✓ Nebo Showgrounds: Deliver Stage 1 projects per Australian Government funding agreement.
- ✓ Theresa Creek Dam: Develop the concept plan.
- ✗ Community Hubs: Complete detailed site designs for Dysart and St Lawrence to integrate library and customer services.
- ✗ Youth Needs: Identify and respond to youth unmet needs based on snapshot findings.



economy

- ✓ Climate Change Response Policy Framework: Implementation.
- ✓ Emergency exercise: Engaged consultant to address internal and disaster management arrangements.
- ✗ Social Infrastructure Strategy: Adopt guideline, procedure and processes.
- ✗ Organisational policies: Develop and implement to support our people.



environment

- ✓ Isaac Tourism Trail: Develop the Strategic Plan.
- ✗ Biosecurity Strategy: Finalise for 2024-2027.



infrastructure

- ✓ Mature Trees Audit: Develop and implement audit process.
- ✓ Unsealed Roads Program: Develop and deliver gravel re-sheeting program.
- ✓ Sealed Roads Program: Develop and deliver.
- ✓ Road Maintenance Contracts: Enter into and successfully complete Department of Transport and Main Roads program.
- ✓ Lighting Infrastructure: Develop a prioritised works program and upgrade lighting infrastructure in regional parks, sporting fields, and precincts.
- ✓ Floodways Construction: Through the Queensland Government's Transport Infrastructure Development Scheme.
- ✓ Meter Reading Plan: Finalise the 3-year Strategic Plan.
- ✗ Water and Wastewater Study: Undertake a Optimisation Study for Glenden.



governance

- ✓ Capital Replacement Program: For facilities, fleet, and plant.
- ✓ Corporate Website: Enhance Council's Corporate platform.
- ✓ Business Continuity Planning: Review and update
- ✓ TechOne Platform Uplift: Transition and rebuild the existing platform with phase one by uploading data to the cloud.
- ✗ Asset Management Plans: Implement the strategic plan and supporting management plans.
- ✗ Telecommunications Leases: Execute Water and Waste Telecommunications leases.
- ✗ Risk Management: Review and update framework and processes.
- ✗ TechOne Module Implementation: Transition and rebuild the existing platform with commencement of module implementation.

OUR FINANCIAL SNAPSHOT



\$143.6 million
total revenue



\$1.3 billion
total assets



\$146.8 million
total expenses



\$84.5 million
total liabilities



\$7.8 million
total rates discounts



\$1.6 billion
total community wealth



scan QR code for comprehensive financial reporting

OUR HIGHLIGHTS

JULY 2023

INTERIM CEO
APPOINTED
Ken Gouldthorp
appointed for
12 months

AUGUST 2023

GLENDEN
ENSHRINED INTO
LAW
Workforce integration
within Glenden by
March 2029

AUGUST 2023

NEBO
SHOWGROUNDS
MASTER PLAN
ENDORSED
enabling Federal
Government funding
for initial stage



SEPTEMBER 2023

ALL STARS
SHINE BRIGHT
League match
attracts thousands in
Moranbah

OCTOBER 2023

**PHILLIPS
CREEK BRIDGE
FUNDING
CONFIRMED**

Australian
Government
confirms
\$14.4 million



OCTOBER 2023

**COUNCIL
MOTIONS
PASSED AT LGAQ**

Support for social
infrastructure,
legislative reform,
and regional health
services

DECEMBER 2023

**SUN SETS
ON COUNCIL
CAREER**

Mayor Anne Baker
announces retirement
from local government
as Mayor



JANUARY 2024

**ISAAC RESOURCES
CENTRE OF
EXCELLENCE
PRECINCT**

\$40 million confirmed
from Queensland
Government

JANUARY 2024

**ISAAC
CELEBRATES
AUSTRALIA DAY
COMMUNITY
HEROES**

Amanda Raymond,
Ciara Storch, and
Clermont Wombat
Festival win awards



JANUARY 2024

**OUTBACK TOURISM
GEM PLAN**

Council endorsed Concept
Development Plan for
Theresa Creek Dam

FEBRUARY 2024

NEW HOUSING DEAL

Vitrinite agrees to
increase housing stock

APRIL 2024

NEW ERA FOR ISAAC

Newly elected Council, led by Mayor Kelly Vea Vea.



APRIL 2024

**ISAAC COUNTRY
UNIVERSITIES
CENTRE**

\$2 million from
Queensland
Government for
Clermont and
Moranbah.

MAY 2024

**MAJOR
MILESTONE
FOR BEEF
CORRIDORS**

\$400 million secured
from Australian
Government

JUNE 2024

**NEW
PERMANENT
CEO APPOINTED**

Cale Dendle
brings 33+ years of
local government
experience

JUNE 2024

**\$55.5 MILLION
CAPITAL
WORKS BUDGET
ADOPTED**
\$25.5 million
allocated to road
network

JUNE 2024

**WETLANDS
WEEKEND A
SUCCESS**
3,000 tickets
sold for St Lawrence
tourism event



scan QR code
to find out more
on our new
Councilors.

VISIT US IN PERSON

Clermont Office

21 Daintree Street CLERMONT QLD 4721

Dysart Office

18 Shannon Crescent DYSART QLD 4745

Glenden Office

Town Shopping Centre

17-27 Perry Drive GLENDEN QLD 4743

Middlemount Office

11 Carter Place MIDDLEMOUNT QLD 4746

Moranbah Office

Grosvenor Complex

1 Batchelor Parade MORANBAH QLD 4744

Nebo Office

14 Reynolds Street NEBO QLD 4742

St Lawrence Office


36 Macartney Street ST LAWRENCE QLD 4707

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 records@isaac.qld.gov.au

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MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Jessica Bugeja

AUTHOR POSITION

Research and Policy Advisor

9.11

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

BACKGROUND

An inter-departmental Major Projects Team has recently been created to consolidate knowledge of major resource and renewable projects occurring in Isaac. The team aims to corral project information from Council's multiple entry points to ensure everyone in the team is aware of quickly changing status of projects throughout the region.

To assist with the tracking of projects and information, a major projects spreadsheet has been developed. The spreadsheet is still in its infancy, and collecting master data on known existing and emerging projects is the priority. Master data includes project location, type, capacity, value, workforce (construction and operation), commissioning and decommissioning dates, proponent/owner, approval pathways, project status, link to approval documentation and proponent contacts.

Once fully established, the spreadsheet will provide a monthly snapshot on each project's status, project changes, notes on recent and upcoming engagement/consultations as well as documenting emerging issues. The spreadsheet will also help Council filter projects by similar size and values to help advocate for consistent conditioning and legacy investment.

Since the Major Project Team's inception, two project meetings have occurred. The first, held on 1 October, was an opportunity for the Major Project's Team to set the structure, process and standing agenda of meetings. The second was held on 5 November and meeting focussed on project updates.

The following is a summary of project updates for Council's consideration:

Project Updates

Project Name	Proponent	Status Change	Description/Notes
Croydon Solar Farm	ACE Energy	New project >Pre-lodgement	The proposal includes a 750 MW solar farm, a 500 MW BESS facility and a substation, connecting to the existing 275 KV transmission line between Broadsound and Nebo
Nebo Battery Energy Storage System	ACE Energy	Pre-lodgement > Under Assessment	the Battery Energy Storage System proposed by ACE Energy in Nebo is now <i>Under Assessment</i>
Pioneer-Burdeking Pumped Hydro Project	Queensland Hydro	Cancelled	Although this project is located in the Mackay region, it has been cancelled by the newly elected Queensland Liberal National Party. This may place further emphasis on the <i>in-region Capricorn Pumped Hydroelectric Energy Storage and Transmission Project</i> .
Stanmore Gas Fired Power Station	Stanmore	Pre-lodgement > Under Assessment	The proposal including a 20MW gas-fired power station in Coppabella is now <i>Under Assessment</i> .

Recent proponent engagement

Date	Project	Proponent	Notes
6.11.24	Croydon Solar Farm	Spiire (Planners representing ACE)	Council's planning team had a pre-lodgement meeting with Spiire – property and infrastructure consultants – representing ACE Energy's Croydon Solar Farm Project

Upcoming proponent engagement

Date	Time & Location	Name	Details
26.11.24	3-4pm Moranbah Council Chambers	ACEN – Moranbah Hybrid Energy Project Met Mast	<p>ACEN will be presenting to Council on 26 November regarding their Met Mast Application, located near the Peak Ranges.</p> <p>This is one of two met masts proposed in the same area and if successful, will likely develop into a wind-farm. It is anticipated that a wind farm in this location will likely result in community opposition due to impacts to visual amenity and potential agricultural disruption. Early engagement with Council has been encouraged to build rapport, as once it progresses past met-mast stage, approvals are deferred to State and Federal Governments.</p>
28.11.24	8:30am-5pm Nebo Memorial Hall.	Queensland Community Renewables Forum	<p>Queensland Community Renewables Forums provide an early opportunity for locals to hear about upcoming developments and build a shared understanding of the benefits from these projects as well as the ways in which impacts will be managed.</p> <p>The Forum serves as a vital platform for connecting the renewable energy industry with regional communities, focusing on the “Why,” “What,” and “How” of renewable energy development. Supported by State and Local Governments, as well as the agriculture, resources, and conservation sectors, the Forum aims to:</p> <ul style="list-style-type: none"> • Enhance support and coordination within the renewable energy industry through clear information sharing. • Supporting shared understanding and collaborative problem-solving among all stakeholders in the energy transition. • Build lasting, trust-based relationships between the industry and local communities.

Other Actions

Other actions of note from the Major Project meetings include:

- The Major Project Teams will be working collaboratively to develop a range of support resources and tools to better assist IRC in consistent engagement with major project proponents.
- Liveability and Sustainability team will now extend invitations to Economy and Prosperity and Advocacy and External Affairs to attend pre-lodgement meetings with proponents.
- Council has been successful in its funding to the Queensland Council Energy Partnerships Program for a new position – Renewable Energy Coordinator – to help oversee the coordination of engagement with renewable proponents.

IMPLICATIONS

There are no implications directly associated with this report. There are minor ongoing financial implications for staff's time when participating in monthly Major Projects Team meetings.

CONSULTATION

Consultation with the Major Projects Team including:

- Cr Division 7
- Chief Executive Officer
- Director Engineering and Infrastructure
- Director Water and Waste
- Director Corporate Governance and Financial Services
- Executive Manager Advocacy and External Affairs
- Manager Liveability and Sustainability
- Manager Economy and Prosperity
- Manager of Galilee and Bowen Basin Operations
- Manager of Strategic Policy and Projects
- Economic and Business Resilience Coordinator

BASIS FOR RECOMMENDATION

The basis for recommendation is to better inform the Council of Major Project development across the region.

ACTION ACCOUNTABILITY

- Research and Policy Advisor as Major Project Team Secretariat and Major Project Spreadsheet maintenance.
- Major Projects Team as ongoing participants and contributors.

KEY MESSAGES

Nil

Report prepared by:

JESSICA BUGEJA
Research and Policy Advisor

Date: 11 November 2024

Report authorised by:

CALE DENDLE
Chief Executive Officer

Date: 12 November 2024

ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Major Resource Projects Spreadsheet – ***Attachment sent by separate email***

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Jessica Bugeja

AUTHOR POSITION

Research and Policy Advisor

9.12

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

BACKGROUND

All local governments in Queensland are required to develop a Corporate Plan under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

In August 2023, Isaac Regional Council endorsed the Isaac Community-Corporate Plan 2023-2028 after extensive consultations. Following the Local Government Elections in March 2024, the new Council reviewed the plan.

The Community-Corporate Plan, which was only approved for a 5-year period, was designed a medium-to-long-term (5-20 years) document. Council wanted to simplify the Plan to enhance its functionality for staff.

The amended Corporate Plan 2023-2028 honours feedback from the original community consultation conducted in 2023, but includes the following changes:

- a) A return to a 5-year outlook
- b) Moving each theme's commentary to a separate Thematic Summary Report
- c) Simplification and consolidation on some of the priorities
- d) Improved key performance indicators.

The revision process included two (2) workshops with Councillors and the Elected Leadership Team with two (2) follow up opportunities for all staff to provide feedback on the amended Corporate Plan. The final amended Isaac Corporate Plan 2023-2028 is the culmination of all the engagement to-date.

IMPLICATIONS

The Isaac Community-Corporate Plan is a statutory requirement under the Local Government Act 2009 and the Local Government Regulation 2012. As per section 165 of the Local Government Regulation 2012, a local government may, by resolution, amend its 5-year corporate plan at any time.

Adopting the amended Corporate Plan ensures Council continues to meet its statutory obligations under the Act and Regulation.

Once adopted the Isaac Corporate Plan will supersede *Isaac Community-Corporate Plan*. The new Isaac Corporate Plan will become the leading strategic document for Council for the next four years directly informing future budgets, resources, and service levels. Ultimately the degree by which this plan implicates these areas of the business are determined by Council.

CONSULTATION

Consultation for the amended Corporate Plan were split across two main engagement periods.

An initial Councillor workshop was held on 11 September 2024. Early feedback from Councillors were made to the plan and this was sent out to Councillors and all staff for feedback for 16 days.

Feedback received during this period was incorporated into the plan and presented back to Council at a second workshop on 9 October 2024. Further guidance was received at this workshop and the amended Corporate Plan was again sent out for final feedback. This second consultation period was sent out to Councillors and all staff with 21 days to respond.

Feedback from staff was overall positive, and mostly highlighted inconsistency in language/terminology, recommendations for small amendments in priorities, and the fact-checking of supporting services and strategies.

However, feedback was raised by one concerned staff member regarding Council's asset management (shared with approval):

"Asset management requires stewardship, which needs to be cultivated as a core organizational value. By nature, our work often goes unnoticed until something fails. While it's worthwhile to prioritize scheduling in cases of conflicting priorities within Operational Works, Capital Works, and external demands, such cases

should remain limited. Elevating schedule adherence as a top priority risks compromising essential aspects such as safety, compliance, and quality—areas where our council's work standards are already under strain. Publicly declaring this priority shift could signal a lowered commitment to these standards, particularly in areas like building works, roadwork, landfill works, and plant works, where shortcuts would yield quicker results but compromise quality and compliance, setting a concerning precedent for the region."

Again, these suggestions have been incorporated where possible and reasonable to do so to form the final amended Corporate Plan for consideration, however this feedback may require further consideration from Council.

BASIS FOR RECOMMENDATION

The Plan is a statutory requirement under the *Local Government Act (2009)* and the *Local Government Regulation (2012)*. As per section 165 of the Local Government Regulation 2012, a local government may, by resolution, amend its 5-year corporate plan at any time.

ACTION ACCOUNTABILITY

The Chief Executive Officer will be responsible for:

- Progressing the implementation of the 5-year corporate plan;
- Ensuring the local government discharges its responsibilities in a way that is consistent with its 5-year corporate plan;
- Assessment of the local government's progress towards implementing its 5-year corporate plan.

KEY MESSAGES

Five-year Corporate Plans are a statutory requirement under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council undertook a review of the Isaac Community-Corporate Plans 2023-2028.

Council has amended the Community-Corporate Plan to enhance its functionality for staff.

The amended plan honours feedback from the extensive community consultation undertaken in 2023.

The amended Corporate Plan sets the organisation's strategic direction and informs budgetary and other resourcing decisions for the next four years.

Report prepared by:

JESSICA BUGEJA
Research and Policy Advisor

Date: 11 November 2024

Report authorised by:

CALE DENDLE
Chief Executive Officer

Date: 12 November 2024

ATTACHMENTS

- Attachment 1 – Final amended Isaac Corporate Plan 2023-2028
- Attachment 2 – Thematic Summary Report – Isaac Corporate Plan 2023-2028

REFERENCE DOCUMENT

- Nil

2023-2028

Corporate Plan

Acknowledgement to Traditional Custodians

We acknowledge the Koinjmal, Widi, Birriah, Barada Kabalbara Yetimarala, Jangga, Barada Barna, Western Kangoulou and Wirdi Peoples as the Traditional Custodians of the lands and waters throughout the Isaac region and their enduring cultural connection to country and community. We pay our respect to the Elders past, present and emerging for they hold the stories, culture and traditions of Aboriginal and Torres Strait Islander Peoples. Our relationship with Traditional Custodians and First Peoples will shape a shared future that celebrates the history and culture of our First Peoples as the foundation of our region's collective identity.

Reconciliation Statement

We are committed to reconciliation and working in partnership with Traditional Custodians and First Peoples to shape a shared future for the benefit of all communities within our region and beyond.

Council's First Nations Engagement Framework and the development of our first 'Innovate' Reconciliation Action Plan is underway. These plans, in collaboration with our First Peoples communities, will foster a better understanding of their priorities for our shared future. It will also aim to improve Council's capacity to deliver positive outcomes for the communities of our First Peoples by acting as a foundation for respectful relationships, stronger partnerships, and meaningful opportunities.

We recognise that reconciliation is a journey and will require leadership to ensure our relationships and planning are culturally informed. These documents demonstrate our commitment to reconciliation as well as our intent to integrate this ethos across our strategic planning documents and the delivery of our programs, projects, and services

We plan for a better tomorrow, together

Your elected Representatives

Message from the Mayor – to be written by BMC with Mayor Veale.

Terry O'Neill, Division 1

- Mayor

Verniece Russell, Division 2

Melissa Westcott, Division 3

Simon West, Division 4

Alaina Earl, Division 5

Jane Pickels, Deputy Mayor,

Rachel Anderson, Division 7

Viv Coleman, Division 8

Contents

TBD

Council's Vision, Goal and Values

More than ever, local governments across Queensland are being stretched to operate outside of the traditional “roads, rates, and rubbish”. Our role as community leaders has permanently shifted. It requires us to dig beneath the surface and understand complex issues and develop innovative answers to not just local problems, but regional, national and global trends and emerging pressures.

We're constantly pursuing long-term sustainable futures for Isaac's communities. To secure a prosperous future for all, we vow to help each of our communities navigate their own unique set of needs, challenges and opportunities. At Isaac, the how matters and this is reflected in our organisation's values. We aim to epitomise these values and ensure they're reflected in everything we do.

This document, Isaac's Corporate Plan informs how we intend to lead, plan, and deliver community and Council priorities over the next five years and beyond.

Our Vision

A region that feeds, powers and builds communities, now and for the future.

Our Goal

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

Our Values

COMMUNITY FOCUS – We engage and communicate authentically with all Isaac communities to understand both their common and specific needs. We will continuously improve how we address those needs to help future-proof our region.

CARING - We are committed to working safely and caring for the safety and wellbeing of our people and communities. We believe that people matter.

TEAMWORK - We expect respectful relationship in our work together, to achieve. We cultivate commitment through shared purpose, to create value.

POSITIVE WORK ETHIC – We do our best every day to have pride and enjoyment in our work. We display accountability, transparency, procedural consistency and integrity. We seek the highest practical outcomes in everything we do. We practice the knowledge that how we do things is just as important as what we do.

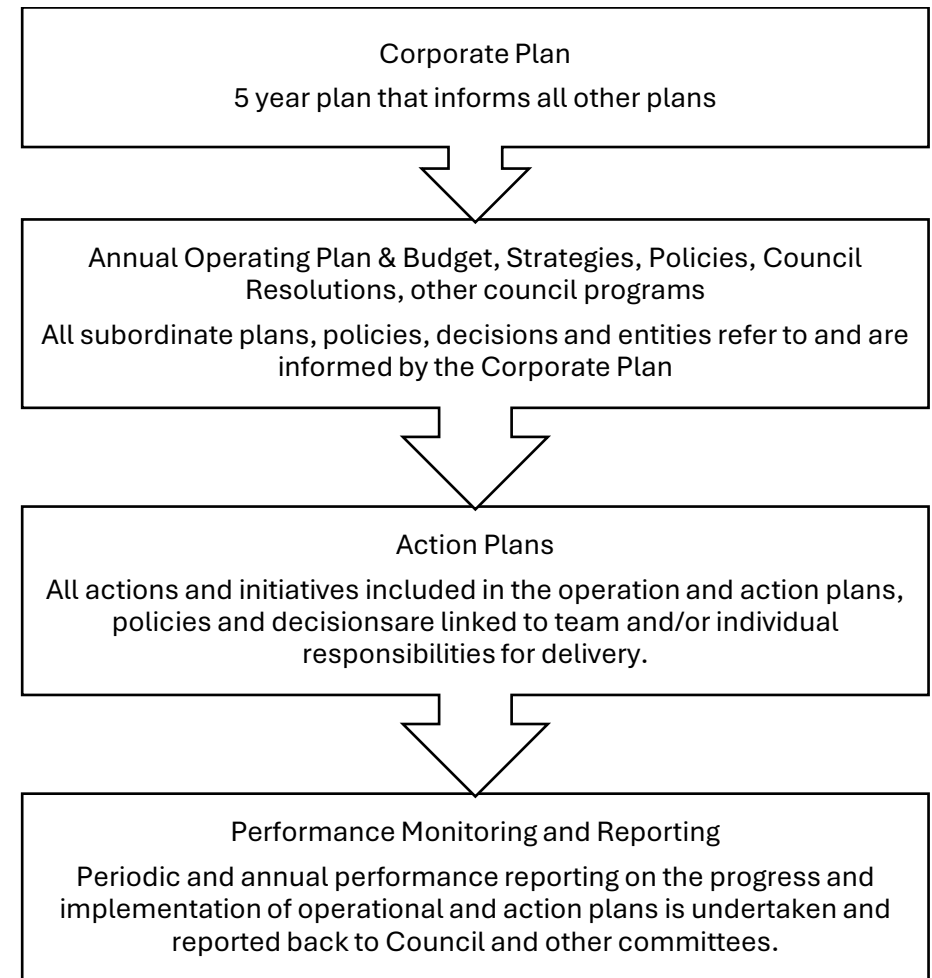
At Isaac, the how matters... but we start with why.

Corporate Plan

The Corporate Plan sets the 5-year priorities for our region, helping Council decide on operations and budgets. The plan has been structured around six strategic themes:



Our Strategic Planning Framework



An in-depth summary of each of these themes can be found in the Thematic Summary Report – Isaac Corporate Plan 2023-2028.

Achieving our Plan

We undertake a range of roles and functions to support the needs and aspirations of our communities and achieve our Corporate Plan.

Deliver	Plan, deliver and fund services and projects.
Facilitate	Assist others to undertake activities by bringing interested parties together
Partner	Work with other stakeholders to achieve shared goals
Educate	Share learning to support broader understanding and action
Advocate	Promote the interest of the community to influence decision makers
Regulate	Regulate activities through law and legislation

Our communities and other stakeholders such as government agencies, business partners and community groups also play a significant role in supporting, influencing, and achieving our Plan.

We encourage all members of the community to consider how they can have an impact and help influence a progressive future for Isaac. Ways you can help are identified in each theme of this plan.

How will we measure our success?

Annual Operating Plan: Each year, Council adopts an operational plan. It captures key deliverables in that year based on the Corporate Plan's goals and short-term priorities. The annual report 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 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 Corporate Plan.

Biennial Surveys: Council conducts both a Community Satisfaction and Isaac Quality of Life Survey which are alternated every two years. The information gathered from these surveys help us track progress and align our service delivery with the needs and aspirations of our communities.

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 against other reporting mechanisms.

LEADING AND ENABLING

OUR 1-5-YEAR PRIORITIES

1. We will continue to create and build-upon strong and respectful relationships with our First Peoples, communities, all levels of government and industry.
2. We will actively monitor, plan and advocate for the progressive futures of our communities.
3. We will focus on presenting compelling propositions to all tiers of government and the services sector, to prioritise investment in our region that fulfills the needs of our communities.
4. We will embed climate-related risks, uncertainties and adaptation requirements into our strategies, policies, procedures, and decision-making.
5. We will continue to develop the capability of Council, its people and technology, so it is responsive to the changing nature of work and ongoing needs of the community.
6. We will continue to support responsive, agile, and flexible work practices that meet our productivity requirements.

Our measures of success will be:

1. The majority of residents agree Council is managing the region well.
2. The majority of staff feel valued, appreciated and report good levels of job satisfaction.
3. Improved effectiveness of advocacy activities and attracting investment into key infrastructure and services.

Supporting strategies

- First Nations Engagement Framework
- Reconciliation Action Plan
- Social Sustainability Policy Framework
- Climate Change Policy Framework

Supporting Council Services

- Office of the Mayor and CEO
- Advocacy & external affairs
- People capability and organisational development
- Media and communication

ENGAGED COMMUNITIES

1-5-YEAR PRIORITIES

1. We will advocate for the provision of essential services including housing, childcare and aged care, disability and youth services, and healthcare including mental health and allied health within the region.
2. We will support our communities to help themselves so that people and places are responsive, connected, cared for and safe.
3. We will continue to improve our neighbourhoods and community assets, so they are inclusive, fit-for- purpose, accessible, and adaptable.
4. We will embed effective and genuine community consultation processes across the organisation to enable participation, engagement, and collaboration.
5. We will support residents and visitors to activate assets which enable participation in an array of recreation and social pursuits across the region.
6. We will encourage young people to have a say about the issues that affect them, and they are empowered to make a meaningful contribution to decision-making and future-planning in their community.

Our measures of success will be:

1. Improved community satisfaction with their ability to access opportunities to have a say and engage with Council matters.
2. Improved usage and accessibility of Council's services and facilities.
3. The majority of residents agree that Council's infrastructure and services meet the needs of their community.
4. Increased sense of community safety and wellbeing

Supporting strategies

- Recreation & Open Space Strategy
- Community Engagement Framework and toolkit
- Arts & Cultural Action Plan
- Community Recovery Plans
- Community Grants Program including RADF

Supporting Council Services

- Arts and Cultural Development
- Libraries & Digital Programs
- Community facilities, leasing & activation
- Community development, engagement, programs, & events
- Sports & recreation development
- Disaster resilience & management
- Youth services

PROGRESSIVE ECONOMY

1-5-YEAR PRIORITIES

1. We will continue to advocate, promote, and harness opportunities for existing, new, and emerging industries to drive jobs, innovation and participation in the circular economy.
2. We will enhance the profile of small business and local industry ideas, solutions, and achievements.
3. We will work with business and industry to build the capability, reach and performance of our small to medium-sized enterprises (SMEs) and to retain and grow local talent.
4. We will encourage the adoption of innovative business practices across the region.
5. We will encourage and promote increased consumer and business expenditure within the economy by locals, visitors, and businesses.
6. We will facilitate the growth of in-region educational and vocational training opportunities to support current and emerging industries.
7. We will encourage, attract and nurture a diverse mix of new businesses in the region.

Our measures of success will be:

1. The diversity of regional business activity
2. Increased attraction and retention of local businesses.
3. Performance against the Queensland Small Business Friendly Program Charter (QSBC).

Supporting Strategies

- Economic Development Framework
- Business Support Strategy
- Tourism Development Strategy
- Investment Attraction Framework
- Isaac Tourism Trails Strategy
- Isaac Region RV and Camping Strategy
- Recreational Prospecting and Fossicking Strategy
- Shop Isaac program

Supporting Council Services

- Economic & Tourism Development
- Economic and Business Resilience
- Clermont Saleyards and Aerodrome

URBAN DESIGN AND INFRASTRUCTURE

OUR 1-5-YEAR PRIORITIES

1. We will undertake strategic land use, infrastructure planning and urban design activities in a financially sustainable manner that responds to growth and enhances liveability.
2. We will optimise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network.
3. We will promote the development of a diversity of affordable and sustainable living options for our communities.
4. We will create a diverse network of reserves, parks, sportsgrounds and trails that provide green spaces to recreate and reflect, contribute to character and promote healthy lifestyles.
5. We will incorporate climate and natural disaster mitigation in the design and operation of Council's facilities and assets.
6. We will provide reliable, sustainable water services, ensuring high-quality water supply and effective wastewater treatment.
7. We will increase shade in our urban areas to enhance pedestrian comfort.

Our measures of success will be:

1. Delivery of the capital works program in line with key milestones and budget.
2. Development assessments undertaken within statutory timeframes.

Supporting strategies

- Isaac Regional Council Planning Scheme
- Coastal Hazard Adaptation Strategy
- Resilience – A Transport Network Strategy
- Drinking Water Quality Management Plan
- Recycled Water Management Plan
- Integrated Management System Framework
- Recreation and open space strategy

Supporting Council services

- Parks & gardens
- Engineering design and projects
- Infrastructure Planning
- Road construction and maintenance
- Planning and land development
- Regulatory and building compliance
- Water and wastewater

NATURAL ASSETS

1-5-YEAR PRIORITIES

1. We will promote and encourage the protection, restoration, and improvement of our ecosystems through environmental stewardship, community incentives and education programs.
2. We will responsibly manage our invasive plants and animals, human and wildlife conflicts and improve our environmental compliance.
3. We will aim to improve resource recovery, recycling, and landfill diversion through improvements to our collection service and waste infrastructure and through regional partnerships.
4. We will proactively respond to biodiversity loss, climate change and natural hazard risks.
5. We will provide leadership, education programs and support for our community to transition to a low carbon, circular and sustainable economy.
6. We will understand the economic value of our environment and biodiversity as we advocate for and improve the quality of our vibrant natural assets.
7. We will ensure healthy coastal ecosystems through coastal planning, management, monitoring and delivery.
8. We will support suitable physical infrastructure, such as walking tracks and interpretive education signage to promote and educate the community and visitors about our natural assets.

Our measures of success will be:

1. Reduced waste generation and increased resource recovery.
2. Council's performance against environmental compliance outcomes.

Supporting strategies

- Isaac Waste Management Strategy
- Integrated Management System Framework
- Flying Fox Management Strategy
- Biosecurity Plan

Supporting Council services

- Community education
- Biosecurity Pest management
- Waste management
- Environmental services and compliance
- Environmental health
- Local Laws, animal management and Stock Routes

GOVERNANCE & ACCOUNTABILITY

1-5-YEAR PRIORITIES

1. We lead by example and epitomise our organisational values.
2. Our governance framework will be responsive enough to support the changing needs of Council and our community.
3. We responsibly manage our finances and assets in line with Council's agreed service levels and its long-term sustainability.
4. We adopt best-practice decision-making that is transparent, accountable and represents the current and future interest of the region and its communities.
5. Our planned capital and operational projects will be efficient and in line with business and community needs.
6. Our staff and community will continue to be well-informed and consulted about our activities and performance through relevant and consistent communication.
7. We will integrate and streamline strategic planning approaches across Council.
8. We will continually review our processes and procedures to assess evolving risks and mitigate exposure to our organisation.
9. We provide for the safety, security, health and wellbeing for our employees and contractors.

Our measures of success will be:

1. The majority of customers report positive experiences in dealing with Council.
2. Council's preparedness and responsiveness to natural disasters and hazards.
3. Council's performance in relation to governance, risk management and compliance metrics.
4. Sound financial capacity to meet our long-term commitments

Supporting strategies

- Strategic Asset Management Plan
- Long-term Financial Forecast
- Annual Council Budget
- Fraud & Corruption Control Framework
- Enterprise Risk Management Framework
- People and Performance 3-year Strategy

Supporting Council services

- Governance, Corporate & Financial services
- Contracts, procurement & legal services
- People, Capability and organisational development
- Risk management, internal audit, safety and resilience
- ICT, information management & systems
- Strategic, corporate and business continuity planning

How was this plan informed?

INFORMATION GATHERING AND INTERNAL WORKSHOPPING

Council conducts many forms of community engagement, as well as other projects and initiatives which create important opportunities for dialogue.

Council staff and elected representatives also sit on numerous committees, boards, and representative groups. This allows Council to share in meaningful conversations and understand community and industry issues and trends.

Rather than starting with a large blank canvas or survey to start the draft Corporate Plan, Councillors and staff consolidated their knowledge of both Council and community strengths, weaknesses, opportunities, and threats and categorised these into six broad themes.

These themes were then extensively reviewed and tested at a range of internal workshops between staff and elected representatives. Priorities were roughly identified and tested.

DESKTOP REVIEW

A desktop review was then conducted which saw the collation and analysis of the following against the pre-determined themes:

- Existing Council internal strategies, frameworks, policies and programs.
- Internal statistical collation of Council's services.
- External statistical collation on the region including demographics, economic and environmental figures.
- State and federal governments and their agencies' strategic documents which directly impact local government.

- Local Government Act 2009.
- Community and corporate plans of other local governments across
- Queensland.
- CSIRO's leading document Our Future World on global megatrends
- Isaac Youth Unmet Needs Snapshot.

This desktop review enabled the vision, goals, and priorities of each theme to be better defined and more relevant to the working environment.

FACE-TO-FACE COMMUNITY ENGAGEMENT AND DRAFT CORPORATE PLAN SURVEY

These were conducted concurrently with one another. While the information gathering, internal workshops and desktop reviews focussed on collecting and defining what we as an organisation knew, the face-to-face community engagement and draft Corporate Plan Survey were designed to ground-truth the vision, goals and priorities and provide both qualitative and quantitative data behind this.

FIRST PEOPLES YARNS

Informal yarns were held with the communities of the region's eight First Peoples regarding the plan. The intention of the yarns was to ensure we continued to build and grow meaningful relationships and contact with our First Peoples. The plan was culturally informed and reflected our First People's priorities for the future of the region, their communities, country, land, and waterways.

2024 POST-ELECTION REVIEW

After the 2024 Local Government Elections, the Corporate Plan was reviewed by the new Council. This was an opportunity to ensure their priorities (and those of their respective divisions) were captured appropriately in the Plan. The original plan was a medium-to-long-term document and included a long-term vision, medium-term goals and short-term priorities. This process returned the Corporate Plan to a 5-year document. Main changes to the Plan included moving the in-document research to an appendix and simplifying the priorities. These were done carefully to ensure the original intent of the organisation's and community's priorities did not change.

Leading and Enabling

What we know

We are living in times of increasingly complex and rapid change driven by technological advances, geo-political and demographic shifts, and a changing climate.

Our leadership here and now matters - it will directly influence how well we, as a region, harness opportunity; proactively respond to change and adversity; and foster social adaptive capacity. Responding to change can be complex and demands considered and responsive research, policy, planning, engagement, and decision-making.

We have listened to our communities and key stakeholders to understand the impact these trends will have and the changes they want to see locally.

While we’re acting in the here and now, we can’t lose sight of the big picture or of the many external factors having a direct impact on our region. Our global physical footprint is small, but our region’s global impact is big, as we continue to feed, power, and build communities.

We know we need to be well- informed and progressive in our thinking so we can respond swiftly and effectively. And, when the going gets tough, we fight hard to make sure we are in the right place, speaking to the right people, at the right time.

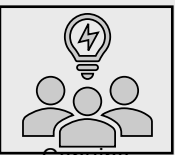
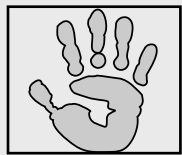
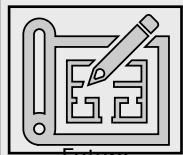
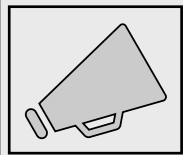
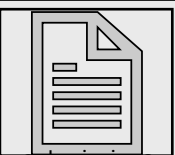
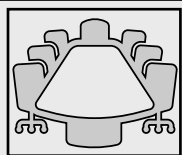
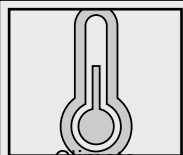
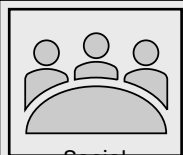
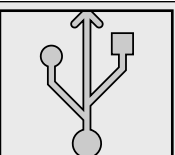
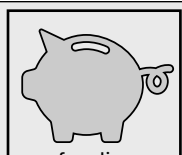
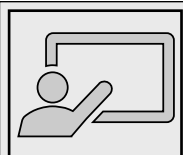

We need to ensure we facilitate the organisation’s adaptive capacity across all aspects of its business, maximise the resilience of our services and functions, so we can continue to deliver for and on behalf of our communities.

Our people are our power. Our connections to our First Peoples, our communities, our employees, industry, and all levels of government are our foundation for strategic, strong, and respectful relationships capable

of generating meaningful change.

We know that we’re only as good as the people we employ. We will continue to prioritise the capability of Council, its people and technology, to simultaneously support healthy, agile, and flexible workplaces, improved efficiency, and productivity requirements.

Leading & Enabling Snapshot:

 <p>Genuine community engagement</p>	 <p>First Nation Relationships</p>	 <p>Future proofing strategies</p>	 <p>Advocacy</p>
 <p>submissions to government & industry</p>	 <p>representative s on committees</p>	 <p>Climate change mitigation</p>	 <p>Social infrastructure policy</p>
 <p>technological advancement</p>	 <p>funding submissions & \$ received</p>	 <p>professional development</p>	 <p>workplace flexibility & responsiveness</p>

Social adaptive capacity refers to the conditions which enable people to anticipate and respond to change.

Emerging Trends, Challenges and Opportunities

Our region is not like any other, and with this comes challenges that need to be considered and worked through for the betterment of our people and communities.

External challenges such as climate change, decarbonisation, economic transformation, technological advancements, and workplace trends, are likely to affect our region differently to others.

One size does not fit all, and we need to use our knowledge of our communities and these emerging trends to inform how we lead our communities amongst change.

A changing climate means greater climate variability and potentially dire consequences for our region, our communities, and our people.

Our coastal strip is vulnerable to rising sea levels, more acidic oceans, and intense tropical cyclones. The devastation of cyclone Debbie in 2017 is still fresh in many residents' minds and it's important to continue to build our communities' resilience. Similarly, higher temperatures, hotter and more frequent hot days, more intense downpours, and severe flooding like that experienced in 2010 and 2011, are likely to impact our communities again and cause significant economic disruption.

Mounting costs from disaster clean ups, greater demand for services and prematurely deteriorating assets will become growing liabilities for Council.

The cost of natural disasters to Australia in 2017 was \$13.2 billion and this is projected to reach \$39.3 billion per year by 2050. Climate-related risks and adaptation requirements need to be embedded into our strategies, policies, procedures and decision-making where necessary, to minimise impacts to our people, ratepayers, and budget.

Many of our inland communities have built up dependencies around

(mostly) metallurgical and thermal coal mining operations. While the resource industry aims to directly reduce its operational emissions and improve its global competitiveness, it will also be critical in supplying the minerals, metals and equipment needed to decarbonise the global economy and meet emissions targets.

Many mines in the region are coming to their natural (resource exhaustion) and/or economic ends of life and this means impacts to local jobs, populations, and businesses. As a region with 75% of current jobs in Isaac highly exposed to decarbonisation, planning for the decline of fossil fuels and pursuing economic opportunities associated with decarbonisation will be vital.

Change will be forced upon local governments. We cannot solve this alone and will need community, industry, and all levels of government to help with the heavy lifting to ensure a prosperous future for all.

The Competition for Talent

Competition for talent is real across all sectors, and only more challenging in these disruptive times. For Isaac, this is exacerbated by the already low unemployment rates and competitive and highly remunerative resources industries on our doorstep. Council needs to find a balance between the benefits of remote flexible, mobile-enabled working arrangements with delivering face-to-face services at a bricks and mortar level.

Engaged Communities

Our relationships and the connections we make with one another, form the social fabric of our communities; making us all a part of the common thread that is Isaac. We know we can't deliver on our vision for the region without a genuine relationship with the communities we serve. We want our communities to feel heard and respected; their needs and desires well understood and reflected in Council's activities. We know we have to work hard to achieve this and we will continue to drive improvements to our community engagement practices.

Regardless of your age, gender, culture; whether you live here full-time or part-time for work; we want you to feel welcome, safe, included and connected to each other, our communities and the broader region.

Our neighbourhood and Council assets are foundations for connection and inclusion. We want to encourage greater activation of our public places and spaces through innovation, events and other participatory activities. We are committed to maintaining what has been built and to improving our spaces so they are inclusive, fit for purpose, accessible and adaptable.

We know your liveability and community bonds rest on your access to well-resourced social systems, services and infrastructure. They bring our people and communities together to interact, play, learn and celebrate. We will continue to advocate for the affordable provision of these systems and services including housing, childcare, allied health and healthcare within the region so we can ensure you are living well and are cared for.

We will work to engage to empower young people to advocate on youth-related matters and implement youth-led initiatives that support and celebrate young people in our region.

We will continue to encourage health and active lifestyles in our region, including the delivery of mental health and wellbeing initiatives.

Engaged Communities Snapshot



Emerging Trends, Challenges and Opportunities.

Despite our region being young by national standards, our population is aging. The proportion of Australians aged 65 years or over is expected to increase from 16% to 23% by 2060-61. The number of working-age people to non-working-age people is predicted to decline over the next 40 years and represents a shift in how we plan for our communities' futures.

Similarly, the burden of physical and mental health is rising across the globe. Most Australian adults do not meet the recommended guidelines for exercise or healthy eating and are overweight or obese has grown. Social connection is a key protective factor that can promote more positive wellbeing outcomes during periods of uncertainty and distress.

In recent years, the share of Australians who hold private health insurance for hospital treatment dropped in 2020. This trend could pose future risks to the viability of the private health system and place additional strain on the public healthcare resources which pose an additional risk to our region's already stressed health services.

COVID-19 has fast-tracked digital health initiatives into routine healthcare management and delivery. Telehealth services can reduce travel time and productivity losses and improve the timeliness of care however telehealth can also lead to overutilisation of services and, widen healthcare disparities in populations with limited digital access. It may also not reduce healthcare costs under current activity-based funding models.

The benefits of telehealth and other digital health initiatives need to be managed with the potential challenges to support a sustainable future healthcare system. While we support and welcome an array of telehealth options for our region, a nuanced solution needs to be sought for the benefit of all our residents. Telehealth is not a substitute for bricks and mortar health infrastructure and services.

The Great Australian Dream

Housing affordability continues to be a regional issue. The median cost of housing is also growing faster than household incomes.

It is becoming increasingly challenging for younger Australians to break into the property market.

By 2041, the Australian Housing and Urban Research Institute estimates that 52.5% of Australians aged 25–54 years old will own a home, compared with 60% in 2016.

We want people to make Isaac their home and maintaining a diverse range of affordable housing options will continue to be crucial determining factor for this.

Progressive Economy

Our region has long-been a powerhouse regional Queensland economy, batting well above its weight with regards to its Gross Regional Product (GRP), and outputs. Our per-capita GRP is four times the Queensland average, while our per worker GRP is 1.8 times the Queensland average. Our communities were built on the back of the mining industry, the extraction of fossil fuels, and exceptional agricultural and grazing capabilities. In fact, our region simultaneously hosts the second-largest beef population and the largest metallurgical reserves in Queensland. Our region is also witnessing a burgeoning tourism sector and significant investment in large- scale renewable projects.

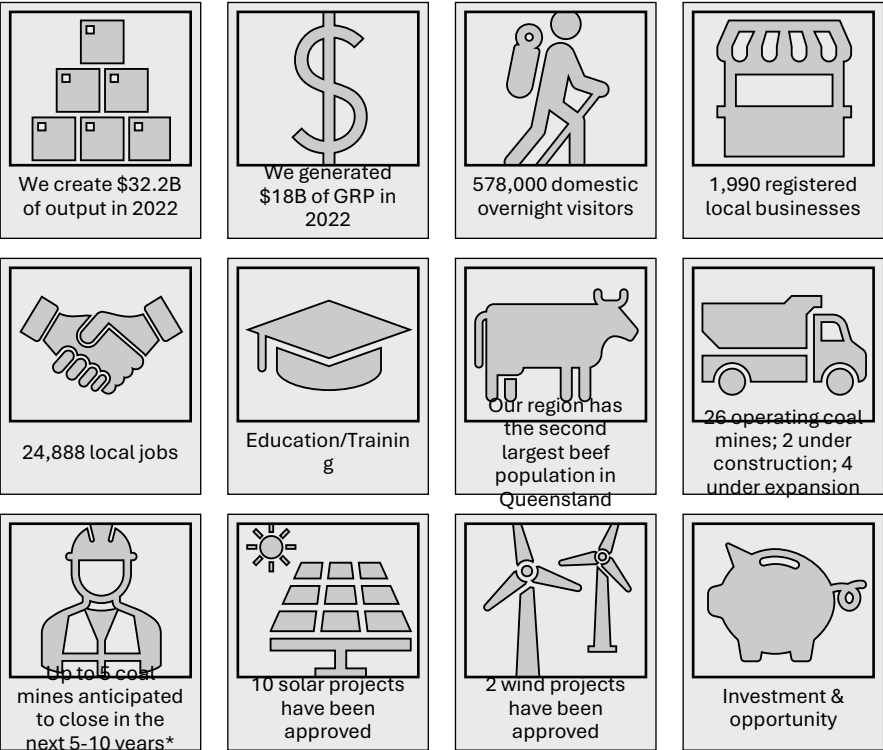
Each of these has helped define our local and regional economic identity and will continue to do so into the future. Our metallurgical coal is world class and is being used to produce steel internationally. We know steel is essential in the decarbonisation of the global economy and the rise of renewable technologies; particularly through the production of wind turbines and utility-sized solar panels.

But this does not make our region and our communities’ economic futures immune. We live in an increasingly complex and rapidly changing world. Many of our communities have significant dependencies on mining operations who are reaching resource exhaustion or economic end-of-life. We’ve witnessed the rapid prosperity and decline of regional Queensland before, and the impacts of both are devastating. Growth in the Isaac context is not always good. This is why we’re focusing on inclusive growth – economic development underpinned by best-practice Economic, Social, Governance (ESG) principles to build long-term social sustainability. We have a lot of work to do to ensure our region maximises the opportunities presented throughout this transformative process and ensure that while we’re feeding, powering, and building others’ communities, we’re nurturing ourstoo.

We know that local business remains the backbone of the region’s

economy and its ability to expand and adapt will be a driver of success. In-region education, training and skills development will also be critical to facilitate vocational opportunity for our community to thrive in current and future employment.

Snapshot



*pending economic climate and end-of-life resources

Emerging trends, challenges and opportunities

The 2022 Queensland Energy and Jobs Plan confirms the State's intent to move away from fossil-fuel power generation. Renewable energy sources are expected to account for 80% of the growth in global electricity demand by 2030, surpassing coal as the primary source by 2025. The Australian Energy Market Operator is preparing Australia's grids to manage 100% renewable energy by 2025, however Queensland is aiming towards a 50% renewable target by 2030.

With the highest wind and solar capacity per capita across developed nations, Australia, and the Isaac region, has a natural advantage in renewable energy generation, and the development and deployment of low-emission technologies.

This transition opens new industry and job creation opportunities. Australia's abundant access to raw commodities and renewable energy, advanced manufacturing capabilities and concentration of relevant skilled workers, yield a strong competitive advantage in emerging clean energy industries. This is particularly so for the Isaac region. Trends suggest the demand for steel, zinc, copper, aluminium, rare earth elements, lithium, uranium and nickel will continue to grow. Future innovations will likely focus on improving the precision of exploration and extractive technologies, and the sustainability of mining operations.

The recent COVID-19 pandemic revealed Australia's vulnerability to global supply chain disruptions. In February 2022, 37% of Australian businesses experienced supply chain disruptions, half of which were unable to find alternative suppliers. Supplier diversification, onshoring and contingent contracting have been proposed as potential risk mitigation strategies for firms and governments.

The future of coal

As the Queensland Government moves away from its reliance on coal-fired energy generation, the future of metallurgical (steel-making) coal

remains bright. There will be continued demand for steel to keep up with the construction required to support population growth. There are over 8 billion people in the world, 50% of which live in urban areas. By 2050, it is anticipated the world's population will grow to 10 billion people with approximately 70% of people residing in urban areas many of whom will have emerged into the middleclasses.

To effectively house this population boom, a new New York City will need to be built every month for the next 40 years. While "green" steel is proving promising, the commerciality of production and associated economics are not yet competitive with traditional steel making. Even though this means our region is still well-placed to feed demand for steel, it needs to be ready for when green steel reaches maturity.

Urban design and infrastructure

The quality, design and landscape of our neighbourhoods and communities has a significant impact on our daily lives. Council intends to ensure the region’s built-environment and landscape, in conjunction with its natural-environment, delivers residents and visitors a healthy and liveable place, now and into the future.

Our settlement pattern is a complicated mix of coastal living, productive and rural lifestyles, low-medium density housing and high-density accommodation for working, part-time residents. Continuing pressure of mining and extractive industry expansion and contraction on our towns is an ongoing concern for the consistent provision of local and regional infrastructure and services. Affordable housing continues to be a priority to Council as a risk precaution strategy to prevent the return of housing extremes experienced between 2008-2012.

We can expect our natural and built environments and communities to be exposed to a range of impacts from increased climate variability. These impacts have the potential to affect the way in which we live, how we recreate and experience our natural environment and ultimately liveability of our region. Adaptation will focus on minimising the impacts of climate change and natural disasters within the built and natural environment.

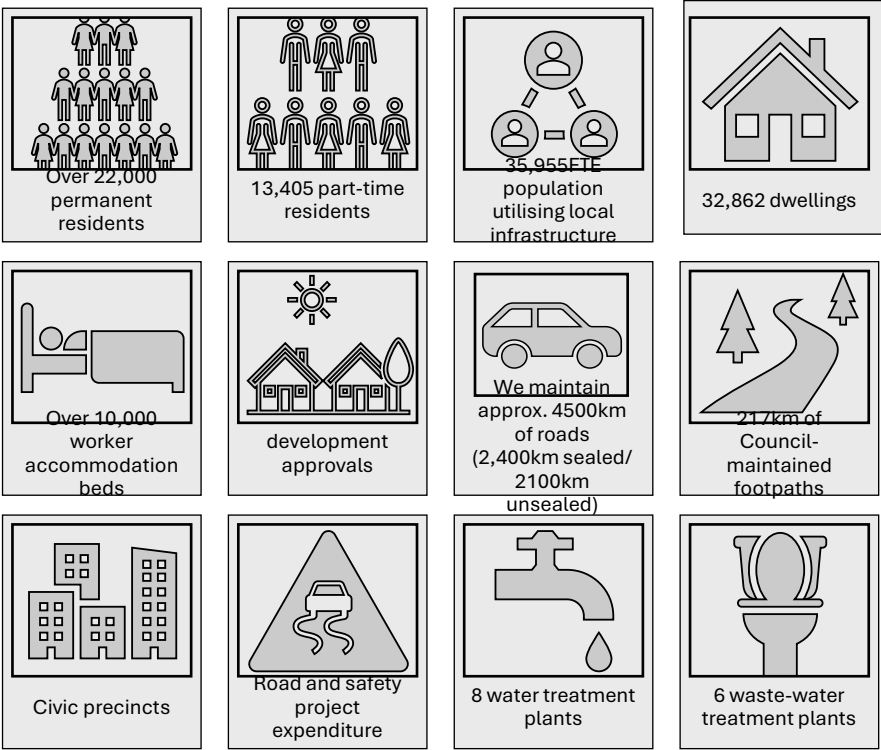
We know our open and green space network is highly valued and contributes to character, as well as relaxed and active healthy lifestyles. It provides the ‘green frame’ of our urban areas, edging our waterways, beaches and foreshores, lining our streets, and identifying our communities.

Our region is heavily reliant on private vehicle usage for access services and employment. A continued focus on well-planned, efficient and safe road, pedestrian and cycle transport networks will

remain significant to our communities.

Social infrastructure is essential for creating communities that are connected, empowered and able to adapt and respond to change. It brings people together creating a sense of place and supports individuals, families, and communities to grow and thrive. Council will remain staunch advocates for the provision for community-building infrastructure in accordance with the changing needs of our residents.

Snapshot



Emerging Trends, Challenges and Opportunities

Global extreme temperature events are reaching unprecedented levels. Heat-related deaths are predicted to grow by 60.5% or more across major Australian capital cities from 2020–50, but this is likely to be a conservative estimate. Recent research suggests that official records of deaths attributed to excessive heat in Australia are underestimated by at least 50-fold.

Infrastructure, such as road pavements or railways, was built using materials and methods that are designed for stable climatic conditions. Extreme high temperatures can increase the risk that road pavements will rut, or railways will expand and buckle. Pre-emptively adapting existing and forthcoming infrastructure for a changing climate will be critical in reducing future infrastructure risks and costs.

In 2020, less than 1% of the global land surface was classified as an extremely hot zone, but by 2070, this is predicted to increase to 19%, impacting 3.5 billion people who live in these regions. The extreme heat is expected to encompass much of Australia. Moreover, the share of humanity living in areas that exceed a deadly temperature–humidity combination for at least 20 days per year is predicted to rise from 30% today to 74% by 2100.

Assuming a mostly stable Antarctic, 150 million people worldwide live on land that could be vulnerable to future sea-level rises by 2050 and this could increase to 300 million if the Antarctic becomes unstable. Climate pressures could give rise to a significant wave of climate-driven global migration in the decades leading up to the mid-century and beyond. For Isaac, depending on the broader social, cultural and political context at the time, this migration could swing either way. Regardless, it would significantly impact our region.

Global water demand was estimated at 4,600 cubic kilometres per year in 2018 and this is projected to grow to up to 5,500–6,000 cubic kilometres by 2050. The United Nations predicts that up to 5.7 billion people will experience water scarcity at least one month per year by 2050. Although

water demand is increasing, reductions in the availability of water resources and pollution are reducing the amount and quality of future water resources. Annual rainfall in Australia varies due to natural conditions, but there has been a long-term shift towards lower rainfall in the southwest and above-average rainfall in the north. These rainfall patterns are expected to lead to an increase in flash flooding in northern Australia and drought conditions in southern and eastern Australia. Scientific advances in the treatment, management and conservation of water supplies could help to alleviate future water scarcity challenges, in conjunction with sustainable development regulation.

Natural Assets

A vibrant healthy environment is vital to our everyday lives and contributes to our quality of life. Our region is a living network of landforms, catchments, wetlands, waterways, terrestrial ecosystems, coastal foreshore, and marine waters. Preserving, improving, and appreciating our vibrant natural assets is a strong priority of Council and the broader region and is essential to our Isaac way of life.

We know our diverse ecosystems attract visitors and enhance the lifestyles and liveability of our communities. In the east, we boast 120km of Great Barrier Reef coastline, marine park, and seagrass beds. From mountains to mangroves, our coastline is a diverse array of life, from turtles and dugongs, to koalas and coral trout. We are proud to be a Reef Guardian Council, supporting a hands-on, community-based approach to caring for the Great Barrier Reef.

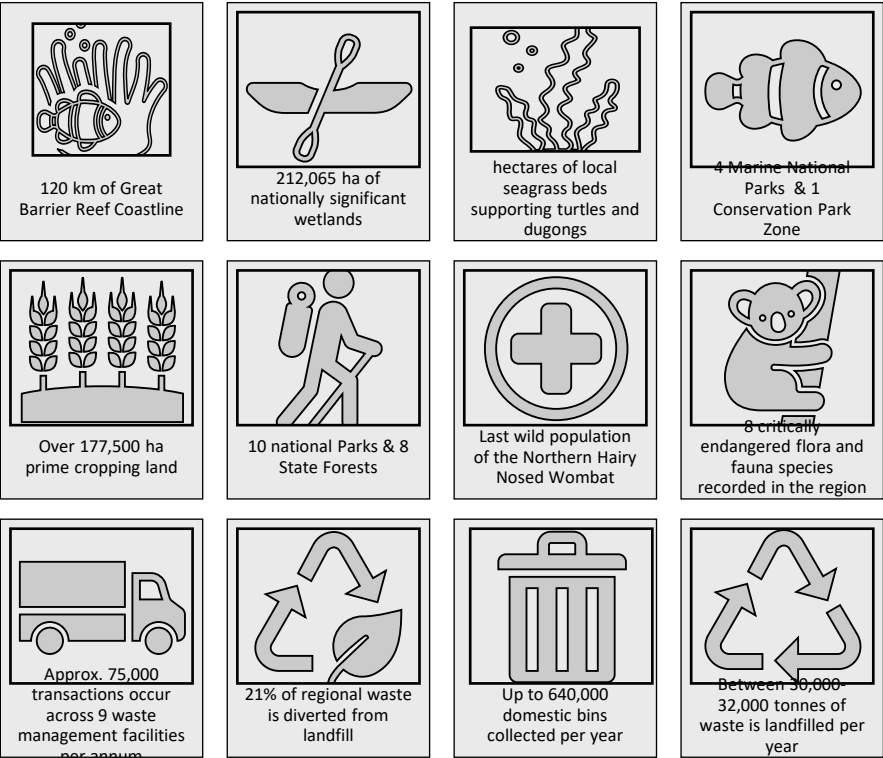
Off the coast, you'll find the bush, a complex mix of remnant eucalypt woodland, acacia and gidgee scrub fed by the headwaters of the Burdekin and Fitzroy rivers. We are part of the Northern Brigalow Belt (part of the largest bioregion in Queensland), one of 15 national biodiversity hotspots in Australia supporting endangered species including the Northern Hairy-Nosed Wombat and Bridled Nail-Tail Wallaby.

Our natural environment is also our bountiful heritage to pass on. We know our land is resource-rich - it supports exceptional quality broadacre cropping, grazing and agricultural industries while simultaneously hosting significant Bowen and Galilee Basin coal reserves. There are significant challenges ahead of us, while we find the balance between protection and prosperity.

We are responsible and active custodians of our natural environment, with future targets and commitments aimed at driving us towards a cleaner, greener, and more sustainable region. Climate change will

continue to be a consideration in forward planning, and we will continue to implement sustainability initiatives and promote environmental stewardship.

Snapshot



Emerging Trends, Challenges and Opportunities

The 2023 World Economic Forum Global Risk Report continues to identify climate impacts and biodiversity loss among the top 5 global risks to the world's economy in the next 10 years. Biodiversity is what supports all life on Earth, yet the world's ecosystems have declined by 47% relative to their natural baselines and 25% of living species are at risk of extinction.

Coral reefs are under greatest pressure with the worldwide area of live coral halving since 1950. Coral reefs are the most biologically diverse of marine ecosystems and arguably the most threatened. They are incredibly important, sustaining a wide variety of marine life and producing between 50-80% of the earth's oxygen by plankton and photosynthesising bacteria. They also protect our coastlines from waves and storms, sink carbon and nitrogen and help recycle nutrients and create our commercial and recreational fishing industries. Their loss would have devastating consequences not only for marine life but for everyone.

Also at risk, is our region's brigalow woodlands. Changing land uses has led to impacts such as soil loss and degradation, invasive species and native species extinction and decline. There are currently eight critically endangered flora and fauna species recorded in our backyard with significantly more listed as vulnerable and threatened. Continued biodiversity decline and reduced biodiversity-based ecological services (such as pollination, water filtration, bank stabilisation and soil moisture retention) will lead to undesirable impacts on our settlements, infrastructure, tourism, business and industry.

We recognise that our landscapes are not only diverse in ecological features, but also in condition and land use. Different landscapes hold different values and, as such, require different management approaches. It has traditionally been difficult to quantify the return on investment in conservation, but a recent analysis found conservation

spending across countries from 1996 to 2008 reduced the rate of biodiversity loss by 29%.

Landscape rehabilitation, restoration activities and land use regime changes incorporating best practice, can improve ecosystem's health and reverse degradation. For example, best practice grazing management recognises the role of biodiversity in land condition and soil health, and ecologically sensitive management changes improve long-term sustainability whilst providing significant benefits to water quality and corridors and refugia for our wildlife.

Our waste is also a growing concern. Almost 85% of plastics in Australia were sent to landfill in 2019, and if nothing changes, RMIT University estimates that Australia's landfill space will reach capacity by 2025. In Isaac, approximately 70% of our waste is classified as commercial and industrial.

In 2017, China announced bans on solid waste imports, which prompted many countries to reassess their waste management strategies. The Australian Government has banned exports of waste plastics, paper, glass and tyres and set a target to reduce waste to landfill by 30% by 2030. We're actively working to improve our resource recovery, recycling, and landfill diversion through services and infrastructure and regional partnerships to increase our landfill waste diversion rates from 21% to 25%.

Advanced recycling technologies can convert end-of-life plastics into their original building blocks to create other valuable commodities and could be used to improve the recovery of plastics in Australia. Australia has the necessary infrastructure; manufacturing skills and supply chains needed to develop advanced recycling and leverage these opportunities as well as apply circular economy principles to our industrial waste.

Governance for Accountability

Our community deserves an effective, transparent, and accountable local government. Like all Australian local governments, we are responding to dynamic challenges, increased demands on our assets, rising complexities and costs of delivery, changing community expectations and an intricate statutory environment.

Our governance framework is the vehicle which enables us to respond effectively and efficiently to opportunity and risk. It comprises of a large suite of processes, systems, roles, and relationships by which decisions are made and held to account. It is this framework that will drive the daily excellence of our services.

Our reputation and trust amongst the community is shaped by our people, behaviours, shared values, decisions, and actions. We will continue to proactively engage our people to epitomise our organisational values and lead proudly by example. Ongoing safety, security, health and wellbeing for our employees and contractors also remains a priority.

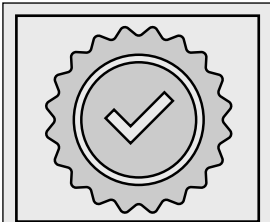
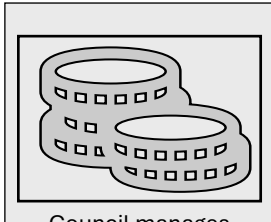
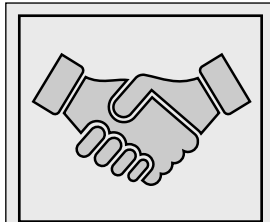
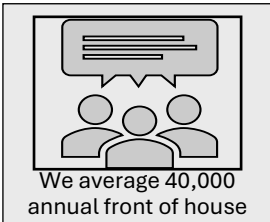
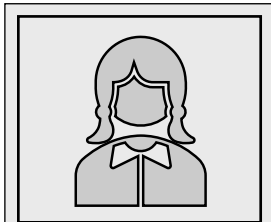
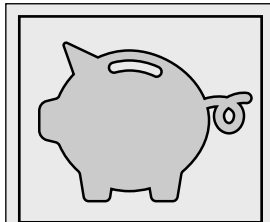
We must earn your confidence by doing what is in the best interests of our communities with demonstrable accountability, transparency, and financial responsibility. Sound resource management strengthens how we provide value to our community in the delivery of Council’s strategic objectives and the daily services our communities need. Long-term financial sustainability is critical to enable the organisation to deliver balanced community, environment, and economic outcomes for the region.

Risk management is essential to corporate planning and governance as it helps us manage risks and opportunities that may impact the delivery of key projects and services. We are committed to embedding a proactive risk culture across the organisation. Our risk management program will continue to work towards a risk maturity that ensures sound risk management practices are integrated into strategic and operational

planning, budgeting, and project prioritisation processes.

Keeping our community informed is more important than ever before. Evolving operating environments, technology and changing expectations means that change is happening at an unprecedented rate and is not always predictable. New and contemporary approaches to communication will be explored to provide clear and timely messaging to our community on the issues that matter most.

Snapshot

 <p>Community trust rating</p>	 <p>Council manages \$1.566b of assets annually (gross value EOFY 2022)</p>	 <p>Generous local procurement policy</p>
 <p>We average 40,000 annual front of house customer service interactions split between phone calls and walk-ins.</p>	 <p>We employ over 400 full-time equivalent staff</p>	 <p>Over \$40m committed in capital works projects.</p>

Emerging Trends, Challenges and Opportunities

As service demands increase, budgets rarely do, and councils are not immune to the economic impacts brought on by COVID-19. As financial sustainability becomes an urgent priority, the need for agile, efficient service delivery, and robust data and analytics to support sound decision-making around models of service, becomes increasingly important. A vigorous data strategy can also help with future asset planning and management, and alignment to long-term financial goals.

Customer service expectations are higher than they've ever been, and we need to serve our customers in new ways. We now live in an on-demand society, and communities expect Council services to be always-on and available on demand. Communities now expect self-service options, quick responses, and digital services that are modern, efficient and effective.

Technology has also become a critical catalyst for change, providing solutions to many of our challenges as well as creating new opportunities for change. The threat of cybercrime, cyberterrorism and cyberwarfare continues to escalate. There was a 13% increase in the number of cybercrime reports made to the Australian Cyber Security Centre in 2020–21 compared to the previous year, with one reported cyberattack every 8 minutes.

Cybercrime is estimated to cost the Australian economy \$29 billion annually and these costs are expected to rise as cyberattacks increase in their frequency, scale and sophistication. Australia's vulnerability to attacks has increased during the COVID-19 pandemic as more people work, study and access services online.

Isaac Regional Council itself has not been immune to these threats. It is an imperative for governments, organisations and individuals to adopt good cybersecurity practices and systems to protect themselves against future cyber threats.

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Beau Jackson

AUTHOR POSITION

Executive Manager Advocacy and External Affairs

9.13

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

BACKGROUND

The Local Council Energy Partnership (LCEP) program is a Queensland State Government initiative aimed at supporting local councils as the state undergoes a major transition to renewable energy. With Queensland targeting 80% renewable energy by 2035 as part of its Queensland Energy and Jobs Plan, local governments are playing a crucial role in ensuring the successful rollout of renewable projects.

The program, funded by a \$1.21 million investment from the State Government, is administered by the Local Government Association of Queensland (LGAQ). It is designed to help councils and Regional Organisations of Councils (ROCs) navigate the complexities of renewable energy project planning and management. The LCEP provides councils with access to planning experts, tools, and resources to ensure renewable energy developments deliver tangible benefits for local communities. This includes aligning projects with local needs, mitigating land-use conflicts, and facilitating economic growth.

A key objective of the LCEP is to ensure that local councils, particularly those in regional areas, are not left behind during Queensland's energy transition. Instead, it seeks to place councils at the forefront, allowing them to capitalise on the opportunities for job creation, investment, and sustainability that renewable energy offers. The program promotes a collaborative approach, supporting councils in engaging with industry experts, planning authorities, and their communities to ensure that renewable energy projects are implemented efficiently and with broad public support.

Through initiatives like the LCEP, Queensland is ensuring that its renewable energy transformation benefits all regions, especially those with high levels of renewable project activity, by enhancing local government capacity and fostering community involvement.

Isaac Regional Council is seeking funding through the Local Council Energy Partnership (LCEP) program to establish a Renewable Energy Coordinator position. This role is critical to managing the growing number of renewable energy projects in the region. With 12 active projects and many more in development, Isaac is experiencing a surge in renewable energy activities, positioning it as a key player in Queensland's clean energy transformation. However, the council needs additional capacity and expertise to ensure these developments deliver long-term benefits for the community and align with state energy targets of 70% by 2032 and 80% by 2035.

The Renewable Energy Coordinator will lead efforts to manage renewable energy projects more efficiently, addressing the council's capacity constraints and improving processes for project approvals. This role will also focus on strategic planning, working with industry experts to evaluate land-use and environmental impacts, and ensuring that renewable projects align with both local and state sustainability goals. Additionally, the coordinator will oversee community engagement, facilitating consultations and addressing public concerns to ensure local support for renewable developments.

The funding requested, approximately \$240,000, will cover the coordinator's part-time salary, consultancy services, and community engagement activities for a 15-month period from November 2024 to March 2026. The project aims to improve the council's ability to manage renewable energy projects effectively while positioning Isaac as a leader in the sector.

It will also create a Renewable Energy Engagement Guide, providing a framework that can be replicated by other councils to address the challenges of renewable energy transitions.

By securing this funding, the council will be better equipped to maximise the economic and social opportunities presented by the renewable energy projects, while also contributing to Queensland's broader renewable energy targets.

IMPLICATIONS

LGAQ is the peak body for local government in Queensland set up to serve the state's 77 councils and their individual needs. The LGAQ provides a voice for local government at the state and federal level. While the LGAQ seeks to identify issues of state-wide concern to local government and arrive at a consensus view as to local government's position on the issues identified, there is provision for minority views to be represented.

The LGAQ Conference provides a forum for local governments voice to be heard and motions to be supported to take forward in lobbying to the State and Federal Government. This opportunity provides an additional forum to Council's own advocacy platform.

CONSULTATION

Manager Economy and Prosperity

Manager Liveability and Sustainability

Research and Policy Advisor

Acting Director of Planning, Environment and Community Services

BASIS FOR RECOMMENDATION

Council has expressed strong desires for greater coordination of renewable energy projects and their community engagement efforts. The recommendations in this report provide an opportunity for the organisation to implement a trial role that addresses this request.

ACTION ACCOUNTABILITY

The Chief Executive Officer has accountability, with assistance of the Executive Manager Advocacy and External Affairs and relevant Officers.

KEY MESSAGES

- Isaac Regional Council is positioning itself as a leader in managing renewable energy projects by creating a dedicated Renewable Energy Coordinator role to oversee the growing number of developments and ensure they support our communities' aspirations and liveability.
- The council is committed to ensuring that renewable energy projects benefit local communities by enhancing public engagement, addressing concerns, and ensuring that developments support the economic and social well-being of the region.
- By securing funding through the LCEP program, the council aims to improve its capacity to manage the influx of renewable projects, streamlining approvals and setting a model that provides support frameworks that assist other local governments.

ADVOCACY AND EXTERNAL AFFAIRS

Report prepared by:

BEAU JACKSON

Executive Manager Advocacy and External Affairs

Date: 18 October 2024

Report authorised by:

CALE DENDLE

Chief Executive Officer

Date: 30 October 2024

ATTACHMENTS

- CONFIDENTIAL Attachment 1 - Draft Local Government Energy Partnerships Agreement
- CONFIDENTIAL Attachment 2 – Application for Local Government Energy Partnerships Program

REFERENCE DOCUMENT

- Nil

PAGES 556 TO 593 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Teika Kirkman

AUTHOR POSITION

Executive Assistant, Office of the CEO

9.14

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

BACKGROUND

On 28 August 2024, the Department of State Development, Infrastructure, Local Government and Planning advised that the Model Standing Orders and Model Meeting Procedures were updated in July 2024. The amendments (highlighted in yellow) in the updated document – Attachment 1 included key clarifications that relate to the following:

- role of the chairperson at ordinary and special meetings as well as committee meetings.
- process for the chairperson
- acting arrangements in the event the chairperson or deputy mayor are unavailable
- dealing with unsuitable meeting conduct by a chairperson in a meeting

- dealing with unsuitable meeting conduct by a councillor in a meeting
- dealing with suspected conduct breach including that which has been referred to a local government by the Independent Assessor
- how to report a conflict of interest, prescribed conflict of interest and declared conflict of interest

Accordingly, Council's Standing Orders and Meeting Procedures – Attachment 2 have been amended to reflect these changes. This report seeks to update these procedures.

IMPLICATIONS

- Ensuring Council is meeting legislative requirements
- Ensuring the Standing Orders and Meeting Procedures reflect the model procedures and standing orders provided by the Department of State Development, Infrastructure, Local Government and Planning

CONSULTATION

- Governance

BASIS FOR RECOMMENDATION

Implementation of the Standing Orders and Meeting Procedures will align to Council values: improving outcomes for the business, personnel, environment and customers. It is also a legislative requirement.

ACTION ACCOUNTABILITY

The Manager Governance and Corporate Services will ensure the Corporate Policy Register is updated, including IRIS and the website.

KEY MESSAGES

- The procedure provides a guide to best practice activities in Council operations.
- Demonstrates Council's commitment to continuous improvement and transparency.

Report Prepared By:

Teika Kirkman
Executive Assistant

Date: 12 November 2024

Report Authorised By:

Cale Dendle
Chief Executive Officer

Date: 12 November 2024

ATTACHMENTS

- Attachment 1 – Queensland Government Model Meeting Procedures – Revised July 2024
- Attachment 2 – Updated IRC Standing Orders and Meeting Procedures (STAT-PRO-025)

REFERENCE DOCUMENT

- Department of State Development, Infrastructure, Local Government and Planning - Model Meeting Procedures
- Department of State Development, Infrastructure, Local Government and Planning - Council Standing Orders

Model Meeting Procedures

Conduct of local government meetings and its committee meeting

Revised July 2024

Last updated:

Date	Version Number	Name	Approved
20 June 2023	004	P Cameron	
28 November 2023	005	P Cameron	
11 July 2024	006	P Cameron	



Queensland
Government

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Purpose of the Model Meeting Procedures

The purpose of the model meeting procedures is to set out certain procedures to ensure all the local government principles are reflected in the conduct of local government meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA), *Local Government Regulation 2012* (LGR), the *City of Brisbane Act 2010* (COBA) and the *City of Brisbane Regulation 2012* (COBR). However, model meeting procedures do not apply to meetings of the local government's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in local government to chair meetings and deal with the conduct of councillors, conflict of interest of councillors, loss of quorum and closed meetings.

Meeting Principles

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development and management of assets and infrastructure, and delivery of effective services
- Democratic representation, social inclusion, and meaningful community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of councillors, local government employees and councillor advisors.

Background

Under section 150F of the LGA, the chief executive of the department of local government must make model procedures for local government and committee meetings. These procedures must be adopted and if the local government adopts other procedures, they must not be inconsistent with the model procedures.

The model meeting procedures include the following:

- the process for the chairperson to lead and manage local government meetings
- the process for how the chairperson of a local government meeting may deal with unsuitable meeting conduct by a councillor
- the process for how the councillors at a local government meeting may deal with the unsuitable meeting conduct by the chairperson
- the process for how a suspected conduct breach by a councillor, that is referred to the local government by the Independent Assessor (IA), must be dealt with at a local government meeting
- the processes for dealing with a conflict of interest (COI) arising during a local government meeting and recording the COI in the minutes of the meeting

- the process for dealing with a loss of quorum due to the number of councillors with a COI
- procedures for closing local government meetings to the public.

Application

A local government must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its local government meetings, standing and advisory committee meetings.

A local government's meeting procedures and standing orders must be consistent with the model meeting procedures. If there is any inconsistency with the documents, then the local government is taken to have adopted the model meeting procedures to the extent of the inconsistency.

To assist local governments the Department has published best practice example **standing orders** that local governments can choose to adopt. These are published on the departmental website.

A local government must conduct its meetings in a manner that is consistent with either the model meeting procedures, or its own standing orders provided they are consistent with clauses **1-10** below of these model meeting procedures.

Processes

1. Process for the Chairperson

This clause applies to local government meetings, and local government committee meetings. For the purposes of this clause local government meetings are ordinary and special meetings. This section does not apply to Brisbane City Council where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have. The mayor is the chairperson, leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson when the mayor is absent or temporarily incapacitated. Alternatively, if the mayor has not delegated a councillor to undertake responsibilities as chairperson, under the provisions of section 165 of the LGA, the deputy mayor acts for the mayor during the absence or temporary incapacity or when the office of mayor is vacant.

1.1. The mayor will be the chairperson at a local government meeting at which the mayor is present.

1.2. If the mayor is absent from a local government meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.

1.3. If the mayor is absent or unavailable to chair the meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.

1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the local government meetings

1.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility or appointed to act as chairperson, the local government may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.

1.6. The local government may appoint the chairperson for a committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily a member of every advisory committee. The mayor is not necessarily the chairperson of committee meetings.

1.7. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.

1.8. Before proceeding with the business of the local government meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

Note: Section 12 of the LGA does not prescribe that other councillors have the responsibility of chairing local government meetings. Other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a mayor or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, a delegated councillor and the deputy mayor are unavailable.. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular local government meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting.

2. Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a local government meeting and contravenes a behavioural standard of the **Code of Conduct for Councillors**. When dealing with an instance of unsuitable meeting conduct by a councillor, the following procedures must be followed:

2.1. The chairperson must reasonably believe that the conduct of a councillor during a meeting is unsuitable meeting conduct.

- 2.2. If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, the chairperson can make an order in relation to the conduct under 1.7 below.
- 2.3. If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 2.3.1. Ceasing and refraining from exhibiting unsuitable meeting conduct
 - 2.3.2. Apologising for their conduct
 - 2.3.3. Withdrawing their comments.
- 2.4. If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 2.5. If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.6. If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.7. If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.5, the chairperson may make one or more of the orders below:
 - 2.7.1. An order reprimanding the councillor for the conduct
 - 2.7.2. An order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.8. If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 2.9. Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.
- 2.10. Following the completion of the meeting, the chairperson must ensure the minutes of the meeting record the information about unsuitable meeting conduct (see note):

Note: Details of any order issued **must be** recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next local government meeting as a conduct breach. The local government is not required to notify the independent assessor (IA) about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted.

3. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 3.1. If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.
- 3.2. The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 3.3. The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in *part 5* below.
- 3.4. For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.
- 3.5. If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, the chairperson can put forward their reasoning about their conduct and respond to questions through the acting chairperson from the eligible councillors.
- 3.6. The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).
- 3.7. If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.

3.8. Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.

3.9. The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The local government's chief executive officer (CEO) is advised to ensure details of any order made is updated in the local government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the local government is not required to notify the IA about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

4. Meeting Procedures for Dealing with a Suspected Conduct Breach including that which has been Referred to a Local Government by the Independent Assessor

Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the local government; or the conduct contravenes an order of the chairperson of a local government meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of clause 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.

4.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: The local government investigation must be conducted in a way that is consistent with the local government's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation.

However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.

4.2. The local government must decide in a local government meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.

4.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:

4.3.1. The local government must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the local government. However, where the matter requires debate a local government may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.

4.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

4.3.3. Where a local government makes a decision about a conduct breach matter at a local government meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.

4.3.4. The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.

4.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.

- 4.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under clause 5. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 4.3.7. After making a decision under section 150AG of the LGA, the local government must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the local government if they were complainants, and any councillor who declared a COI in the matter.
- 4.4. If the local government has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 4.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or
- 4.4.2. Decide, by resolution, to defer the matter to a later meeting or
- 4.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: A local government cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.

The local government should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each

standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.

- 4.5. If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders **detailed in clause 4.6**, if any, to impose on the councillor. In deciding what penalty to impose the local government may consider any previous conduct breach of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the local government is reasonably satisfied is true.
- 4.6. The local government may order that no action be taken against the councillor or make one or more of the following:
 - 4.6.1. An order that the councillor make a public apology, in the way decided by the local government,
 - 4.6.2. An order reprimanding the councillor for the conduct breach
 - 4.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense
 - 4.6.4. An order that the councillor be excluded from a stated local government meeting
 - 4.6.5. An order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)
 - 4.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct
 - 4.6.7. An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.
 - 4.6.8. A local government may not make an order in relation to a person who has vacated their office as a councillor.
- 4.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the local government and if relevant any orders made by resolution.

- 4.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

5. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a local government meeting, standing or advisory committee meeting (other than ordinary business matters prescribed in section 150EF of the LGA or section 177C of the COBA. When dealing with a prescribed conflict of interest, councillors must abide by the following procedures,

- 5.1. A councillor who has notified the chief executive officer in writing of a prescribed conflict of interest in a matter to be discussed in a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.
- 5.2. A councillor who first becomes aware of a prescribed conflict of interest in a matter during a local government meeting must immediately inform the meeting of the conflict of interest.
- 5.3. When notifying the meeting of a prescribed conflict of interest, the following particulars must, at a minimum, be provided:
 - 5.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract
 - 5.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission
 - 5.3.3. The name of any entity, other than the councillor, that has an interest in the matter
 - 5.3.4. The nature of the councillor's relationship with the entity mentioned in 5.3.3 that has an interest in a matter
 - 5.3.5. Details of the councillor's and any other entity's interest in the matter.
- 5.4. The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice of approval from the Minister to participate in the matter.
- 5.5. Once the councillor has left the area where the meeting is being conducted, the local government can continue discussing and deciding on the matter at hand.

6. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at local government meetings and standing or advisory committee meetings that

might lead to a decision that is contrary to the public interest (other than the interests prescribed under section 150EO of the LGA and section 177L of the COB, and ordinary business matters prescribed in section 150EF of the LGA and section 177C of the COBA).

6.1. A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the other councillors may disclose their suspicion and the processes under section 150EW of the LGA or section 177T of the COBA applies.

6.2. When dealing with a declarable conflict of interest, a councillor must abide by the following procedures:

6.2.1. A councillor who has notified the chief executive officer in writing of a declarable conflict of interest in a matter to be discussed at a local government meeting must also give notice during the meeting at the time when the matter is to be discussed.

6.2.2. A councillor who first becomes aware of a declarable conflict of interest in a matter during a local government meeting must inform the meeting of the conflict of interest.

6.3. When notifying the meeting of a declarable conflict of interest, a councillor should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

6.3.1. The nature of the declarable conflict of interest

6.3.2. If it arises because of the councillor's relationship with a related party

- the name of the related party and
- the nature of the relationship of the related party to the councillor and
- the nature of the related party's interest in the matter.

6.3.3. If it arises because of a gift or loan from another person to the councillor or a related party:

- the name of the other person and
- the nature of the relationship of the other person to the councillor or related party and
- the nature of the other person's interest in the matter and
- the value of the gift or loan and the date the gift or loan was made.

- 6.4. After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 6.4.1. If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 6.4.2. The other eligible councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether the councillor should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote.
- 6.4.3. The councillor must comply with any decision or condition imposed by the eligible councillors. The councillor must not participate in the decision unless authorised in compliance with section 150ES of the LGA or section 177P of the COBA or under an approval by the minister for local government under section 150EV of the LGA or section 177S of the COBA.
- 6.4.4. In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or do not form a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of the COBA.
- 6.5. The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 6.6. When deciding whether a councillor may participate in the decision making on a matter in which the councillor has a declarable conflict of interest, the eligible councillors should consider the circumstances of the matter including, but not limited to:
- 6.6.1. How does the inclusion of the councillor in the deliberation affect the public trust

- 6.6.2. How close or remote is the councillor's relationship to the related party
- 6.6.3. If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received
- 6.6.4. Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them
- 6.6.5. How does the benefit or detriment the subject councillor stands to receive compare to others in the community
- 6.6.6. How does this compare with similar matters that the local government has decided and have other councillors with the same or similar interests decided to leave the meeting
- 6.6.7. Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest?
- 6.7. If the eligible councillors cannot decide whether the subject councillor has a declarable conflict of interest, then they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter.
- 6.8. A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a local government meeting about the same matter e.g., workshops.
- 6.9. In making the decision about the councillor's conflict of interest in a matter, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 5.10.A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.
- 7. Reporting a Suspected Conflict of Interest
 - 7.1. If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor who believes or

suspects this, must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.

- 7.2. The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 7.3. If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 7.4. The eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 7.5. If the councillors cannot reach a decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the conflict of interest remains unchanged.
- 7.6. If the belief or suspicion of a COI relates to more than one councillor. Clause 6 of these procedures must be complied with in relation to each councillor separately.

8. Loss of Quorum

- 8.1. In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, all the councillors including the conflicted councillors must resolve to:
 - 8.1.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated
 - 8.1.2. Defer the matter to a later meeting

- 8.1.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.
- 8.2. The local government must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 8.3. The local government must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.
- 8.4. The local government may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
 - 8.4.1. The mayor or chief executive officer, or
 - 8.4.2. A standing committee, or joint committee of the local government, or
 - 8.4.3. The chairperson of a standing committee or joint standing committee of the local government – does not apply to Brisbane City Council, or
 - 8.4.4. Another local government for a joint government activity.
 - 8.4.5. The Establishment and Coordination Committee – only applies to Brisbane City Council
- 8.5. The local government may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:
 - 8.5.1. The mayor or
 - 8.5.2. A standing committee
 - 8.5.3. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.6. A local government may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
 - 8.6.1. The mayor, or
 - 8.6.2. The Establishment and Coordination Committee, or
 - 8.6.3. A standing committee of the local government. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 8.7. The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the

discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister may impose.

Note: Refer to note under 3.4

9. Recording Prescribed and Declarable Conflicts of Interest

9.1. When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (see section 150FA of the LGA or section 177X of the COBA):

9.1.1. The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest

9.1.2. The particulars of the prescribed or declarable conflict of interest provided by the councillor

9.1.3. The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest

9.1.4. Any decision then made by the eligible councillors

9.1.5. Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval

9.1.6. The local government's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision

9.1.7. The name of each eligible councillor who voted on the matter and how each voted.

9.2. If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:

9.2.1. The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.

9.3. Where a decision has been made under clause 5 above – the minutes must include:

9.3.1. The decision and reasons for the decision, and

9.3.2. The name of each eligible councillor who voted, and how each eligible councillor voted.

10. Closed Meetings

10.1. A local government meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR or section s242J(3) of the COBR:

- 10.1.1. Appointment, dismissal, or discipline of the CEO or, in the case of Brisbane City Council only, also for senior executive employees
- 10.1.2. Industrial matters affecting employees
- 10.1.3. The local government's budget, which does not include the monthly financial statements
- 10.1.4. Rating concessions
- 10.1.5. 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
- 10.1.6. Matters that may directly affect the health and safety of an individual or a group of individuals
- 10.1.7. 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
- 10.1.8. Negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*
- 10.1.9. A matter that the local government is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State
- 10.1.10. A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.

10.2. A local government meeting, standing and advisory committee meetings cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the

matter by another person and the eligible councillors at the meeting must decide by resolution whether the councillor has a prescribed or declarable conflict of interest in the matter.

10.3. Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the local government meeting, and the local government must resolve to:

10.3.1. Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated:

10.3.2. Defer the matter to a later meeting when a quorum may be available

10.3.3. Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

10.4. None of the above will be considered, discussed, voted on or made during a closed session.

10.5. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA or section 173(3) of the COBA).

10.6. To take a matter into a closed session the local government must abide by the following:

10.6.1. Pass a resolution to close all or part of the meeting

10.6.2. The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered (see [clause10.1](#))

10.6.3. If it is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the councillors at the meeting may consider it necessary to take the issue into closed session must be stated.

10.6.4. Not make a resolution while in a closed meeting (other than a procedural resolution).

PROCEDURE

STANDING ORDERS & MEETING PROCEDURES

APPROVALS

PROCEDURE NUMBER	STAT-PRO-025	DOC. ID	3633305
DATE EFFECTIVE	24 April 2024		
PROCEDURE OWNER:	Chief Executive Officer		
APPROVED BY COUNCIL	Resolution No. 8692		
POLICY REFERENCE NUMBER	STAT-POL-043		

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DEFINITIONS

TERM	MEANING
CEO	Chief Executive Officer
LGA/Act	Means the <i>Local Government Act 2009</i>
COI	Conflict of Interest
IA	Independent Assessor

INTRODUCTION

These standing orders and meeting procedures apply to all meetings of Council and any standing [c](#)Committees.

STANDING ORDERS FOR COUNCIL MEETINGS INCLUDING STANDING COMMITTEES

1. Standing Orders

- 1.1 These standing orders apply to Local Government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2 A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.
- 1.3 Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT

2. Presiding Officer

- 2.1 The mayor will preside at a meeting of Local Government.
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 The Local Government will choose the chairperson for a committee meeting. This chairperson will normally preside over meetings of the committee.
- 2.5 If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillor's present will preside over the committee meeting.

- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. Order of Business

- 3.1 The order of business will be determined by resolution of the Local Government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.2 Unless otherwise altered, the order of business will be as follows:
- attendances;
 - apologies and granting of leaves of absence;
 - confirmation of minutes;
 - officers' reports.

Note: *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the Local Government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.*

4. Agendas

- 4.1 The agenda may contain:
- notice of meeting;
 - minutes of the previous meetings;
 - business arising out of previous meetings;
 - business which the mayor wishes to have considered at that meeting without notice;
 - matters of which notice has been given;
 - committees' reports referred to the meeting by the Chief Executive Officer (CEO);
 - officers' reports referred to the meeting by the CEO;
 - deputations and delegations from the community that are approved to attend;
 - any other business the council determines by resolution be included in the agenda.

- 4.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the Local Government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.
- 4.3 The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. The related reports for the Local Government meeting must also be included and available to the public excluding confidential reports.
- 4.4 Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

5. Petitions

- 5.1 Any petition presented to a meeting of the local government will:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures;
 - include the name and contact details of the principal petitioner (i.e. the key contact);
 - include the postcode of all petitioners; and
 - have the details of the specific request/matter appear on each page of the petition.
- 5.2 Where a councillor presents a petition to a meeting of the Local Government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- that the petition be received;
 - received and referred to a committee or officer for consideration and a report to the council, or
 - not be received because it is deemed invalid.
- 5.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

6. Deputations

- 6.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 6.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 6.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 6.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 6.5 The chairperson may terminate an address by a person in a deputation at any time where:

- the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting;
- the time period allowed for a deputation has expired; or
- the person uses insulting or offensive language or is derogatory towards councillors or others.

6.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

7. Public Participation at Meetings

- 7.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 7.2 In each Local Government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the Local Government during this period shall be at the absolute discretion of the Local Government.
- 7.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 7.4 For any matter arising from such an address, the Local Government may take the following actions:
- refer the matter to a committee;
 - deal with the matter immediately;
 - place the matter on notice for discussion at a future meeting;
 - note the matter and take no further action.
- 7.5 Any person addressing the Local Government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.
- 7.6 Any person who is considered by the local government or the mayor to be unsuitably dressed may be directed by the mayor or chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

8. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 8.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

- 8.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest.
- 8.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
- if it arises because of a gift, loan or contract, the value of the gift, loan or contract;
 - if it arises because of an application or submission, the subject of the application or submission;
 - the name of any entity other than the councillor that has an interest in the matter;
 - the nature of the councillor's relationship with the entity that has an interest in a matter;
 - details of the councillor's and any other entity's interest in the matter.
- 8.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 8.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

9. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 9.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest
- 9.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
- the nature of the declarable conflict of interest;
 - if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party to the councillor;
 - ii. the nature of the relationship of the related party to the councillor;

- iii. the nature of the related party's interest in the matter;
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person;
 - ii. the nature of the relationship of the other person to the councillor or related party;
 - iii. the nature of the other person's interest in the matter;
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 9.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 9.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 9.6 The other non-conflicted councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 9.7 In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.
- 9.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 9.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust?
 - how close or remote is the councillor's relationship to the related part?
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received?

- will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them?
 - how does the benefit or detriment the subject councillor stands to receive, compare to others in the community?
 - how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting?
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 9.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 9.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 9.12 In making the decision under 9.6 and 9.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 9.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

10. Reporting a suspected conflict of interest

- 10.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 10.2 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 10.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 10.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.

- 10.5 If the councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

11. Loss of Quorum

- 11.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
- delegate the consideration and decision on the matter, pursuant to section 257 of the *LGA*;
 - defer the matter to a later meeting;
 - not decide the matter and take no further action in relation to the matter.
- 11.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 11.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 11.4 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

12. Motions

12.1 Motion to be moved

- 12.1.1 —A councillor is required to ‘move’ a motion and then another councillor is required to ‘second’ the motion.
- 12.1.2 When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 12.1.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion.
- A motion brought before a meeting of the local government in accordance with the *LGA* or these standing orders will be received and put to the meeting by the chairperson.
 - The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The chairperson may refuse to accept a motion if it is not within the meeting’s jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.

- 12.1.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote occur.
- 12.1.5- Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

13. Absence of mover of motion

13.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:

- moved by another councillor at the meeting, or
- deferred to the next meeting.

14. Motion to be seconded

14.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded, with the exception of procedural motions.

15. Amendment of motion

- 15.1 An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 15.2 Where an amendment to a motion is before a meeting of the Local Government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 15.3 Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend that other motion.

16. Speaking to motions and amendments

- 16.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 16.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 16.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.
- 16.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.

- 16.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 16.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 16.7 In accordance with section 254H of the *Local Government Regulation 2012* (LGR), if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

17. Method of taking vote

- 17.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 17.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 17.3 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

Note: *If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.*

18. Withdrawing a motion

- 18.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

19. Repealing or amending resolutions

- 19.1 A resolution of the [Local Government Council](#) may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 19.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral will not be longer than three (3) months.

20. Procedural motions

- 20.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- that the question/motion be now put before the meeting;
- that the motion or amendment now before the meeting be adjourned;
- that the meeting proceeds to the next item of business;
- that the question lie on the table;
- a point of order;
- a motion of dissent against the chairperson's decision;
- that this report/document be tabled;
- to suspend the rule requiring that (insert requirement);
- that the meeting stands adjourned.

- 20.2 A procedural motion, that 'the question be put', may be moved and where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 20.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate will be adjourned. Where no date or time is specified:
- a further motion may be moved to specify a time or date; or
 - the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.
- 20.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the Local Government on the giving of notice in accordance with the standing orders.
- 20.5 A procedural motion that the question lie on the table, will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 20.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:
- has failed to comply with proper procedures;
 - is in contravention of the legislation; or
 - is beyond the jurisdiction power of the council meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

- 20.7 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Whereas a result of that ruling the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 20.8 The motion that this report/document be tabled may be used by a councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 20.9 A procedural motion, 'to suspend the rule requiring that....', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 20.10 A procedural motion, that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

21. Questions

- 21.1 A councillor may at the Local Government meeting ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting. A question will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 21.2 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 21.3 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

22. Meeting Conduct

22.1 Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the [Code of Conduct for Councillors](#). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 22.1.1 —The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 22.1.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 22.7.
- 22.1.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - apologising for their conduct;
 - withdrawing their comments.
- 22.1.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 22.1.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 22.1.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 22.1.7 If the councillor still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 22.3, the chairperson may make one or more of the orders below:
- an order reprimanding the councillor for the conduct;
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 22.1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 22.1.9 Following the completion of the meeting, the chairperson must ensure:

- details of any order issued is recorded in the minutes of the meeting;
- if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct;
- the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.

22.1.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 22.1, 22.7 and 22.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the [Office of the Independent Assessor \(OIA\)](#) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

23. General conduct during meetings

- 23.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 23.2 Councillors will speak to each other or about each other during the Local Government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 23.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 23.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

24. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.

The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the councillor has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in part 5 below.

For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.

24.1 If a councillor at the meeting reasonably believes that the conduct of the chairperson during the meeting is unsuitable meeting conduct, the councillor will raise the matter in the meeting by point of order.

24.2 The chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the councillor may move a motion that the chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is required). Councillors present, excluding the chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.

24.3 The chairperson has a declarable conflict of interest in the matter and must leave the place where the meeting is being held, including any area set aside for the public, during the debate and vote on the matter. If the chairperson wishes to remain in the meeting, the eligible councillors must make a decision and follow the procedures set out in part 5 below.

24.4 For the debate and vote on the motion, a councillor other than the councillor that moved the motion, is to act as the chairperson.

24.124.5 If the original chairperson remains in the meeting, on the condition that they will not vote on the matter as determined by the eligible councillors, they can put forward their reasoning about their conduct, and respond to questions through the chairperson from the eligible councillors.

24.224.6 The acting chairperson of the meeting will preside over the meeting while the councillors present at the meeting vote on whether the chairperson has engaged in unsuitable meeting conduct (the acting chairperson will have a casting vote on the resolution if required).

24.324.7 If it is decided that the chairperson has engaged in unsuitable meeting conduct the councillors can make an order reprimanding the chairperson for the conduct.

24.424.8 Once the councillors make a decision, the chairperson returns to the meeting (unless they have been permitted to remain in the meeting) and is informed of the decision by the acting chairperson.

24.524.9 The chairperson then resumes the role of chairperson, and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The Local Governments chief executive officer (CEO) is advised to ensure details of any order made is updated in the Local Government's councillor conduct register.

For conduct of a chairperson, at local government meetings that is part of a course of conduct leading to a reprimand order for unsuitable meeting conduct being made against the chairperson, on three occasions within a period of 12 months, the conduct that led to the orders being made, taken together, becomes a conduct breach.

If the conduct of a councillor, including a chairperson, at the meeting becomes a conduct breach; in accordance with section 150J of the LGA, and is a conduct breach under section 150K(2)(b) and (3) of the LGA, the Local Government is not required to notify the assessor about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. It may be dealt with at the next local government meeting.

25. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 22.9 dot point two of these documents.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the IA:

- 25.1 The council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR to discuss the allegation.
- 25.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor by the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 25.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the

conflict of interest under section 9. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.

- 25.4 The council must debate the issue and decide whether the accused councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the *LGA* or deferred to another date when a quorum will be present.
- 25.5 If a decision is reached that the accused councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 24.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 25.6 The council may order that no action be taken against the councillor or make one or more of the following:
- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;
 - an order reprimanding the councillor for the conduct;
 - an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;
 - an order that the councillor be excluded from a stated council meeting;
 - an order that the councillor is removed, or must resign, from a position representing the Local Government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee;
 - an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;
 - an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
- 25.7 A Local Government may not make an order that the councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a councillor.
- 25.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.
- 25.9 The chairperson must ensure the meeting minutes reflect the resolution made.

25.10 When a decision is made about a conduct breach matter at a Local Government meeting that is inconsistent with the recommendations provided in the investigation report, a statement of reasons for the inconsistency must be included in the minutes, and a copy of the investigation report must be made publicly available within 10 business days of the decision. (Redactions of complainants and witnesses' details must be made before publication unless they are councillors)

26. Disorder

26.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor. On resumption of the meeting, the chairperson will move a motion to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

ATTENDANCE AND NON-ATTENDANCE

27. Attendance of public and the media at meeting

27.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.

27.2 When the Local Government is sitting in closed session, the public and representatives of the media will be excluded.

28. Closed session

28.1 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:

- appointment, dismissal or discipline of the CEO;
- industrial matters affecting employees;
- the council's budget (this does not include the monthly financial statements);
- rating concessions;
- legal advice obtained by the council, including legal proceedings that may be taken by or against the council;
- matters that may directly affect the health and safety of an individual or a group of individuals;
- negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council;
- negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*;

- a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.

28.2 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

28.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must:

- delegate the matter;
- decide by resolution to defer to a later meeting;
- decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

28.4 To take a matter into a closed session the council must abide by the following:

- pass a resolution to close the meeting;
- the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered;
- if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated;
- not make a resolution while in a closed meeting (other than a procedural resolution).

29. Teleconferencing of meetings

29.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairperson may allow a councillor to participate in a council or committee meeting by teleconference.

Note: There is no legislative requirement for a resolution by council to allow a councillor to participate by teleconference meaning the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by teleconference.

29.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

MEETING PROCEDURES – CONDUCT AND CONFLICTS OF INTEREST

The purpose of the model meeting procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of council meetings, standing and advisory committee meetings as defined in the *Local Government Regulation 2012* (LGR). However, meeting procedures do not apply to meetings of the council's audit committee.

It is not intended that the meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to [chair meetings and](#) deal with the conduct of councillors, [conflict of interest of councillors, loss of quorum and closed-in](#) meetings.

BACKGROUND

As required under section 150F of the *Local Government Act 2009* (the LGA) this document sets out:

- [the process for the chairperson to lead and manage council meetings.](#)
- [the process for how a chairperson of a council meeting may deal with instances of unsuitable meeting conduct by councillors,](#) ~~and~~
- [the process of how the councillors at a council meeting may deal with instances of unsuitable meeting conduct by the chairperson.](#)
- the process for how suspected inappropriate conduct of a councillor referred to the ~~Local~~ [g](#)Government by the ~~Independent Assessor (IA)~~ is to be dealt with at a council meeting.
- the processes for dealing with COI arising during a council meeting and recording the COI in the minutes of the meeting,
- the process for dealing with a loss of quorum due to the number of councillors with a COI, and
- procedures for closing council meetings to the public.

1. Process for the Chairperson

This clause applies to local council meetings, and council committee meetings. For the purposes of this clause local government meetings are ordinary and special meetings. This section does not apply to Brisbane City Council where the Chair of Council, elected by councillors, presides over each BCC meeting.

Under section 12(4) of the LGA the mayor has extra responsibilities in addition to those which all councillors have. The mayor is the chairperson, leading and managing local government meetings, including managing the conduct of participants at the meeting. The mayor may delegate another councillor to perform the mayor's extra responsibilities including acting as chairperson when the mayor is absent or temporarily incapacitated. Alternatively, if the mayor has not delegated a councillor to undertake responsibilities as chairperson, under the provisions of section 165 of the LGA, the deputy mayor acts for the mayor during the absence or temporary incapacity or when the office of mayor is vacant.

- 1.1 The mayor will be the chairperson at a council meeting at which the mayor is present.
- 1.2. If the mayor is absent from a council meeting, the meeting will be chaired by the councillor to whom the mayor has delegated their responsibility to chair the meeting.
- 1.3. If the mayor is absent or unavailable to chair the meeting, and has not delegated another councillor to do so, the deputy mayor will be the chairperson.
- 1.4. If the office of mayor becomes vacant the deputy mayor acts as mayor and chairperson of the council meetings
- 1.5. If the mayor and the deputy mayor are both prevented from chairing the meeting because of absence or temporary incapacitation, and no other councillor has been delegated the responsibility or appointed to act as chairperson, the council may by resolution appoint one of the councillors present at the meeting to act as chairperson for the duration of the meeting.
- 1.6. The council may appoint the chairperson for a committee. This chairperson will preside over meetings of the committee. The mayor is a member of each standing committee but not necessarily a member of every advisory committee. The mayor is not necessarily the chairperson of committee meetings.
- 1.7. If the chairperson of a committee is absent or unavailable to chair, another councillor who is chosen by the councillors present, will be chairperson of the committee meeting.
- 1.8. Before proceeding with the business of the council meeting, the chairperson at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the council

Note: Section 12 of the LGA does not prescribe that other councillors have the responsibility of chairing local government meetings. Other councillors cannot assume the chairperson role except when they are delegated by the mayor to perform the extra responsibilities of a mayor or a resolution has been passed by the councillors present to select a councillor to act as chairperson of a particular meeting, because the mayor, a delegated councillor and the deputy mayor are unavailable.. The provision for the mayor to delegate the responsibility to be chairperson to another councillor caters for the possibility that the mayor will not be the chairperson of a particular council meeting because the mayor has, for example, a conflict of interest in a matter, or will be absent or incapacitated for that meeting.

2. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the [Code of Conduct for Councillors](#). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 2.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 2.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, [the chairperson can make an order in relation to the conduct under 2.7 below, proceed to step 1.7.](#)
- 2.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial action such as:
 - 2.3.1 [Ce](#)asing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - 2.3.2 [A](#)ppologising for their conduct;
 - 2.3.3 [W](#)ithdrawing their comments.
- 2.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 2.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order being issued.
- 2.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 2.7 If the councillor continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 1.53, the chairperson may make one or more of the orders below:
 - 2.7.1 [A](#)n order reprimanding the councillor for the conduct;
 - 2.7.2 [A](#)n order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 2.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- ~~2.9 Following the completion of the meeting, the chairperson must ensure:~~
 - ~~2.9.1 details of any order issued is recorded in the minutes of the meeting;~~
 - ~~2.9.2 if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct;~~

~~2.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.~~

~~2.9.10~~ Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts ~~12.1~~, ~~12.7~~ and ~~12.8~~ above.

2.10. Following the completion of the meeting, the chairperson must ensure the minutes of the meeting record the information about unsuitable meeting conduct (see note):

Note: Details of any order issued must be recorded in the minutes of the meeting. The council's CEO is advised to ensure details of any order made is updated in the council's councillor conduct register. If it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next council meeting as a conduct breach. The local government is not required to notify the IA about the conduct; and may deal with the conduct under section 150AG as if an investigation had been conducted. Chairpersons of a meeting are carrying out a statutory responsibility under the LGA and City of Brisbane Act 2010 (COBA) to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.

3. Meeting ~~P~~rocedureess for ~~D~~ealing with ~~S~~uspected inappropriate ~~C~~onduct ~~B~~reach including ~~that~~ which has been referred to a Local Government by the IA

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to Local Government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 1.9.2 of this document. Under chapter 5A, part 3, division 3A of the LGA, the IA must make a preliminary assessment and consider dismissing a complaint, notice or information before taking other action if satisfied that particular circumstances apply. If the IA assesses that a matter is a suspected conduct breach it must refer the matter to the local government. The IA refers the councillor's suspected conduct breach to the local government by giving a referral notice.

In either case, the council must complete an investigation into the alleged conduct:

- consistent with any recommendations from the IA; and
- consistent with the council's investigation policy; or
- in another way decided by resolution of the council.

~~After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct, unless it has delegated responsibility for this decision under section 257 of the LGA or section 238 of the COBA.~~

~~When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:~~

Note: Conduct breach is conduct that contravenes a behavioural standard of the code of conduct for councillors, or a policy, procedure or resolution of the council; or the conduct contravenes an order of the chairperson of a council meeting for the councillor to leave and stay away from the place at which the meeting is being held; or an instance of a suspected conduct breach that may arise from circumstances described in the above Note at end of clause 2. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting, in this document.

3.1. In relation to matters referred by the IA to the local government, the local government may decide not to start or discontinue an investigation if the complainant withdraws the complaint, or consents to the investigation not starting or discontinuing, or the complainant does not provide extra information when requested, or there is insufficient information to investigate the complaint, or the councillor vacates or has vacated their office as a councillor.

Note: The councils investigation must be conducted in a way that is consistent with the council's investigation policy. An investigation report must be prepared to assist the councillors in deciding on the outcome under section 150AG of the LGA. Before debating a matter to decide on the outcome, a summary investigation report (with redactions) must be prepared and made publicly available under section 150AFA of the LGA on or before the day and time prescribed by regulation. However, this section does not apply in relation to a decision by the Establishment and Coordination Committee under the COBA.

3.2. The council must decide in a council meeting, whether the councillor has engaged in a conduct breach. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a), or to a standing committee section 257(2)(b) of the LGA or section 238(2)(a), (b) or (c) of the COBA.

3.3. When dealing with an instance of a suspected conduct breach which has been referred to a local government by the IA:

3.3.1. The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by deciding the outcome of an investigation of a suspected conduct breach in an open meeting of the council. However, where the matter requires debate a council may close all or part of a meeting to the public, if considered necessary, to discuss an investigation report under the CBR section 242J, or the LGR section 254J.

3.3.2. No resolution for a decision can be made in the closed session. The matter must be decided in an open session of the meeting or at a later meeting.

3.3.3. Where a council makes a decision about a conduct breach matter at a council meeting that is inconsistent with a recommendation made about that matter in an investigation report, a statement of the reasons for the inconsistency must be included in the minutes of the meeting under CBR section 242H and the LGR section 254H.

3.3.4. The subject councillor has a declarable conflict of interest in the matter and must declare the conflict of interest. The eligible councillors at the meeting can decide by resolution that the subject councillor may remain in the meeting (unless they decide otherwise), during the

debate about the investigation report and may answer questions put to the subject councillor through the chairperson in relation to the evidence or written submission provided by the councillor to the local government.

3.3.5. The subject councillor who has a declarable conflict must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have engaged in a conduct breach and what, if any, penalty to impose if the councillor is found to have engaged in a conduct breach.

3.3.6. If the complainant is a councillor, that councillor has a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in clause 5. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other eligible councillors (do not have a COI in the matter) must decide how to deal with the conflict of interest under clause 5. The complainant councillor can be ordered to leave the meeting place, or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.

3.3.7. After making a decision under section 150AG of the LGA, the council must make the full investigation report, publicly available within 10 business days after the decision is made, with redactions of the name of the complainant and any witnesses but including the name of a councillor or the CEO of the council if they were complainants, and any councillor who declared a COI in the matter.

3.4. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:

3.4.1. Delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, or under section 238 of the COBA, to the mayor or the Establishment and Coordination Committee, or a standing committee, whichever is the most appropriate in the circumstances or

3.4.2. Decide, by resolution, to defer the matter to a later meeting or

3.4.3. Decide, by resolution, not to decide the matter and take no further action in relation to the matter unless this Act or another Act provides that the local government must decide the matter.

Note: A council cannot decide to take no further action on a decision about a conduct matter because a decision is required under the LGA. In order to reach a decision when a loss of quorum has occurred, the matter can be deferred to a later meeting when a quorum can be maintained, or the conflicted councillors may apply to the Minister for permission to participate in the decision.

The council should establish a standing committee under section 264 of the LGR to deal with decisions about conduct breach matters that must be delegated. The standing committee must be in existence before receiving the referral notice from the IA, in circumstances where there is no quorum to decide a matter

under sections 150AEA or 150AG of the LGA due to conflicts of interest. The standing committee will decide about matters relating to the mayor's conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision making member of a standing committee dealing with decisions about the mayor's conduct because of the mayor's conflict of interest in the matter. The eligible councillors who are members of the committee will decide the matter.

3.5. If it is decided that the subject councillor has engaged in a conduct breach, then the councillors must decide what penalty or penalties from the orders detailed in clause 4.6, if any, to impose on the councillor. In deciding what penalty to impose the council may consider any previous conduct breach of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

3.6. The council may order that no action be taken against the councillor or make one or more of the following:

3.6.1. An order that the councillor make a public apology, in the way decided by the council

3.6.2. An order reprimanding the councillor for the conduct breach

3.6.3. An order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense

3.6.4. An order that the councillor be excluded from a stated council meeting

3.6.5. An order that the councillor is removed, or must resign, from a position representing the council, other than the office of councillor, (for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee)

3.6.6. An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct

3.6.7. An order that the councillor reimburse the council for all or some of the costs arising from the councillor's conduct breach.

3.6.8. Council may not make an order in relation to a person who has vacated their office as a councillor.

3.7. The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the decision made by the council and if relevant any orders made by resolution.

4.8. The minutes of the meeting must reflect the decision and any orders made. A notice must be given to the IA as soon as practicable about the decision and the reasons for the decision and if an order is made under section 150AH the details of the order.

~~3.1 The council must be consistent with the Local Government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the~~

~~complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR or section 242J of the COBR to discuss the allegation.~~

- ~~3.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairperson to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.~~
- ~~3.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.~~
- ~~3.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA or deferred to another date when a quorum will be present.~~
- ~~3.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.~~
- ~~3.6 The council may order that no action be taken against the councillor or make one or more of the following:~~
- ~~3.6.1 an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct;~~
 - ~~3.6.2 an order reprimanding the councillor for the conduct;~~
 - ~~3.6.3 an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;~~
 - ~~3.6.4 an order that the councillor be excluded from a stated council meeting;~~
 - ~~3.6.5 an order that the councillor is removed, or must resign, from a position representing the Local Government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the Local Government on a state board or committee;~~

~~3.6.6 an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;~~

~~3.6.7 an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.~~

~~3.7 A Local Government may not make an order under 3.6.3; 3.6.4; 3.6.5; 3.6.6 in relation to a person who is no longer a councillor.~~

~~3.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.~~

~~3.9 The chairperson must ensure the meeting minutes reflect the resolution made.~~

4. Prescribed conflict of interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

4.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.

4.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.

4.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:

4.3.1. If it arises because of a gift, loan or contract, the value of the gift, loan or contract

4.3.2. If it arises because of an application for which a submission has been made, the matters the subject of the application and submission

4.3.3 ~~T~~he name of any entity, other than the councillor, that has an interest in the matter;

4.3.4 ~~T~~he nature of the councillor's relationship with the entity that has an interest in a matter;

4.3.5 ~~D~~etails of the councillor's and any other entity's interest in the matter.

4.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.

4.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

5. Declarable conflict of interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that is

contrary to the public interest (other than [the interests prescribed under section 150EO of the LGA and section 177L of the COB, and](#) ordinary business matters [prescribed in section 150EF of the LGA and section 177C of the COBA](#)).

5.1 A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA or Section 177T of COBA applies.

5.2 When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

5.2.14 A councillor who has notified the chief executive officer [in writing](#) of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting [at the time when the matter is to be discussed](#).

5.2.2v A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.

5.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:

5.3.1 [the nature of the declarable conflict of interest;](#)

5.3.2 if it arises because of the councillor's relationship with a related party:

- i. the name of the related party to the councillor;
- ii. the nature of the relationship of the related party to the councillor;
- iii. the nature of the related party's interest in the matter;

5.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:

- i. the name of the other person;
- ii. the nature of the relationship of the other person to the councillor or related party;
- iii. the nature of the other person's interest in the matter;
- iv. the value of the gift or loan and the date the gift or loan was made.

5.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.

5.4.15 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.

5.4.26 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter,

or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.

5.4.37 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.

5.58 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.

5.96 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:

5.69.1 How does the inclusion of the councillor in the deliberation affect the public trust;

5.69.2 How close or remote is the councillor's relationship to the related party;

5.69.3 If the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received;

5.69.4 Will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them;

5.69.5 How does the benefit or detriment the subject councillor stands to receive compare to others in the community;

5.69.6 How does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting;

5.69.7 Whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.

5.740 If the ~~non-conflicted~~eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.

5.811 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being

discussed. If the ~~non-conflicted~~ eligible councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.

- 5.942 In making the decision about the councillor's conflict of interest in a matter under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 5.103 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in section 150EV of the LGA or section 177S of the COBA.

6. Reporting a suspected conflict of interest

- 6.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairperson of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 6.2 The chairperson should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 6.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 6.4 The ~~non-conflicted~~ eligible councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 6.5 If the councillors cannot reach a majority decision about the conflict of interest, or the subject councillor's participation in the matter despite a declarable conflict of interest, then they are taken to have determined that the councillor must leave and stay away from the place where the meeting is being held while the eligible councillors discuss and vote on the matter. This decision will continue to apply in relation to all subsequent decisions about the same matter, where the ~~has a declarable~~ conflict of interest remains unchanged.
- 6.6. If the belief or suspicion of a COI relates to more than one councillor. Clause 5 of these procedures must be complied with in relation to each councillor separately.

7. Loss of quorum

- 7.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
- 7.1.1 ~~Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA; or~~
 - 7.1.2 ~~Defer the matter to a later meeting; or~~
 - 7.1.3 ~~Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the council must decide the matter.~~
- ~~All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.~~
- 7.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 7.3. The council must not delegate a power that an Act says must be decided by resolution of the local government under section 257(3) of the LGA or section 238(3) of the COBA.
- 7.4. The council may by resolution delegate a power under section 257 of the LGA or section 238 of the COBA to:
- 7.4.1. The mayor or chief executive officer, or
 - 7.4.2. A standing committee, or joint committee of the local government, or
 - 7.4.3. The chairperson of a standing committee or joint standing committee of the council, or
 - 7.4.4. Another local government for a joint government activity.
- 7.5. The council may only delegate a power to make a decision about a councillors conduct under section 150AE or 150AG of the LGA pursuant to section 257(2) of the LGA, to:
- 7.5.1. The mayor or
 - 7.5.2. A standing committee
 - 7.5.3. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.
- 7.6. A council may only delegate a power to make a decision about a councillor's conduct pursuant to section 238(2) of the COBA, to:
- 7.6.1. The mayor, or
 - 7.6.2. The Establishment and Coordination Committee, or
 - 7.6.3. A standing committee of the local government. If it is a decision about the conduct of the mayor, the decision must be delegated to a standing committee.

- 7.3 ~~If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider~~The Minister for Local Government may, by signed notice give approval for a conflicted councillor to participate in deciding a matter in a meeting including being present for the discussion and vote on the matter, if there is a loss of quorum and deciding the matter cannot be delegated, subject to any conditions the Minister ~~for Local Government~~ may impose.

Note: Refer to note under item 3.4.

8. Recording prescribed and declarable conflicts of interest

- 8.1 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:
- 8.1.1 ~~T~~he name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest;
 - 8.1.2 ~~T~~he particulars of the prescribed or declarable conflict of interest provided by the councillor;
 - 8.1.3 ~~T~~he actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest;
 - 8.1.4 ~~A~~ny decision then made by the eligible councillors;
 - 8.1.5 ~~W~~hether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval;
 - 8.1.6 ~~T~~he council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision;
 - 8.1.7 ~~T~~he name of each councillor who voted on the matter and how each voted;
- 8.2 If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
- 8.2.1 ~~, T~~he name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted;
- 8.3 ~~W~~here a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

9. Closed meetings

- 9.1 Council meetings, standing and advisory committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters to section 254J(3) of the LGR or section s242J(3) of the COBR:

- 9.1.1 ~~a~~Appointment, dismissal or discipline of the CEO or, in the case of Brisbane City Council only, for senior executive employees;
- 9.1.2 ~~I~~Industrial matters affecting employees;
- 9.1.3 ~~T~~he council's budget (this does not include the monthly financial statements);
- 9.1.4 ~~R~~ating concessions;
- 9.1.5 ~~L~~egal advice obtained by the council, including legal proceedings that may be taken by or against the council;
- 9.1.6 ~~M~~matters that may directly affect the health and safety of an individual or a group of individuals;
- 9.1.7 ~~N~~egotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council;
- 9.1.8 ~~a~~Negotiations relating to the taking of land by the council under the Acquisition of Land Act 1967;
- 9.1.9 ~~a~~A matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.
- 9.1.10 A matter relating to the consideration of an investigation report for an investigation of a conduct breach given to the local government under the LGA chapter 5A, part 3, division 5.

9.2 A council meeting, standing and advisory committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.

9.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;

9.3.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA unless the matter cannot be delegated;

9.2.2 Defer the matter to a later meeting when a quorum may be available

9.2.3 Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.

~~delegate the matter;~~

~~decide by resolution to defer to a later meeting;~~

~~decide by resolution to take no further action on the matter.~~

9.4 None of the above will be considered, discussed, voted on or made during a closed session.

9.5 If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting ([a failure to do so could be a contravention of section 171\(3\) of the LGA or section 173\(3\) of the COBA](#)):-

9.6 To take a matter into a closed session the council must abide by the following:

9.6.1 Pass a resolution to close the meeting.

9.6.2 The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered ([see section 10.1](#)).

9.6.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.

9.6.4 Not make a resolution while in a closed meeting (other than a procedural resolution).

10. Teleconferencing meetings

10.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairperson may allow a councillor to participate in a council meeting, standing or advisory committee meeting by teleconference.

Note: *There is no legislative requirement for a resolution by council to allow a councillor to participate by teleconference meaning the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by teleconference.*

10.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

REFERENCES AND RELATED DOCUMENTS

- Local Government Act 2009
- Local Government Regulation 2012
- [Code of Conduct for Councillors](#) in Queensland (Department of State Development and Infrastructure)
- [Councillor conduct examples for Queensland Local Governments](#) (Department of State Development and Infrastructure)

DOCUMENT ID/NAME

ID	NAME
STAT-POL-043	Conduct of Council Meetings Policy

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Tricia Hughes

AUTHOR POSITION

Coordinator Executive Support – Office of the CEO

9.15

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
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, Middlesmount – 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
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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
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
Tuesday 8 April 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
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Tuesday 7 October 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 11 November 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

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
Tuesday 11 March 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Tuesday 8 April 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
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Tuesday 11 November 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE

E&I STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Wednesday 12 February 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 12 March 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
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Wednesday 12 November 2025	9.30am	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room

WATER AND WASTE STANDING COMMITTEE

W&W STANDING COMMITTEE MEETING DATE	TIME	LOCATION
Wednesday 12 February 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 12 March 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
Wednesday 9 April 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah – Chamber Room
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Wednesday 12 November 2025	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

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Wednesday 17 December 2025	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

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

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ENGINEERING AND INFRASTRUCTURE STANDING COMMITTEE

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WATER AND WASTE STANDING COMMITTEE

Wednesday 12 February 2025	1.00pm	Isaac Regional Council, Batchelor Parade, Moranbah Chamber Room
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			Carried

BACKGROUND

Ordinary Meetings are the principal decision-making forum for a local government. Standing Committee Meetings are a forum for Councillors to receive key operational updates from Executive Staff and to provide recommendations to Council strategic matters.

Councils must meet at least once a month. Local governments must publish, at least once a year, details of the days and times of both the ordinary meetings of the local government and any standing committees. The details must be published on the local government's website and in a newspaper circulating in the area.

Isaac Regional Council follows a set monthly meeting schedule as follows:

Day and Week of Month	Details/Schedule
1 st Wednesday of each Month (Week 1)	Board Meetings <i>*Other days in Week 1 can be used for Bi-Annual Industry Meetings, External Stakeholder Meetings or Advisory Committees and Working Group Meetings</i>
2 nd Tuesday and Wednesday of each Month (Week 2)	Standing Committee Meetings <ul style="list-style-type: none"> CGFS 2nd Tuesday of each month from 9.30am to 12.30pm PECS 2nd Tuesday of each month from 1.00pm to 4.00pm

	<ul style="list-style-type: none"> E&I 2nd Wednesday of each month from 9.30am to 12.30pm W&W 2nd Wednesday of each month from 1.00pm to 4.00pm <p><i>Note: Standing Committee Agendas will be distributed to Councils by COB 1st Friday of each month</i></p> <p><i>Please note that no Standing Committee Meetings will be held in January and December each year due to Christmas and New Year Leave commitments.</i></p>
3rd Wednesday of each Month (Week 3)	Councillor Workshops and Presentation Days (<i>only to be held if required</i>) with the exception of June due to the Ordinary Meeting being moved forward to the 3 rd Wednesday in June.
4th Wednesday of each Month (Week 4)	<p>Ordinary Meetings will be held on the 4th Wednesday of each month with the exception of the May Ordinary Meeting which will be held on the 4th Tuesday of the month to coincide with the Clermont Show and to keep clear of the Show Day Public Holiday which is on the 4th Wednesday in May. The above meeting schedule proposes that the June Ordinary Meeting be held on Wednesday 18 June (3rd Wednesday) this is due to the Australia Local government Association holding the National General Assembly on the 4th Wednesday in June.</p> <p>Meetings will be held at Council offices that have Council Chambers or Board Rooms to ensure that adequate Video Conferencing and Facilities are available.</p> <p><i>Note: Ordinary Meeting Agendas will be distributed to Councils by COB 3rd Friday of each month</i></p> <p>Note that Community Engagement in other Isaac locations will be held and a separate report to Council will be provided on this matter.</p>
5th Wednesday of each Month (Week 5)	Bi-Annual Industry Meetings, External Stakeholder Meetings or Advisory Committees and Working Group Meetings

Please note that other meetings and commitments may arise throughout the year and every effort is made to schedule these commitments into calendars at a date and time that is convenient to the majority. The above schedule may change from time to time as required.

IMPLICATIONS

Costs for Ordinary Meetings of Council and Standing Committee Meetings are included in the budget of the Office of the Chief Executive Officer.

CONSULTATION

Chief Executive Officer
Office of the Chief Executive Officer
Mayor Kelly Vea Vea
Deputy Mayor Jane Pickels

BASIS FOR RECOMMENDATION

Providing transparent and quality decision making.

ACTION ACCOUNTABILITY

- Office of the Chief Executive Officer and Communications Team to advertise meeting dates, times and locations as per legislative requirements.
- Office of the Chief Executive Officer to send out calendar invitations for the entire meeting schedule.

KEY MESSAGES

Providing transparent and quality decision making.

Report prepared by: TRICIA HUGHES Coordinator Executive Support Date: 15 November 2024	Report authorised by: CALE DENDLE Chief Executive Officer Date: 15 November 2024
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Section 257 and 277 of the *Local Government Regulation 2012* under the *Local Government Act 2009* the following applies.

Local Government Regulation 2012
Chapter 8 Administration
Part 2 Local government meetings and committees

257 Frequency and place of meetings

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.
- (3) All meetings of a local government are to be held—
 - (a) at 1 of the local government's public offices; or

- (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

277 Public notice of meetings

- (1) A local government must, at least once in each year, publish a notice of the days and times when—
 - (a) its ordinary meetings will be held; and
 - (b) the ordinary meetings of its standing committees will be held.
- (2) The notice mentioned in subsection (1) must be published—
 - (a) in a newspaper circulating generally in the local government's area; and
 - (b) on the local government's website.
- (3) The local government must display in a conspicuous place in its public office a notice of the days and times when—
 - (a) its meetings will be held; and
 - (b) meetings of its committees will be held.

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Darren Fettell

AUTHOR POSITION

Director Corporate, Governance and Financial Services

9.16

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

DIRECTOR UPDATE

Training and update of disaster management training through final review of Local Disaster Management Plan and endorsement through Local Disaster Management Group. Participation also undertaken in workshop around state disaster management plan and Prevention, Preparedness, Response and Recovery Disaster Management guidelines. Also attended at Coordinating Teams Operating in Disaster Masterclass.

Recruitment also progressing with preferred candidates for Manager Financial Services and Manager Governance and Corporate Services. Interviews also undertaken for Manager Strategic Assets.

CONTRACTS AND PROCUREMENT

In the past month, notable achievements included exploring Vendor Panel's multiparty evaluation, finalising the panel evaluation and recommendation for plant hire, and completing the cleanup of the St Lawrence Store, while reorganizing the Clermont Store and conducting procurement training progressed smoothly. Looking ahead, key priorities include implementing Tech1 CiA SCM, updating contract templates to meet new legislation, and planning procurement activities around the holiday season. Ongoing initiatives involve aligning record-keeping practices, introducing revision dates for Council resolutions, organizing 'Meet the Buyer' sessions, and refining trade services panel arrangements.

As requested by the Committee please see below Local Preference Data:

01/10/2024 – 31/10/2024	OCEO	CGFS	E & I	W & W	PECS
Awarded Tenders	0	0	1	0	0
Active Tenders	0	3	6	2	2
In progress Tenders	0	4	8	4	9
Awarded RFQ's	0	1	2	2	4
Active RFQ's	1	1	9	3	7
In progress RFQ's	0	0	8	7	13
Active - out to market or under evaluation In Progress - specification under development					

Awarded Purchase Order Value by Region – (01/10/2024 – 31/10/2024)				
Region	<\$5k	\$5k to \$15k	\$15k to \$200k	>\$200k
Local	\$ 270,272.88	\$ 46,074.05	\$ 105,944.74	\$ -
Neighbouring	\$ 187,673.88	\$ 142,020.42	\$ 365,933.21	\$ 2,036,394.25
QLD	\$ 261,300.44	\$ 343,750.09	\$ 1,086,311.93	\$ 3,678,354.44
Interstate	\$ 7,542.67	\$ 19,716.00	\$ -	\$ -
Grand Total	\$ 726,789.86	\$ 551,560.56	\$ 1,558,189.88	\$ 5,714,748.69

Number of Purchase Orders by Region – (01/10/2024 – 31/10/2024)				
Region	<\$5k	\$5k to \$15k	\$15k to \$200k	>\$200k
Local	215	6	2	
Neighbouring	165	17	7	5
QLD	180	35	18	2
Interstate	5	3		

Grand Total	565	61	27	7
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Purchase Requisitions Released		
Month of: (01/10/24 – 31/10/24)		October 2024
Value of Purchase Requisitions processed		\$ 9,768,347.76
No. Purchase Requisitions Released		665
Requisitions Suspended		6
Exceptions Raised	21	\$ 1,703,329.91
PM inspectorate services (LB312)		\$1,000,000.00
Engineering Consultancy (LB312)		\$ 139,090.91
Software Licencing (LB308)		\$ 95,014.39
Variations Raised	12	-\$ 178,778.39
Win, Crush and Screen Gravel - 2024-25		-\$ 285,979.10
Bathroom Reconstruction - 3 Playfair Clermont		\$ 20,894.72
Moranbah Landfill Rehab		\$ 20,508.29

FINANCIAL SERVICES

October saw the finalisation of the 2023/2024 FY audit for Isaac Regional Council in addition to grant funded audits (LRCI Phases 3 & 4 and Roads to Recovery). The due date for the 1st issuance of rates for the 24/25 FY also occurred keeping the rates team busy attending to enquiries. The proposed timeline for the 2025/2026 budget was developed with budget pack / process refresher courses held for Directorates. Progression on sale of land for unpaid rates is continuing, with finalisation of the listing of ratepayers in arrears over 3 years with no payment plan in place. Various external reporting was finalised in October (ABS return, Department of Communities and Community Housing Annual Financial Return). Interviews were also held for a trainee to commence in January 2025 with a preferred candidate selected.

STRATEGIC ASSET MANAGEMENT

The Project Accountability Gateway (PAG) Flowchart has been updated for 2024/25 to align with the budget calendar, with minor revisions to Gateway "0" forms for Capital Works programs, while Gateway "1,2" Capital Proposal Assessment Forms are under review. Drafts for the 2022 Asset Condition Assessment and Management Plan (ACAMP) are complete, and initial discussions for AMP2025 have begun, incorporating corporate strategy updates. The Draft AMP for Economy and Prosperity has been presented for review, with data updates in progress for Cemetery and Aquatic Services asset classes. The Operational Asset Review (OAR) is also advancing, covering IRC drainage, stormwater, culverts, floodways, and Water and Wastewater assets, along with a review of TechnologyOne Work Systems to align with OAR assets.

GOVERNANCE AND CORPORATE SERVICES

The Governance team has continued its review of all delegation registers, with amendments and additions to the Financial Delegation Register set to be presented to the CEO for consideration. They are also working closely with BMC to produce the draft 2023/2024 Annual Report. Additionally, the team attended the LGMA Governance Forum in Mackay on 30 and 31 October 2024.

SAFETY AND RESILIENCE

Safety & Resilience

The Safety and Resilience team has been actively reviewing and updating site-based risk assessments in collaboration with relevant departments. The Senior Safety Resilience Partner supported IMS inspections at the Nebo Water and Wastewater Treatment Plants, as well as completing blanket drug and alcohol testing for the Clermont Administration and Library staff. The team is also continuing to review system documentation and held a meeting in Clermont to assess the progress of the improvement plan.

Wellbeing & Resilience

The Wellbeing and Resilience team continued to manage cases related to both work and non-work injuries and extended the Wellbeing and Return to Work Support tender for an additional 12 months. Team members attended the Work Well Conference, gaining valuable insights into future wellness and rehabilitation practices. Documentation updates are also underway to better reflect Wellbeing and Resilience processes.

Disaster & Emergency Resilience

The Disaster Management team continued training efforts, delivering Queensland Disaster Management Arrangements (QDMA) and Recovery modules to Local Disaster Coordination Centre staff and Local Disaster Management Group (LDMG) members. An LDMG meeting was held on 31 October, during which the annual review of the Local Disaster Management Plan was finalized and endorsed. Additionally, team members attended the Disaster Management Masterclass series focused on coordinating teams in disaster scenarios.

In addition, a presentation on Disaster Management will be provided after the committee meeting, time permitting.

INFORMATION SOLUTIONS

Whilst maintaining business as usual operations, the following has progressed:

ICT Team

Progression of cyber security tool to manage risk as outlined in the relevant ISO Standard and the Essential 8 criteria. This will also enable gap analysis to be undertaken and an improvement plan developed.

Records Team

Undertook review as part of records management internal audit to be presented at November Audit & Risk Committee meeting.

Systems Team

Management of staff leave whilst also gathering and providing performance issue evidence to TechOne on behalf of major TechOne users.

Report prepared by: DARREN FETTELL Director Corporate, Governance and Financial Services Date: 8 November 2024	Report authorised by: CALE DENDLE Chief Executive Officer Date: 11 November 2024
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Trudi Liekefett

AUTHOR POSITION

Acting Manager People and Capability

9.17

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

BACKGROUND

HIGHLIGHTS:

IRC Certified Agreement 2023 Training

The People and Capability department, in collaboration with the Joint Consultative Committee (JCC), successfully delivered the Certified Agreement 2023 training across twelve sessions within the region from October 8, 2024, to October 14, 2024. The sessions were highly informative and interactive, fostering positive awareness among employees. The uptake was very positive, reflecting the value and effectiveness of the training provided.

Research Higher Degree (RHD)

The People and Capability department engaged an RHD student under an agreement with Central Queensland University (CQU) in September 2024, with the placement commencing in October. The CQU RHD Program offers candidates the opportunity to engage in research and development activities related to their studies. This initiative aims to provide the candidate with relevant professional training and skills within a practice-based setting, while allowing the industry partner to benefit from expertise, research outcomes, and/or research outputs on an agreed topic. The RHD candidate will conduct workforce planning research over a six-month, part-time placement, fully funded by CQU.

2025 Apprentice and Trainee Recruitment

The People and Capability team commenced the recruitment process in October 2024 for the January 2025 intake of the Apprentice and Trainee Program. The anticipated induction date for our apprentices and trainees will be 20 January 2025. This program aims to attract individuals to fill five positions: Trainee Administration Officer – Liveability and Sustainability, Trainee Administration Officer – Community Education and Compliance, Trainee ICT Officer, Trainee Water and Wastewater Operator, and Trainee Finance Officer. These roles offer opportunities for professional growth and development, providing candidates with valuable skills and experience. Additionally, the program supports our communities by fostering local talent and contributing to the region's economic and social development.

Learning & Development Village Exchange

Our Learning and Development (L&D) team co-hosted another successful village exchange, where discussions centred around onboarding, online learning, and how councils manage employees who do not attend training.

The University of Queensland - Research

Isaac Regional Council has partnered with researchers at the University of Queensland on their Australian Research Council project, which focuses on the factors influencing employees' attitudes and experiences in the workplace. Thirty-nine council employees aged 55 and over responded to the call-out, and we look forward to the report findings.

RECRUITMENT AND ONBOARDING UPDATE:

The P&C team successfully recruited and onboarded ten (10) new and existing employees for the month of October 2024:

Directorate	Position Title	Work Location
Corporate, Governance & Financial Services	Insurance and Finance Officer	St Lawrence
Engineering & Infrastructure	Truck Driver	Clermont
Engineering & Infrastructure	Plant Operator	St Lawrence
Engineering & Infrastructure	Water Truck (Grader Crew)	Clermont
Engineering & Infrastructure	Plant Operator	Dysart
Engineering & Infrastructure	Apprentice Painter/Decorator	Moranbah
Planning Environment & Community Services	Program Leader - Economic Development	Moranbah
Planning Environment & Community Services	Administration Officer	St Lawrence
Planning Environment & Community Services	Program Leader Community Events and Activation	Moranbah
Planning Environment & Community Services	Frontline Service Officer	Moranbah

PEOPLE AND CAPABILITY

There were seven (7) employee separations for the month of October 2024:

Directorate	Position Title	Work Location
Engineering & Infrastructure	Grader Operator	Dysart
Engineering & Infrastructure	Cleaner	Nebo
Planning Environment & Community Services	Departmental Administration Officer - CF	Moranbah
Engineering & Infrastructure	Mobile Mechanical Fitter	Moranbah
Corporate, Governance & Financial Services	Safety and Resilience Partner	Middlemount
Engineering & Infrastructure	Mobile Mechanical Fitter	Moranbah
Water & Waste	Plumber	Moranbah

PEOPLE AND CAPABILITY LEARNING & DEVELOPMENT UPDATE:

Figure 1.0 Estimated Data - Employee Training October 2024

Directorate	OCEO	E&I	PECS	W&W	CGFS
Number of Employees - October 2024	7	4	8	8	4

Training by Directorate - October 2025

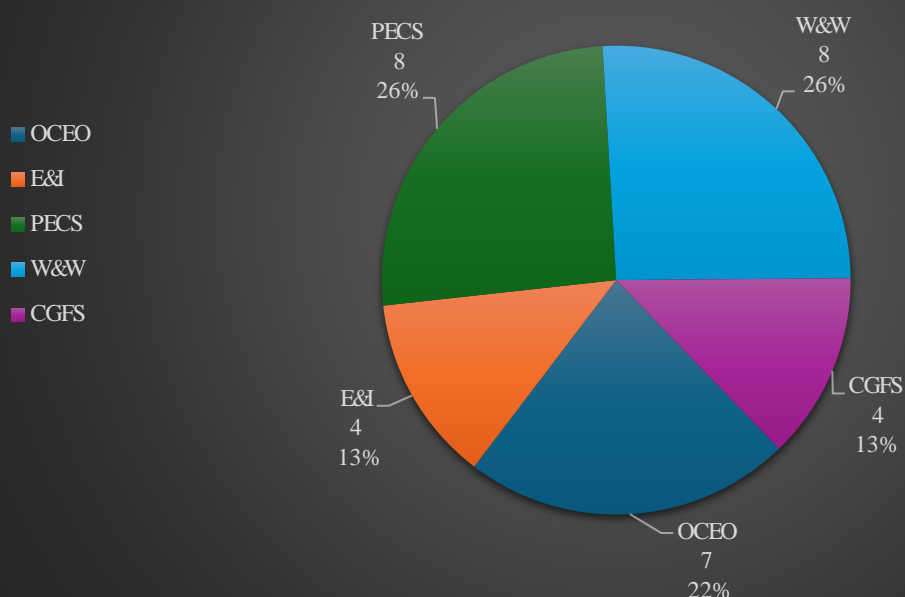


Figure 2.0 Estimated Data - Total Hours of Training – October 2024

Training Course	Hours
Authorised Persons & Local Govt Worker	2
Bowen Basin Women in Leadership	35
Confined Space Rescue	7.5
Diploma of Business + Leadership & Management	8
Forklift	30
IPWEA Professional Certificate in Infrastructure Financial Management - Module 6 - The Bigger Picture	7.5
LGMA Governance Forum	22
LGMA Managing stress for improved wellbeing Webinar	1.5
LGMA Time management: Effective meetings Webinar	1.5
LGMA Seeking and accepting feedback for performance improvement Webinar	1.5
LGMA Learning & Development Village Exchange	4.5
Provide CPR	9
Provide First Aid	15
Understanding Local Government	10
Total	155

FINANCIAL REPORT:

People and Capability is tracking to budget for the month of October 2024.

DEVIATION FROM BUDGET AND POLICY:

Nil

PEOPLE AND CAPABILITY

Report prepared by:

TRUDI LIEKEFETT

Acting Manager People and Capability

Date: Thursday 14 November 2024

Report authorised by:

CALE DENDLE

Chief Executive Officer

Date: Thursday 20 November 2024

ATTACHMENTS

- CONFIDENTIAL Attachment 1 - People and Capability Establishment Report as at 31 October 2024

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	Ordinary Meeting Wednesday 27 November 2024
AUTHOR	Andrea Prieto
AUTHOR POSITION	Departmental Administration Officer, Engaged Communities

9.18

MINOR COMMUNITY GRANTS SUMMARY OCTOBER 2024

EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 1 October to 31 October 2024.

OFFICER'S RECOMMENDATION

That committee recommends that council:

- Notes the minor community grants approved under delegation for the period 1 October to 31 October 2024.*

Resolution No.:		PECS1214	
Moved:	Cr Terry O'Neill	Seconded:	Cr Melissa Westcott
That the Committee recommends that Council:			
1.	Notes the minor community grants approved under delegation for the period 1 October to 31 October 2024.		
Carried			

BACKGROUND

As per Council's Community Grants Policy, as adopted on 25 August 2021, a monthly report is to be prepared for Council regarding the administrative approval of minor grants, up to the value of \$1,000 (excluding GST), under delegation to the Manager Engaged Communities. 11 minor grant applications (inclusive of individual, School Bursaries and team development grants) were received and approved for the period 1 September to 30 September 2024, summarised in the following table.

IMPLICATIONS

The table below outlines minor grants approved and funded from Community Grants operational budget/s for the applicable division/s for the period 1 October to 31 October 2024.

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

DIVISION	APPLICANT	VALUE	PURPOSE	BREAKDOWN
1	Central Cowboys Rodeo Association Incorporated	\$1,000.00	The group applied for funds to support the Glenden Rodeo is being hosted on 26 October 2024.	Funds are being used towards costs of ambulance, security and hire of facilities/amenities.
2	Dysart State High School P&C Association	\$1,000.00	The group applied for funds to hold the 2024 Valedictory Celebrations at the Dysart Civic Centre on the 13 to 16 November 2024.	Funds are going towards the cost of hall for the event including use of the kitchen.
3,4 and 5	Russell Lahiff on behalf of Reece Lahiff	\$750.00	Individual grant application for Reece Lahiff to attend the World Championship Mini Bull Riding Finals in Mesquite, Texas to represent Australia. This event was held from 30 September to 5 October 2024.	The funds will contribute towards the cost travel and accommodation.
3,4 and 5	Moranbah Rodeo Association Incorporated	\$1,000.00	The club hosted SureLift Moranbah Rodeo 2024 on the 12 October 2024, it was held at the Moranbah Rodeo Grounds.	To cover costs associated safety personnel including security, ambulance, pick up riders and rodeo clowns.
3,4 and 5	Rock FM Association Incorporated (4RFM)	\$1,000.00	4RFM requested support to attend the National Community Broadcasting conference held at the Gold Coast on 18-20 October 2024. This event offers workshops including those aimed at preparing community radio for emergency preparedness and broadcasting in case of a major event.	To cover costs associated with accommodation and conference fees.
3,4 and 5	St Joseph the Worker Parish – Moranbah	\$1,000.00	The club are hosting their annual Christmas Fair in Moranbah on the 29 November 2024.	To cover costs associated with kids' activities at the event.
3,4 and 5	Moranbah State School	\$250.00	The school applied for one school bursary grant for the awards ceremony.	They applied for one Primary School of \$250

6	The Roman Catholic Trust Corporation for The Diocese of Rockhampton (St Mary's Catholic Parish of Clermont)	\$1,000.00	The group are holding the St Mary Parish Christmas Fair at the St Joseph's Catholic School on the 1 November 2024 for Clermont community.	Funds to cover equipment hire fees and some of costs associated to IGA account.
6	Clermont & District Progress Association Incorporated	\$1,000.00	The group requested funds to support the Pink My Town event which was held on the 12 October 2024 in Clermont, the walk started in the morning and event activities continue until evening.	To cover costs associated with purchase of tutus and cold room hire. Entry fees to be donated to Breast Cancer Foundation.
7	Middlemount Community Parents and Citizens Association	\$1,000.00	They held their Middlemount Eisteddfod on the 18 October 2024 at the Middlemount Church where students competed in performing arts categories such as instrumental music, verse speaking and choir.	To cover costs associated with medals for place getters, sound equipment, travel and accommodation for adjudicator.
8	Carmila State School	\$250.00	The school applied for one school bursary grant for the awards ceremony.	They applied for one Primary School of \$250

Noting that two school bursaries applications per year can be submitted by each high school in the Isaac region and one application per year can be submitted by each primary school in the Isaac region. Additionally, the Community Grants Officer reaches out to every school in the region if they have not submitted a school bursary application advising and reminding them that the deadline for submission and processing is 30 October.

CONSULTATION

Divisional Councillors

Director Planning, Environment and Community Services

Acting Manager Engaged Communities

Engaged Communities Grants Officer

Engaged Communities Departmental Administration Officer

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

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

KEY MESSAGES

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

Report prepared by:

ANDREA PRIETO

**Departmental Administration Officer, Engaged
Communities**

Date: 31 October 2024

Report authorised by:

DAN WAGNER

**Director Planning, Environment and
Community Services**

Date: 31 October 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Claire Griffiths

AUTHOR POSITION

Frontline Coordinator Museums

9.19

ISAAC MUSEUMS OPERATIONAL ADJUSTMENTS - PHASE ONE

EXECUTIVE SUMMARY

This report seeks Council's approval for amendments to the operational activities at the Isaac Museums sites in alignment with recommendations provided by Queensland Museum via the Isaac Museums Collection Management Plan 2024.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Approves the name change of Clermont Historical Centre to Clermont Museum.*
2. *Approves free entry for the public at Isaac Museums.*
3. *Approves ceasing shop operations at Isaac Museums.*
4. *Approves the adjustment of opening hours at Historic Nebo Museum to Tuesday-Thursday 9am-1pm and 1:30pm-3pm, April-November inclusive, and cease the practice of non-museum staff opening the museum on request.*
5. *Approves ceasing the annual exhibition model whilst continuing with annual review of all displays.*
6. *Approves a review of museum documentation and a moratorium on donations to Isaac Museums collections until the existing collection has been catalogued, and the moratorium reviewed*
7. *Approves the disposal of the obsolete Suprascan digitiser.*
8. *Approves transitioning to outsourced digitisation for museum collections.*
9. *Directs the Chief Executive Officer or delegate to submit a report to Council after twelve months, outlining the impact of the changes made and providing any further recommendations.*

Resolution No.: PECS1215

Moved: Cr Alaina Earl

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

- 1. Approves the name change of Clermont Historical Centre to Clermont Museum.**
- 2. Approves free entry for the public at Isaac Museums.**
- 3. Approves ceasing shop operations at Isaac Museums.**
- 4. Approves the adjustment of opening hours at Historic Nebo Museum to Tuesday to Thursday 9am to 1pm and 1:30pm to 3pm, April to November inclusive, and cease the practice of non-museum staff opening the museum on request.**
- 5. Approves ceasing the annual exhibition model whilst continuing with annual review of all displays.**
- 6. Approves a review of museum documentation and a moratorium on donations to Isaac Museums collections until the existing collection has been catalogued, and the moratorium reviewed**
- 7. Approves the disposal of the obsolete Suprascan digitiser.**
- 8. Approves transitioning to outsourced digitisation for museum collections.**
- 9. Directs the Chief Executive Officer or delegate to submit a report to Council after twelve months, outlining the impact of the changes made and providing any further recommendations.**
- 10. Notes that Cr Jane Pickels as Chair of the Isaac Arts and Cultural Advisory Committee was consulted during the preparation of this report.**

Carried

BACKGROUND

The Isaac Museums Collection Management Plan 2024 was commissioned by Isaac Regional Council to provide recommendations regarding the museum practices at Clermont Historical Centre, Historic Nebo Museum, Copperfield Store and Chimney, and the Broadsound Centenary Pavilion at St Lawrence. While the plan highlights skilled staff, current exhibitions, and recent work on aesthetics, access, and safety as strengths, it also recognises “*low numbers of staff, a lack of resources, and competing priorities*” as contributing to the backlog of work required to address cataloguing, collection care, and site safety concerns (p7).

This Operational Adjustments, Phase One report is intended to maximise the efficiency and effectiveness of the staff and resourcing available, by focusing on core priorities and removing high cost/low benefit aspects of current activities.

If approved by Council, a follow-up report will be submitted after twelve months, outlining the impact of the changes.

Rename Clermont Historical Centre for Improved Clarity and Regional Consistency (1)

Changing the name of the Clermont Historical Centre to Clermont Museum has the following advantages:

- Reduces confusion: 'Historical Centre' is misleading and results in some patrons assuming that it is a volunteer-run family history society. Family history societies often have reading rooms and direct access to archival materials, which are not on offer at Isaac Museums. Museums staff answering enquiries frequently explain to patrons that they are not able to access the museum records directly.
- Improves brand recognition: 'Museum' is clearer and shorter than 'Historical Centre', making it easier to read on street signage and promotional material.
- Improves regional consistency in naming of museums.
- Improves accuracy: the Clermont Historical Centre *is* a museum and should be named as such.

This name change can be implemented on any new promotional material, and on any signage once existing signs are due to for renewal.

IMPLICATIONS

Service Levels

Service levels will not be impacted, however, improved clarity and consistency in museum naming may make it easier for prospective patrons to find the Clermont Historical Centre, both in terms of passing traffic, and by online searching.

Transition to Free Entry and Cease Shop Operations to Improve Access, Visitor Experience, and Workflow (2,3)

Transitioning to free entry and discontinuing shop operations will improve access and visitor experience, and support staff to prioritise essential museum activities, including actioning the recommendations outlined in the Collection Management Plan.

Revenue from entry fees and shop sales generates approximately \$4,000-\$5,000 excluding GST annually. This amount is insufficient to justify the significant staff time spent on sales, banking, and administrative tasks.

Advantages of free entry and discontinued shop operations:

- Solves the problem presented by the shop float at Clermont, which is drawn from the petty cash float, a practice that Finance recommends cease.
- Eliminates visitor frustration regarding the semi-functional EFTPOS machine due to connectivity issues onsite. Information and communications technology (ICT) have advised connectivity is unlikely to improve onsite in the short term.
- Increases access to cultural heritage in the Isaac region.
- Redirects visitors to local businesses to purchase souvenirs and products.
- Enables museums staff to prioritise core museum work as outlined in the Isaac Museums Collection Management Plan
- Any residual stock can be redistributed through community hubs or used as giveaways during regional events.

- Cash donations can still be accepted, as they do not require a shop float or functional EFTPOS machine and are significantly less labour-intensive to process. Anecdotally, museums and galleries that have transitioned to free entry have found they often receive more in donations than they had previously earned in entry fees, as patrons are moved to donate at the end of their visit.
- Free entry is a long-standing principle in the museum sector and promotes cultural heritage as important and accessible to all.

Any donations received will be directed back to the relevant museum site to support additional projects that are not covered by existing operational budgets. For example: conservation projects for specific museum items, or workshops or activities for the community. These small projects present an opportunity for positive promotion (e.g. media release about conservation work on a wedding dress from Nebo made possible by community donations).

IMPLICATIONS

Risk

Free entry and ceasing shop sales will reduce risk as it will eliminate the need to have a cash float and EFTPOS terminal on site.

Service Levels

Free entry represents an improvement in service levels, allowing a more welcoming and inclusive experience for all visitors.

While patrons will no longer be able to purchase souvenirs, staff will have more time to focus on core museum functions, resulting in an overall enhanced experience.

Financial

The small loss of revenue will be offset by the increased efficiency in staff time and operations.

Donations will be directed back to the relevant museum for use in small projects that are not covered by existing operational budgets.

Benefits

Staff will be able to increase focus on core museum business.

The existing problems of the shop float being taken from the petty cash float and semi-functional EFTPOS would be entirely resolved.

Patrons seeking souvenirs can be directed to local businesses, promoting local commerce.

Isaac Museums will benefit directly from donations, which will enable small projects to support collection care and/or community engagement.

Strategically Adjust Opening Hours to Improve Regional Consistency (4)

For Historic Nebo Museum, it is proposed the opening hours be adjusted to align more closely with Clermont Historical Centre hours. This would see Historic Nebo Museum open 9am-12noon and 12:30pm-3pm Tuesday to Thursday. This change will enable the Frontline Service Officer – Nebo Museum to undertake end-of-day closing activities during work hours.

It has been a practice to have Historic Nebo Museum 'open by request' while the Frontline Service Officer – Nebo Museum is on leave, with Frontline Service Officers from Customer Service/Libraries opening up the museum for patrons.

It is not advisable to have the museum sites 'open by request' by non-museum staff. For security reasons, patrons cannot be left to explore the sites unsupervised. The current practice of having Frontline Service Officers step away from their duties to open the museum and supervise patrons is impractical.

When available, the current Frontline Service Officer – Nebo Museum is willing to open the museum by request for groups outside of the regular museum opening hours, and this practice will continue.

HISTORIC NEBO MUSEUM

	CURRENT/RECENT	PROPOSED
Opening days and hours	Tuesday to Thursday 9am- 12pm 12:30pm- 4pm Please note: the 1pm-1:30pm closure is to accommodate staff lunch breaks.	Tuesday to Thursday 9am- 1pm 1:30- 3pm Please note: adjusting the closure time to 3pm will make the closure time consistent across both venues and will enable staff at Nebo to close up during working hours and attend to end-of-day tasks.
Open by request	When available, the Frontline Service Officer – Nebo Museum will open the museum by request outside of normal museum opening hours to accommodate groups or special events. When the Frontline Service Officer – Nebo Museum is on leave, Frontline Service Officers from customer service/libraries will open the museum by request and supervise patrons.	When available, the Frontline Service Officer – Nebo Museum will open the museum by request outside of normal museum opening hours to accommodate groups or special events. Frontline Service Officers will no longer open the museum on request.

IMPLICATIONS

Risk

A small percentage of potential patrons may miss out on visiting the museum between 3pm-4pm.

Service Levels

Negligible impact on service levels. Nebo Museum may need to close to accommodate staff leave occasionally.

Greater consistency in messaging around opening hours regionally.

Greater consistency in staffing in customer service and libraries.

Financial

Negligible.

Benefits

Staff will be able to complete end-of-day tasks during work hours.

Increased service at Nebo hub as customer service/libraries staff will be able to focus on their core roles, without being pulled away to open the museum on request.

Increased security and consistency at Historic Nebo Museum with public access only permitted when museum staff are on site.

Strategically Prioritise Core Museum Work by Ceasing the Annual Exhibition Model (5)

Ceasing the current annual exhibition model is one of the key recommendations identified in the Isaac Museums Collection Management Plan. The following excerpt explains the necessity:

The time and resources necessary for annual exhibition changeover exceed the current capacity of Isaac Museum Staff [...]. Given the state of the collection, the low number of staff, and the unaddressed risks to health and safety of staff and collections in the exhibition spaces, there is no capacity to deliver annual exhibitions at the sites moving forward. [...]

It is important to reiterate that it is highly recommended that no new exhibitions be developed until the health and safety risks to staff and collections have been addressed.

Isaac Museums Collection Management Plan, 2024, p.44

Points of note:

- Both *Diary of a Landscape* and *Clermont Curiosities* exhibitions on display at Clermont Historical Centre have been deliberately curated to enable reactivation to ensure the exhibitions are refreshed for 2025.
- In addition to the general safety risks identified in the Collection Management Plan, museum staff have been working with Council's Safety team to identify and address a long list of specific hazards identified during site inspections.
- Visitation at Isaac Museums is primarily tourists, so there is limited justification for changing content. Anecdotally, local visitors have verbally complained that the content has changed, as they wanted to see something specific, they remember was on display previously.
- Some of the time saved by ceasing annual exhibitions can be redirected towards addressing collection needs and upgrading the rapidly deteriorating outdoor displays.
- Any potential need for short term displays of objects from the museum collections can be met by other spaces more suited to short term displays, such as Moranbah Artspace, which displayed *Moranbah Marionettes* in 2024, a simple exhibition of objects from the Clermont Historical Centre collection. Small simple exhibitions of this sort are considerably less time-consuming to curate and install.
- There is no existing budget line for exhibitions, so the current model draws funds from other museum budget lines. Removing exhibition costs will resolve this issue.

- Reviewing the museum displays annually will support renewal across the sites. This includes identifying legacy and emerging safety issues, as well as upgrading displays and identifying items in need of urgent care.
- Please note: ceasing the annual exhibition model does not mean that the exhibitions cannot change as needed, simply that there will be no imperative to change them every year.

IMPLICATIONS

Financial

Improved strategic use of existing budget.

Increased visitation over time, as the overall standard of displays will be able to be upgraded.

Service Levels

Improved overall service levels at Isaac Museums by facilitating work on health and safety issues; cataloguing and collection work; and upgrades to semi-permanent displays.

Moratorium on Object Donations to Facilitate Improved Standard of Care for Existing Collection Items (6)

Isaac Museums cannot in good faith accept donations of objects if those objects will not receive an acceptable standard of care while in the museum collection. Currently, the Isaac Museums collections are in poor condition and uncatalogued. Until these issues are addressed and the existing collection is receiving an acceptable level of care, a moratorium on donations to the collection must be implemented.

Advantages of a moratorium on donations to the museum collections:

- Enables staff to focus on foundational work on the existing collection, including the recommended Collection Rationalisation Project identified in the Collection Management Plan
- Enables staff to improve standards of care for the existing collection
- Enables staff to improve understanding of the significance of the existing collection
- Creates time for a review of museum documentation to address gaps in processes and documentation. This includes donation processes which require work to improve standards, workflow, and usability for members of the public who wish to donate objects.

Once the existing collections have been catalogued and stored appropriately, the moratorium can be reviewed.

IMPLICATIONS

Service Levels

Improved service levels by enabling staff to prioritise critical work on the existing museum collections that are currently deteriorating and uncatalogued.

Transition to Outsourced Digitisation to Improve Workflow (7,8)

The Suprascan digitiser, originally acquired to digitise archival materials, has been non-operational for over three years, with repairs deemed impractical due to the difficulty of sourcing technical support. Onsite repairs require costly travel from Melbourne with no guarantee of resolution.

Resourcing challenges at Clermont Historical Centre have further complicated the feasibility of in-house digitisation. Previous efforts to operate the digitiser diverted resources from critical activities like building maintenance and collection care. As a result, ongoing safety and maintenance issues have delayed other foundational museum tasks such as proper cataloguing and storage of collection items.

Council already outsources digitisation for other records, and transitioning to this approach for museum collections is both faster and more cost-effective. Outsourcing will free up museum staff to focus on core tasks, ensuring proper care and preservation of the collection. Digitised records can then be integrated into catalogues and potentially made accessible online, improving transparency and public engagement.

The 2024 Collection Management Plan, developed through the Queensland Museum's Museum Development Program, recommends disposing of obsolete equipment, including the Suprascan digitiser (p.15). Additionally, removing the digitiser will create necessary workspace for collection care and streamline operational workflows.

The 2024 Collection Management Plan contains many recommendations, some of which are prerequisites for other recommendations. In the case of the digitiser, it must be disposed of first, in order to free up space to create suitable a suitable workspace for collection work. Once the workspace is established and set up, the Collection Rationalisation Project can be developed and implemented. As part of that project, an appropriate Museum Collection Management System will be introduced, and all the museum processes and documentation will be reviewed and updated. As documents and objects are formally accessioned into the collection, items will be identified for digitisation and sent to be digitised. The digital images can then be uploaded to the Museum Collection Management System as part of the catalogued record for that item and made publicly accessible where appropriate. Please note, the Collection Rationalisation Project has not yet been scoped for Isaac Museums in detail, however, this type of project will take years to complete. For reference, Mackay Regional Council is part of the way through a similar multi-year project for their museum collections.

IMPLICATIONS

Risk

Outsourcing digitisation reduces the risk of archival documents deteriorating before they are preserved. Any reputational risk from disposing of the digitiser can be mitigated by communicating the decision as a necessary step to ensure efficient and high-quality digitisation.

Service Levels

Freeing up physical space will enable the Collection Rationalisation Project to happen, which will drastically improve the standard of care provided to the Isaac Museums collection.

Outsourcing will expedite digitisation. As part of the Collection Rationalisation Project, a suitable Museums Collection Management System will be put in place, and digitised items will be uploaded for public access where appropriate, enhancing service levels.

Financial

While the digitiser is no longer viable, some components may be of use to other institutions.

Outsourcing digitisation has no implications for the current budget, as this work can only meaningfully begin once the Collection Rationalisation Project has commenced, and an appropriate Museum Collection Management System has been established.

Benefits

Disposal will create needed space and allow Council to achieve museum objectives more efficiently by outsourcing non-core functions like digitisation.

Review (9)

If the recommendations of this report are adopted, a review will be completed after twelve months and a report provided outlining the impact of the changes, and any further recommendations.

IMPLICATIONS

Benefits

A review after twelve months will provide an opportunity to celebrate successes, make any necessary adjustments, and provide data to help direct future recommendations.

SUMMARY OF IMPLICATIONS

Financial

The minimal financial implications are offset by improvements in service levels.

Service Levels

Service levels will improve immediately with the name change and free entry. Perceived drop in service from ceasing shop operations and retiring the digitiser are negligible by comparison to the vast improvements in service levels that will take place over time as staff are able to focus on core museum activities.

Risk

Negligible risk as all the recommendations are strategic changes to support service levels in Isaac Museums.

Compliance

Compliance with safety requirements will improve as overdue building maintenance and safety issues are addressed.

Benefits

Improved brand recognition.

Improved public access to cultural heritage and tourism experiences.

Support for local businesses.

Improved service levels at Isaac Museums.

Maximised productivity by refocussing on core museum activities.

Renewed focus on core museum activities as a priority to improve collection care and service levels.

Increased focus on work with the Museum Development Program at Queensland Museum to improve museum practices and standards across Isaac Museums.

CONSULTATION (NOTE IN DEPTH CONSULTATION YET TO TAKE PLACE)

Director Planning, Environment and Community Services

Executive Manager Advocacy and External Affairs

Acting Manager Engaged Communities

Manager Economy and Prosperity (provide in principle support for changes to opening hours)

Acting Manager Financial Services (provide in principle support for changes to entry fees and shop operations)

Information Management Coordinator (provide in principle support for changes to digitisation)

ICT Coordinator

Coordinator Community Hubs

Frontline Coordinator Museums

Frontline Officer – Nebo Museum

Isaac Museums Working Group

BASIS FOR RECOMMENDATION

Reduce confusion, increase accuracy and brand recognition.

Improve access to cultural heritage.

Focus on core museum activities

Increase efficient and effective works practices.

Support local businesses.

Increase regional consistency.

Action the recommendations outlined in the Isaac Museums Collection Management Plan 2024.

Identified high cost, low benefit aspects of current practices that can be rectified.

ACTION ACCOUNTABILITY

The Manager of Engaged Communities will oversee the implementation of the following, working closely with the Brand, Media, and Communications Team to update public notices, signage, and social media platforms:

1. Change Clermont Historical Centre name to Clermont Museum
2. Free entry to Isaac Museums
3. Cease shop operations at Isaac Museums

-
4. Changes to opening hours at Isaac Museums
 5. Cease annual exhibition model at Isaac Museums
 6. Establish a moratorium on donations to Isaac Museum Collections until the existing collection has been catalogued
 7. Dispose of the obsolete Suprascan digitiser, and transition to outsourced digitisation for museum collections.
 8. Review the changes and provide a report to Council after twelve months, outlining the impact and providing any further recommendations.

KEY MESSAGES

Council values local heritage.

Council is committed to efficient and effective work practices.

Council recognises the limitations of small community assets and prioritises activities to serve the Isaac community safely and effectively.

Council prioritises safety.

Council consults with industry bodies and acts on expert advice provided.

Report prepared by:	Report authorised by:
CLAIRE GRIFFITHS	DAN WAGNER
Frontline Coordinator Museums	Director Planning, Environment and Community Services
Date: 31 October 2024	Date: 31 October 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Isaac Museums Collection Management Plan 2024 – Museum Development Program, Queensland Museum

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Claire Griffiths

AUTHOR POSITION

Frontline Coordinator Museums

9.20

AVELING & PORTER SHOWCASE AT NATIONAL HISTORICAL MACHINERY ASSOCIATION RALLY

EXECUTIVE SUMMARY

This report seeks Council's approval to send representatives from Isaac Regional Council, along with the historic Aveling & Porter steam traction engine from the Clermont Historical Centre, to participate in the 19 National Historical Machinery Association (NHMA) Rally at the Jondaryan Woolshed in August 2025. The event presents a unique opportunity to showcase Isaac's significant history on a national platform, explore tourism and promotional opportunities, and network with experts to support the long-term care of this key heritage asset.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- 1. Approves in-principle support for the loan of the historic Aveling & Porter traction engine to the National Historical Machinery Association to be showcased at Jondaryan Woolshed as part of the 19 NHMA National Rally in August 2025, subject to financial, insurance, and other considerations.***
- 2. Approves in-principle support Isaac Regional Council representatives to participate in the event, subject to financial and other implications, including insurance.***
- 3. Notes that due to the National Historical Machinery Association (NHMA) National Rally in Jondaryan in August 2025, steam operators will not be available to operate the Aveling & Porter Traction Engine in Clermont during this time. As a result, the Clermont Historical Centre Open Day will not coincide with Artslink's Gold and Coal Festival, scheduled for the third Saturday of August.***

Resolution No.: PECS1216

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

- 1. Approves in-principle support for the loan of the historic Aveling & Porter traction engine to the National Historical Machinery Association to be showcased at Jondaryan Woolshed**

as part of the 19 NHMA National Rally in August 2025, subject to financial, insurance, and other considerations.

2. Approves in-principle support Isaac Regional Council representatives to participate in the event, subject to financial and other implications, including insurance.
3. Notes that due to the National Historical Machinery Association (NHMA) National Rally in Jondaryan in August 2025, steam operators will not be available to operate the Aveling & Porter Traction Engine in Clermont during this time. As a result, the Clermont Historical Centre Open Day will not coincide with Artslink's Gold and Coal Festival, scheduled for the third Saturday of August.

Carried

BACKGROUND

19 NHMA National Rally, 23-31 August 2025

The National Historical Machinery Association is the umbrella association for historic machinery clubs and groups in Australia. In 2025, one of the member clubs, Steaming Under the Southern Cross Inc, will be holding the 19 NHMA National Rally at the Historic Jondaryan Woolshed in the Toowoomba Regional Council area. This is only the third time the event will be held in Queensland in the 38 years since its inception, and it is intended to be the biggest rally of working steam powered machinery in the southern hemisphere.

The event is supported by Toowoomba Regional Council and will celebrate the importance of steam powered equipment in the formation of Australia as a nation. It will showcase steam traction engines, steamrollers, and portable steam engines from all over Australia, performing the work they would have undertaken in their heyday. It is estimated that over 20,000 visitors will attend over the ten days of the event.

Aveling & Porter Traction Engine

The Aveling & Porter steam traction engine, a central piece in Isaac Regional Council's Museum collection, is of great historical importance. Used in the relocation of Clermont after the 1916 flood, the engine remains one of the most intact and significant examples of its kind in Australia. Since being restored to working condition, the engine has become a highlight at the Clermont Historical Centre's annual open day.

The Request/Offer

Steaming Under the Southern Cross Inc., the host club for the 2025 NHMA National Rally, has requested that Isaac Regional Council allow the Aveling & Porter traction engine to be exhibited at the rally. They have arranged for Verax Hire, a local Clermont business, to provide in-kind sponsorship for transporting the engine to and from the event.

The Opportunity

The event presents a unique opportunity to showcase Isaac's significant history on a national platform, explore tourism and promotional opportunities, and network with experts to support the long-term care of this key heritage asset. By supporting this report, Council will drive greater awareness and interest in the museum, which in turn is expected to increase audience attendance and visitation to the Clermont Historical Centre, further promoting the region's cultural heritage. If the engine is sent, it would be a great opportunity for Isaac Regional Council to have representatives attend the event to represent Isaac and talk about the story of the engine and its importance in the flood recovery efforts in Clermont after the 1916 flood.

The Gordon Cumming Pullar photographs held by the State Library of Queensland and National Library of Australia could also be reproduced with permission from those institutions to lend vision to this special part of Isaac's history.

Showcasing part of Isaac's history at this event may also be a way of connecting with other untapped potential tourism audiences. Anecdotally, most tourists visiting the museum sites in Isaac are popping in for 'something to do' in between gold fossicking and other activities, rather than because they were drawn to the history. The NHMA National Rally provides access to a totally different audience with an established interest in heritage machinery that could potentially convert to additional tourism for the Isaac Region.

Working with Steaming Under the Southern Cross Inc and attending this rally, also provides an opportunity to network with steam engine experts and operators, to ensure the ongoing functionality of the Aveling and Porter steam traction engine as it must be regularly steamed and maintained. The current steam operator has been attempting to retire for some time, and this event provides an opportunity to network with steam experts with a view to developing some succession planning for the ongoing care of the engine.

Suggested Representatives

The following would be suitable representatives to attend the 19 NHMA National Rally in August 2025:

- Mayor and/or Councillor for Division 6: To represent Isaac Regional Council and the Clermont community.
- Isaac Tourism Development Officer, Mackay Isaac Tourism: to explore and capitalise on tourism opportunities.
- Manager Economy and Prosperity (or delegate): To investigate broader economic and tourism impacts and opportunities.
- Frontline Coordinator – Museums: to share and promote the story of the Aveling and Porter Traction Engine, and facilitate any displays or talks, and to liaise with steam operators.
- Caretaker Clermont Historical Centre: to work closely with steam operators and learn best practices for engine maintenance, operations and to build a peer network.

It may not be necessary to send all of the listed above to the event in person, however it is recommended that all of the above parties be included in the development of this project.

IMPLICATIONS

Financial

Transportation costs will be covered by Steaming Under the Southern Cross Inc., with Verax Hire providing in-kind sponsorship.

Costs related to sending Council representatives will be sourced from relevant operational budgets.

Machinery Damage

To mitigate the risk of damage to the machine during transport, it is recommended to ensure that a properly licensed operator is available to load and unload at both ends of the transport phases, as steam boilers require specialised licensing. Additionally, correct tie-down points should be used to avoid damaging the machine, while also ensuring secure attachment to the transporter for safe transit

Insurance

Should in-principle support be endorsed, it is recommended that comprehensive consultation is undertaken with council's insurance providers to ensure full coverage compliance.

Reputational Risk

The steaming of the Aveling & Porter steam traction engine is a much-anticipated feature of the annual Gold and Coal Festival. However, next year, all qualified boiler operators will be attending the NHMA rally, which will prevent Council from steaming the engine as part of the festival.

Should in-principle support be endorsed, it is recommended that officers engage proactively with the public, particularly with the Gold and Coal Festival committee, to communicate the reason behind the pause in steaming activities. We will also reaffirm our commitment to the engine's operation in future events.

A transparent and early communication approach will help manage public expectations and maintain trust, ensuring the community understands this is a one-time occurrence due to the unique circumstances.

CONSULTATION

Isaac Museums Working Group
Manager Advocacy and External Affairs
Manager Economy and Prosperity
Interim Manager Safety and Resilience
Acting Manager Governance and Corporate Services
Acting Manager Engaged Communities
Coordinator Community Hubs
Isaac Tourism Development Officer, Mackay Isaac Tourism
Asset Officer

BASIS FOR RECOMMENDATION

Promotion of Isaac History: Participating in a national event emphasizes Isaac's rich heritage and historic assets.

Succession Planning for Steam Engine Maintenance: Engagement with steam experts at the rally will assist in developing plans for the continued operation and care of the Aveling & Porter engine.

Tourism and Economic Opportunities: Promoting Isaac's story to new audiences at the rally could attract visitors and tourism to the region.

ACTION ACCOUNTABILITY

Manager Engaged Communities will oversee the participation, coordination with external partners, and management of logistics related to the rally.

Brand, Media, and Communications to handle any press releases, social media, photography and videography, and other promotional opportunities that arise.

KEY MESSAGES

Isaac Regional Council is committed to preserving and promoting its historical assets, such as the Aveling & Porter steam traction engine, and sees this participation as a way to celebrate local history while forging connections for future tourism and heritage preservation opportunities.

Report prepared by: CLAIRE GRIFFITHS Frontline Coordinator Museums Date: 31 October 2024	Report authorised by: DAN WAGNER Director Planning, Environment and Community Services Date: 31 October 2024
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ATTACHMENTS

- Attachment 1 - Email from Bill Ives- Aveling & Porter Steam Traction Engine
- Attachment 2 - Flyer advertising the 19 National Historical Machinery Association National Rally

REFERENCE DOCUMENT

- Nil

From: vicepresident@susci.com.au
To: [Claire Griffiths](#)
Cc: president@susci.com.au; treasurer@susci.com.au
Subject: Aveling & Porter Steam Traction Engine
Date: Tuesday, 27 August 2024 9:13:05 PM
Attachments: [LeafletFinal1 \(1\).png](#)

You don't often get email from vicepresident@susci.com.au. [Learn why this is important](#)

Hi Claire,

2025 will see the National Historical Machinery Associations 19th National Machinery Rally featuring Steaming under the Southern Cross come to Queensland. This will be only the third time the event has been held in Qld in the 38 years since its inception and we are going to make it the biggest rally of its type in the Southern Hemisphere. The event is being held at the Historic Jondaryan Woolshed just west of Toowoomba from August 23rd to the 31st 2025. The event is being organised by Steaming under the Southern Cross Inc a member club of the NHMA. The aim of the feature is to celebrate the importance Steam Powered equipment had on forming our nation.

We will have steam traction engines, steamrollers and portable steam engines coming from around Australia, these machines will be performing the work they were made to do. We will be using them for all types of farming and industrial applications.

With this in mind we would like to see if the Issac Regional Council would allow their Aveling & Porter Traction to attend the event. Your Aveling & Porter is one of the most historic engines still in existence in Australia so it would be a real feature to have it at the event.

If you were to grant this request, we would cover the cost to move the engine from Clermont to Jondaryan and return. The carrier we have in mind is Verax Hire a local Clermont Business. They have indicated they would like to be involved in the event in some way and they have the appropriate equipment available in Clermont.

The event has the full support of the Toowoomba Regional Council and the Management of the Jondaryan Woolshed. We had the official launch for the event on Friday August 23rd, this was attended by the Mayor Geoff McDonald, TRC Councillors, State Member, and the press. The Mayor has thrown his full support behind this event commenting that it will be the Olympics of the Heritage Machinery World.

I have attached a leaflet for the event for you.

Regards

Bill Ives

Vice President

Steaming under the Southern Cross Inc

19TH NHMA NATIONAL RALLY



AUGUST 23-31
2025 10am - 3pm
Daily

Held at the Historic
JONDARYAN WOOLSHED

Featuring:

STEAMING UNDER THE SOUTHERN CROSS

NATIONAL RALLY - 23RD TO 25TH - SPECIAL FEATURE CONTINUES TO 31ST

FUN FOR THE WHOLE FAMILY!

- STEAM ENGINES
- VINTAGE TRACTORS
- OLD ENGINES
- FOOD
- HERITAGE DISPLAYS
- ENTERTAINMENT
- VINTAGE CARS
- TRAILER RIDES
- WORKING EXHIBITS
- OLD TRADES
- MINI TRAIN RIDES
- PARADES
- TRADE STALLS
- HISTORIC WOOLSHED
- + MUCH MUCH MORE!

AUSTRALIA'S LARGEST DISPLAY OF WORKING HERITAGE EQUIPMENT

264 Jondaryan Evanslea Rd, Jondaryan QLD 4403

FIND US ON FACEBOOK AT: 2025NHMANationalRally

FOR MORE SEE: NationalRally.com.au

CONTACT US: secretary@susci.com.au

PHONE: 0414 334 006

P.O BOX: 9693, WILSONTON QLD 4350

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Toni Markcrow

AUTHOR POSITION

Acting Library Standards and Circulation Leader

9.21

EXCEPTION BASED CONTRACTUAL ARRANGEMENTS - LOCAL GOVERNMENT REGULATIONS 2012 – LIBERO EXTENSION

EXECUTIVE SUMMARY

The purpose of this report is to seek endorsement via Council Resolution to grant a 12-month extension of contract with Libero Systems Pty Ltd.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Retrospectively resolves it is satisfied that there is only one supplier who is reasonably available for the provision of a Library Management System for the Isaac Regional Library Service through to 31 October 2025.***

Resolution No.: PECS1217

Moved: Cr Alaina Earl

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

- Retrospectively resolves it is satisfied that there is only one supplier who is reasonably available for the provision of a Library Management System for the Isaac Regional Library Service through to 31 October 2025.**

Carried

BACKGROUND

Libero Systems Pty Ltd (formerly Insight Informatics Pty Ltd) provides Isaac Council with the Library Management System, Libero. Libero is a software application which manages the library service resources. Member services and Online Public Access Catalogue, circulation and asset management, cataloguing and reporting functions are all incorporated into this platform.

The current 5-year contract commenced 1 November 2019 and expires 31 October 2024. Under terms of the agreement, the provision of the service is to be renewed automatically on an annual basis unless either party has given at least 6 months' notice of cessation prior to 31 October.

The development of a new Library Management System (LMS) was impacted by several factors, which contributed to delays in meeting the initial six-month notice period for the cessation of the current system. In January 2024, a meeting between the Manager of Contracts and Procurement and the Acting Manager of Engaged Communities resolved to utilize a 12-month extension with the current system provider, Libero, to allow sufficient time for the development of a comprehensive technical requirements and tender package.

Several factors have contributed to this delay, including resource constraints, the complexity of technical requirements, coordination challenges between key departments, and the need to ensure that the tender process aligns with Council's procurement guidelines. This additional time is necessary to ensure the new LMS meets the operational needs of the libraries and complies with all relevant procurement regulations.

Under section 235(b) of the *Local Government Regulation 2012*, it is impracticable or disadvantageous for the Local Government to invite quotes or tenders due to the specialised or confidential nature of the services sought.

IMPLICATIONS

The proposed recommendation allows Council to continue to provide a functioning Library Service in line with the Service Level Agreement for Public Library Services, between Isaac Council and State Library of Queensland.

This proposal is congruent to the intent of the relevant legislation, procurement policies and procedures.

CONSULTATION

Manager Contracts and Procurement
Contracting Facilitator

BASIS FOR RECOMMENDATION

Exception was thoroughly reviewed with consideration to the veracity of the application.

ACTION ACCOUNTABILITY

The Manager – Contracts and Procurement is accountable for compliance with s235 of the *Local Government Regulations 2012*.

KEY MESSAGES

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

Report Prepared By:

TONI MARKCROW
Acting Library Standards and Circulation Leader

Date: 31 October 2024

Report Authorised By:

DANIEL WAGNER
Director Planning, Environment and
Community Services

Date: 31 October 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS	Ordinary Meeting Wednesday 27 November 2024
AUTHOR	Kent Worsley
AUTHOR POSITION	Program Leader Environment and Sustainability

9.22

ISAAC REGIONAL COUNCIL FLYING FOX ROOST
MANAGEMENT STATEMENT OF MANAGEMENT INTENT REVIEW

EXECUTIVE SUMMARY

The purpose of this report is for Council to adopt a revised Flying Fox Roost Management Statement of Management Intent.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Adopts the revised Flying Fox Roost Management Statement of Management Intent, version 2, dated 30 October 2024.***

Resolution No.:		PECS1218	
Moved:	Cr Melissa Westcott	Seconded:	Cr Terry O’Neill
That the Committee recommends that Council:			
1.	Adopts the revised Flying Fox Roost Management Statement of Management Intent, version 2, dated 30 October 2024.		
Carried			

BACKGROUND

Council's Flying Fox Roost Management Statement of Management Intent (SOMI) defines the responsibilities and obligations of Isaac Regional Council and other landholders regarding the management of flying fox roosts in the Isaac region's urban areas.

The SOMI is a voluntary management tool that Council uses to guide internal operations and to establish a considered position for community's reference and messaging.

Multiple councils have chosen to produce SOMIs on a voluntary basis to guide their own operations and establish a considered position for their community's reference. The need to produce a SOMI can also be required by the Minister under Part 5, Division 10, Section 100K of the *Nature Conservation Act 1992 (the Act)*.

Isaac Regional Council's SOMI was resolved by Council on Tuesday 23 July 2019 and does not include a review or termination date. The SOMI is effectively a Council policy and has been in effect for 5 years. Policy requirements as per Council's Document Control Procedure CORP-PRO-001 requires a review at a minimum of every 2 years.

The SOMI underwent an internal review by the Environment and Sustainability team utilising their knowledge of implementing the SOMI for the past 5 years with consideration of the following;

- A review date added to the SOMI
- The current science on Flying Fox management of all species since the endorsement
- The current successful management practices of other local governments
- Current projects underway
- Provide further definitions for thresholds in dispersal prerequisites and remove ambiguity in wording.
- Situational awareness of customer requests and needs in different Urban Flying Fox Management Areas
- Queensland Parks and Wildlife's Interim policy for determining when a flying-fox congregation is regarded as flying-fox roost under section 88C of the Nature Conservation Act 1992
- Consultation with relevant Council departments

The SOMI has been updated with consideration given to these factors, however it is noted that there are no major policy changes, and the intent of the SOMI remains generally the same.

IMPLICATIONS

Financial

The reviewed SOMI maintains the current resourcing needs.

A funding stream for projects assisting in its delivery intent are available through the State Government's Flying Fox Roost Management - Local Government Grant Program running until the 27-28 financial year. This program has already been renewed once and there is a desire from Local Government through the LGAQ that this funding stream continues beyond the current program. Council has previously received funding twice through this Program and it is anticipated that future funding for specific flying fox projects will be sought from future funding rounds.

Reputational

The revised SOMI is intended to improve Council's reputation through consistent and transparent messaging and actions. It is an external facing policy that is used by officers to engage and inform the community of management responsibilities and council's intervention responses on public and private property.

The SOMI was written as a Council position and interpretation by the community can be difficult and does not support them to take lawful management decisions themselves.

The revised SOMI has been drafted to remove ambiguity for easier interpretation and provides further background and insight into the management of flying foxes that intends to improve the relevance of the document to the public and delivery of council's customer service.

Legislation

The revised SOMI is compliant with the *Nature Conservation Act 1992 (the Act)* and considers the Interim policy for determining when a flying-fox congregation is regarded as flying-fox roost under section 88C of the Act. Whilst furthering Council's intended management it does not preclude community members from undertaking their lawful rights under *the Act* or Interim Policy even if it does not uniformly align with the SOMI advice (e.g. undertaking private dispersals on private property).

CONSULTATION

- Council workshop on 9 October 2024.
- ELT briefing on 16 September 2024

BASIS FOR RECOMMENDATION

The SOMI is the key policy for the management of flying foxes in the Isaac Region. It requires review to ensure that it remains current with the latest contemporary management methods, science and legislation to achieve fair and transparent outcomes for the community.

ACTION ACCOUNTABILITY

Program Leader Environment and Sustainability document control SOMI, update website and send notification of revised SOMI to Department of Environment and Science

KEY MESSAGES

Council is required to review the SOMI which is a voluntary management tool that Council uses to guide internal operations and to establish a considered position for community's reference and messaging.

The SOMI has been updated to include changes in the regulatory environment, remove ambiguity and provide clear process and explanation to the community.

Report prepared by:

KENT WORSLEY

Program Leader Environment and Sustainability

Date: 31 October 2024

Report authorised by:

DANIEL WAGNER

**Director Planning, Environment and
Community Services**

Date: 31 October 2024

ATTACHMENTS

- Attachment 1 - Isaac Regional Council Flying Fox Roost Management Statement of Management Intent – Version 2

- Attachment 2 - Isaac Regional Council Flying Fox Roost Management Statement of Management Intent - Changes between Version 1 and 2

REFERENCE DOCUMENT

- *Nature Conservation Act 1992*
- Isaac Regional Council Document Control Procedure CORP-PRO-001
- Flying Fox Roost Management- Local Government Grant Program



Draft FLYING FOX ROOST MANAGEMENT

STATEMENT OF MANAGEMENT INTENT

Version 2

30th October
2024

ISAAC
REGION 

HELPING TO ENERGISE THE WORLD

PURPOSE

This Statement of Management Intent defines the responsibilities and obligations of Isaac Regional Council and other landholders regarding the management of flying foxes in the Isaac Urban Flying Fox Management Areas.

This Statement will be reviewed annually as per Council's Corporate Policy Framework and Guidelines.

BACKGROUND

In Queensland, the Nature Conservation Act 1992 (NC Act) is the primary legislation that regulates flying-fox roost management. The Department of Environment and Science administers the NC Act and is responsible for the management and conservation of flying foxes in Queensland.

Two species of colonial flying foxes are known to occur within the Isaac Regional Council area; the little red flying foxes (*P. scapulatus*) and black flying foxes (*Pteropus alecto*). The grey-headed (*P. poliocephalus*) and spectacled flying foxes (*P. conspicillatus*) also have the potential to occur. All are native species protected under the State's *Nature Conservation Act 1992* with the grey-headed and spectacled flying fox also listed as Vulnerable species under the Commonwealth's *Environment Protection and Biodiversity Conservation Act 1999* affording them additional protection.

Actions involving flying fox roosts are controlled under *Section 88C of the NC Act* and the destruction of a roost is prohibited unless permitted under the *NC Act*. A flying fox roost is defined under the *NC Act* as a tree or other place where flying-foxes congregate from time to time for breeding or rearing their young. It is important to note that not all trees that contain flying foxes are roosts.

In 2020, the Department of Environment and Science released its *Interim policy for determining when a flying-fox congregation is regarded as flying-fox roost* under section 88C of the *NC Act*. This Interim Policy was released as a measure to assist in determining when a flying fox colony meets the definition in the *NC Act*. Flying Foxes themselves remain protected under Section 88 the *NC Act* from any threatening processes that may harm, kill or impair the wellbeing of an individual or colony regardless of roost status.

On 29 November 2013, the Queensland Government revised its approach to managing flying foxes. This included the introduction of an 'as-of-right' authority for local governments to manage and/or disperse flying fox roosts in Urban Flying Fox Management Areas in accordance with the *Code of Practice – Ecologically sustainable management of flying fox roosts*. It is important to note that this 'as-of-right' does not obligate local government to implement any approaches, however it does allow local government to manage and/or disperse flying fox roosts in certain circumstances without the need for a permit under the *Nature Conservation Act 1992*.

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The Department of Environment and Science has also released Code of Practices to assist local government and private landowners to understand their statutory obligations under the *NC Act*:

- The *Code of Practice – Ecologically sustainable management of flying fox roosts* sets out how Local Government may manage roosts within the Urban Flying Fox Management Areas. Specifically, the *Code of Practice* prescribes how Councils may:
 - destroy a flying fox roost,
 - drive away, or attempt to drive away, a flying fox from a flying fox roost, and
 - disturb a flying fox in a flying fox roost.
- The *Code of Practice – low impact activities affecting flying fox roosts* sets out how a private landowner may undertake low impact activities at a flying fox roost in accordance with section 61 of the *Nature Conservation (Animal) Regulation 2020*. Under this code, low impact activities are mulching, mowing or weeding under or near roost trees and/or minor trimming of roost trees, where the activities are not directed at destroying a flying fox roost, driving away, or attempting to drive away, a flying fox from a flying fox roost, or disturbing a flying fox in a flying fox roost.

It is important to note that neither code provides exemptions to other legislation and provisions that are likely to be relevant to flying fox management activities, such as the *Queensland Vegetation Management Act 1999*, *Fisheries Act 1994*, the *Federal Environment Protection and Biodiversity Conservation Act 1999* and various planning provisions.

As defined in the *NC Act*, significant penalties may apply for the unauthorised disturbance of a flying fox roost, attempting to destroy a flying fox roost and/or driving flying foxes away from a roost. It is important that before undertaking any activities that may impact a flying fox roost that land owners consult with the Department of Environment and Science to determine whether the impacted vegetation meets the definition of a roost and is subject to any further legislative requirements.

Typically, the approach that a local government adopts to the management of flying foxes in Urban Flying-fox Management Areas is set out in a Statement of Management Intent as a public record of the Council's intentions. It is usual for a Statement of Management Intent to be adopted following a community engagement process.

URBAN FLYING FOX MANAGEMENT AREAS

The below map depicts the Urban Flying Fox Management Areas within the Isaac Regional Council local government area (indicated in blue) where Council's "As of Right-Authority Notification" applies.



Figure 1: Isaac Regional Urban Flying Fox Management Area Map

MANAGEMENT APPROACH

Council recognizes the impacts that flying fox roosts can have on the community and is committed to a management approach which achieves a balance between reducing community impacts and the conservation and protection of these important native species.

A. State-controlled and privately owned land

In keeping with the general principles of land ownership the management of flying foxes on non-Council controlled land is regarded as the responsibility of the landowner. This means that Council does not have any involvement in the direct management of flying fox populations that are located solely on private land or state land or a combination of the two. Anyone making an enquiry relating to flying foxes on non-Council land would be advised of Council's *Statement of Management Intent in relation to flying fox management* and will be directed to the Department of Environment and Science as a first point-of-call if they wish to act.

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Council will still provide basic advice and information to the public regarding the appropriate management of flying foxes on non-council land and the impacts of actions on their neighborhood and broader community.

If it is determined by the Department of Environment and Science that landowners/residents have a 'roost' declared under the *Interim policy for determining when a flying-fox congregation is regarded as flying-fox roost* under section 88C of the *Nature Conservation Act 1992*, they can apply for a Flying Fox Roost Management Permit to undertake management actions on privately owned and State land. The landholders could also undertake low impact activities as stipulated under the *Code of Practice – Low impact activities affecting flying fox roosts*.

Principle of special circumstances

Isaac Regional Council may consider providing assistance to landholders to manage flying foxes on privately owned land under the following special circumstances.

- Flying foxes have only been located at the site for a short time, and
- The affected property is on land owned by a community organisation and is highly sensitive (kindergarten or childcare centre), or involves several intensively affected neighbouring private residences, and
- Early intervention is needed before a Flying Fox Roost Management Permit application is made by the landowner and approved, due to health and wellbeing concerns or significant damage to private property.

If all the above special circumstances apply, then Isaac Regional Council may choose to use its "As-Of-Right-Authority Notification", subject to the following conditions:

- Any and all costs associated with managing flying foxes must be agreed in advance between Isaac regional Council and the landowners and paid by the landowners.
- The landowners will undertake intervention options under the coordination and direction of Isaac Regional Council and in accordance with the *Code of Practice – Ecologically Sustainable Management of Flying Fox Roosts*.

If none of the above special circumstances apply, then the landowner is responsible for managing the flying foxes and their roosts and:

- Isaac Regional Council will direct the landowners to the Department of Environment and Science for advice on what actions they can legally undertake.
- Isaac Regional Council will offer advice on methods landowners and residents can undertake to make their properties less attractive to flying foxes and provide history and current trends of flying fox management in the Isaac Region to inform our residents and property owners.
- All land landowners can undertake low impact activities at flying fox roosts, in accordance with the *Code of Practice – Low Impact Activities Affecting Flying Fox Roosts* and within the legislative framework of the *Nature Conservation Act 1992*.

- Landowners determined to have a roost by the Queensland Government's Department of Environment and Science may apply to undertake higher impact activities through a Flying Fox Roost Management Permit.

B. Council owned and/or controlled land

Isaac Regional Council is responsible for the management of Flying Foxes and Flying Fox roosts only on the land owned and managed by Isaac Regional Council.

Council acknowledges the Queensland Government as a primary partner in managing Flying Fox populations and would work with guidance from the Queensland Government when undertaking any management actions. All management actions undertaken at Flying Fox roosts would comply with the prescribed methods outlined in the *Code of Practice – Ecologically Sustainable Management of Flying fox Roosts* and within the legislative framework of the *Nature Conservation Act 1992*.

Due to the complex nature of Flying Fox management, Isaac Regional Council will consider the following factors to determine if the management of Flying Foxes in any specific situation is viable for interventions on Council owned land.

- Proximity of the flying Fox Roosts to residential dwellings or sensitive areas (including schools, kindergarten, childcare centres, parks, and aged care centres)
- The number and species in the roosts.
- Whether the Flying Foxes are breeding or rearing young.
- The health status of the Flying Foxes.
- The number of years the flying foxes have used the roost site.
- The capability of Council to comply with legislative requirements.
- The level of risk to human health, safety or wellbeing.
- The cost to Council from management actions.
- If the roosts are not solely on Council land, consent to manage flying foxes must be provided by all landowners and cost recovery agreed.
- Likelihood of success of management options.
- Whether the flying foxes could be dispersed to another council owned site, without adversely impacting that site.
- Whether good outcomes can be achieved with low or medium intervention options.
- The likelihood of flying foxes relocating to another site which causes further community concern.
- Whether Council can provide alternate methods of assistance to affected properties.

Any decision on the management of Flying Foxes will only be made based on a business case that addresses all the above factors.

Intervention options

Isaac Regional Council may utilise any combination of the intervention options in managing Flying Foxes. Isaac Regional Council is committed to “Best Practice” in the management of Flying Foxes and will consider all new science and technologies.

A. Low intervention options

- Education and information sharing to residents.
- Monitoring of the roost and animals.
- Isolation of roosts to minimise disruption to flying fox roosts.

B. Medium intervention options

- Creating buffers and nudging flying foxes away from part of the roost in accordance with the Code of Practice – Ecologically Sustainable Management of Flying Fox Roosts.
- Creation of Roost Management Plans

C. Medium-high intervention options

- Dispersal by removing vegetation concern in accordance with the Code of Practice – Ecologically Sustainable Management of Flying Fox Roosts.

D. High intervention options

- Dispersal by creating disturbance in accordance with the Code of Practice – Ecologically Sustainable Management of Flying Fox Roosts.

Note: Isaac Regional Council has previously undertaken large scale dispersals on behalf of residents and landowners within our Urban Flying Fox Management Areas. These dispersals were largely ineffective, came at a significant financial cost and could not be delivered equitably across all the region’s Urban Flying Fox Management Areas. These historic dispersals also often resulted in the shifting of flying foxes from their original camps to other properties which were previously unimpacted by flying foxes. Council ceased undertaking dispersals in 2017 due to these unsuccessful outcomes and does not currently support high intervention dispersals (subject to special circumstance as detailed under Section B).

High intervention dispersals have been attempted across multiple Local Governments in Australia with limited success. Council continues to follow current scientific research and remains in contact with other Local Governments in Queensland to understand best-practice management practices and opportunities to replicate these in the Isaac Region’s Urban Flying Fox Management Areas.

To date, pro-active vegetation management by residents and landowners has proven the most effective tool in the Isaac Region in deterring flying foxes from congregating in private yards and is encouraged as best-practice.

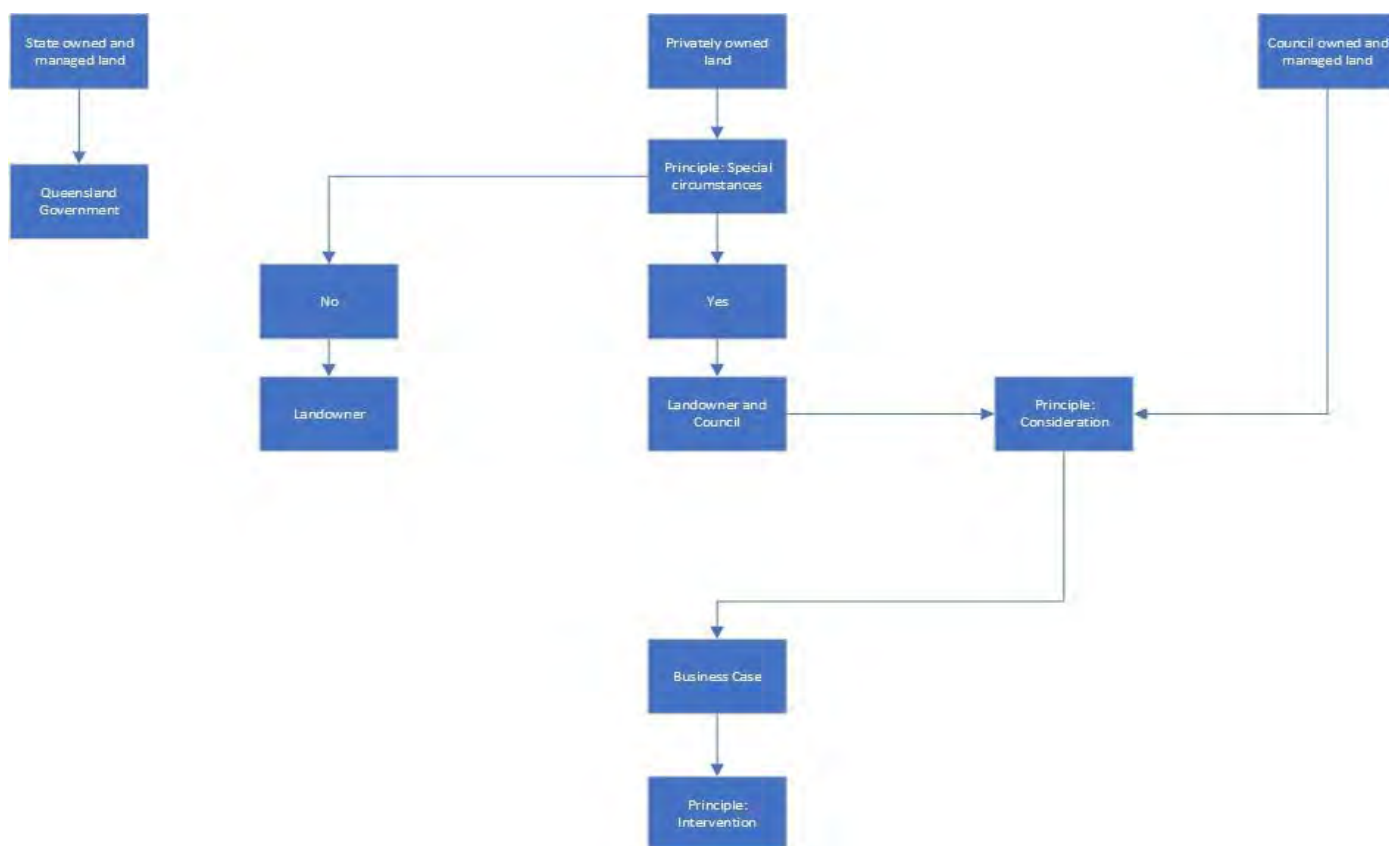


Figure 2: Flow chart for decision making of council intervention

FURTHER INFORMATION FOR RESIDENTS

Residents are invited to note that their activities that result in the disturbance of flying fox camps or roosts may contravene the *Nature Conservation Act 1992*, *Environmental Protection and Biodiversity Conservation Act 1999* and/or *Animal Care and Protection Act 2001* and result in possible prosecution by the Queensland Government. Low impact activities (such as mulching, mowing or weeding) can be undertaken near flying fox roosts where the activities are not directed at destroying the roost or disturbing the animals. These activities must be undertaken in accordance with the 'Code of Practice – Low impact activities affecting flying fox roosts' under the *Nature Conservation Act 1992*. For further information on the Code of Practice see https://www.qld.gov.au/data/assets/pdf_file/0008/221021/cp-wl-ff-roost-management.pdf

Management of roosts on privately owned land remains the responsibility of the landowner. Whilst there are legal considerations in managing flying foxes, residents and landowners still have avenues of management they can explore. Contacting the Department of Environment and Science who administer the *Nature Conservation Act 1992* to discuss their management alternatives will reduce their risk in undertaking an illegal action.

If a resident is concerned about flying foxes on private land or the property falls outside of Isaac Regional Council Urban Flying Fox Management Areas, residents can apply for a roost management permit. Anyone approved by the Department of Environment and Science *Code of Practice – Ecologically sustainable management of flying fox* ^[OBJ], which is available at the following ^[OBJ] <https://www.qld.gov.au/environment/plants-animals/animals/living-with/bats/flying-foxes/managing-impacts-of-flying-foxes/authorised-flying-fox-roost-management>.

You can learn more about Hendra virus and Lyssavirus by visiting and searching the following websites: Queensland Health – <https://www.health.qld.gov.au/> or Biosecurity Queensland – <https://www.business.qld.gov.au/>

Should residents wish to find out more, they can browse the Department of Environment and Science website – <https://www.des.qld.gov.au/> or contact Council directly with any questions or concerns in relation to the above information.

ATTACHMENT 2 – CHANGES BETWEEN VERSION 1 AND 2

Page	Section	Amendments
2	Purpose	Changed: terminology to Isaac Urban Flying Fox Management Areas – to provide clarity on how/ where the SOMI applies
2-3	Background	<p>Added: the name and controlling body of the primary legislation for flying-fox roost management in Queensland - Nature Conservation Act (1992)</p> <p>Added: the definition and protection of a roost as listed under section 88C under the NC Act (1992)</p> <p>Added: In 2020 DESI release its interim policy for determining when a flying fox congregation is regarded as a roost (section 88C – NC Act). Flying foxes are protected any threatening processes that may harm, kill or impair the wellbeing of an individual or colony regardless of roost status (section 88C – NC Act 1992).</p> <p>Added: DESI has released a code of practices to assist local government and private landowners to understand their statutory obligations under the NC Act.</p> <p>Added: Code of practice 'low impact' activities are now listed under section 61 of the <i>Nature Conservation (Animal) regulation 2020</i> instead of section 41B of the <i>Nature Conservation (Wildlife Management) Regulation 2006</i>.</p> <p>Changed: \$ values of penalties to significant penalties for unauthorised disturbance of Flying Fox roost, attempting to destroy a Flying Fox roost and/ or driving Flying Fox away from a roost.</p> <p>Added: Urge landowners that before undertaking any activities that may impact a FF roost, that they should consult DESI and determine whether the impacted vegetation meets the definition of a roost and is subject to any further legislation.</p>
4	Urban Flying Fox Management Areas	Changed: Map title to show where council 'as of right' authority notification applies in the Isaac region
4	Management Approach	Added: Council recognises the impact that Flying Fox roosts can have on the community and is committed to a management

ATTACHMENT 2 – CHANGES BETWEEN VERSION 1 AND 2

		approach which achieves a balance between reducing community impacts and the conservation and protection of these important native species.
4-5	State-Controlled & Privately Owned Land	<p>Changed: 'Council would not have any involvement in the management of flying foxes that are located solely on private/ state land' to 'Council does not have any involvement....' – To remove any ambiguity</p> <p>Added: 'Impacts of actions on their neighborhood and the broader community' to the statement that council will provide basic advice and information to the public regarding the appropriate management of Flying Foxes on non-council land. – demonstrating the potential for wider impacts</p> <p>Added: If it is determined by the Department of Environment and Science that landowners/residents have a 'roost' declared under the <i>Interim policy for determining when a flying-fox congregation is regarded as flying-fox roost under section 88C of the Nature Conservation Act 1992</i>, they can apply for a Flying Fox Roost Management Permit to undertake management actions on privately owned and State land. The landholders could also undertake low impact activities as stipulated under the <i>Code of Practice – Low impact activities affecting flying fox roosts</i>.</p>
5	Principle of Special Circumstances	<p>Added: Isaac Regional Council will offer advice on methods landowners and residents can undertake to make their properties less attractive to flying foxes and provide history and current trends of flying fox management in the Isaac Region to inform our residents and property owners.</p> <p>Altered wording: Landowners determined to have a roost by DESI may apply for a permit for higher impact activities through a Flying Fox Roost Management Permit – provide more clarity</p>
6	Council Controlled/ Owned Land	<p>Added: List of factors that determine the viability of undertaking management actions on council owned land –Due to the complex nature of flying fox management, IRC will consider the following factors to determine if the management of flying foxes in any specific situation is viable for interventions on council owned land</p> <ul style="list-style-type: none"> • Proximity of flying fox roosts to residential dwellings or sensitive areas (schools, kindergartens, childcare centres, parks, and aged-care centres) • The number and species in the roosts • Whether the flying foxes are breeding or rearing young

ATTACHMENT 2 – CHANGES BETWEEN VERSION 1 AND 2

		<ul style="list-style-type: none"> • The health status of the flying foxes • The number of years the flying foxes have used the roost site • The capability of Council to comply with legislative requirements • The level of risk to human health, safety or wellbeing • The cost to Council from management actions • If the roosts are not solely on Council land – consent to manage flying foxes must be provided by all landowners and cost recovery agreed • Likelihood of success of management options • Whether the flying foxes could be dispersed to another Council owned site, without adversely impacting that site • Whether the good outcomes can be achieved with low or medium intervention options • The likelihood of flying foxes relocating to another site which causes further community concern • Whether Council can provide alternate methods of assistance to affected properties <p>Any decision on the management of the flying foxes will only be made based on a business case that addresses all the above factors. – provide clarity on when council will action management options</p>
7	Intervention Options	<p>Added: Note: Isaac Regional Council has previously undertaken large scale dispersals on behalf of residents and landowners within our Urban Flying Fox Management Areas. These dispersals were largely ineffective, came at a significant financial cost and could not be delivered equitably across all the region's Urban Flying Fox Management Areas. These historic dispersals also often resulted in the shifting of flying foxes from their original camps to other properties which were previously unimpacted by flying foxes. Council ceased undertaking dispersals in 2017 due to these unsuccessful outcomes and does not currently support high intervention dispersals (subject to special circumstance as detailed under Section B).</p> <p>High intervention dispersals have been attempted across multiple Local Governments in Australia with limited success. Council continues to follow current scientific research and remains in contact with other Local Governments in Queensland to understand best-practice management practices and opportunities to replicate these in the Isaac Region's Urban Flying Fox Management Areas.</p> <p>To date, pro-active vegetation management by residents and landowners has proven the most effective tool in the Isaac Region in deterring flying foxes from congregating in private yards and is encouraged as best-practice</p>

ATTACHMENT 2 – CHANGES BETWEEN VERSION 1 AND 2

8	Further information for residents	<p>Added: Whilst there are legal considerations in flying fox management there are still avenues that landowners can explore – best thing they can do is to contact DESI to reduce their risk of undertaking illegal action of flying fox management</p> <p>Added: Links for information on Hendra and Lyssavirus through Queensland Health and Queensland Biosecurity portals for people who have health concerns about living in close proximity to the flying fox populations.</p>

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Senani Ralalage

AUTHOR POSITION

Student Planner

9.23

**REQUEST FOR WAIVER OF DEVELOPMENT APPLICATION FEES
AND INFRASTRUCTURE CHARGES FOR AN OTHER CHANGE
APPLICATION (MCU24/0014) - MATERIAL CHANGE OF USE –
COMMUNITY FACILITY (OFFICE) – 12 MURPHY STREET, DYSART
QLD 4745 – LOT 31 ON D111246**

EXECUTIVE SUMMARY

Council has received a request from Planning Approval Group on behalf of Hinterland Community Care to waive development application fees and infrastructure charges for their development application (MCU24/0014) for an Other Change to an existing Development Permit for a Material Change of Use for Community Facility (Office) at 12 Murphy Street, Dysart QLD 4745, legally described as Lot 31 on D111246.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

1. ***Approves a 100% (\$5,292.00) discount of the infrastructure charges associated with development application (MCU24/0014) for an Other Change to an existing Development Permit for a Material Change of Use for Community Facility (Office) at 12 Murphy Street (MCU24/0014), Dysart QLD 4745 described as Lot 31 on D111246.***

Resolution No.: PECS1219

Moved: Cr Alaina Earl

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

1. **Approves a 100% (\$5,292.00) discount of the infrastructure charges associated with development application (MCU24/0014) for an Other Change to an existing Development Permit for a Material Change of Use for Community Facility (Office) at 12 Murphy Street (MCU24/0014), Dysart QLD 4745 described as Lot 31 on D111246.**
2. **Declines the request to refund the Development Application Fee for development application (MCU24/0014) for an Other Change to an existing Development Permit for a Material Change of Use for Community Facility (Office) at 12 Murphy Street (MCU24/0014), Dysart QLD 4745 described as Lot 31 on D111246.**

Carried

BACKGROUND

On 1 August 2024 Hinterland Community Care C/- Planning Approval Group lodged an application for an Other Change to an existing Development Permit for a Material Change of Use for Community Facility (Office) over land located at 12 Murphy Street, Dysart QLD 4745 (application reference MCU24/0014), legally described as Lot 31 on D111246. The development application seeks approval for a 70m² extension to the Hinterland Community Care Office in Dysart to provide more office space and internal layout changes to the existing community use.

At the time of lodgement, the applicant requested that Council waive the application fee. The applicant was advised that officer's do not hold delegation to waive development application fees and to commence the application process and make the application 'properly made', the fee was paid in its entirety on 5 August 2024. In accordance with Council's Fees and Charges Schedule 2024/2025, the relevant application fee paid was \$4,320.00. Accordingly, this request is a retrospective request that if supported by Council would result in a refund of application fees.

On 15 August 2024 Planning Approval Group formally requested consideration of a fee waiver of the application fee of \$4,320.00 and applicable infrastructure charges of \$5,292.00 citing the following grounds:

- *Hinterland Community Care (HCC) have been providing care services for over 27 years for the frail, aged, those with a disability, their carers or anyone at risk of entering residential care in home and in the community.*
- *The proposed expansion will enable HCC (a not-for-profit organisation) to better service the need for increased community and care services in Dysart and surrounding areas.*
- *A fee refund will enable the funds to be redistributed to better service the community of the Isaac Region.*

REQUEST

Development Application Fee

- The *Local Government Act 2009* and *Planning Act 2016* allow Council to set fees and charges for development assessment activities. Fees are set on a cost-recovery basis.
- The applicable fee paid for the development application was \$4,320.00. The applicant is requesting a 100% waiver of the fee being \$4,320.00.
- In accordance with section 109 of the *Planning Act 2016*, an assessment manager (Council in this instance) may refund all or part of a required fee
- In consideration of the request, the costs to Council of assessing the application have been estimated at \$4,500.
 - External consultancy costs of approximately \$2,500.
 - Internal costs attributed to wages for Council's delivery of assessment manager role, including administration – approximately \$2,000
- In accordance with these estimates, it is noted that any discount/refund to the application fee will result in Council incurring a financial loss for assessing the application.

Infrastructure Charges

- Infrastructure charges are a one-off charge levied by Council when a development application places extra demand on the trunk infrastructure network.
- Infrastructure charges are levied at the time a development application is decided and are payable for a material change of use application, prior to the change in use commencing.
- As per the Isaac Regional Council Charges Resolution (No.3) 2021, the applicable infrastructure charge for the development is \$5,292.00.
- The applicant is requesting a 100% waiver of the infrastructure charges which is \$5,292.00.

ASSESSMENT CONSIDERATIONS

- According to the Australian Charities and Not for Profit Commission database (ACNC), Hinterland Community Care Inc. is a registered non-profit organisation (ABN.22715495302).
- The development application is proposed to support an expansion to the existing social support services available to members of the public in the region.
- Reduction in the development costs incurred by the applicant will enable redistribution of the waived charges to provide better services to the community.
- Council's development application fees are adopted on a cost-recovery basis. The waiving of any development application fees will result in Council incurring a financial loss for assessing the application.
- The proposed development is accommodated by existing infrastructure servicing the site, with no upgrades to trunk infrastructure required to service the development.
- Council has historically provided discounts for infrastructure charges for not-for-profit applicants, however there is less precedent for the waiving/refund of development application fees.

RECOMMENDATION

It is the officer's recommendation that the following discounts be supported:

- No discount to the development application fee given that it will impact Council's ability to achieve cost recovery for the works undertaken, which include consultancy costs.
- 100% discount to infrastructure charges

A comparison of the discounts and costs incurred in the various scenarios is provided below:

Options	Development Application Fees	Infrastructure Charges Payable	Total
Current situation with no discount	\$4,320.00	\$5,292.00	\$9,912.00
As per applicant's request	\$0.00	\$0.00	\$0.00
As per officer's recommendation	\$4,320.00	\$0.00	\$4,320.00

The above recommendation reflects a discount of over 50% of the total costs incurred by the applicant.

IMPLICATIONS

- The waiving of infrastructure charges only will ensure that Council maintains the ability to recover costs associated with the assessment of the development application.
- The waiving of infrastructure charges will not have any immediate impact on Council. It will ultimately result in reduced revenue for the delivery of future trunk infrastructure works, however given that the value of the infrastructure charge is quite low, this discount is not expected to impact Council's ability to deliver on its trunk infrastructure commitments as identified in the Local Government Infrastructure Plan.
- The discount will reduce the development costs incurred by the applicant will enable redistribution of the waived charges to provide better services to the community.
- The waiving of infrastructure charges may set a further precedent, however Council has historically supported waiving and/or discounting infrastructure charges for not-for-profit organisations. Any future requests will be considered on a case-by-case basis.

CONSULTATION

Internal

Manager Liveability and Sustainability who supports the officer's recommendation.

External

Not applicable

BASIS FOR RECOMMENDATION

Council's development application fees are set on a cost recovery basis and reflect the costs to Council to delivery development assessment services.

The waiving of infrastructure charges for not-for-profit organisation is consistent with previous resolutions of Council and support's not-for-profits with ongoing service delivery and expansion.

ACTION ACCOUNTABILITY

Manager Liveability and Sustainability to provide written correspondence advising the applicant of Council's resolution.

KEY MESSAGES

Council is supportive of discounting infrastructure charges for not-for-profit organisations where there is no direct impact to current and/or future infrastructure delivery.

Council's development application fees and charges align with the cost of undertaking a range of technical assessment tasks in a regional location and are set to achieve cost recovery. The discounting of application fees has potential to negatively impact all rate payers by not allowing Council to achieve cost recovery for this service.

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Report prepared by:

SENANI RALALAGE
Student Planner

Date: 31 October 2024

Report authorised by:

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

Date: 31 October 2024

ATTACHMENTS

- Attachment 1 – Fee Reduction Request

REFERENCE DOCUMENT

- Isaac Fees and Charges Register 2024/2025
- Isaac Regional Council Charges Resolution (No.3) 2021
- *Local Government Act 2009*
- *Planning Act 2016*

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PLANNING
APPROVAL
GROUP

15 August 2024

Isaac Regional Council
PO Box 97
Moranbah QLD 4744

[VIA EMAIL: liveability.sustainability@isaac.qld.gov.au]

To whom it may concern,

**RE: WAIVE OF APPLICATION FEE & INFRASTRUCTURE CHARGES – 12 MURPHY STREET,
DYSART– LOT 31 on D111246**

On behalf of Hinterland Community Care, Planning Approval Group hereby request the Council consider waiving the Development Application Fee and Infrastructure Charges for the Development Permit Application – Other Change – Material Change of Use for Community Facility (Office).

The Other Change Development Application is required to support the proposed expansion of a community care services use. The expansion will assist in servicing the increasing demand for community and care services in Dysart and surrounds.

The existing approved Community Use includes 3 offices, reception, lunch room, 6 car-parks including one disabled car-park. The proposed development is to expand the Community Facility by 70m² to include a re-oriented lunchroom, entrance/reception and toilet facilities, and adding two offices to the premises.

Hinterland Community Care (HCC) are a benevolent society that have been providing care services for over 27 years for the frail, aged, those with a disability, their carers or anyone at risk of entering residential care in home and in the community. The proposed expansion will enable HCC (a not-for-profit organisation) to better service the need for increased community and care services in Dysart and surrounding areas.

HCC support Moranbah, Nebo, Copabella, Clermont, Dysart, Middlemount, Tieri and McKenzie River communities including the remote properties of the Isaac Region. HCC are passionate about improving access to affordable, flexible, quality support for the communities of the Isaac Region.

HCC paid the Development Application fee of \$4,320 to Council on 5th of August. It is requested that Council consider waiving the Development Application fee and providing a

BRISBANE - ROCKHAMPTON - CLERMONT

refund to HCC which is a benevolent, not for profit organisation. This will enable the funds to be redistributed to better service the community of the Isaac Region.

In addition, HCC request Council consider waiving the applicable Infrastructure Charges fee for the proposed development. As per the *IRC Charges Resolution (No.3) 2021*, the infrastructure charge is $70\text{m}^2 \times \$75.60 = \$5,292.00$ for Community Care Centre. It is requested that Council consider waiving the infrastructure charges to enable the funds to be used instead to service the community of the Isaac Region.

We look forward to Council's response. Please do not hesitate to contact Renee Wall on 0488 552 530 or via email at mail@planningapprovalgroup.com.au should you have any queries or wish to discuss.

Yours faithfully,

Renee Wall



Director

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Nishu Ellawala

AUTHOR POSITION

Manager Community Education and Compliance

9.24

RESULTS OF THE APPROVED SELECTIVE INSPECTION PROGRAM

EXECUTIVE SUMMARY

The purpose of this report is to present to Council the results of the Approved Selective Inspection Program undertaken throughout the region between 6 February 2024 and 30 April 2024.

OFFICER'S RECOMMENDATION

That the committee recommends that Council:

1. *Receives and notes the Results of the Approved Selective Inspection Program report.*

Resolution No.: PECS1220

Moved: Cr Melissa Westcott

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

1. Receives and notes the Results of the Approved Selective Inspection Program report.

Carried

BACKGROUND

In November 2023 Council resolved (Resolution No: 8565) to conduct an approved inspection program. Namely Council approved:

- (1) A selective inspection program of all properties within the Isaac Regional Council area where a dog had been registered up to 31 August 2023 and Council has not received a renewal for that registration to be undertaken between 6 February 2024 and 30 April 2024.

Accordingly, the inspection program was undertaken by the dedicated team of Authorised Officers and the outcome is reported as follows.

PROGRAM RESULTS

THE SELECTIVE INSPECTION PROGRAM – ALL REGION

- 402 properties have been issued Obligation to Register Letters, with 279 of those still non-compliant. Noting that these owners have been issued with formal notification as well as reminder notices. 56 of those properties were issued with Penalty Infringement Notices.
- Percentage of Properties with Dogs **67.76%**
- Percentage of fully compliant properties **23.74%**

Table 1 – Breakdown of number of dogs per property

Item	Number of Properties
1 dog	218
2 dogs	150
3 dogs	21
4 dogs	2

Table 2 – Breakdown of Program Results by Township*

Item	Moranbah	Dysart	Clermont	Middlemount	Nebo	Coppabella	Glenden	Ilbilbie	St Lawrence	Clairview
No. of properties attended	357	68	66	42	25	3	5	2	6	3
No. of properties with dogs	251	41	49	27	12	1	3	2	2	3
No. of properties with more than 2 dogs <small>*these properties are included in the above</small>	22	2	3	2	1	0	0	0	0	0
No. of properties with no dogs	106	26	16	13	12	2	2	0	4	0
No. of dogs	308	67	65	40	24	2	4	3	4	6
No. of registered	94	31	17	12	3	1	0	0	2	3
No. fully compliant premises at time of inspection	16	6	0	0	0	0	0	0	0	0
No. fully compliant premises after the inspection program	82	17	7	8	4	0	1	0	2	2
Calling cards issued	249	39	47	29	17	2	0	0	3	2

Item	Combined
No. of Obligation to Update Registration and To Register letters sent	402
No. of Obligation to Microchip letters sent	43
No. of properties compliant since Obligation Letters sent	166
No. of PIN's issued	56
No. of PIN's not paid as of 29/10	38

COMMUNITY SENTIMENT AND FEEDBACK

- **Overall positive feedback and appreciation:** During the program, residents provided overwhelmingly positive feedback and expressed their satisfaction with the Council's efforts. The community showed a friendly and cooperative attitude throughout the program and willingly allowed officers to enter their property and engage in discussions recognising the program's importance in maintaining community safety.
- **Customer Concerns:** A small percentage of customers expressed dissatisfaction or appeared upset. This dissatisfaction can largely be attributed to a lack of understanding regarding the program's objectives and its implementation. It is important to note that these concerns were minimal in number and did not significantly impact the overall response.
- **Desire for Annual Inspections:** During the 2023 inspection program, it was noted that several residents expressed their desire for the program to be undertaken annually. These individuals recognised the value and positive impact of the program and suggested that its regular implementation would ensure continued community compliance and improvement. Following the outcomes of the 2024 program, it became increasingly evident that the program is effective in achieving its goals. An annual program, therefore, would serve as a continuous improvement measure, enhancing both compliance rates and community satisfaction.
- **Request for Online Services to assist the shift and rostered workers:** Recurring requests were made for Council to implement user-friendly online services that accommodate the unique circumstances of shift and rostered workers, who often have limited availability during regular office hours.

During recent discussions on dog registration compliance, some community members expressed reluctance to register their dogs, citing a preference to avoid visiting the Council administration building. Many found the in-person requirement to be a significant deterrent to registration.

Additionally, numerous inquiries have been made regarding the option to receive registration notices via email. Currently, TechOne does not support automatic email distribution for these notices, requiring staff to manually send them to individuals upon request.

- **Limitation on dog ownership to a maximum of two dogs per household:** The community expressed concerns on the restriction of two dogs per households with no provisions to make an application to keep in excess of two that they have experienced in other council areas.

PROGRAM DELIVERY IMPACTS

Under the provisions of the *Local Government Act* Council, could only undertake the inspection program between 6 February 2024 and 30 April 2024 as per resolution no: 8565. What that means is other than following up properties that had already been attended, and left calling cards, Council is not authorised to attend any additional properties beyond 28 April 2024.

Some delivery impacts were.

- **Limited Staffing Resources:** Recruitment difficulties left only one survey officer to conduct on-ground inspections. This shortage required compliance officers and administrative staff to handle a high volume of inquiries, which, alongside their regular duties, stretched resources and impacted workflow.
- **Duplicate Notices:** Due to limited staffing resources, the inspection program encountered issues with duplicate notices being sent to some property owners. With a small administrative team managing a high volume of documentation, instances arose where cross-checking and data verification were challenging, especially as staff juggled program duties with their regular responsibilities. This led to some residents receiving multiple notifications, which, while unintentional, caused minor confusion.

- **System Outages:** System unavailability during peak periods of the inspection program resulted in delays, impacting both operational efficiency and response times. These outages hindered the ability of staff to update records, process notices, and respond promptly to residents' inquiries

LEARNINGS

The debrief following the program highlighted key learnings and suggested improvements for future implementations:

- **Greater Online Accessibility:** Both residents and officers identified the need for accessible online platforms, which would streamline interactions and support Council's service provision more effectively.
- **System and Staffing Resilience:** To mitigate the challenges faced due to limited staff and system outages, future programs could benefit from improved recruitment strategies and a backup system plan, ensuring continuity and efficiency.

IMPLICATIONS AND PATH FORWARD

Under the *Animal Management (Cats and Dogs) Act 2008*, Council holds the delegated responsibility to ensure community compliance with animal ownership regulations. This selective inspection program has highlighted the significant role of such initiatives in promoting responsible dog ownership and enhancing community safety. The program's outcomes, combined with valuable community feedback, provide a strong foundation for future iterations and continuous improvement.

As the responsible authority, Council is obligated to take proactive steps to meet the Act's objectives. An Approved Inspection Program serves as an essential tool for achieving these goals, and future programs can build upon the insights gained from this year's implementation.

Proposed Enhancements and Policy Considerations:

1. **Provision of Online Service Platforms:** Establishing user-friendly online services and email registration notices would simplify the registration and compliance process for residents, particularly for those with non-standard working hours. Digital access will allow residents to fulfil their obligations more conveniently, reducing the need for in-person visits and increasing compliance rates.
2. **Exemption Policies for Dog Ownership Limits:** Community feedback has emphasised the need for flexibility in dog ownership limits.
3. **Amendments to Local Laws:** In November 2022, Council resolved (Resolution No. 8114) to amend *Subordinate Local Law No. 2 (Animal Management) 2011* to require approval for households seeking to keep more than the prescribed number of dogs. This is on hold awaiting broader Local Laws review by Governance and Corporate Services. The timely execution of this review will enable Council to objectively address excess dog ownership requests and reinforce responsible pet management within the community.

Positive Outcomes and Future Benefits:

- **Enhanced Registration Rates:** Improved compliance in dog registration will facilitate faster reunification of lost dogs with their owners, leading to reduced impoundment times and greater satisfaction among pet owners.

- **Strengthened Community Relations:** By responding to community feedback, such as calls for digital services and ownership exemptions, Council can reinforce public trust and strengthen its relationship with residents.
- **Ongoing Program Effectiveness:** The success of this inspection program highlights the value of annual or routine inspections, which not only support compliance but also sustain community engagement and safety.

Through these actions, Council is well-positioned to enhance service delivery, foster responsible dog ownership, and uphold its commitment to community safety and compliance. The continued evolution of the inspection program and related policies will ensure that Council meets the growing needs of the community while fulfilling its statutory obligations.

CONSULTATION

Community Education and Compliance Administration Officers

Animal Survey Officers

Program Leader Community Compliance

Community Compliance Officers

BASIS FOR RECOMMENDATION

The recommendation supports to objectives of the Pawsitive Blueprint for Responsible Dog Ownership.

ACTION ACCOUNTABILITY

Manager Community Education and Compliance

KEY MESSAGES

Community safety and sustainable communities are a priority for Isaac Regional Council. To assist in achieving this, Council aims to educate dog owners on their responsibilities and ensure compliance with the requirements for owning a dog.

Report prepared by: NISHU ELLAWALA Manager Community Education and Compliance Date: 31 October 2024	Report authorised by: DANIEL WAGNER Director Planning Environment and Community Services Date: 31 October 2024
--	---

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Karina Stennett

AUTHOR POSITION

Program Leader Community Compliance

9.25

PROPOSED ANIMAL INSPECTION PROGRAM – SELECTIVE INSPECTION PROGRAM

EXECUTIVE SUMMARY

This report presents the proposed Selective Inspection Program for consideration. The purpose of the proposed inspection program is to monitor compliance with the *Animal Management Act (Cats and Dogs) 2008*, Isaac Regional Council Local Law (Administration) 2011 and Isaac Regional Council Local Law 2 (Animal Management) 2011.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Resolve to approve, a Selective Inspection Program of all properties within the Isaac Regional Council area where a dog had been registered up until 31 August 2024 and Council has not received a renewal for that registration to be undertaken between 3 February 2025 and 2 May 2025.***

Resolution No.: PECS1221

Moved: Cr Melissa Westcott

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

- 1. Resolves to approve, a Selective Inspection Program of all properties within the Isaac Regional Council area where a dog had been registered up until 31 August 2024 and Council has not received a renewal for that registration to be undertaken between 3 February 2025 and 2 May 2025.**

Carried

BACKGROUND

The *Animal Management (Cats and Dogs) Act 2008 (the Act)* places a mandatory requirement throughout Queensland for all dogs over the age of twelve weeks to be registered with the Local Authority in which the dog(s) reside. The Act also requires that registrations be renewed.

Dog registration identifies the animal owner and their key contact information, together with a description of the registered dog on the corporate animal management system. In the event that the dog escapes, gets lost, or wanders, identification (registration tag and microchip) is vital to ensuring prompt reunification with the owner. Registration also assists in identifying the number and type of dogs residing within the Isaac Regional Council and their demographic location.

The non-renewed dog registration statistics are tabled below:

2022/2023	2023/2024	2024/2025
601	1271	As of 31/10/24 – 876

It is proposed to undertake a selective inspection program of all properties within the Isaac Regional Council area where a dog had been registered up to 31 August 2024, and Council has not received a renewal for that registration.

The purpose is to encourage responsible animal ownership within the Isaac Regional Council area by reducing the number of unregistered dogs and ensuring the provisions for keeping a dog are being maintained.

This program is a crucial opportunity to interact with dog owners about responsible dog ownership, reducing the number of unregistered dogs, and ensuring the provisions for keeping a dog are maintained.

Under Section 113 of the *Animal Management (Cats and Dogs) Act 2008* and Section 134 of the *Local Government Act 2009*, Council may by resolution approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with, or aspect of, the Act and local government acts.

The program is to be undertaken between 3 February 2025 and 02 May 2025 by visiting, and if necessary, entering yards of premises, to monitor compliance with the *Animal Management (Cats and Dogs) Act 2008* with regards to registration and microchipping requirements, the *Isaac Regional Council Local Law 1 (Administration) 2011* and *Isaac Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of animals (dogs) requirements including the number of animals (dogs) kept.

Notice is required to be given of the proposed inspection program at least 14 days, but no more than 28 days before an inspection program commences. Notice of the program must be published in a newspaper circulating generally in the local government's area and must be placed on Council's website (see Attachment 1)

When non-compliances are identified during the inspection program, compliance notices and or infringement notices may be issued.

IMPLICATIONS

The program will be funded within the 2024/2025 Community Education and Compliance budget allocation for the program.

=====

The inspection program will generate an increase in registrations, both through direct council action and voluntary registrations by the community. This will provide additional revenue to offset operating expenditures to deliver this inspection program.

CONSULTATION

Director Planning Environment and Community Services

Manager Governance and Corporate Services

Manager Brand, Media & Communications

BASIS FOR RECOMMENDATION

The recommendation supports the objectives of the Pawsitive Blueprint for Responsible Dog Ownership.

ACTION ACCOUNTABILITY

Manager Community Education and Compliance implement the program with appropriate governance measures.

KEY MESSAGES

Community safety and sustainable communities are a priority for Isaac Regional Council. To assist in achieving this, Council aims to educate dog owners on their responsibilities and ensure compliance with the requirements for owning a dog.

Report prepared by:

KARINA STENNETT

Manager Community Education and Compliance

Date: 31 October 2024

Report authorised by:

DAN WAGNER

Director Planning Environment and Community Services

Date: 31 October 2024

ATTACHMENTS

- Attachment 1 – Notice of Approved Selective Inspection Program

REFERENCE DOCUMENT

- Nil

NOTICE OF APPROVED SELECTIVE INSPECTION PROGRAM

ISAAC REGIONAL COUNCIL

Animal Management (Cats and Dogs) Act 2008 Section 113
Local Government Act 2009 Section 134

Survey area and Selection Criteria:

Property inspections will be conducted throughout the Isaac Regional Council area where a dog had been registered up to 31 August 2024 and Council has not received a renewal for that registration.

Program Purpose:

To monitor compliance with the *Animal Management Act (Cats and Dogs) 2008 and Isaac Regional Council Local Law 1 (Administration) 2011 and Isaac Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of dogs.

Properties Inspected:

Inspections will be conducted on all properties within the above stated areas.

Commencement and Duration of Survey:

This survey will commence on 03 February 2025 and will be in force for a period of twelve weeks expiring on 02 May 2025. Properties will be inspected between the hours of 7:00 am to 5:00 pm Monday to Sunday.

Copy of program

A copy of the program may be purchased at the public offices of Isaac Regional Council until the end of the program. The price of a copy of the program is \$2.

By resolution of Isaac Regional Council Meeting on XXXX December 2024

CHIEF EXECUTIVE OFFICER
ISAAC REGIONAL COUNCIL
XXX DECEMBER 2024

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Karina Stennett

AUTHOR POSITION

Program Leader Community Compliance

9.26

PROPOSED SYSTEMATIC INSPECTION PROGRAM – LOCALITY OF DYSART

EXECUTIVE SUMMARY

This report presents the proposed Selective Inspection Program for consideration. The purpose of the proposed inspection program is to monitor compliance with the *Animal Management Act (Cats and Dogs) Act 2008*, *Isaac Regional Council Local Law (Administration) 2011* and *Isaac Regional Council Local Law 2 (Animal Management) 2011*.

OFFICER'S RECOMMENDATION

That the Committee recommend that Council:

- 1. Resolve to approve, the Systematic Inspection Program, for the locality of Dysart between 3 February 2025 to 2 May 2025 in accordance with the Animal Management (Cats and Dogs) Act 2008 and the Local Government Act 2009.***

Resolution No.: PECS1222

Moved: Cr Alaina Earl

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

- 1. Resolves to approve, the Systematic Inspection Program, for the locality of Dysart between 3 February 2025 to 2 May 2025 in accordance with the *Animal Management (Cats and Dogs) Act 2008* and the *Local Government Act 2009*.**

Carried

BACKGROUND

The *Animal Management (Cats and Dogs) Act 2008* places a mandatory requirement throughout Queensland for all dogs over the age of twelve weeks to be registered with the Local Authority in which the dog(s) reside. Exceptions to this include where the dog is:

- a government entity dog; or
- a working dog (as defined in the Act); or

- (c) another class of dog prescribed under a regulation.

Dog registration identifies the animal owner and their key contact information together with a description of the registered dog on the corporate animal management system. In the event the dog escapes, gets lost or wanders, identification (registration tag and microchip) is vital to ensuring prompt reunification with the owner. Registration also assists with understanding dog ownership demographics and allows Council to adequately plan programs and infrastructure related to companion animal ownership.

Under Section 113 of the *Animal Management (Cats and Dogs) Act 2008* and Section 134 of the *Local Government Act 2009*, Council may by resolution approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with, or aspect of, the Act and local government acts.

The Systematic Inspection Program is one of the key deliverables on the Domestic Dog Advisory Committee's Work Plan. In 2020 a report was tabled at the Domestic Dog Advisory Committee with the committee endorsing (Resolution No.: DDAC0044) the inspection program in principle.

PROPOSED INSPECTION SCOPE AND LOCALITY SELECTION

The program proposes systematic inspections of all properties within Dysart township (Refer attached map) between 03 February 2025 and 03 May 2025, by visiting and if necessary, entering yards of premises to monitor compliance with:

- (a) *The Animal Management Act (Cats and Dogs) Act 2008* with regards to registration and microchipping requirements; and
- (b) *The Isaac Regional Council Local Law 1 (Administration) 2011* and *Isaac Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of animals (dogs) requirements including the number of animals (dogs) kept.

When non-compliances are identified during the inspection program, compliance notices and or infringement notice may be issued.

Locality Selection Rationale for Dysart

The selection of Dysart is based on analysis of customer service requests, dog registration rates, and impoundment data:

Dysart: For the period 1 January 2024 to 28 October 2024 council received 117 service requests for dog related matters out of the Dysart area. There are 1,437 premises in the area with less than 14% registered dogs for the current registration period. Only 39.39% of impounded dogs in this region were registered in 2024-2025, reflecting the need to address non-compliance and to reinforce community education on responsible dog ownership. 2023-2024 saw an overall 54.88% of impounded dogs registered at the time of impoundment for the whole of region.

PROGRAM BENEFITS

The inspection program offers significant opportunities for community engagement, education, and enhanced compliance. Through direct interaction, Council Officers can inform residents about the importance of dog registration, outline the benefits of perimeter fencing to prevent roaming, and mitigate community safety risks associated with uncontained animals. This program allows Council Officers to address community concerns regarding dog management and educate residents on regulatory requirements, promoting responsible pet ownership and enhancing community welfare

IMPLICATIONS

The program will be funded within the 2024/2025 Community Education and Compliance budget allocation for the program.

CONSULTATION

Manager Community Education and Compliance
Acting Manager Governance
Manager Advocacy and External Affairs
Director Planning, Environment and Community Services

BASIS FOR RECOMMENDATION

The recommendation supports to objectives of the Pawsitive Blueprint for Responsible Dog Ownership.

ACTION ACCOUNTABILITY

Manager Community Education and Compliance implement the program with appropriate governance measures.

KEY MESSAGES

Community safety and sustainable communities are a priority for Isaac Regional Council. To assist in achieving this, Council aims to educate dog owners on their responsibilities and ensure compliance with the requirements for owning a dog.

Report prepared by:

KARINA STENNETT
Program Leader Community Compliance

Date: 31 October 2024

Report authorised by:

DAN WAGNER
Director Planning Environment and Community
Services

Date: 31 October 2024

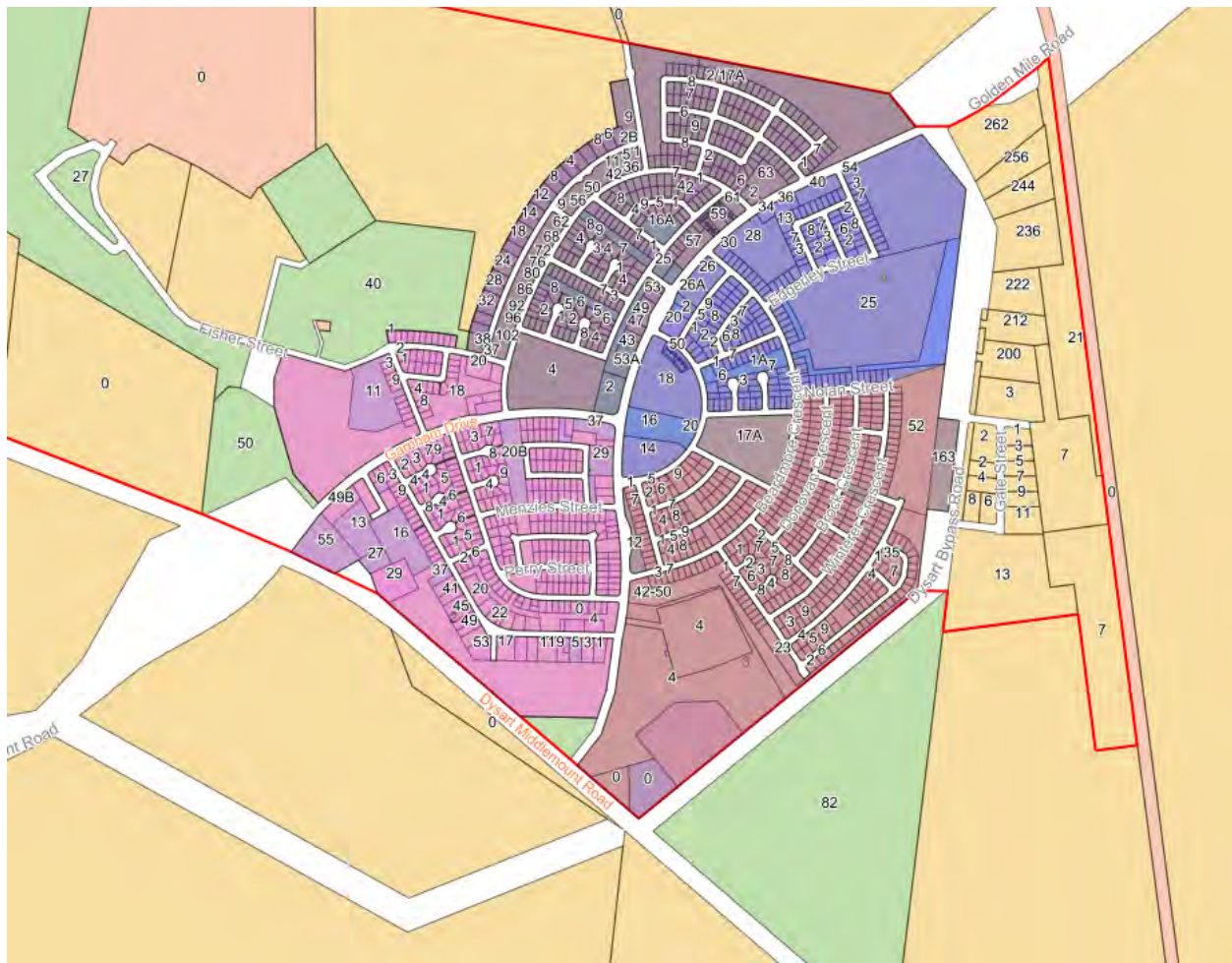
ATTACHMENTS

- Attachment 1 - Locality of Dysart Map
- Attachment 2 - Notice of Approved Systematic Inspection Program

REFERENCE DOCUMENT

- Nil

Attachment 1 – Dysart Map Overview



NOTICE OF APPROVED SYSTEMATIC INSPECTION PROGRAM

ISAAC REGIONAL COUNCIL

Animal Management (Cats and Dogs) Act 2008 Section 113
Local Government Act 2009 Section 134

Survey area and Selection Criteria:

Property inspections will be conducted throughout part of the Isaac Regional Council area focusing on the locality of Dysart.

Program Purpose:

To monitor compliance with the *Animal Management Act (Cats and Dogs) 2008 and Isaac Regional Council Local Law 1 (Administration) 2011 and Isaac Regional Council Local Law 2 (Animal Management) 2011* in relation to the keeping of dogs.

Properties Inspected:

Inspections will be conducted on all properties within the above stated areas.

Commencement and Duration of Survey:

This survey will commence on 03 February 2025 and will be in force for a period of twelve weeks expiring on 02 May 2025. Properties will be inspected between the hours of 7:00 am to 5:00 pm Monday to Sunday.

Copy of program

A copy of the program may be purchased at the public offices of Isaac Regional Council until the end of the program. The price of a copy of the program is \$2.

By resolution of Isaac Regional Council Meeting on XXXX December 2024

CHIEF EXECUTIVE OFFICER
ISAAC REGIONAL COUNCIL
XXX DECEMBER 2024

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Mark Davey

AUTHOR POSITION

Program Manager – Capital Delivery

9.27

**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
FY2024-2025 CAPITAL PROJECTS PROGRESS REPORT AS AT 31
OCTOBER 2024**

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

- 1. Receives and notes the monthly Planning, Environment and Community Services 2024-2025 Capital Progress Summary Report as at 31 October 2024.***

Resolution No.: PECS1223

Moved: Cr Terry O'Neill

Seconded: Cr Melissa Westcott

That the Committee recommends that Council:

- 1. Receives and notes the monthly Planning, Environment and Community Services 2024/2025 Capital Progress Summary Report as at 31 October 2024.**

Carried

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2024-2025 PECS Capital Works program have been identified as a requirement to ensure that Council is aware of the progress of and risk to the delivery of the program.

Officers have previously reported an estimated carry-forward and multi-year budget commitment of circa \$6 million from 2023-24 financial year capital works budget.

An additional budget of circa \$9.7 million has been allocated to new works for the 2024-2025 financial year.

Major works for the forthcoming year include:

- Completion of the Moranbah Community Centre Revitalisation Project
 - Revised completion date – 14 February 2025
- Completion of the Clermont Civic Centre roof replacement
 - Revised completion date 30 June 2025
- Completion of the Flaggy Rock Community Centre septic tank replacement
 - Project Complete
- Commencement of preliminary works for the Nebo Showgrounds revitalisation project Stage 1
 - Project pending tender release for construction
- Commencement of solar installations funded under the Reef Guardian Councils program
 - Project pending tender release for construction
- Commencement of planning and design for the Moranbah and Clermont Country University Centres
 - Design underway for Moranbah Centre
- Commencement of aquatic facility enhancements and replacement of operating equipment
 - Elements of project underway with key components currently seeking tenders

IMPLICATIONS

The attached PECS 2024-2025 Capital Projects Progress Summary (Attachment 1) identifies the financial and physical position of all projects. Commentary is provided to briefly explain the position of projects. Where the risk is considered low or of insignificant impact to council or the community, no additional commentary is provided. Where risks are significant separate commentary is provided in the Identified Issues section of this report.

IDENTIFIED ISSUES

Moranbah Community Centre

As identified in a previous report, the Moranbah Community Centre Project is in delay, officers are currently negotiating a variation to the Resources Community Infrastructure Fund, funding agreement as the current completion date falls outside of the original agreement dates.

CONSULTATION

Director Planning, Environment and Community Services

Planning, Environment and Community Services Leadership Team

Aurecon

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

The Program Manager – Capital Delivery in conjunction with the PECS leadership team and under the guidance of Director PECS hold responsibility for the scoping, procurement and the completion of the projects identified within the 2024-2025 Capital Program.

KEY MESSAGES

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

Report prepared by: MARK DAVEY Program Manager – Capital Delivery Date: 11 November 2024	Report authorised by: DAN WAGNER Director Planning, Environment and Community Services Date: 11 November 2024
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ATTACHMENTS

- Attachment 1 – PECS 2024-2025 Capital Projects Progress Summary as at 31October 2024.

REFERENCE DOCUMENT

- Nil

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 31 OCTOBER 2024



HELPING TO ENERGISE THE WORLD

ABN 39 274 142 600

PECS 2024_2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 31 OCTOBER 2024

Project	Budget	Actual	Commitments	Remaining Uncommitted Budget	Project Complete Percent	Project Stage	Revised completion date	Latest Project Comment
Carry Forward IRC Pools - Equipotential bonding	91,847.00	83,440.65	0	8,406.35	100%	Complete	2/09/2024	Project Complete
Multi-year project DYS Community Hub Design and Construct	207,450.00	12,700.00	4,400.00	190,350.00	20%	Construction	30/06/2025	Procurement documents being finalised for construction phase. Project is in conjunction with DYS Library External Works project
Multi-year project STLAW Community Hub Design	219,489.00	0	25,100.00	194,389.00	20%	Design	30/06/2025	Undertaken site visits and staff consultation, leading to the creation of concept papers. Officers will plan a path to initiate community consultation sessions if deemed a requirement by divisional Councillors.
Multi-year Project MBH Community Centre - Refurbishment	8,638,539.00	2,782,707.19	4,630,933.88	1,224,897.93	60%	Construction	14/02/2025	As identified, project has been the subject of multiple issues, the majority of these have been resolved but have caused delay in completion and the requirement for additional budget.
Carry Forward CLM Aerodrome Refuelling Tank Upgrade	67,118.00	67,118.40	0	-0.40	100%	Complete	30/10/2024	Project Complete
Multi-year Project CLM Caravan Park Emergent Electrical Work	219,378.00	43,236.20	7,360.00	168,781.80	15%	Planning	31/05/2025	Submains base load testing occurring to review scope of project due to Stage 1 works encountering sub mains failure. Review of scope and timing of works post testing to confirm delivery program.
Carry Forward NBO Truck Wash Renewal	25,333.00	1,185.60	10,968.00	13,179.40	80%	Construction	30/01/2025	Primary scope of works complete, electrical fault rectified and remaining budget is for fabrication repairs with quoting being received

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 31 OCTOBER 2024



HELPING TO ENERGISE THE WORLD

ABN 39 274 142 600

Carry Forward MBH Animal Management Centre Renewal	99,182.00	26,308.25	28,272.00	44,601.75	70%	Construction	30/11/2024	Works continuing. Delays realised with external fencing due to ongoing material shortages. Fence is currently being fabricated and then requires painting.
Carry Forward Clermont Museum Drainage Rectification	95,834.00	44,510.00	51,324.00	0	40%	Construction	30/11/2024	Works have commenced after delayed start with an increased scope of works
Carry Forward Flaggy Rock Septic - Partial replacement	268,865.00	214,274.33	44,173.22	10,417.45	100%	Complete	02/09/2024	Project Complete. Open commitment is for Superintendent services, invoice expected.
Carry Forward MMT Swim Pool Dive block renewals	28,873.00	0	0	28,872.52	100%	Complete	02/08/2024	Project Complete
Carry Forward CORP Pools Emergent and/or Prog Renewals	21,962.00	19,980.00	0	1,982.00	100%	Complete	30/08/2024	Project Complete
Carry Forward CLM Swim Pool design and emergent works	6,450.00	4,750.00	0	1,700.00	100%	Complete	30/09/2024	Project Complete
Carry Forward CLM Civic Centre Roof replacement	611,382.00	0	119,400.02	491,981.98	10%	Procurement	30/06/2025	Delays realised due to competing priorities. Documentation formulated and ready to tender with some challenges (WAN infrastructure on roof will need to be removed, this will cut all IT services)
Carry Forward CORP Halls/Centres Emergent and/or Prog	77,231.00	79,375.60	0	-2,144.60	100%	Complete	30/09/2024	Project Complete
Carry Forward CLM Caravan Park Utilities Renewal	19,744.00	8,000.00	800.00	10,944.00	75%	Construction	30/01/2025	Waiting for low in caravan season to complete
Multi-year Project DYS Miners Memorial	150,000.00	0	12,200.00	137,800.00	25%	Design	30/06/2025	Working group meetings conducted. Reviewing scope, design and budget
Multi-year Project NBO Showgrounds	1,683,452.00	69,598.47	68,879.98	1,544,973.55	30%	Procurement	30/06/2025	Tender to market to occur in November

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 31 OCTOBER 2024



HELPING TO ENERGISE THE WORLD

ABN 39 274 142 600

Masterplan Prelim Works								
Carry Forward CLM Showgrounds Main Arena Renewal	13,231.00	0	45.90	13,185.10	85%	Construction	01/02/2025	Main surface renewal completed. Perimeter upgrades to occur Q2/Q3
Multi-year Project Isaac Solar	415,490.00	0	0	415,490.00	15%	Procurement	30/06/2026	Procurement documentation being finalised
New project Isaac Country University Centres	700,000.00	0	48,100.00	651,900.00	15%	Design	30/06/2025	Moranbah design services has been awarded with site meeting taking place on 4 th November
New project CORP Town Christmas Trees	125,000.00	47,206.40	41,570.00	36,223.60	80%	Construction	1/12/2024	Items have been dispatched to all locations
New project DYS Library External Works	100,000.00	0	0	100,000.00	20%	Procurement	30/06/2025	Procurement documents being finalised and to be in conjunction with the DYS Community Hubs project
New project CLM Saleyards Pens Renewal	185,000.00	40,008.51	120,025.51	24,965.98	35%	Construction	31/03/2025	Contract awarded and construction schedule pending
New project CLM Showgrounds Electrical Renewals	185,000.00	0	0	185,000.00	15%	Planning	31/05/2025	Submains base load testing occurring to review scope of project due to scoping identifying potential implications of cable sizing and daisy chain construction of some of the original boards. Review of scope and timing of works post testing to confirm delivery program.
New project MBH - GCAC 25m Thermal Cover Renewal	125,000.00	0	0	125,000.00	10%	Procurement	30/06/2025	Scope near completion
New project GLN - Pool Amenity and Grandstand area	170,000.00	0	0	170,000.00	10%	Procurement	30/05/2025	Scoping underway
New project MBH - GCAC Plant Room Rectification	195,000.00	0	0	195,000.00	25%	Procurement	30/05/2025	Documentation sent to procurement

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES

2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 31 OCTOBER 2024



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ABN 39 274 142 600

New project CORP - Pools Emergent Renewals	120,000.00	11,659.03	8,555.09	99,785.88	10%	Procurement	30/06/2025	Replace equipment as it fails
New project MBH - 50m Pool Expansion Joint Renewal	195,000.00	0	0	195,000.00	30%	Procurement	30/05/2025	Currently out to tender
New project DYS - Pool Light Pole Replacement	30,000.00	0	0	30,000.00	30%	Procurement	30/05/2025	Currently out to tender
New project GLN Rec Centre - Toilets Stump Renewal	261,968.00	0	0	261,968.00	10%	Procurement	30/05/2025	Scoping underway
New project DYS Kindergarten - Structural Repairs	175,000.00	0	0	175,000.00	5%	Procurement	31/01/2025	Decision pending – to be confirmed ownership
New project STL Hall - Kitchen Upgrade	65,000.00	0	0	65,000.00	5%	Procurement	31/05/2025	Preparation of documents underway
New project CORP Halls Emergent and /or Prog Renewal	120,000.00	0	45,557.97	74,442.03	5%	Procurement	30/06/2025	Further scope development underway
Multi-year Project Isaac Resources Excellence Precinct	2,000,000.00	30,320.50	96,824.25	1,872,855.25	10%	Planning	25/6/2027	Survey of lot has commenced, design for truck infrastructure underway, development approval process underway.
	17,712,818.00	3,586,379.13	5,364,489.82	8,761,949.05				

PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
2024/2025 CAPITAL PROJECTS PROGRESS SUMMARY AS AT 31 OCTOBER 2024



2024/25 PECS Capital Budget as at 31 October 2024

Carry Forward Budget	\$ 6,015,200.00
Adopted Budget	\$ 11,697,618.00
FY 2024/25 PECS Capital Budget	\$ 17,712,818.00
Actual Expenditure	\$ 3,586,379.13
Remaining Budget (Actual)	\$ 14,126,438.87
Commitments	\$ 5,364,489.82
Remaining Budget (uncommitted)	\$ 8,761,949.05

MEETING DETAILS	Ordinary Meeting Wednesday 27 November 2024
AUTHOR	Dan Wagner
AUTHOR POSITION	Director Planning, Environment and Community Services

9.28 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES
DIRECTORATE MONTHLY UPDATE - NOVEMBER 2024

EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Monthly Report for November 2024 is provided for Committee review.

OFFICER’S RECOMMENDATION

That the Committee recommends that Council:

1. *Notes the contents of the Planning, Environment and Community Services Directorate Monthly Report for November 2024.*

Resolution No.:		PECS1224	
Moved:	Cr Melissa Westcott	Seconded:	Cr Terry O’Neill
That the Committee recommends that Council:			
1. Notes the contents of the Planning, Environment and Community Services Directorate Monthly Report for November 2024.			
Carried			

BACKGROUND

The below information highlights the monthly activities of the departments within the Planning, Environment and Community Services directorate.

HIGHLIGHTS

Liveability and Sustainability

Regional Land Use Planning

- Notable development applications received:

- MCU23/0018 – Outdoor Sport and Recreation Facility - Dysart Golf Club Extension – Fisher Street, Dysart
- MCU24/0019 – Nebo Battery Energy Storage System – Suttor Development Road, Nebo
- Notable development applications approved:
 - MCU23/0006 – Non-resident workers accommodation – Village National – Goonyella Road
- Pre-lodgement meetings held:
 - Short-term accommodation (Motel), Dysart
 - Non-resident workers accommodation, Nebo
 - Major electricity infrastructure, Lotus Creek
 - Multiple dwelling, Moranbah
 - Temporary non-resident workers accommodation, Moranbah

Infrastructure and Strategic Planning

- Two grants awarded to Council with a value of \$235,000 by the Queensland Reconstruction Authorities DRFA Floodplain Risk Management Work Package 3. Projects relate to preparation of Level 3 flood studies for Ngo and Mackenzie River and Clermont (extended area).

Environment and Biodiversity

Notch Point Reserve Management and St Lawrence Wetland Restoration

- Stage 1 of works completed at Notch Point. Works include bollards, sign-posts, camera trapping, fencing. Signage in production
- Camera trapping was established for 14 days of monitoring for feral pig movement. Feral pig
- Hymenachne removal by contractor at St Lawrence Wetlands commenced.

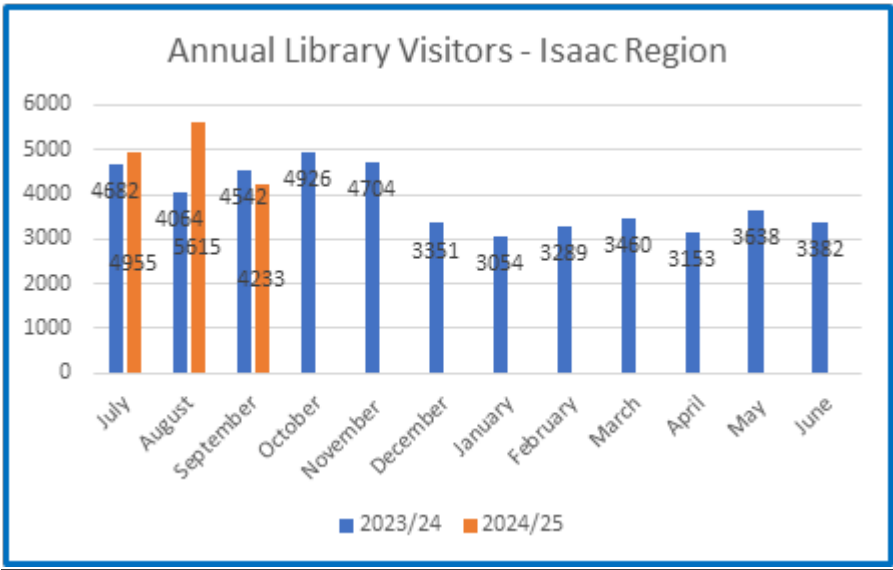
Feral Pig Control Program (Lotus/Clarke creek aerial shooting)

- 2nd shoot currently being scheduled for early November. Engagement currently ongoing with landholders.

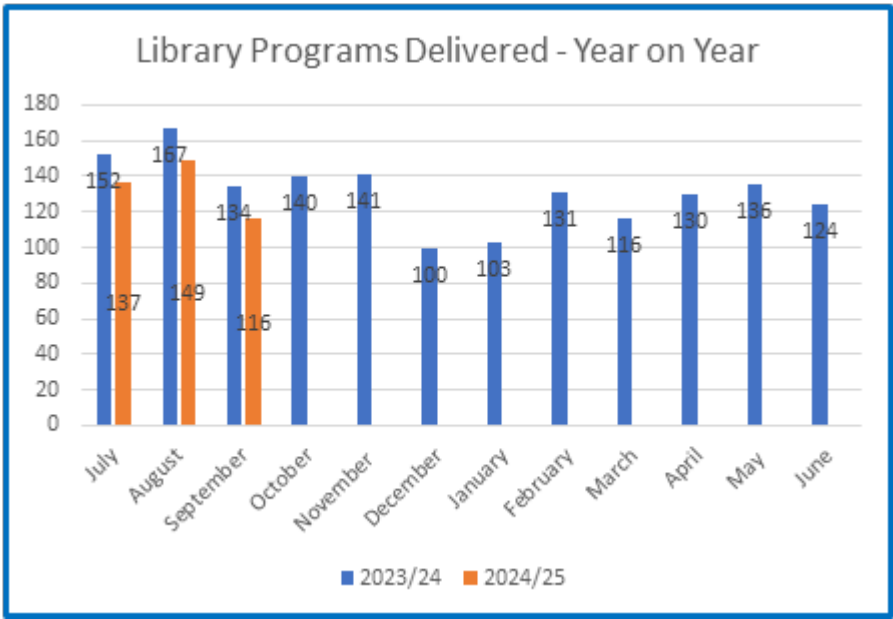
Engaged Communities

Community hubs and libraries

September 2024 Community Hubs Bulletin Graphs – September Statistics

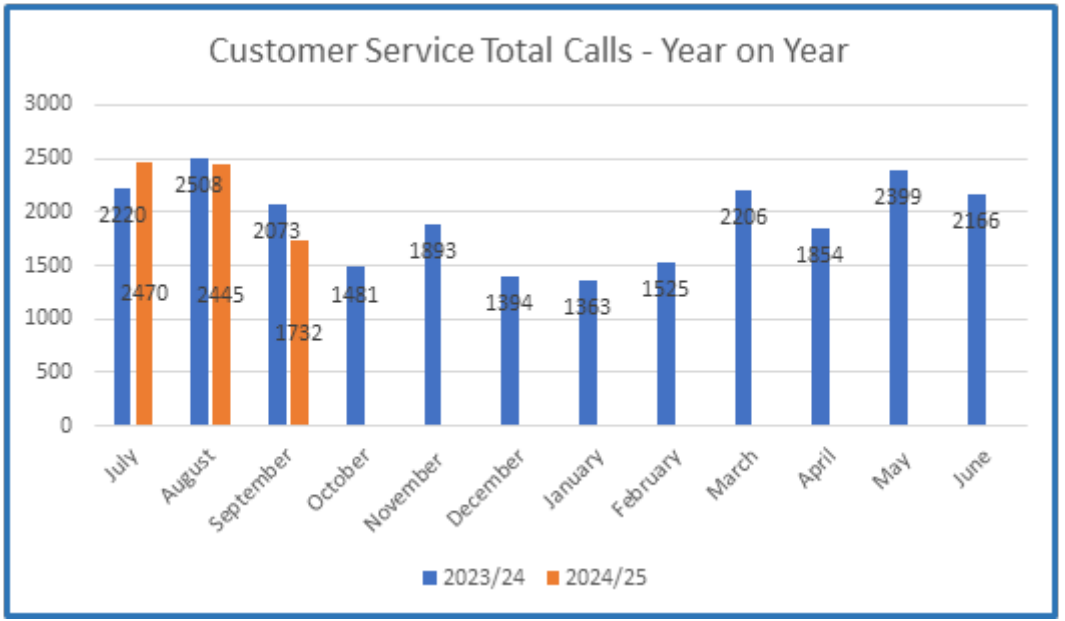
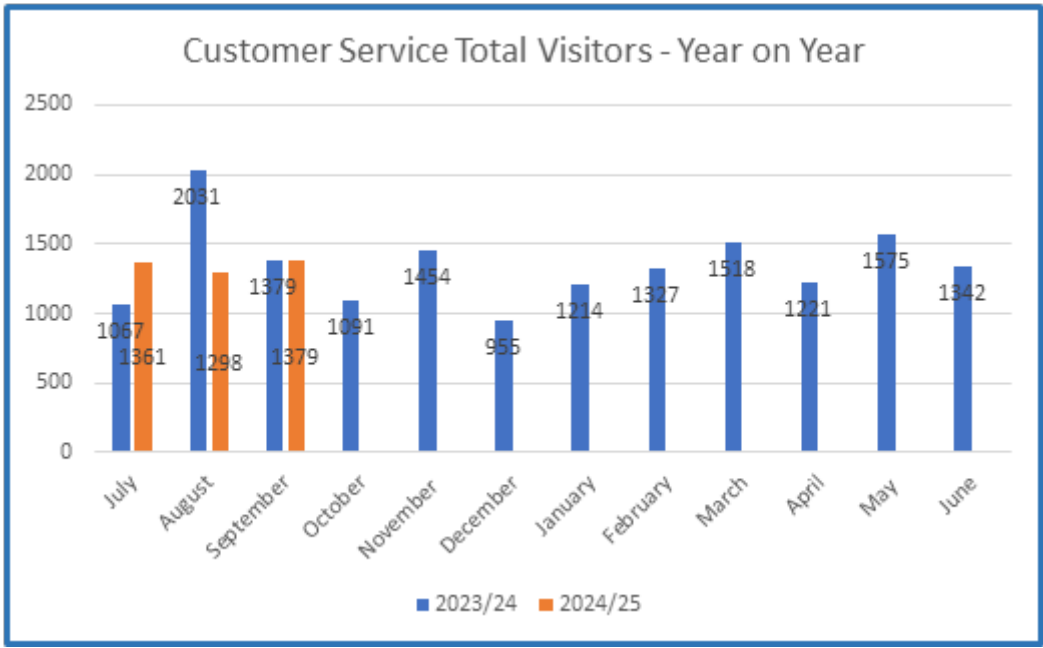


The decrease in visitor numbers this month compared to last year and our previous months is due to many families going on holidays over the school holidays leading to lower visitation.

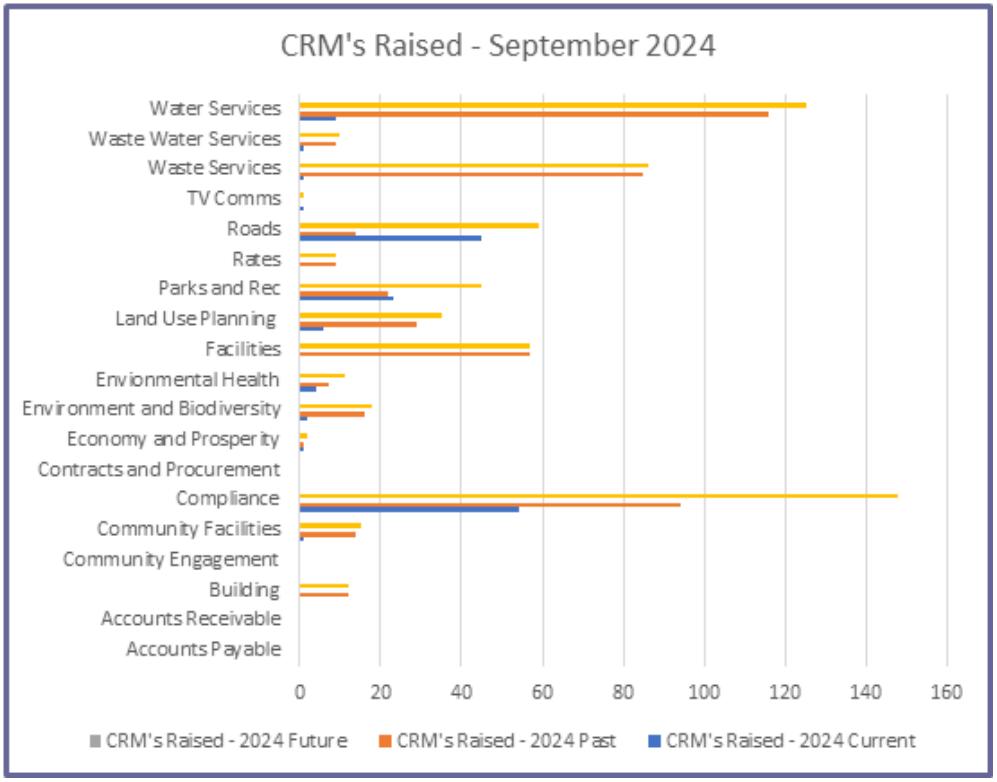
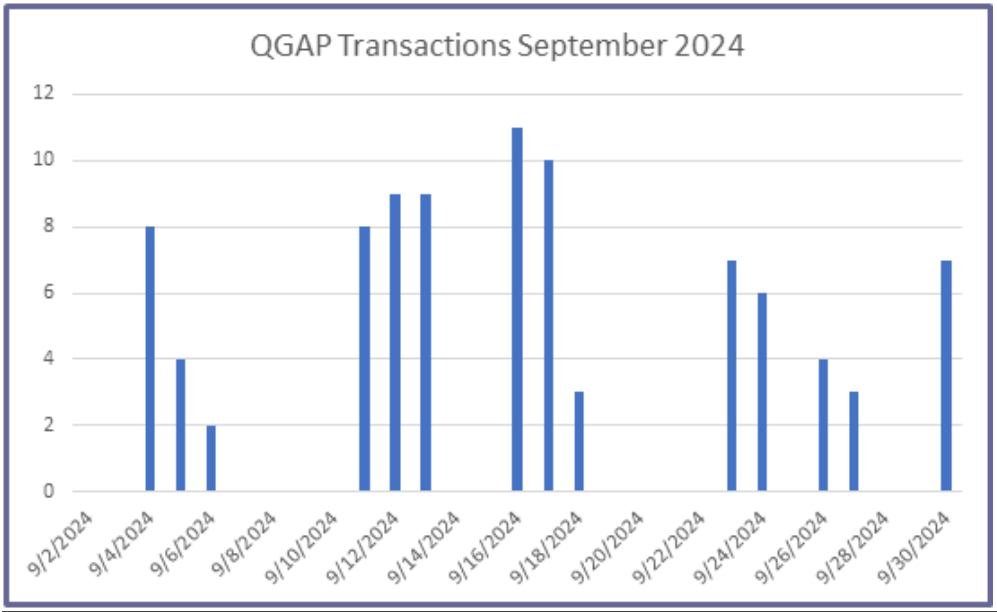


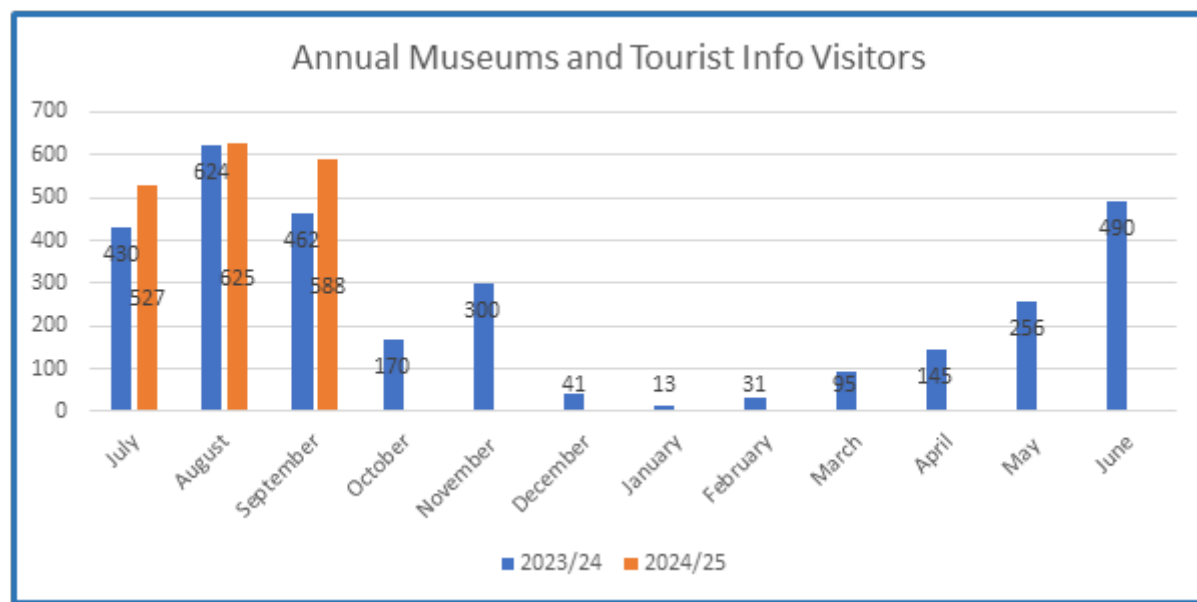
Programs delivered were lower than last year due to resourcing challenges and annual leave.

Slight decrease to last year's figures.



Calls show similar numbers to last month, while the walk ins are slightly lower which could be due to short staffing.





Museum visitors stable – Clermont Historical Centre hosted a group from Dysart which had 10 people in attendance. The Clermont Historical Centre was also closed to the public for three days from the 25 to 27 of September due to power issues.

Community Engagement, Programs and Events

The Community Engagement, Programs and Events team are actively working to increase our online registrations and engagement rates, with meaningful projects and relevant engagement points on the online community engagement platform. The month of October has seen an increase in Engagement Rate through projects such as Australia Day Nominations and Dig It Isaac.

Engaged Community Officers Supporting Roles

In the month of October Community Relations Officers spent approximately 30 hours collectively assisting in Frontline Service Roles (both Library and Customer Service), Community Centre Staff and other areas across Council. The Arts and Culture Officer has provided approximately 10 hours of support to the Economy and Prosperity Team towards St Lawrence Wetlands Weekend Planning.

October Seniors Month Activities

Seniors Month is an important time in the Isaac Region, where the contributions of our Seniors to the region through their rates, volunteer work and knowledge can be celebrated. The festivities across the region included Bingo, Chair Yoga, Painting and Op Shop Tours. We had over 140 Seniors across the region engage in the programming.

Economy and Prosperity

Previous Month's Achievements

Economic Development

- Active participation in regional/state initiatives and events supporting economic growth, including investment_attraction with renewable energy and infrastructure projects (e.g., Burrenbring Battery Energy, Solarig, Capricornia Energy Hub).
- Progress on Isaac Region Excellence Precinct (IREP) site, including infrastructure and master plan development.
- Preparations for hosting the Queensland Community Renewables Forum in Nebo on 28 November, expected to gather over 150 industry and community attendees.
- Engagement with government departments on regional transformation and energy storage projects.
- Co-hosted IRC pop-up stall for Beef Expo held Friday 25 October at the Clermont Saleyards. Below event images.



Image 1 Clermont Beef expo October 2024

Business Support

- Execution of Memorandum of Understanding with Renew Initiatives Australia for regional place activation.
- Engagement with Shop Isaac 'Buy Local' campaign and Christmas competition, including business outreach and promotional activities.

Tourism

- Received the Gold Award for the St. Lawrence Wetlands Weekend at the Mackay Isaac Tourism Awards, recognising it as a top event in the Festivals and Events category. The award will be presented to the St. Lawrence community at the Christmas Fair on 7 December to celebrate the community's collaboration and contributions.
- Submitted grant application for Festival Australia 2025 for the St. Lawrence Wetlands event.
- Supported the development of the "Mackay Isaac Region Welcomes You" visitor program, preparing front-line staff for regional tourism promotion in the lead-up to the Olympics.
- Early planning for a Clermont-focused TV series, following the success of Adventure Gold Diggers.

Asset Management

- Progress on major projects: Nebo Showgrounds Master Plan, Clermont Saleyard pen renewal, and Theresa Creek Dam playground repairs.
- New booking system setup for Clermont and Nebo showgrounds and Theresa Creek Dam, plus data tracking initiatives for aerodrome landing areas continue.
- On-site inspection at Theresa Creek Dam (TCD) is scheduled for November to review current maintenance requests and emergency response procedures, the first extension option of the management agreement is pending final approval. The procurement process for the TCD operating model review has also gone to market.
- Below figure 1 Saleyard Throughput report with cattle numbers for September with the Beef expo sale a highlight.



Figure 1 Saleyard Throughput report September 2024

Community Facilities

Halls & Centres

Moranbah Community Centre (MCC – Catering Staff)

Queries around bookings for spaces in the Moranbah Community Centre continue to increase as the opening date approaches. The Isaac Regional Council have released a public notice advising that the new handover date of the MCC from the contractors, Woollam Constructions to IRC is February 2025.

South and West Facilities

Dysart Civic Centre

- BMA had 2 workshops with catering for both events.
- Community engagement held a senior's event.
- The land Access Ombudsman held an open day.
- The electoral Commission held the election in the hall.

Middlemount Community Hall

Gymnastic was held and Anglo American held their long service awards.

Clermont Civic Centre

- Clermont Performing Arts held their annual dance concert on 26 October, leading up to the concert they utilised the hall for the week prior.
- Community engagement held a senior's event.
- The Land Access Ombudsman held an open day.

Dysart Recreation Centre

- The Dysart Recreation Centre had the pleasure of hosting a “Move it or Lose it” Class for Seniors Week in the Isaac on Wednesday 9 October.
- Kanga Training from Moranbah booked Meeting Room on a Tuesday for interest in Kanga Training for Mum’s and Bubs.

East Coast Facilities

Clarke Creek Community Hall

- 2 bookings were taken for the Clarke Creek Community Hall.

Glenden Recreation Centre

- 3 bookings were taken for the Nebo Memorial Hall.
- Inspections completed at GRC and Glenden Arts & Crafts Building.

Nebo Memorial Hall

- 5 bookings were taken for the Nebo Memorial Hall.

Cemeteries

October Funerals and Interments:

Moranbah - 09/10/2024 – Catholic Church – 10.00am – Row 5 Plot 1

Clermont - 1 phone enquiry regarding cost of burial including undertaking as when parents passed, Council did their undertaking – advised Council no longer provides the undertaking service. Customer asked for contact details of closest Funeral Directors and was provided list of Funeral Directors and IRC current burial fees.

Nebo - 1 phone enquiry regarding interment of ashes into Nebo Columbarium Wall – information and application forms emailed.

St Lawrence – 1 phone enquiry for cost of burial in St Lawrence. Information verbally provided.

Plaques and memorials

Clermont

- 1 plaque delivered and installed
- Liaised with plaque supplier to have a custom designed motif created for a customer’s memorial plaque – plaque paid for and ordered 22/10/2024.
- 1 enquiry to install wooden cross on grandfather’s grave in monument section of cemetery – information and application form provided.
- Family seeking information on how to apply for a War memorial. Information and contact details provided.
- Following up with several families regarding plaque designs.

Moranbah

- 1 plaque delivered for IAHT project.

St Lawrence

- Liaising with Mackay Stone Masons and Office of Aust War Graves (OAWG) for memorial for St Lawrence

Swimming Pools

Arising Issues Past Period:

- Failed decking in front of Middlemount pool kiosk, section of deck cordoned off while inspection for repairs can be completed.
- Middlemount pool backstroke handle removed, and bolts lost. Method to refit the handle being worked through to have completed.
- Glenden pool amenities blockage, cleared once again, focus works required to renew damaged sewer infrastructure.

Bookings:

- All leased Isaac pools and GCAC are currently involved in the delivery of swimming lessons for both primary and secondary schools.
- School swimming carnivals scheduled for Glenden at the end of the month.
- Middlemount pool, Oncore Swim Clinic hosted by MCSA Swim Club.

CRM's:

- Various CRMs received in relation to scheduled power outages for Middlemount and Dysart swimming pools requiring closure of facilities.
- Analytical reports for Isaac pools verification sampling to meet public health requirements.

WHS:

- Dysart inappropriate swimwear advice, not reportable response provided.
- Nebo pool, dislocation of kneecap during swim training, incident reported.
- Nebo pool, patrons sat on a table, the table tipped slightly, and the patrons fell on the ground, no injury to report.
- Clermont Pool, patron tripped on uneven surface change in height between pathway and drain.

Inspections:

- Site inspections completed at Glenden, Nebo, Clermont, Dysart and GCAC Moranbah Pool

Greg Cruickshank Aquatic Centre (GCAC)

The swimming season at the Greg Cruickshank Aquatic Centre (GCAC) kicked off with a "Summer Party" hosted by the Moranbah Highlanders Club on Saturday, 28 September. The event featured a variety of activities, including fun games, an Inflatable setup, and display races to showcase the talents of the local swimming club. The canteen was also open for food and refreshments.

While the Summer Party was a great success overall, there were some challenges. One notable issue was the ice-cream van generator failure, which left many patrons, particularly children, disappointed.

A significant concern that arose during the event was related to water safety, especially given the large number of families with young children in attendance. It became apparent that many parents were uncertain about their children's swimming abilities, often turning to the children themselves to ask. This raised concerns about the potential risks associated with using the Inflatable without proper supervision or swimming proficiency. Discussions are underway to explore how future events can better address these risks and ensure a safer environment for all participants.

There were also two instances where lifeguards assisted in retrieving small children from the 25m pool when their parents were not paying close attention. Thanks to the vigilance and quick response of the lifeguard team, both situations were managed effectively before escalating.

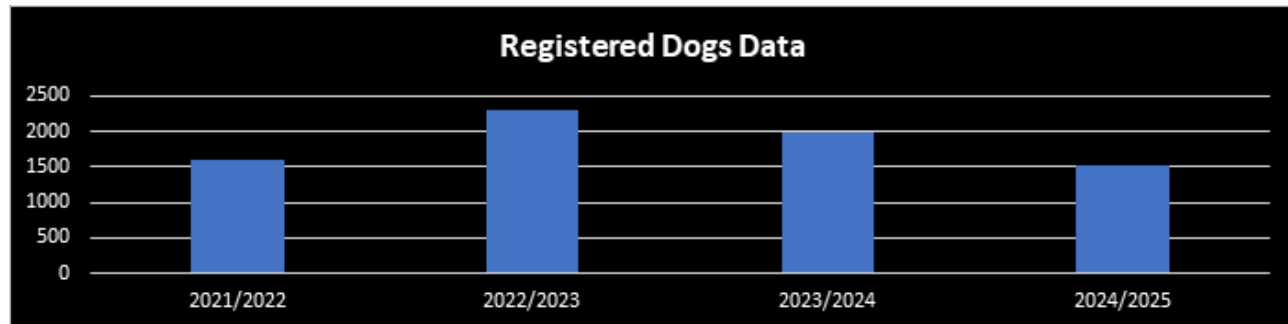
The Greg Cruickshank Aquatic Centre had 384 patrons enter the facility which kept staff on their toes. Till total for the day was \$2443.40 (\$1929.00 entry fees, \$514.40 Kiosk sales).

Chunky bean and Smithy's Mr Whippy ice-cream both had positive sales and were excited to be part of the event.

Community Education and Compliance

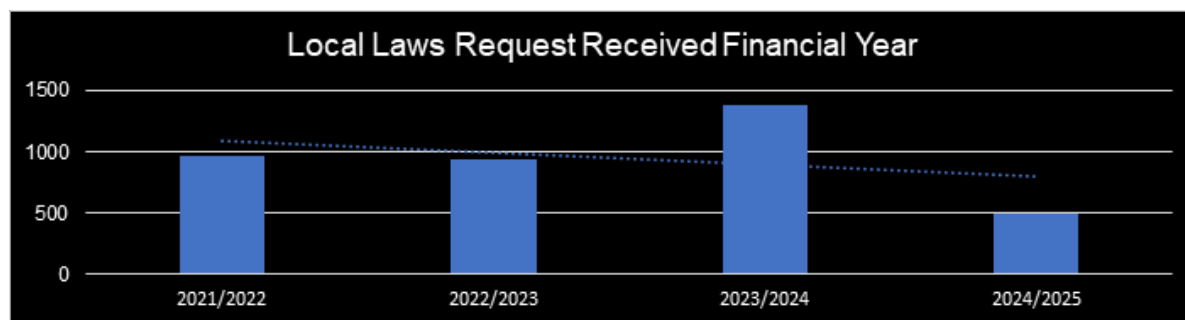
Previous Month's Achievements

Animal Management - Registered Dogs



Description	August 2024	September 2024	October 2024	Rego YTD
New Dogs Registered	38	38	33	136
Puppy Registrations (inc. in registration numbers)	13	12	13	47
Dog Registration Renewals	651	684	57	1399
Total Registered				1535
Dog Registration – non renewals				876

Local Laws Compliance Customer Request Activity



The Local Laws unit received 99 requests in October 2024 resolving 74 requests during the period. The remaining service request is under ongoing investigation.

Building Services

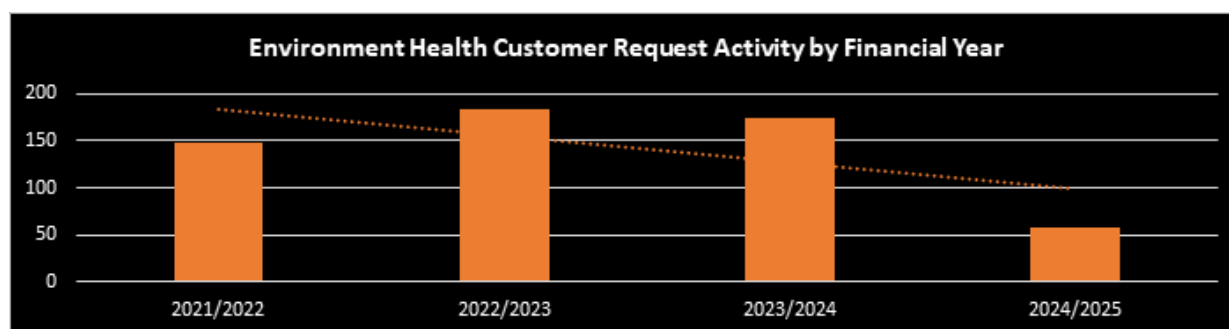
Description	August 2024	September 2024	October 2024	Financial YTD
Building Inspections	0	0	0	0
Pool Safety Inspections	0	0	0	0
Building Compliance Inspections - internal leasing	0	0	0	0
Building Property Searches	11	17	15	55

Archiving of private other certifier approvals	9	8	6	33
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Plumbing Services

Description	August 2024	September 2024	October 2024	Financial YTD
New Applications	5	4	5	20
Total Decided	3	4	7	21
Description	August 2024	September 2024	October 2024	Financial YTD
Plumbing Inspections	11	16	29	82
Trade Waste Audits	0	0	0	0
Backflow Testing	21	21	4	85

Environmental Health Services



Environmental Health Services received 19 requests in October 2024 and resolving 13 requests. The remaining service request is under ongoing investigation.

Licensable Activities

Type of Licence	Number
Full Food Licence	145
Potable Water Carriers	25
Non for-profit food licence (notes)	7
Temporary food licence (notes)	9
Personal Appearances Services	6
Commercial Use of Local Government Controlled Areas and Roads Approval (notes)	10
Total	202

Notes:

- Temporary licenses and Non-for-profit licenses are investigated at the time of issue and are not included in the annual inspection schedule.
- Inspection are conducted when a complaint of service request is received and or when a single large event takes place for example the Clermont Show when officers conduct an inspection program for that that event.
- These license types are commonly issued for once of events.
- Commercial Use of Local Government Controlled Areas and Roads applications are assessed at the time of issue and do not require an annual inspection.

Service Level	Target	October 2024	FY YTD	Current Performance %	Service Level Type
Annual inspection of licensed food businesses undertaken	145 premises	15	21	14.48%	Operational
Annual inspection of licensed potable water carriers	25 Premises	4	9	36.00%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	6 premises	1	2	33.33%	Operational

Applications Received	October 2024
Number of Food Business Licence Applications (New Business)	3
Number of Food Business Licence Applications (Amendment of licence)	0
Number of Short/Long Term Temp Food Business Licence Applications	1
Number of Mobile Food Business Licence Applications	1
Number of Potable Water Carrier Applications	1
Number of Food Business Licences Issued (fixed, mobile, pwc, long term temp, short term temp, amendment)	2
Notification of Non-Profit Organisation Food Event received	1
Notification of Non-Profit Organisation Food Event - approval granted	1
Number of Personal Appearance Service Licence Applications (New Business)	1
Number of Personal Appearance Service Licence Issued (New Business)	0
Annual Food Business Licence Renewals Received	88
Annual Food Business Licences Renewals Issued	51
Annual Personal Appearance Service Licence Renewals Received	2
Annual Personal Appearance Service Licence Renewals Issued	2
Renewal Notices Issued (Food and PAS)	0
Sale Search Application Received	1
Sale Search Reports Issued	1
Number of Commercial Use of Local Government Controlled Areas and Roads Approval Applications Received	2
Number of Commercial Use of Local Government Controlled Areas and Roads Approval Approvals Issued	2

Social media Education Campaign – October Update

In October, the department continued its social media education campaign focusing on public safety and compliance, building on the successes of previous months. Key campaign topics included:

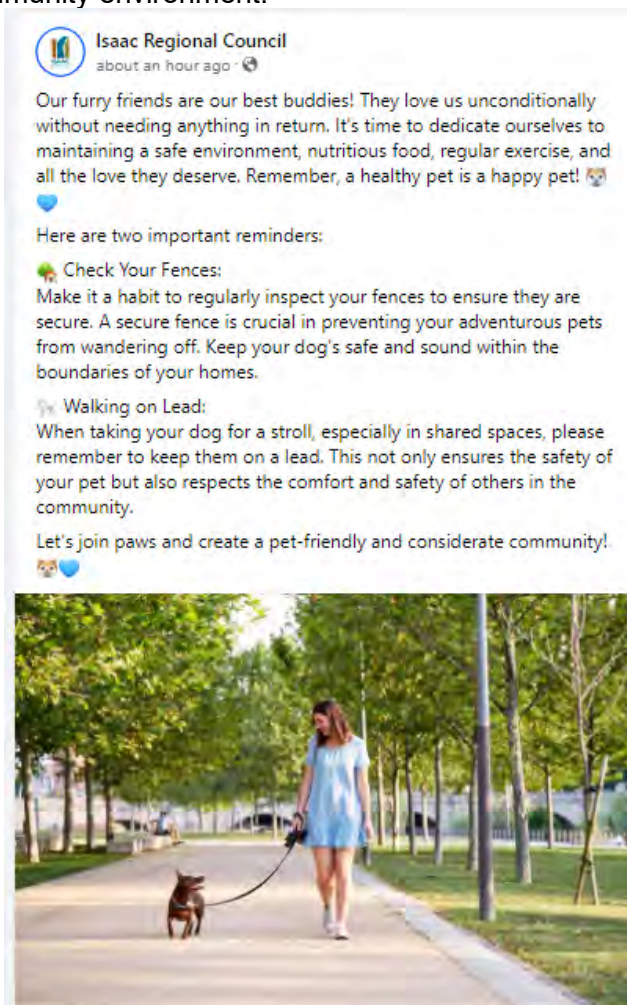
- Responsible Dog Ownership
- Are you a Pathway Parker?

Responsible Dog Ownership:

The Responsible Dog Ownership campaign was launched to educate owners and the general public about the duties and responsibilities with owning and caring for a dog. The primary purpose of this campaign includes but is not limited to:

- Check and maintain fences: Owners are encouraged to regularly inspect and maintain secure fencing to prevent dogs from escaping, reduce accident risks, and minimise community disruptions.
- Walk dogs on a lead: it is essential to keep dogs on a lead when in public spaces to ensure the safety of both the dog and others. This prevents the dog from running off, causing harm, or disturbing wildlife and other people, while also complying with local laws and regulations.

These responsibilities are critical to promoting safety, preventing public nuisances, and fostering a respectful community environment.



Are you a Pathway Parker: The Pathway Parking initiative was launched earlier this year to address the growing issue of vehicles parking on pedestrian pathways. Despite the initial rollout, ongoing non-compliance has necessitated a continued focus on this topic. As a result, the department has placed safe pathway parking information and awareness on a regular social media schedule.



Annual Food Business and Personal Appearance Service License Renewals

Renewal notices for the 2024-2025 licences have been mailed. The department is currently processing payments and renewal forms to ensure all businesses meet compliance standards for the upcoming year.

SCHEDULE OF REPORTING FOR 2025

To facilitate the change from monthly Information bulletins to department updates via council reports the following schedule is attached for councillor information. The frequency of various department reports will be monitored and amended if requested.

Month	Department	Month	Department
February	Community Education and Compliance and Director Planning, Environment and Community Services	March	Economy and Prosperity and Engaged Communities
April	Liveability and Sustainability and Community Facilities	May	Community Education and Compliance and Director Planning, Environment and Community Services
June	Economy and Prosperity and Engaged Communities	July	Liveability and Sustainability and Community Facilities
August	Community Education and Compliance and Director Planning, Environment and Community Services	September	Economy and Prosperity and Engaged Communities
October	Liveability and Sustainability and Community Facilities	November	Community Education and Compliance and Director Planning, Environment and Community Services

CONSULTATION

Planning, Environment and Community Services Directorate, Managers and Staff.

BASIS FOR RECOMMENDATION

This is an information only report.

ACTION ACCOUNTABILITY

Information only report.

KEY MESSAGES

Operational update to Elected Members.

Report prepared by: DAN WAGNER Director Planning, Environment and Community Services Date: 31 October 2024	Report authorised by: CALE DENDLE Chief Executive Officer Date: 31 October 2024
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ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Michael St Clair

AUTHOR POSITION

Manager Liveability and Sustainability

9.29 SERVICE LEVEL REVIEW – DEVELOPMENT ASSESSMENT LIVEABILITY AND SUSTAINABILITY DEPARTMENT

EXECUTIVE SUMMARY

This report seeks to provide an overview of the Liveability and Sustainability Department's budget (Cost Centre 1099) provided for the delivery of Council's development assessment services.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

- Notes the overview of Council's budget for the delivery of development assessment services (cost centre 1099).***

Resolution No.: PECS1228

Moved: Cr Terry O'Neill

Seconded: Cr Alaina Earl

That the Committee recommends that Council:

- Notes the overview of Council's budget for the delivery of development assessment services (cost centre 1099).**

Carried

BACKGROUND

Council has a statutory responsibility to delivery development assessment functions in accordance with the requirements of the *Planning Act 2016* and *Planning Regulation 2016*.

These responsibilities are undertaken by the Liveability and Sustainability Department who hold an annual budget (cost centre 1099) to deliver this service.

A presentation (Attachment 1) has been prepared to provide any overview of these deliverables, including resourcing and budgeting (current and historic).

PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Budget

Nil

CONSULTATION

Nil

BASIS FOR RECOMMENDATION

The reporting of budget information will enable Council to have a sound understanding of the costs of delivery council's services.

ACTION ACCOUNTABILITY

Manager Liveability and Sustainability to present presentation to Councillors.

KEY MESSAGES

Council has a statutory responsibility to deliver development assessment services in accordance with the *Planning Act 2016* and *Planning Regulation 2016*.

Report prepared by:	Report authorised by:
MICHAEL ST CLAIR	DAN WAGNER
Manager Liveability and Sustainability	Director Planning, Environment and Community Services
Date: 11 November 2024	Date: 11 November 2024

ATTACHMENTS

- CONFIDENTIAL - Attachment 1 – Service Level Review – Development Assessment

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Robert Perna

AUTHOR POSITION

Director Engineering and Infrastructure

9.30

ENGINEERING AND INFRASTRUCTURE 2024-2025 CAPITAL PROJECTS PROGRESS REPORT – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to the Engineering and Infrastructure Standing Committee and Council of the progress in delivery of the Engineering and Infrastructure 2024-2025 Capital Works Program.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

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

Resolution No.: E&I0785

Moved: Cr Melissa Westcott

Seconded: Cr Terry O'Neill

That the Committee recommends that Council:

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

Carried

BACKGROUND

Progressive updates of the financial and physical position of projects in the 2024-2025 Engineering and Infrastructure Capital Works program are required to ensure that Council is aware of the progress of and risk to the delivery of the program.

IMPLICATIONS

The attached Engineering and Infrastructure 2024-2025 Capital Projects Progress Summary spreadsheet identifies the financial and physical position of all projects.

Compliance

To ensure that the Engineering and Infrastructure 2024-2025 Capital Works Program is achieved within the identified timeframes of the 2024-2025 financial year.

Benefits

Council can see a monthly progress report detailing progress of projects in the Engineering and Infrastructure 2024-2025 Capital Program. This report communicates risks/failures/delays that have been identified within the Engineering and Infrastructure 2024-2025 Capital Works program.

Project Highlights

The annual resurfacing program commenced this month. This is an important asset preservation process with the program including roads across both the rural and urban areas of the region.

This month also saw commencement of the floodway renewal and new floodway program. Floodways are often the first area to restrict use of an unsealed road and by concreting the floodways our residents can have access for longer before a floodway causes closure of the road and it will help to reopen roads sooner.

Our gravel crushing contract was completed during October. This contract provides gravel for our resheeting program which has also commenced.

CONSULTATION

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

BASIS FOR RECOMMENDATION

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

ACTION ACCOUNTABILITY

That the Managers and the Director of Engineering and Infrastructure oversee the scoping, procurement and the completion of the projects identified within the 2024-2025 Capital Projects Progress Summary spreadsheet. Furthermore, that the appropriate Managers and the Director Engineering and Infrastructure are held accountable for the delivery of the project stages are completed within the identified timeframes.

KEY MESSAGES

That Council has open communication, oversight and transparency of the Engineering and Infrastructure 2024-2025 Capital Works Program, to ensure Isaac will have effective and sustainable infrastructure that supports the needs of the region’s communities and economic sectors.

Report prepared by: ROBERT PERNA Director Engineering and Infrastructure Date: 8 November 2024	Report authorised by: CALE DENDLE Chief Executive Officer Date: 11 November 2024
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ATTACHMENTS

- CONFIDENTIAL Attachment 1 – E&I Capital Project Progress Summary Spreadsheet Oct-24

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS	Ordinary Meeting Wednesday 27 November 2024
AUTHOR	Robert Perna
AUTHOR POSITION	Director Engineering and Infrastructure

9.31 ENGINEERING AND INFRASTRUCTURE DIRECTORATE
MONTHLY UPDATE – OCTOBER 2024

EXECUTIVE SUMMARY

This report is to provide an update to Council on the current operational status of the Engineering and Infrastructure Directorate.

OFFICER’S RECOMMENDATION

That the Committee recommends that Council:

1. *Notes the Engineering and Infrastructure Directorate update for October 2024.*

Resolution No.:	E&I0786		
Moved:	Cr Rachel Anderson	Seconded:	Cr Terry O’Neill
That the Committee recommends that Council:			
1. Notes the Engineering and Infrastructure Directorate update for October 2024.			
			Carried

BACKGROUND

The below information highlights the monthly activities of the departments within the Engineering and Infrastructure directorate.

INFRASTRUCTURE

ACHIEVEMENTS COMPLETED – OCTOBER 2024:

Clermont and surrounding area	
Twin Hills Road	Resheet Completed

Avon Downs Road, James Road	Gravel Patching
Bygana Road	Maintenance grading 20%
McDonald Flats Road	Maintenance grading 100%
Clermont Town Streets	Replacement of regulatory street signs as required
Clermont Town Streets	Gutters and gully pit cleaning in preparation for wet season
Dysart Clermont Road	Pothole patching
Dysart Clermont Road, Cheeseborough Road	Roadside Slashing
Dysart and surrounding area	
Saraji Road, Golden Mile Road, Dysart Clermont Road	Pothole patching
Saraji Road 60%, Dysart Clermont Road	Roadside Slashing
Saraji Road	Herbicide Spraying
Cotherstone Road	Programmed maintenance grading – 85%
Middlemount and surrounding area	
Middlemount Township	Pothole patching
Barwon Park Road, Junee Road	DRFA flood damage repairs
Moranbah and surrounding area	
Peak Downs Mine Access Road, Goonyella Road, Red Hill Road	Pothole patching
Nebo and surrounding area	
Collaroy Killarney Road	Programmed maintenance grading 25% complete
Braeside Road	Roadside Slashing 100% complete
Coast and surrounding area	
Leichardt Creek Road, Majors Roads	Drainage Clearing 100%

Notch Point Camp area	Remove old post /rails and dig new holes for bollards 100% complete week ending 25-10-24
Notch Point Road	Shoulder Grading
Marion Settlement Road, Howland Road, Elalie Road, Lavinia Park Road, Burwood Road and Olives Road	Programmed maintenance grading (Full length)

State Controlled Network

Suttor Developmental Road, Oxford Sarina Road	Slashing 100% complete
Dysart Middlemount Road	Pothole patching

Local Road Hazards and Defects Update

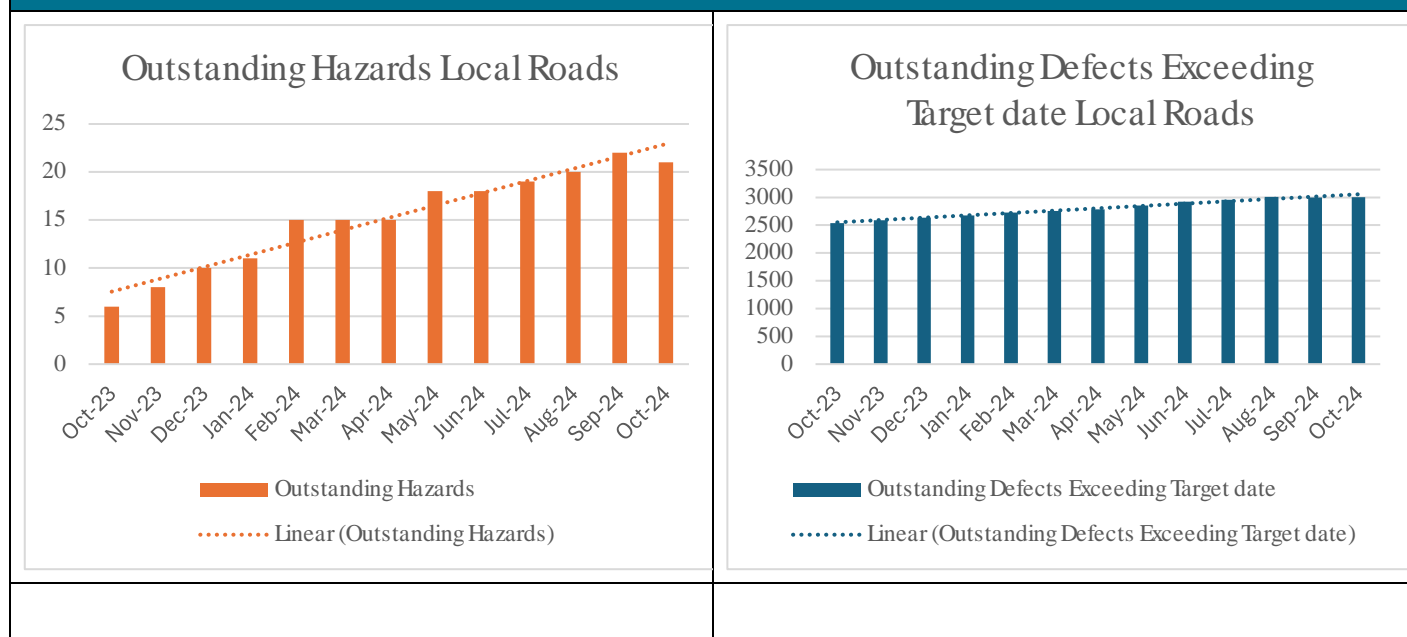
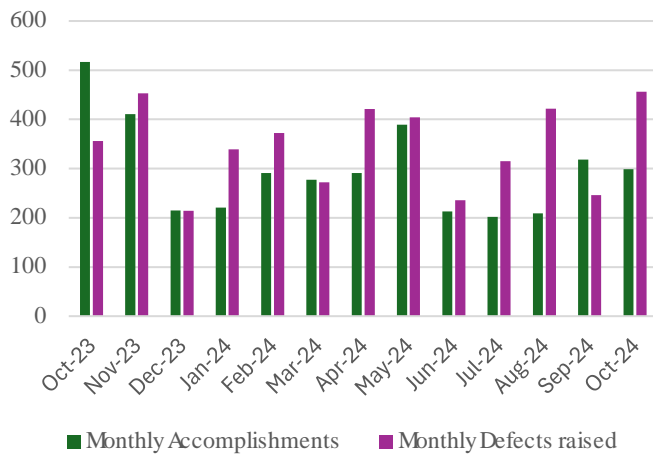
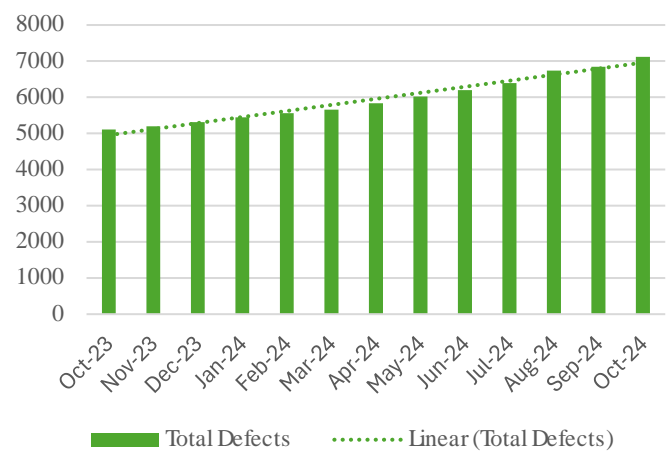


Chart Title

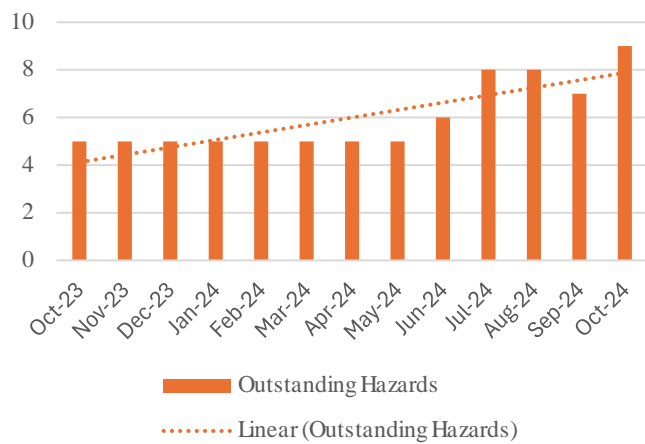


Total Defects Local Roads

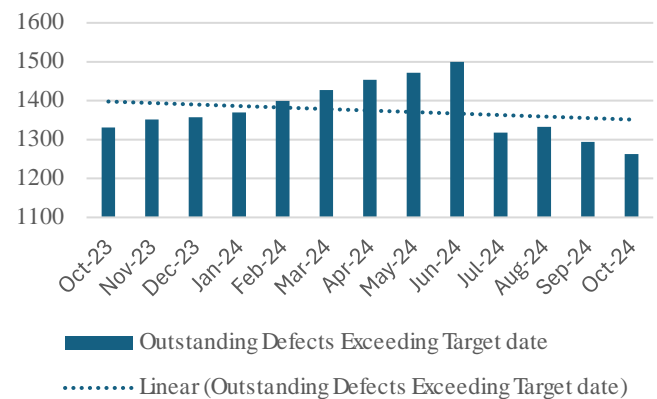


RMPC Hazards and Defects Update - OCTOBER

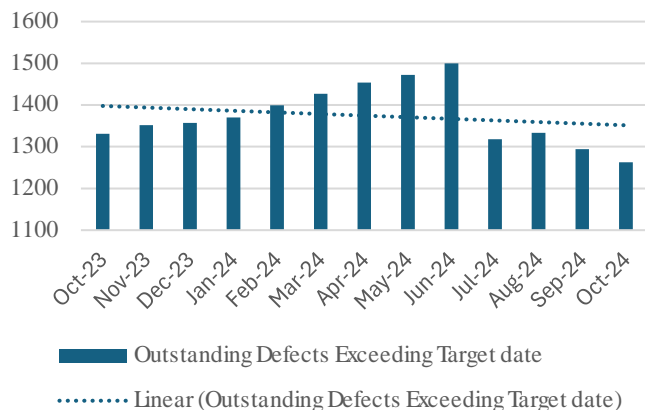
Outstanding Hazards RMPC



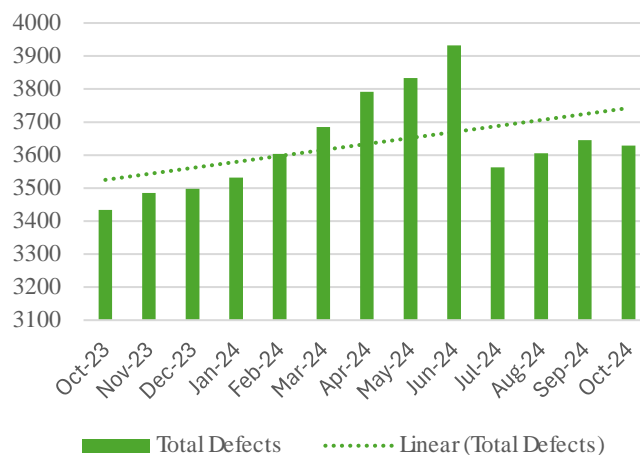
Outstanding Defects Exceeding Target date RMPC



Outstanding Defects Exceeding Target date RMPC



Total Defects RMPC



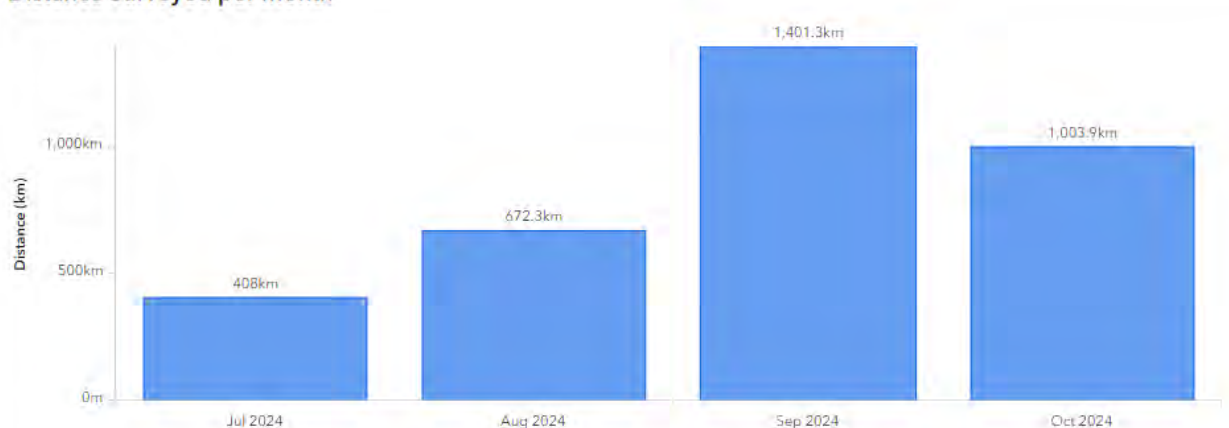
ROAD INSPECTORS UPDATE

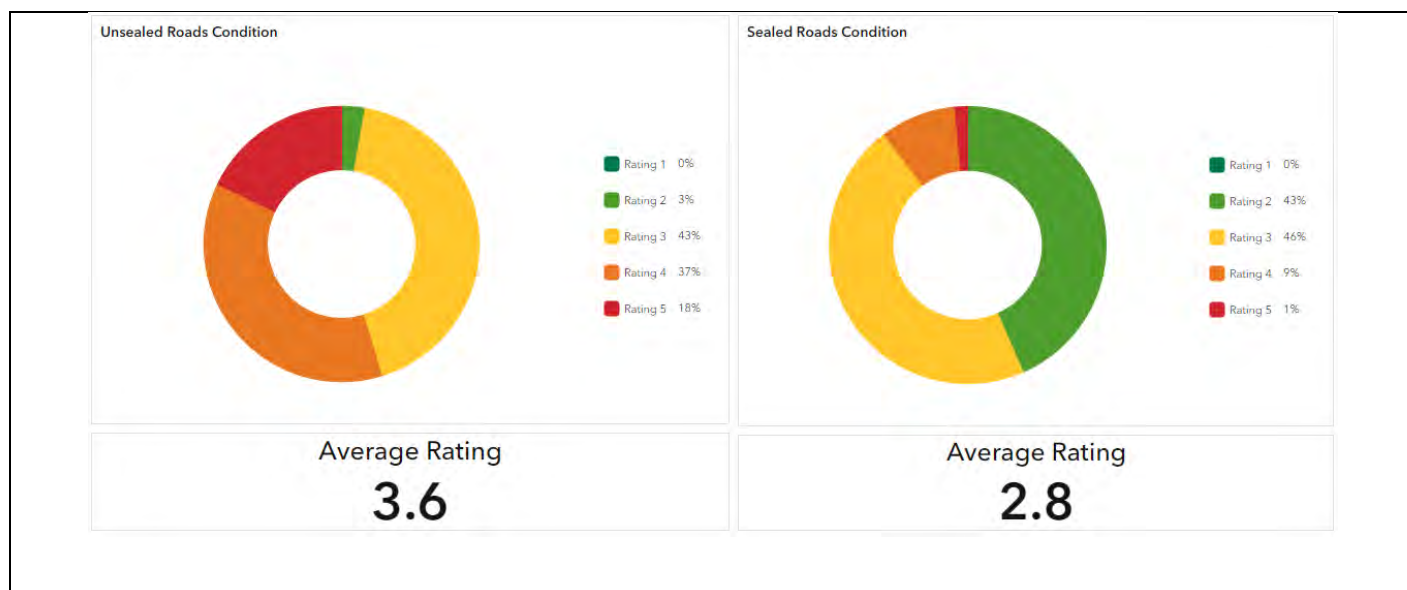
The below survey graphs are based on the data collected using the RACAS camera for the previous 3 months. The team undertake 2 types of inspections depending on the road hierarchy: weekly inspections on the Bruce Highway (3 monthly RACAS), fortnightly inspections on the State Highways (6 monthly RACAS), monthly and bimonthly inspections on the developmental roads (6 monthly RACAS) and 6 monthly inspections on all other roads with RACAS.

The ratings are a measurement of roughness with rating 1 to 3 being within intervention level and 4 being at intervention level with 5 being above intervention level.

Survey Distance 3,485.5km

Distance Surveyed per Month





PLANNED WORKS FOR NOVEMBER 2024: THIS PROGRAM IS SUBJECT TO CHANGE DEPENDING ON WEATHER CONDITIONS AND EMERGENT WORKS

Clermont and surrounding area	
Bimbah Road Frankfield Road 30% completed	Programmed maintenance grading – full length (unless % indicated)
Wuthung Road 80% completed Dooruna Road 70% completed	Capital Programmed Resheeting Program
Round Road	DRFA programmed grading
Dysart and surrounding area	
Saraji Road, Bedford Weir Road, Golden Mile Road	Pothole patching
Mackenzie River Road, Cluen Access Road, Mt Hillary Road	Programmed maintenance grading – full length (unless % indicated)
Saraji Road, Grasstree Road, Mackenzie River/Capella Road, Booroondarra Road, Warwick Park Road	DRFA Works
Bedford Weir Road, Rolfe Creek Road	Roadside Slashing

Middlemount and surrounding area	
Middlemount Township	Pothole patching
Moranbah and surrounding area	
Moranbah Township	Pothole patching
Nebo and surrounding area	
Collaroy Killarney Road 75% complete	Programmed maintenance grading – full length (unless % indicated)
Coast and surrounding area	
Valkyrie Road	Herbicide Spraying
Wumalgi Rd Wumalgi East Rd	Programmed maintenance grading – full length (unless % indicated)
State Controlled Network	
As required	Pothole patching

CLERMONT WORK CAMP

CLERMONT WORK CAMP – CURRENT ROTATION
<p>October rotation saw the camp in full flight with minimal down time. The camp is currently carrying 10 prisoners with a variety of trades and skill sets some of which would be hard to find these days. We have been lucky enough to secure two prisoners with exceptional restoration skills amongst other general trade skills.</p> <p>The two prisoners were excited and thrilled to have the opportunity to restore a 1900's Chandler and Price Guillotine which we hope to showcase at the museum as it has come up a treat.</p>



The remainder of the prisoners were busily doing their jobs at their permanent workplaces. The team created a tranquil sitting space and other concreting around the camp, assisted with the Beef week set up and pack down and vegetation control.

We also have assisted the Belyando Performance Horse Inc camp draft with the set up and pack down of their event. With such gratitude from the committee to have extra hands to help, making what normal would take them a week to get set and pack down to a few days.

QCWA garden bed and re-mulching was completed and Pioneer Park black weed matting removal.

The camp also travelled over to Moranbah to assist the Moranbah Race Club with some club house maintenance and tidy up prior to their November race meeting.

The workshop has been flat out manufacturing and refurbishing some grandstands including new seats, truck sides and new whipper snipper racks.





We have several prisoners who are assigned to the same position each rotation. This is proving to be a great outcome for everyone.

PARKS AND RECREATION

PREVIOUS MONTH'S ACHIEVEMENTS:

Regions:	
Clermont	<ul style="list-style-type: none"> Bollards and Signage installed at Hoods Lagoon for the Bats. Assist roads team with clearing of town centre islands. Spring Park repairs. Centenary Park fencing installed, irrigation repairs completed along with Softfall repairs at playground. Hoods Lagoon fencing repairs completed. Sportsground toilet door repaired. Pioneer Park clean up 85% completed. Spraying of Cricket grounds and removal of the football goals posts in preparation for ready for cricket season. Meeting with Junior Clermont Bulls at the cricket picket Lagoon. Attended the monthly meeting of the Hoods Management Team. Team won the Hazard Hunter award.
Middlemount	<ul style="list-style-type: none"> League field rolled. Irrigation audit complete (damaged sprinklers/nodes purchased). Potholes at sporting precinct car park filled in.

	<ul style="list-style-type: none"> Pressure water cleaned Picnic tables, toilet blocks, BBQs and office area. Park tree pruning up to date.
Moranbah	<ul style="list-style-type: none"> High pressure clean of pathway and trim weeds at Grosvenor Creek. Gilchrist Park – Drinking Fountain Repairs. Binda Park – Repairs Playground Equipment – Stop Go Lights. Town Square/Shop Fronts – Event Works for Annual Miners Memorial. Coughlan Park - Install Temp fencing around Park. Irrigation Contractor Repairs – Shop Fronts, Town Square, Bernborough Park, CWA, Hockey, Goonyella Rd, Mills Ave, Griffin St, Clements St, Gorden Tce, Latemore Park, Gilchrist Park. Hockey Club – Potable Water Isolation – Completed concrete Repairs. Bernborough Park Amenities - Completed Strengthen Toilet Roll Holders to Wall. Funeral service. Vandalism – Irrigation Sprinklers at shop fronts and Bernborough Park, Graffiti on Mills Avenue, Town Square Amenities and shop front gardens and trees, Sunshine Park playground fence and BBQ. Graffiti Removal – Binda Park – Lions Park – CWA Amenities. Miners Memorial – Replace miner up lights, repairs to concrete plinths and sand and stain bench seat timbers (see below). 
Lake Elphinstone	<ul style="list-style-type: none"> mowing & snipping of new and old amenities, no inflows again this month Camp numbers lower averaging around 12 camps per night. Numbers are higher on weekends. 2 Water deliveries ordered.
Glenden	<ul style="list-style-type: none"> Backfilling of new grave as settling continues. Mulch spread at Cemetery Garden. Soft fall delivered for Town Play Equipment. Pruning completed around Maddern Oval facilities. Assistance provided to Water and Waste backfilling of excavation at Ewan Dr and Rodeo grounds & with disposal of effluent water. Assistance provided to PECS with cleaning of Golf Clubhouse facilities for Trail to Triumph ultra marathon.

	<ul style="list-style-type: none"> • Tree Removalists have been and removed dead trees along road reserves and Lake Elphinstone. • Canopy uplifted and one diseased tree removed from Lions Park. • Branches trimmed back from lighting Tower. • Broken Toilet door locks replaced at Tennis Courts. • Contractor has removed hazardous Light Poles from Tennis Courts 3 & 4.
Dysart	<ul style="list-style-type: none"> • Repaired irrigation at sports fields.
St Lawrence /Coast	<ul style="list-style-type: none"> • Power wash Ilbilbie Hall, Carmila beach and STL Sports ground, playgrounds, concrete/park furniture and amenities. • Assist with installation of new fence at Notch Point. • Remove palm tree at Carmila Hall playground and install garden edging.Mowed, snipped and clean amenities and remove tree branch from fence, • sprayed Parthenium at Clarke Creek. • Replaced the broken door at Carmila sports ground stadium. • Perspex installed in Canteen area at Carmila Sports reserve.
Nebo	<ul style="list-style-type: none"> • Centennial Park - Concrete table and chairs have been removed and replaced with aluminium picnic set.  <p>Shade sail at skate park has been repaired and replaced. Wooden benches at the Suzie Whitehead rest area are being taken to Clermont to be restored by Work Camp Team.</p> 

GALILEE AND BOWEN BASIN OPERATIONS

Road Access Volume

Permit Applications

Application counts represent applications submitted unless specified otherwise

1,254

Applications Submitted

1,254

Applications Completed

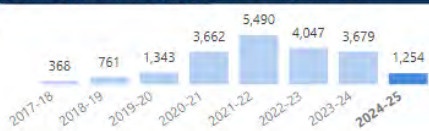
1

Road Managers

89

Customers

Permit Applications by Application Completed Date



Permit Applications by Status

Status	Applications	%
Application Refused	71	5.6%
Closed - In-principle	4	0.3%
Closed - Non Responsive	20	1.5%
Closed - Non Responsive Road Manager	1	0.0%
Closed - Other	16	1.2%

Permit Applications by Application / Vehicle Type

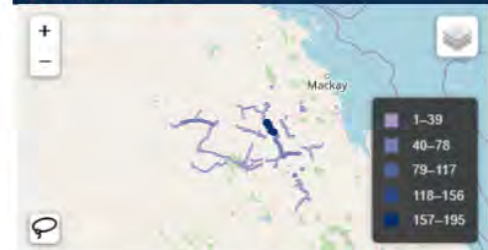
Application / Vehicle Type	Applications	%
Oversize and/or Overmass (OSOM)	724	57.74%
Special Purpose Vehicle (SPV)	443	35.33%
Performance Based Standards (PBS)	29	2.31%
Custom Oversize and/or Overmass (OSOM)	24	1.91%
B-Double	9	0.72%
AB triples	5	0.40%
A triples	4	0.32%
A doubles	3	0.24%
Custom Road Train	3	0.24%
Custom Special Purpose Vehicle (SPV)	3	0.24%

Permit Applications by Customer

Freo Group Pty Ltd Trading As F...	176
Centurion Transport Co. Pty Ltd	173
National Heavy Haulage Pty Ltd	127
Boom Logistics (Qld)	113
Lee Crane Hire Pty Ltd	83
Sacca & Son Hauliers Pty Ltd	74
Sarina Crane Hire Pty Ltd	71
Calcor Equipment Hire Pty Ltd	43
Sjh Heavy Haulage	35
Davkat Heavy Haulage Central ...	33
Mfr Enterprises Pty Ltd	33
Global Cranes Pty Ltd (NSW)	19

Road Manager	Road	Permit Application	Subur
Isaac Regional Council	Peak Downs Highway	630	Moran
Isaac Regional Council	Peak Downs Highway	451	Strathf
Isaac Regional Council	Moranbah Access Road	433	Moran
Isaac Regional Council	Goonyella Road	425	Moran
Isaac Regional Council	Peak Downs Highway	381	NEBO
Isaac Regional Council	Peak Downs Highway	364	COPPA
Isaac Regional Council	Waverley Street	360	NEBO
Isaac Regional Council	Peak Downs Highway	353	Oxford
Isaac Regional Council	Peak Downs Highway	321	WINDI

Application Volume



Data Science & Analytics | Version: 1.03
Report Run At: 07 Nov 2024 9:20 AM

Consent Performance

Monthly Statistics for Oct 2024

183

Consents Received

194

Consents Completed

172

Consents Received & Completed

192

Consents Granted

(Blank)

Consents Refused

Based on Received Date

Based on Completed Date

Based on both dates

Permit Application Type	Consents Received	%
Oversize and/or Overmass (OSOM)	118	64.5%
Special Purpose Vehicle (SPV)	45	24.6%
Custom Oversize and/or Overmass (OSOM)	7	3.8%
Performance Based Standards (PBS)	7	3.8%
A doubles	1	0.5%
A triples	1	0.5%
AB triples	1	0.5%
BAB quads	1	0.5%
Custom Road Train	1	0.5%
Custom Special Purpose Vehicle (SPV)	1	0.5%
Total	183	100.0%

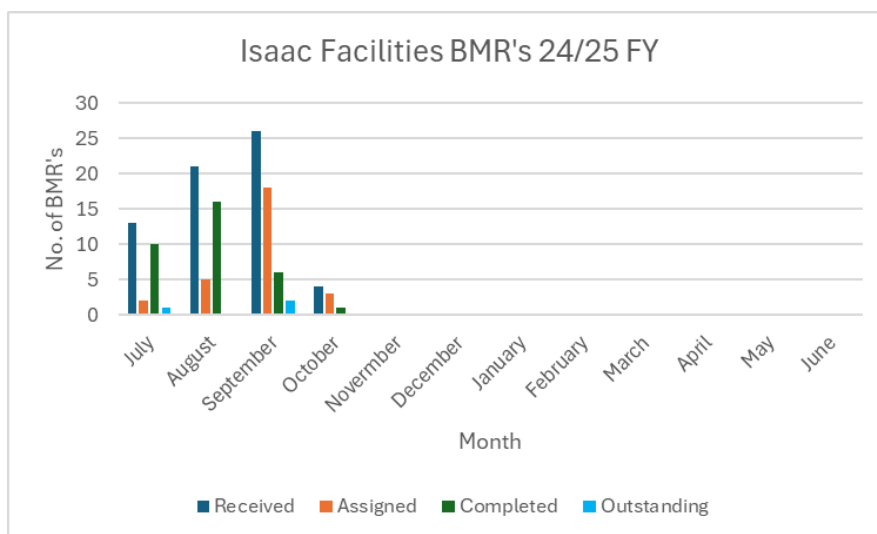
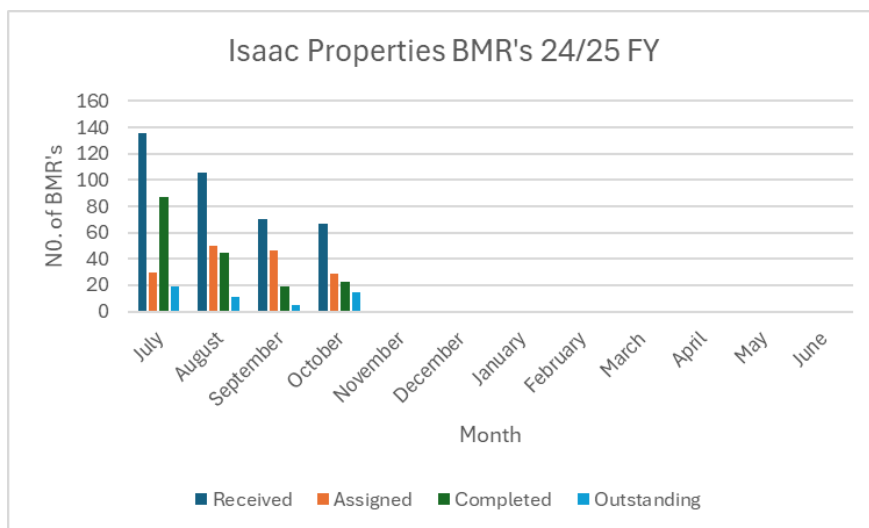
Permit Application Type	Consents Completed	%
Oversize and/or Overmass (OSOM)	133	68.6%
Special Purpose Vehicle (SPV)	44	22.7%
Custom Oversize and/or Overmass (OSOM)	7	3.6%
Performance Based Standards (PBS)	4	2.1%
A doubles	1	0.5%
A triples	1	0.5%
AB triples	1	0.5%
BAB quads	1	0.5%
Custom Road Train	1	0.5%
Custom Special Purpose Vehicle (SPV)	1	0.5%
Total	194	100.0%

Completed Status	Completed	%
Granted	192	99.0%
Closed	2	1.0%
Total	194	100.0%

Vehicle Class	Completed	%
Class 1	185	95.4%
Class 2	8	4.1%
Class 3	1	0.5%
Total	194	100.0%

CORPORATE PROPERTIES

Building Maintenance Requests:



The maintenance system implemented via Teams is proving to be an effective tool for tracking job progress and providing real-time feedback to maintenance officers. This system allows for more efficient scheduling of ongoing tasks, ensuring that work is completed in a timely manner. So far, 34 tasks have been successfully completed, while 18 tasks have yet to be started, and 4 tasks are overdue. By closely monitoring these metrics, the team can better allocate resources and adjust schedules to address any delays and improve overall efficiency.

The maintenance team will be short staffed during November, with one resignation and others on leave, jobs may be slightly delayed.

Capital Works:

CW243214 – Nebo Depot Amenities Upgrade

Work has been completed on the public side at the Nebo Depot Amenities, with works on the Depot side due to be completed by end November.



Capital Works:

CW243208 – CORP Residential Renewals 2024

3 Playfair St, Clermont

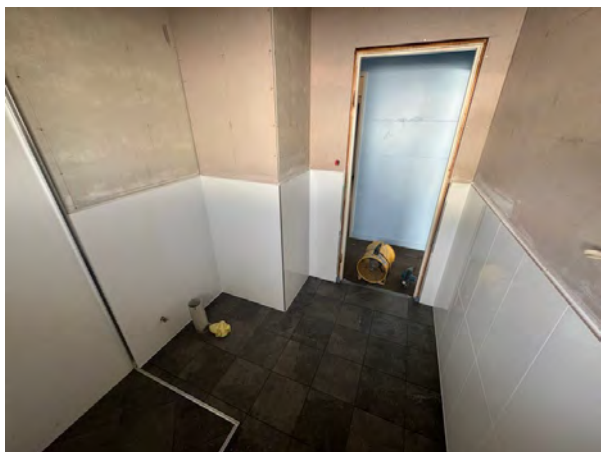
Waterproofing and tiling have been completed; remaining works will be outsourced to get the property ready for tenancy.

Kitchen:





Bathroom:





FLEET PLANT AND WORKSHOPS

PREVIOUS MONTH'S ACHIEVEMENTS:

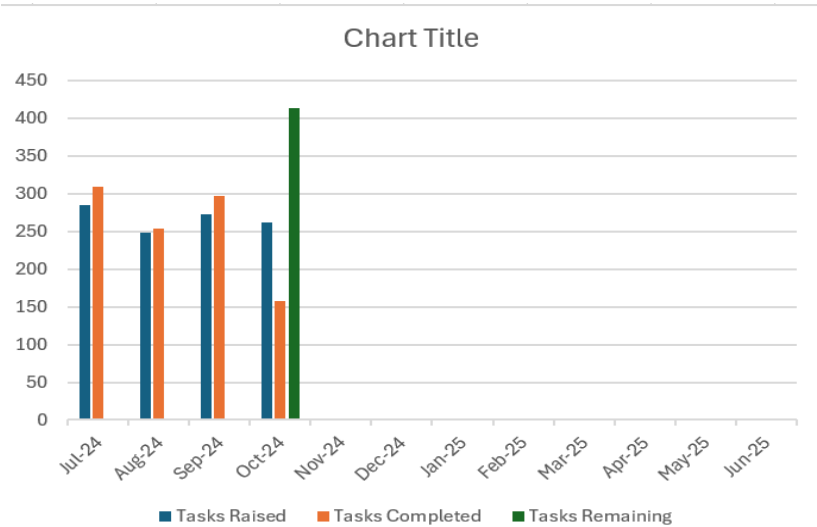
The new hoist has now been installed as part of the Dysart Depot upgrade,
We have the oil delivery/recovery system to install and then this project will be completed.



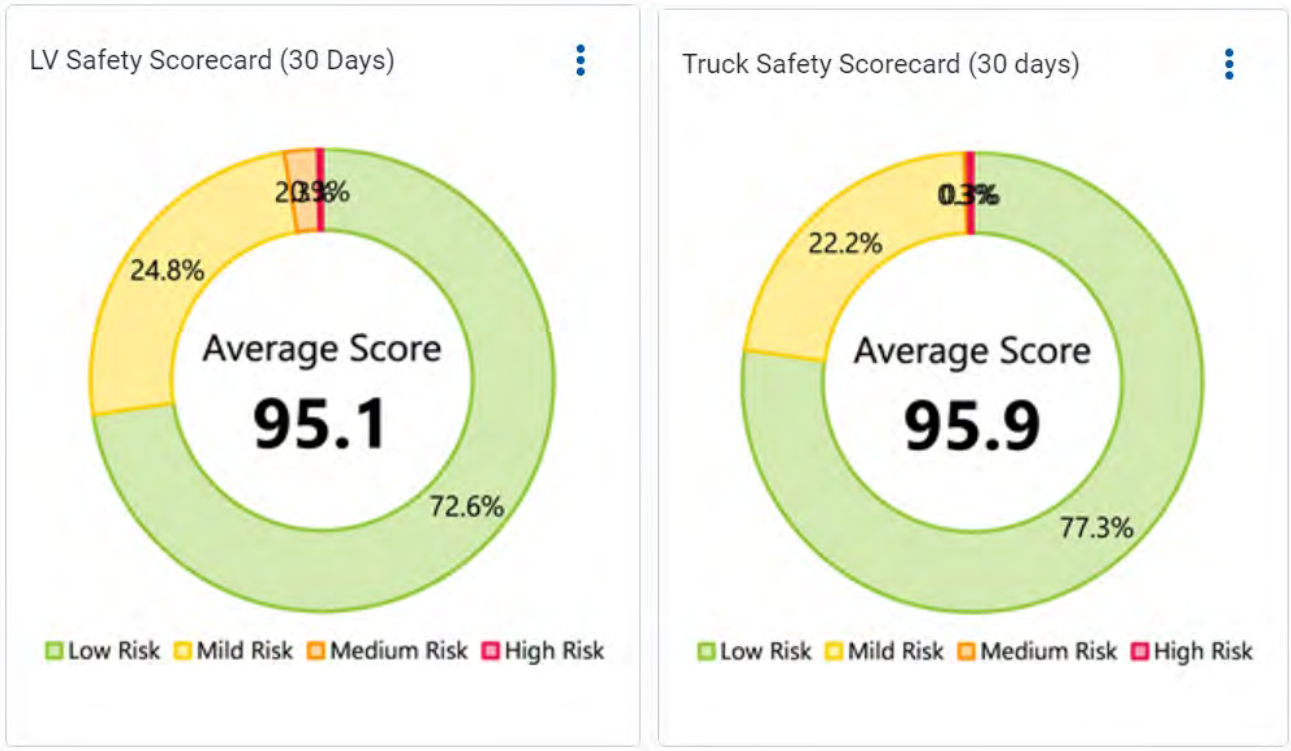


We have just taken delivery of 7 new Kubota F2890 out-front mowers.

Fleet Maintenance and Service Requests



VMS Reporting

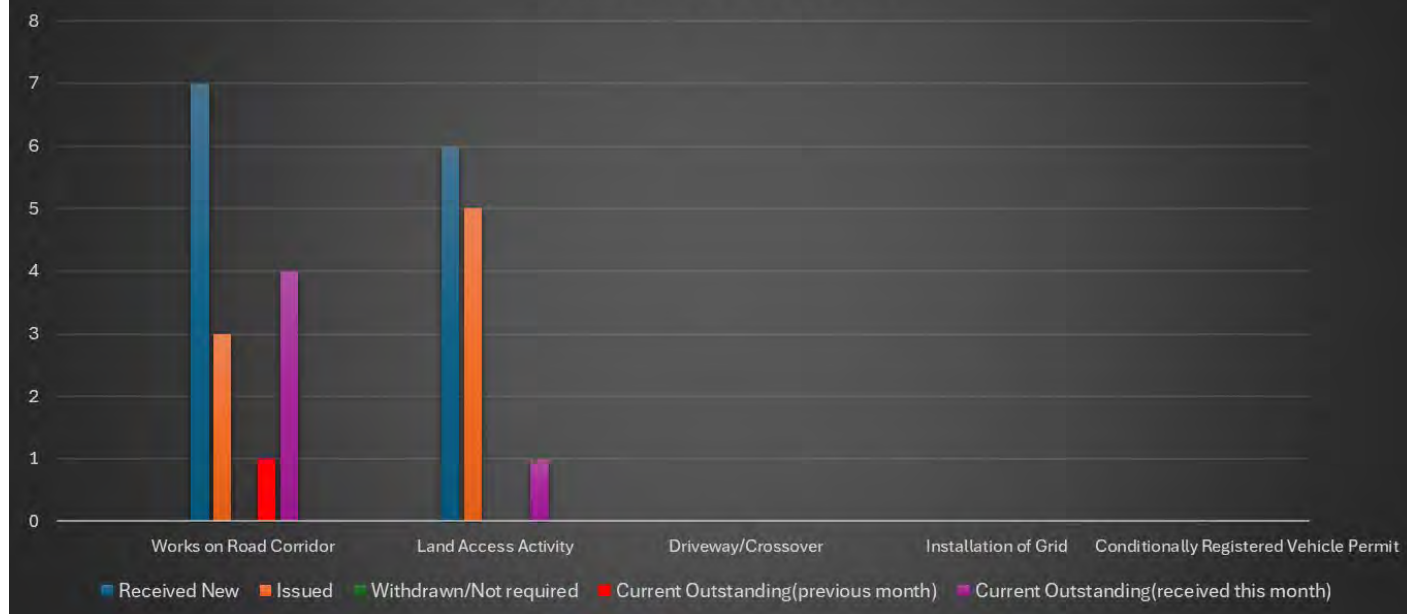


INFRASTRUCTURE PLANNING AND TECHNICAL SERVICES

ACTIVITIES COMPLETED

Description	Activity	Outcome																																										
Traffic Monitoring	Install traffic counters	22 counters in the office and about to be downloaded, reprogramed, and reinstalled. These will be out until mid-December. Counters will be placed on Kenlogan Road and Wuthung Road for 12 months to capture the cycle of grain harvests and to ascertain the change in traffic numbers over the year. The remainder are all in preparation of the 2025/26 reseal program and resheet program.																																										
		<table><tr><td>Kenlogan Road</td><td>Kilcummin</td></tr><tr><td>Wuthung Road</td><td>Kilcummin</td></tr><tr><td>Airport Road</td><td>Clermont</td></tr><tr><td>Bathampton Lane</td><td>Clermont</td></tr><tr><td>Bulls Head Road</td><td>Clermont</td></tr><tr><td>Capella Lane</td><td>Clermont</td></tr><tr><td>Cheeseborough Road</td><td>Clermont</td></tr><tr><td>Cotherstone Capella Road</td><td>Dysart</td></tr><tr><td>Cottonpatch Lane</td><td>Clermont</td></tr><tr><td>Daintree Street</td><td>Clermont</td></tr><tr><td>McDonald Flat Road</td><td>Clermont</td></tr><tr><td>Mount McLaren Road</td><td>Mount McLaren</td></tr><tr><td>Racecourse Road</td><td>Clermont</td></tr><tr><td>Spoonbill Road</td><td>Clermont</td></tr><tr><td>Wattle Hill Road</td><td>Clermont</td></tr><tr><td>Cluen Access Road</td><td>Dysart</td></tr><tr><td>Glenavon Road</td><td>Pasha</td></tr><tr><td>Walsh’s Road</td><td>Nebo</td></tr><tr><td>Riley’s Crossing Road</td><td>Middlemount</td></tr><tr><td>Wamalgi East Road</td><td>St Lawrence</td></tr><tr><td>Spring Valley Road</td><td>St Lawrence</td></tr></table>	Kenlogan Road	Kilcummin	Wuthung Road	Kilcummin	Airport Road	Clermont	Bathampton Lane	Clermont	Bulls Head Road	Clermont	Capella Lane	Clermont	Cheeseborough Road	Clermont	Cotherstone Capella Road	Dysart	Cottonpatch Lane	Clermont	Daintree Street	Clermont	McDonald Flat Road	Clermont	Mount McLaren Road	Mount McLaren	Racecourse Road	Clermont	Spoonbill Road	Clermont	Wattle Hill Road	Clermont	Cluen Access Road	Dysart	Glenavon Road	Pasha	Walsh’s Road	Nebo	Riley’s Crossing Road	Middlemount	Wamalgi East Road	St Lawrence	Spring Valley Road	St Lawrence
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Permits - October 2024



SCHEDULE OF REPORTING FOR 2025

To facilitate the change from monthly Information bulletins to department updates via council reports the following schedule is attached for councillor information. The frequency of various department reports will be monitored and amended if requested.

Month	Department	Month	Department
February	Infrastructure Corporate Properties	March	Infrastructure Parks and Recreation GBBO
April	Infrastructure Fleet Plant and Workshops Infrastructure Planning/Tech Serv	May	Infrastructure Parks and Recreation
June	Infrastructure Corporate Properties	July	Infrastructure Parks and Recreation GBBO
August	Infrastructure Fleet Plant and Workshops Infrastructure Planning/Tech Serv	September	Infrastructure Parks and Recreation Corporate Properties
October	Infrastructure GBBO	November	Infrastructure Parks and Recreation

ACTION ACCOUNTABILITY

Not applicable.

KEY MESSAGES

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

Report prepared by:	Report authorised by:
ROBERT PERNA	CALE DENDLE
Director Engineering and Infrastructure	Chief Executive Officer
Date: 6 November 2024	Date: 11 November 2024

ATTACHMENTS

- Nil

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Malcom Gardiner

AUTHOR POSITION

Acting Manager Fleet

9.32

AMENDED FLEET, PLANT AND EQUIPMENT POLICY

EXECUTIVE SUMMARY

The purpose of this report is to present an amended consolidated Fleet Plant and Equipment Policy and to rescind the previous Resolution Number 8468 that approved an incorrect Fleet Plant and Equipment Policy.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Rescinds Resolution Number 8468.*
2. *Repeals the Motor Vehicle Policy (CORP-POL-034).*
3. *Approves the amended Fleet, Plant and Equipment Policy (CORP-POL-XXX).*
4. *Endorses Fleet, Plant and Equipment Management Framework (CORP-FWK-007).*
5. *Endorses Fleet, Plant and Equipment Management Procedure (CORP-PRO-075).*

Resolution No.: E&I0787

Moved: Cr Viv Coleman

Seconded: Cr Rachel Anderson

That the Committee recommends that Council:

1. **Rescinds Resolution Number 8468.**
2. **Repeals the Motor Vehicle Policy (CORP-POL-034).**
3. **Approves the amended Fleet, Plant and Equipment Policy (CORP-POL-XXX).**
4. **Endorses Fleet, Plant and Equipment Management Framework (CORP-FWK-007).**
5. **Endorses Fleet, Plant and Equipment Management Procedure (CORP-PRO-075).**

Carried

BACKGROUND

At the councils August 2023 meeting Resolution No 8468 the Fleet, Plant and Equipment Policy *(CORP-POL-135) was adopted with the Fleet, Plant and Equipment Management Framework as a reference document. Subsequent implementation of the resolution identified that the accompanying frame work included aspect of remuneration for the CEO and Senior Officers and it is not appropriate governance for the CEO to be able to adjust parts of their remuneration package. The resolution is as per below:

Resolution No.: 8468

Moved: Cr Pickels

Seconded: Cr Austen

That Council:

- 1. Repeals the Motor Vehicle Policy (CORP-POL-034).**
- 2. Approves the new Fleet, Plant and Equipment Policy (CORP-POL-135).**

Carried

Once identified and to ensure appropriate governance, it was determined that:

- The approved motion 8468 needed to be rescinded (rescinding this motion means reverting back to the original Motor Vehicle Policy (CORP-POL-034).
- A new motion put before Council for approval to
 - Repeal Motor Vehicle Policy (CORP-POL-034)
 - Approve a new Fleet Plant and Equipment Policy
 - Endorse the Fleet Plant and Plant and Equipment Management Framework (CORP-FWK-007) updated to remove the ability for the CEO to adjust their remuneration
 - Endorse the Fleet Plant and Equipment Procedure

The below clause was added to the Framework to remove the governance conflict:

“The above prescribed values shall be reviewed annually and should it be determined that more than CPI increase is needed to ensure functional requirements are met then approval shall be sort from council to increase the values for Level 1 and 2. The CEO shall be delegated authority for amendments to levels 3 and 4.”

IMPLICATIONS

The changes identified in this report will ensure that framework and procedures exist for sound fleet, plant, and equipment management at Isaac Regional Council (IRC).

CONSULTATION

- Executive Leadership Team
- People and Capability Team

BASIS FOR RECOMMENDATION

To ensure an up-to-date policy which is aligned to a framework and relevant procedure for sound fleet management principals.

ACTION ACCOUNTABILITY

Acting Manager Corporate Properties and Fleet to liaise with the Manager Governance and Corporate Services to ensure the Policy is updated on Councils intranet and website as required.

The finalisation of the framework and procedure has been endorsed by the Executive Leadership Team and will be distributed to Councils intranet page and updates provided to all staff.

KEY MESSAGES

To ensure policy is up to date and is aligned to best practice principals and relevant legislation/standards.

Report prepared by:	Report authorised by:
MALCOM GARDINER	ROBERT PERNA
Acting Manager Fleet	Director Engineering and Infrastructure
Date: 7 November 2024	Date: 8 November 2024

ATTACHMENTS

- Attachment 1 – Current Motor Vehicle Policy CORP-POL-034
- Attachment 2 - Proposed Fleet, Plant and Equipment Policy CORP-POL-xxx
- Attachment 3 – Draft Fleet, Plant and Equipment Management Framework (CORP-FWK-007)
- Attachment 4 – Draft Fleet, Plant and Equipment Management Procedure (CORP-PRO-075)

REFERENCE DOCUMENT

- Nil

MOTOR VEHICLE

APPROVALS

POLICY NUMBER	CORP-POL-034	DOC.ID	4652013
CATEGORY	Administrative		
POLICY OWNER	Corporate Properties & Fleet Manager		
APPROVAL DATE	25 January 2022	RESOLUTION NUMBER	7677

OBJECTIVE

Is to define how the Isaac Regional Council (IRC) will assign motor vehicles to meet the transportation needs of the business.

SCOPE

This policy applies to all Council employees and Elected Members.

DEFINITIONS

TERM / ACRONYM	MEANING
IRC	Isaac Regional Council.
CEO	Chief Executive Officer or acting Chief Executive Officer of Isaac Regional Council.
Delegate	The Director nominated by the CEO to have direct responsibility for motor vehicles.
ELT	Executive Leadership Team.
CFO	Chief Financial Officer.
Fleet Controller (FC)	Manager Plant, Fleet and Workshops as nominated as Fleet Controller (FC). The FC is responsible for all procurement, allocation, maintenance and disposal of vehicles.
Family	A spouse (including a former spouse, a de facto spouse or a former de facto spouse) of the employee; a child or an adult child (including an adopted child, a foster child, an ex-foster child, a stepchild or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee. For the purpose of this clause spouse shall include same sex partners.
Assignee	IRC employee or Elected Member allocated a vehicle; assignees will complete all the vehicle policy requirements and take full responsibility for the vehicle.
Assigned Residence	Refers to "place of residence" that is within 30kms of main work location and located within IRC boundaries.
Levels of Management	The following levels of management exist for the purpose of vehicle allocations:

- Level 1 - refers to the Mayor and CEO.
- Level 2 - refers to the Directors (M2).
- Level 3 - refers to M3 Managers (M3)
- Level 4 - refers to M4 Managers and selected Assignees.

ANCAP	Australasian New Car Assessment Program.
Pool Vehicle	Council vehicles assigned to a geographical location for general use by IRC employees for work related purposes only. When using a pool vehicle, a driver automatically becomes the assignee for the period of vehicle use.
Tools of Trade Vehicle	A vehicle provided to a workplace for work/business use only.
Full Private Use (FPU)	The vehicle shall be provided for the officer's full private and Council use such that the officer, their immediate family authorised by the officer shall be entitled to use the vehicle for private use as well as Council purposes. This includes when the officer is on periods of leave (annual, parental or compassionate leave, long service leave or sick leave) for up to 3 months (Paid or unpaid). Private use of vehicles during periods of leave greater than 3 months per year will be required to be authorised by the CEO or delegate.
Limited Private Use (LPU)	The vehicle shall be provided for the officer's limited private and Council use such that the officer, their immediate family authorised by the officer shall be entitled to use the vehicle for limited private use as well as Council purposes. This includes when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding sick leave or unpaid periods of more than one week). LPU vehicles will have supplied IRC magnetic logos fixed for the period of business hours.
Commuter Use (CU)	The vehicle shall be provided for "approved travel" to and from the employee's place of employment and their assigned residence. When at work the vehicle will be made available for all employees as part of the IRC vehicle pool and shall be returned to the vehicle pool for all periods of leave.

	<p>CU vehicles will have IRC logos permanently fixed to the vehicle and shall not be removed under any circumstances.</p> <p>A commuter use vehicle may be allocated to a single driver where there is a requirement to have a specific vehicle to conduct field work activities. Permission for such use shall be approved by the CEO on recommendation of the Fleet Department.</p>
Family Responsibility Commuter Use (FRCU)	<p>Employees with approved Commuter Use Privileges who have family responsibilities for the transport of their children to/from school or childcare may transport their children between home and school/childcare and return in their allocated Council vehicle.</p>
Tool of Trade Use (TOT)	<p>An Assignee has use of the vehicle for work purposes only. During working hours, the vehicle will be available to all staff when not in use by the Assignee. TOT vehicles are to be garaged on IRC premises when not in use and before/after shift. A TOT vehicle may not be assigned to a specific operator. Carriage of passengers is limited to IRC employees and contractors only during work hours unless during an emergency or response to a Council task.</p> <p>If a TOT vehicle is to be allocated to an operator for on-call purposes, Commuter Use/On-Call Use rules shall apply. After hours use is not permitted unless for call-out/work related activities.</p> <p>TOT vehicles will have IRC logos permanently fixed to the vehicle and shall not be removed under any circumstances.</p>
On-Call Use	<p>On Call Use is defined as use to undertake work outside of Council's normal business hours while the employee is on after-hours call out roster and is on standby. Staff placed on an official call-out register may be allocated a Council vehicle depending on the nature of their role and the purpose of the call-out roster while they are on standby. In these instances, the Council vehicle may be treated as a 'commuter use' vehicle.</p> <p>In order to minimise response times and minimise impact on private transport, an on-call officer shall be able to make general use of the assigned Council vehicle whilst on-call, subject to the following:</p>

No non-Council personnel can be transported in the vehicle at any time (i.e., family members are not allowed to be transported within the vehicle). The carriage of non-Council related items (such as rubbish for disposal) is not allowed at any time. The intent of this allowed usage is to address the issue of undue impact on family and private life whilst staff are on-call. Examples include attending family functions/children's sporting events with the family, only to receive a call and needing to leave. In these cases, either two (2) private vehicles need to be taken to the event, or the sole family vehicle is needed to be used to return to the Council vehicle, therefore leaving family members at events without transport. Under the above rules these would be allowed for by allowing the Council vehicle to be utilised as the secondary transport to the event, meaning that upon a call-out, family members are not disrupted. Given the intent of such allowed use, driving the Council vehicle around including attendance at shops etc. simply because a staff member is on-call should be avoided, in preference to situations where a genuine disruption would occur. A periodic review of this practice will be undertaken to ensure that the intent of the allowed use is being met, with Council reserving the right to amend such allowed use policy. The vehicle will have IRC logos permanently fixed to the vehicle and shall not be removed under any circumstances.

Single Purpose Use

The Chief Executive Officer and Directors may authorise a "once off" after hours use of the vehicle as the officer's role dictates. This may be necessary in the event of an after-hours meeting or conference.

POLICY STATEMENT

Council vehicles are visible assets in the community and as such are part of the corporate image of Council. IRC will acquire, maintain and dispose of motor vehicles through the Fleet Controller (FC) and will ensure the operation of the fleet in accordance with the following principles:

- Maximum cost effectiveness, considering sustainability
- Compliance with Federal and State legislation and local government by-laws

- Compliance with WH&S legislation, IRC policy and sound management principles.
- Compliance with IRC's contractual obligations with internal and external customers.

POLICY

The primary use of an IRC provided vehicle is to be used in the conducting of Council related duties. Vehicle assignees with full or limited private use cannot make their assigned vehicle available to their direct family members while the assignee attends work. The vehicle must always be available for work use unless it is away for service, repair or being used by other IRC staff for work activities. Any variation or request for exception to the Policy on a one-off basis, requires written submission to the Chief Executive Officer and subsequent formal approval.

For example: Employee X is at work in Moranbah on a Wednesday. This employee has full private use of a council vehicle. Employee X's partner has taken the council owned vehicle to Mackay for private business. As such, the vehicle is unavailable for council business during normal business hours. This example would not be acceptable to IRC.

Council shall always have priority on the use and allocation of a Council vehicle.

Except for vehicles covered by a salary package arrangement with private use and other specified vehicles, vehicles are to be made available on a shared use for the whole of Council use via Council vehicle pool or vehicle booking system.

Excluding salary packaged vehicles, the following matters are the responsibility of the employee who is allocated a Council vehicle:

- a. Vehicle Presentation: Washing and cleaning (inside and out) of the vehicle on a regular and as needed basis.
- b. Vehicle Availability: Ensuring that the vehicle is available for Council operations on each work day. For Commuter Use and On-Call vehicles, ensuring that the vehicle is presented for Council use during periods of annual leave, long service leave etc. (for single sick days or RDOs there is no specific requirement to return the vehicle unless there is a business need for it for the day. However, for periods more than a single day, measures should be made to present the vehicle for Council use).
- c. Daily Checks: Ensuring that normal operational items such as fuel, oil, battery, radiator, tyres etc. are checked at regular intervals and in accordance with manufacturer's recommendations and upon the advice of Council's Procurement and Plant staff. A pre-start book shall be provided for all vehicles to record this and for defect reporting purposes.
- d. Garaging: Ensuring that overnight garaging (where applicable) is secure, off the road and under cover if possible.
- e. Reporting Defects: Ensuring that all defects in the operational aspects of the vehicle, or damage to the vehicle, are reported as required immediately upon being notified and recorded in the vehicle's pre-start book.

- f. Servicing: Ensuring that the vehicle is regularly serviced as required to meet warranty and manufacturer's specifications, and that the vehicle is made available for such servicing when required.
- g. Licence: Ensuring that a current and appropriate class of licence is held for the operation of the vehicle. A driver with a Learner Licence (L) is not permitted to operate an IRC vehicle unless under an approved professional development program and the relevant TMR rules are strictly observed.

An employee whose licence has been suspended or cancelled shall immediately advise their Supervisor and arrange for the vehicle to be returned to the Council Depot.

Where an employee is assigned or operating Isaac Regional Council Plant or Motor Vehicles requiring the holding of a current Queensland Driver's License and such license is suspended or cancelled then the employee is not permitted to operate or drive Council's plant or vehicles until the relevant license is restored or The employee is to immediately advise their Manager and People and Performance of such suspension or cancellation and a file note will be recorded on the employee's personnel file.

Where a vehicle assigned is categorised within a employment contract as a Full Private Use vehicle (FPU) then the vehicle may be retained, and an authorized driver designated to transport as appropriate to fulfil their role.

Where a vehicle is operated as part of the mandatory requirements of a position and the employee has their license suspended or cancelled, then the Council reserves the right to consider whether employment will continue, or the employee's services be terminated.

- h. Logbooks: ensure that logbooks are completed correctly and returned on time for Fringe Benefits Tax or utilisation reporting.
- i. Badging: A Council insignia shall be displayed at all times on the vehicle unless the vehicle is covered by a salary package arrangement with private use. LPU vehicles must be badged during the hours of work.
- j. Roadworthiness: A vehicle should not be used If there is any doubt regarding as to its roadworthiness, such roadworthiness issues and any faults that may occur during the life of the vehicle, should be immediately reported to the Fleet Coordinator.
- k. Appropriate Use of Vehicle: Employees shall be responsible for ensuring that an allocated vehicle is used appropriately at all times. Vehicles other than those specifically designed for such use, should not be taken off road. Employees are to ensure that passengers and load limits are not exceeded at any time.
- l. Damage to Vehicle: Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.
- m. Authorised Use: Only authorised persons (employee or nominee) may drive a Council vehicle).

In an emergency any person holding a Queensland Driver's Licence may drive the vehicle provided the passenger in the vehicle at the time is an employee.

PROHIBITIONS

The following are specifically prohibited:

- a. Smoking: Smoking in the vehicle (including passengers) is strictly prohibited.
- b. Alcohol: An IRC employee may not operate a vehicle with a blood alcohol level above 0.00 during the hours of work, including while on-call. After hours, employees with FPU and LPU allocation must observe the legal limit of 0.05.
- c. Animals: The carrying of animals in Council vehicles is permitted in the following circumstances.
 - Full private Use Vehicles.
 - Limited Private Use Vehicles.
 - Local Law Enforcement Vehicles.
 - Tool of Trade Vehicles if it is in the delivery of Council Services.Animals in any of the above circumstances must be suitably restrained as per any statutory requirements that may be in effect.
- d. Utilisation of the vehicle for undertaking personal business activities.
- e. The carrying of non-approved persons.
- f. Charging a fee to passengers (Council encourages the multi-sharing of Council vehicles available for commuter use, however the charging of a fee is prohibited).
- g. Additional features, including advertising material or stickers shall not be added to the vehicle unless it is approved by the FC

COUNCIL CHECKS AND MONITORING

- a. The Council may undertake independent random audits or inspections of vehicles to ensure that the conditions of this policy are being met.
- b. The Fleet Controller shall report excessive reconditioning costs to the relevant Director when vehicles are presented for trade, fleet condition audits and servicing. The CEO shall decide if excessive costs are to be required to be paid by the officer.

FUEL PURCHASE

Council employees should refill fuel at the Council depot wherever practical.

A fuel card may be provided to vehicles that will require fuel outside of normal working hours or travel distances to locations where IRC provided fuel will not be available.

Private Use (including Commuter Use)

Private use of a Council vehicle is prohibited unless the vehicle is covered by a salary package arrangement with full or limited private use. Where commuter use of a vehicle is allowed, reference should be made to the below regarding the conditions of use for commuter use.

Liability for All Vehicle Users

Employees utilising Council vehicles are liable for:

- a. ALL traffic offences incurred, including but not limited to fines and loss of points from parking fines, speeding fines, red light camera offences and general traffic offences.
- b. Costs associated with an accident whilst the employee is utilising the vehicle in contravention of approved uses.

Employees or their nominated person found to be driving a Council vehicle under the influence of drugs or alcohol may be held personally responsible for any repairs or legal action resulting from any accident in which they are involved.

- c. Employees or their nominated person may similarly be held personally responsible for any damage occurring as a result of inappropriate behaviour or use which contravenes this policy.

Full Private Use

- Where covered by a salary package arrangement under contract of employment, full private use is permitted within the borders of the State of Queensland unless authorised by:
 - For the CEO the Mayor of Isaac Regional Council.
 - For Directors, the CEO.
 - For all other staff, the relevant Director.
- Full private use means the vehicle shall be provided for the officer's full private and Council uses such that the officer, their immediate family (including Learner Licence (L) with appropriate supervision as per TMR guidelines) authorised by the officer shall be entitled to use the vehicle for private use as well as Council purposes. This use includes when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding leave periods of more than three (3) months duration of unpaid leave).
- Packaged vehicles will have the value of such benefit recorded as part of the total employment cost for the employee.
- An employee with full private use, that is allowed permission to travel outside of Queensland, shall be personally responsible for any fuel costs incurred while interstate unless the trip is entirely work related.

Limited Private Use

- Use is limited to within the boundaries of Isaac Regional Council and adjoining Regional Councils unless authorised by the CEO.
- The vehicle will be made available during office hours as a pool vehicle.
- Limited private use means the vehicle shall be provided for the officer's limited private and Council use such that the officer, their immediate family (including Learner Licence (L) with appropriate supervision as per TMR guidelines) authorised by the officer shall be entitled to use the vehicle for limited private use as well as Council purposes. This includes, when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding sick leave periods of more than one week's duration).
- In the event of a change of duties or change to the nature of work for which the employee is employed, the Council reserves the right to withdraw the provision of a vehicle.
- Limited private use is permitted at the Executive Leadership Team's discretion for selected senior non-management positions and for salaried staff under the Isaac Regional Council Certified Agreement.
- Limited private use may be utilized to attract and retain staff for difficult to fill positions but will only be offered in exceptional circumstances and with the approval of the relevant Director.
- Limited Private Use Vehicles will have the value of such benefit recorded as a prorated amount of the FPU benefit.

On-Call Use

- The vehicle is available to undertake work outside of Council's normal business hours while the employee is on after-hours call out roster and is on standby.
- Staff placed on an official call-out register may be allocated a Council vehicle depending on the nature of their role and the purpose of the call-out roster while they are on standby. In these instances, the Council vehicle may be treated as a commuter use vehicle. On non-business days and after business hours the on-call officer may use the vehicle to minimize response times which shall not include the transport of any non-employees.

Single Purpose Use

- The Chief Executive Officer and Directors may authorise a "once off" after hours use of the vehicle as the officer's role dictates.

Commuter Use

- Council views the extension of commuter use rights for a Council vehicle as a privilege and not a right.

Commuter use consent does not form part of conditions of employment and shall not be referenced in letters of appointment.

Approval for use shall be approved by the Executive Leadership Team in conjunction with the Fleet Controller and shall only be approved where there is a clear need or benefit to IRC.

Commuter use may be extended where:

- a. For the employment activities of the employee a Council vehicle is required to be accessed outside normal Council hours (i.e., on-call staff).
- b. The vehicle is fitted with purpose-built items specifically for the use by the employee during work hours and there is no practical storage area on Council premises for the vehicle outside work hours
- c. The employee regularly attends to Council business outside regular Council hours, being three (3) or more nights per week.
- d. A vehicle is available and there is a requirement for the employee to commence and finish work at work site(s) other than their normal Council headquarters (i.e., Depot) on a regular basis, being four (4) days or more per week.
- e. For security purposes where there is no practical storage area on Council premises for the vehicle outside work hours.

Approval

Consent to utilise a Council vehicle for Commuter Use rests with the respective Director in conjunction with the Fleet Controller.

Approval for use shall be at ELT's discretion and shall only be approved where there is a clear benefit to IRC.

Withdrawal

Commuter use privileges may be withdrawn at any time without recourse to Council. This could occur due to a change in position, utilisation changes or changes resulting in commuter use no longer being appropriate.

The basis for withdrawal shall be based on a cost benefit analysis and no consideration made for previous allocation.

Withdrawal of Access Rights

Council reserves the right to suspend access to a Council vehicle (including private and commuter use) at any time at the discretion of the CEO if at any time the assignee or nominee:

1. Is convicted of a serious driving offence
2. Judged to have incurred excessive insurance claims
3. Has not maintained the vehicle in a suitable manner
4. Has breached any of the agreed vehicle policy conditions
5. Fails to provide accurate FBT information as requested
6. Has removed the vehicle data collection device without approval.

7. Uses the vehicle to derive income from outside business
8. Has acted in a manner deemed inappropriate by the CEO in accordance with Council's Code of Conduct. If an employee has their access withdrawn for any circumstance and is unable to fulfil the inherent requirements of the position and is unable to be reallocated within the Council's structure, then the employee's continuing employment contract may be reviewed by Council.
9. Depending on the seriousness of proven misuse Council may apply the following: -
 - Counselling by Supervisor.
 - Issue of a warning letter.
 - Attend a driver safety course.
 - Withdrawal of the vehicle for three (3) months or another period to be determined by the CEO.

If an employee has had their access to the Council Fleet withdrawn for any circumstance and is unable to be reallocated within Council's structure, then the employee's employment contract may be terminated.

Share Riding

Council encourages the multi-sharing of Council vehicles available for commuter use and recognises the sharing of vehicles assists in reducing car parking needs and also assists with Council initiatives for carbon reduction.

As such, where commuter use is available to an employee, and if agreed to by the employee, commuter use may be extended to include the collection of other Council employees for commuter purposes, subject to such an activity not requiring a major deviation from the commuter route of the employee with commuter privileges. Any ride sharing arrangements shall be approved by the respective Manager. The charging of a fee for such extended commuter use is strictly prohibited.

Prohibited

The following uses are not considered to be within the terms of commuter use and are strictly prohibited:

- a. Private use of vehicles (including at lunch times).
- b. Transportation of non-Council persons or members of the public other than for official Council purposes. This includes the transportation of the employee's children to and from school, or at any time unless permission has been granted under clause 8 of this Policy.
- c. Visits to private or non-work locations (except for a brief stop at a shop or similar on the direct route for minor, ad hoc and infrequent purposes such as purchase of milk/ bread at non-major shopping centres and lunch stops).

Liability for Commuter Use

All employees shall sign an acknowledgement form attesting to the fact that they are aware of the rules associated with commuter use of Council vehicles. This includes:

- That they are aware of the ramifications and liability issues related to usage outside the policy. and
- Any damages caused to both the Council vehicle, other vehicles and property generally, from usage outside the policy, the employee will be personally liable for such costs.

Family Responsibility Commuter Use

Employees who have approved Commuter Use Privileges who have family responsibilities for the transport of their children to and/or from school or childcare may transport their children between home and school and/or childcare and return in the allocated Council vehicle (referred to as Family Responsibility Commuter Use) subject to the following conditions:

- The transport occurs as part of the normal commute to or from work.
- Any extraordinary transport (e.g., to pick up a sick child from school/childcare) is approved in each instance by the employee's Manager.
- Permission to transport children is to be sought via application – stating age of child, relationship to employee, any car seats/restraints that are necessary and the school/day care they are attending. This is to be signed off by the CEO. Vehicles that have been approved and that contain installed car seats will be removed from the pool to reduce the risk of them not being returned when needed.
- All car seats and/or restraints are provided by the employee and must meet the relevant Australian Safety Standards (AS/NZS 1754) and are to be fitted by the responsible employee according to the manufacturer's instructions. Restraints must be appropriate for the age of the passenger as per clause 266 - Wearing of seatbelts by passengers under 16 years old - of the *Transport Operations (Road Use Management—Road Rules) Regulation 2009*.
- Any associated costs of supplying and fitting the car seats would be the responsibility of the employee.
- Children to be transported must be immediate family as outlined in the definitions of the vehicle policy.
- In any instance of travel under this arrangement, the deviation from the shortest commuter route is to be as minimal as possible.
- All other requirements of this Motor Vehicle Policy are fully complied with (including the requirement of Clause 12 of the Policy requiring keys to be handed to the CSO (or Fleet Dept. in Moranbah Office) immediately upon the employee's arrival at work for use by all staff).

Any breach of these conditions is grounds for the revocation of Family Responsibility Commuter Use Privileges.

Repeated breaches of these conditions are grounds for revocation of Commuter Use Privileges.

Queensland Transport

Council's registration of vehicles other than those vehicles covered by a salary package arrangement with private use component is at a concessional rate. As such, use of the vehicle outside approved business and commuter use guidelines will render the Council liable of payment of full vehicle registration.

Insurance

IRC will comprehensively insure and register all IRC owned and assigned vehicles.

It should be noted that insurances for Council vehicles only apply during approved use. Any usage which contravenes this policy, or is outside approval, may render the Council insurance coverage null and void, in which case the employee in charge of the vehicle would be fully responsible for all damage caused during any accident or similar.

Accident or Damage

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to the incident, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- Report any accident in a motor vehicle to the Queensland Police Service where required by law.
- Not accept or acknowledge any liability on behalf of Council arising from an accident.
- Complete as soon as practical after the accident, an incident report form, the appropriate claim form and in consultation with the employee's supervisor and return them to the Workplace Health & Safety Department.

Excessive speeding or continuing accidents resulting in damage may result in Council withdrawing the use of a vehicle. The following actions may apply for such offence's dependent on the incident:

- Counselling by Supervisor.
- Issue of a warning letter.
- Attend driver safety course.
- Withdrawal of the vehicle for three (3) months, or other period to be determined by the CEO.
- Vehicle users may be liable to pay the cost of insurance excess charges if they are found to be negligent, if there is evidence of repeated incidences and/or if the accident occurred outside of approved usage allocation/approval.

Vehicle Pool

Commuter Use vehicles, other than those that are approved to be exempt are required to be made available as part of the IRC vehicle pool while not in use. Employees will be required to hand in vehicle keys to Customer Service Officers (or in the case of Moranbah Office the Fleet Department) immediately on their arrival at work for use by all staff.

Assignees booking out a pool vehicle are required to carry out a visual pre-start inspection prior to driving the vehicle.

Vehicles are to be handed in clean and free of personal items. Based on bookings and availability, there is no guarantee or requirement that a commuter use employee shall receive the same vehicle to return to their assigned residence at the end of each working day.

Bookings for vehicles can be made through the relevant Customer Service Officers for each location, or the Fleet Management Department at Moranbah.

Contractors, Consultants & Other Non-IRC Employees

On the occasion that a non-IRC person such as a consultant or Contractor is engaged where a motor vehicle must be provided to conduct their duties. A hire vehicle shall be provided at the engaging departments cost.

Availability of Vehicles

On the occasion that a new employee or position is engaged by IRC where a motor vehicle must be provided to conduct their duties but is unavailable due to there being no vehicle allowed for in the current budget period. A hire vehicle may be provided at the engaging departments cost. Alternatively, the relevant Director may apply to Council for additional Capital for Fleet to purchase a vehicle on their behalf.

Vehicle Procurement

IRC will only procure vehicles of the highest ANCAP rating and that meet IRC requirements, taking into consideration FBT, whole of life costs and vehicle usage. The IRC procurement policy applies to all vehicle acquisitions meeting Local Government Regulation requirements. The CEO on recommendation of the Plant & Fleet Committee will approve all level and types of vehicle permitted to meet IRC's transportation requirements or contractual arrangements.

Levels of vehicle type are as follows:

- Level 1 - (Mayor and CEO) limited to \$65,000 cost to IRC
- Level 2 - (Directors) limited to \$65,000 cost to IRC
- Level 3 - (M3 Managers) limited to \$55,000 cost to IRC
- Level 4 - (M4 Managers and by employment contract) \$25,000 to \$45,000. Determined by fit for purpose, and best whole of life cost to IRC.

Exceptions may occur based on requirement for fit for purpose vehicles to meet specific work requirements as approved by the CEO in conjunction with the relevant Director and the Fleet Management Department. No sports/performance models are to be considered and a 6-cylinder engine limit for all levels.

The prescribed values shall be reviewed annually.

Use of Employees Private Vehicles

Use of an employee's personal vehicle for work purposes is prohibited unless special arrangements are made with approval by the relevant Director.

Vehicle Disposal

A suitable disposal method will be implemented in accordance with the *Local Government Regulation 2012* (Trade-in, open tender or public auction)

Vehicle Data Collection

IRC will also use appropriate means to monitor its vehicles. This may include the use of Vehicle Monitoring Systems. All information gathered by the FC will be used to ensure that the vehicle is operated in accordance with the approved permitted use.

Information will include:

- Safety positioning information.
- Fleet management data.

This information may be used by HR and if required disciplinary action may be taken for any breach of company policy.

LEGISLATIONS AND RELATED GUIDELINES

- *Local Government Act 2009 (LGA)*
- *Transport Operations (Road Use Management - Road Rules) Regulation 2009*
- Australian and New Zealand Standard AS/NZS 1754 Child restraint systems for use in motor vehicles

REFERENCES

ID	NAME
CORP-POL-122	Procurement Policy
CORP-POL-123	Disposal Policy
CORP-PRO-063	Fatigue Risk Management Procedure

FLEET, PLANT AND EQUIPMENT

APPROVALS

POLICY NUMBER	CORP-POL-xxx	DOC.ID	5098414
CATEGORY	Operational		
POLICY OWNER	Corporate Properties & Fleet Manager		
APPROVAL DATE	RESOLUTION NUMBER		

OBJECTIVE

The objective of the Policy is to, so far as reasonably practical, define the objectives of Isaac Regional Council (IRC) to strategically provide, maintain, renew, and replace an appropriate stock of fleet, plant and equipment assets required to support the operations of Council; is sustainable across the long term; and is provided at the best value over life cycle cost.

SCOPE

This policy applies to all Isaac Regional Council workers (permanent, temporary, and casual) and Councillors; all organisations and individuals acting as its agents including contractors, consultants and volunteers.

DEFINITIONS

TERM / ACRONYM	MEANING
CEO	Chief Executive Officer or acting Chief Executive Officer of Isaac Regional Council.
Delegate	The Director nominated by the CEO to have direct responsibility for motor vehicles.
ELT	Executive Leadership Team.
IRC	Isaac Regional Council.
MCPF	Manager Corporate Properties and Fleet or nominated officers.

POLICY STATEMENT

Council fleet, plant and equipment are visible assets in the community and as such are part of the corporate image of Council. Compliance with Federal and State legislation, local government by-laws, relevant legislation, IRC Fleet and Plant Management Framework and procedures, and sound management principles must be adhered to. Council will acquire, maintain, and dispose of fleet, plant, and equipment through the MCPF and will ensure fleet, plant and equipment is managed in accordance with the following objectives:

- Maximum cost effectiveness, considering sustainability principals.
- Purchase of the asset subject to a business case assessment which sets out capital requirements, whole of life costs, predicted utilisation and internal hire rates.
- Through appropriate department management, ensure operations of any assets are undertaken in the way they were designed for.
- Through appropriate department management, ensure that employees workers are appropriately trained and competent.
- Maintaining the asset in line with manufacturer's requirements.
- Monitoring fleet, plant, and equipment utilisation usage.

- Develop and maintain a 10-year asset renewal program, and ensure that disposal and replacement of fleet, plant and equipment in accordance with the 10-year plan.

LEGISLATION AND RELATED GUIDELINES

- *Local Government Act 2009 (LGA)*
- Transport Operations (Road Use Management - Road Rules) Regulation 2009
- *Work Health and Safety Act 2011*
- IPWEA – Fleet and plant management principles
- Australian design rules
- Australian Standards

REFERENCES

ID	NAME
CORP-POL-122	Procurement Policy
CORP-POL-113	Disposal Policy
CORP-PRO-075	Fleet, Plant and Equipment Procedure
CORP-FRM-007	Fleet, Plant and Equipment Management Framework
CORP-MISC 118	Strategic Asset Management Plan
	Long Term Financial Forecast

Isaac Regional Council Fleet, Plant and Equipment Management Framework

Developed by: Acting Manager Fleet

Date: Nov 2024

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1. EXECUTIVE SUMMARY

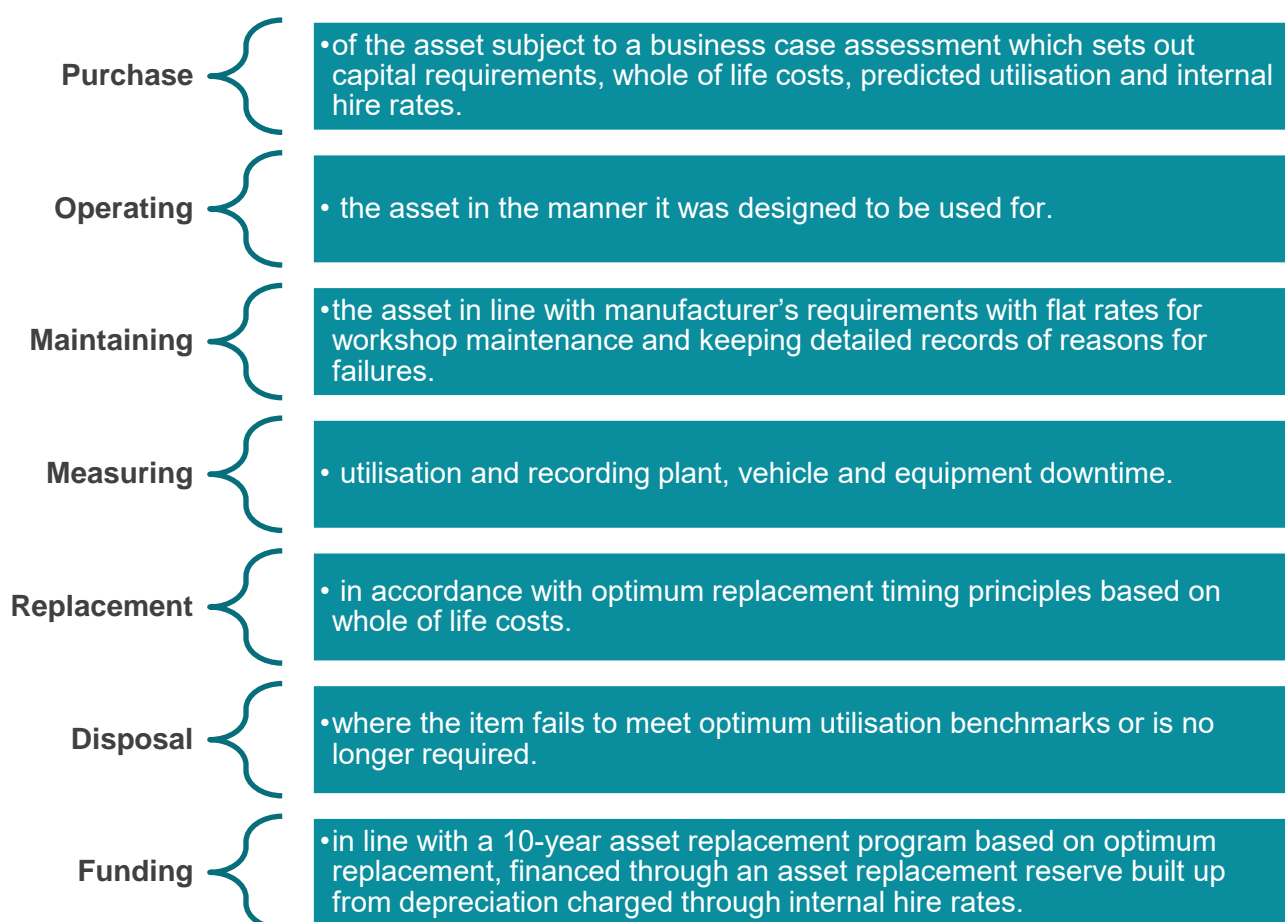
This fleet, plant and equipment management framework has been prepared in line with the guidelines provided in the IPWEA Plant & Vehicle Management Manual (2012) which is recognised as best practice manuals in local government in Australia.

Fleet, plant, and equipment underpins Council's operations and plays a vital role in the provision of a range of services and the distance between the main communities receiving those services presents additional challenges.

Council's Strategic Asset Management Plan sets the broad direction for all asset management activities and its aim is to:

"Strategically provide, maintain, renew, and replace an appropriate stock of community infrastructure that is required to support the communities of the Isaac Regional Council; is sustainable across the long term; and is provided at the lowest possible life cycle cost."

The lifecycle plan for fleet, plant, and equipment assets:



The Council's fleet, plant and equipment has an estimated replacement value more than \$30 million, including major plant, heavy vehicles, light vehicles, and small plant but not including miscellaneous minor items of equipment such as brush-cutters, whipper snippers, blowers etc.

2. PURPOSE AND SCOPE OF THE PLAN

The purpose of the fleet asset management plan is to improve stewardship and accountability of ownership of fleet assets (own or hire), communication and relationships with service providers, risk management, financial accountability for funding fleet maintenance and replacement fleet governance.

The Fleet, plant and equipment framework provides the details to support a long-term financial plan for fleet for the next 10 years which covers the life span of most fleet assets in local government.

The Fleet, Plant and Equipment Framework will enable council to make more informed and sustainable decisions on plant & fleet.

This fleet, plant and equipment framework has been prepared in line with the guidelines provided and the IPWEA Plant & Vehicle Management Manual (2012) which is recognised as best practice manuals in local government in Australia.

Fleet underpins Council's operations and plays a vital role in the provision of a range of services for the Council's communities and the topography of the Council presents additional challenges.

This document should be read in conjunction with the following corporate plans and policies, including the Strategic Asset Management Plan, Enterprise Risk Management Framework and Asset Class Management Plan.

This framework is to demonstrate responsive management of assets (and services provided from assets), compliance with regulatory requirements, and to communicate funding needed to provide the required levels of service.

3. ROLES AND RESPONSIBILITIES

At the highest level, the Manager Corporate Properties and Fleet is responsible for ensuring the development of this framework and associated policy and procedures for endorsement by the Executive Leadership Team. The Manager is responsible for ensuring the reporting of Key Performance indicators identified within the framework and the development of the asset class management plan.

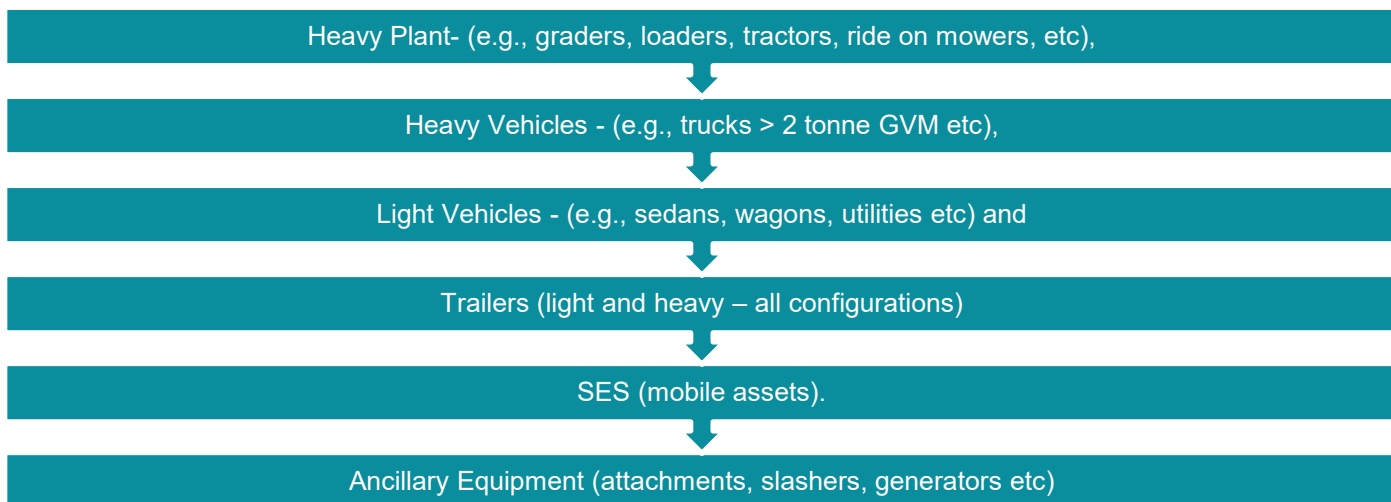
For all other roles and responsibilities refer to the Fleet, Plant and Equipment procedure.

4. FLEET PLANT AND EQUIPMENT

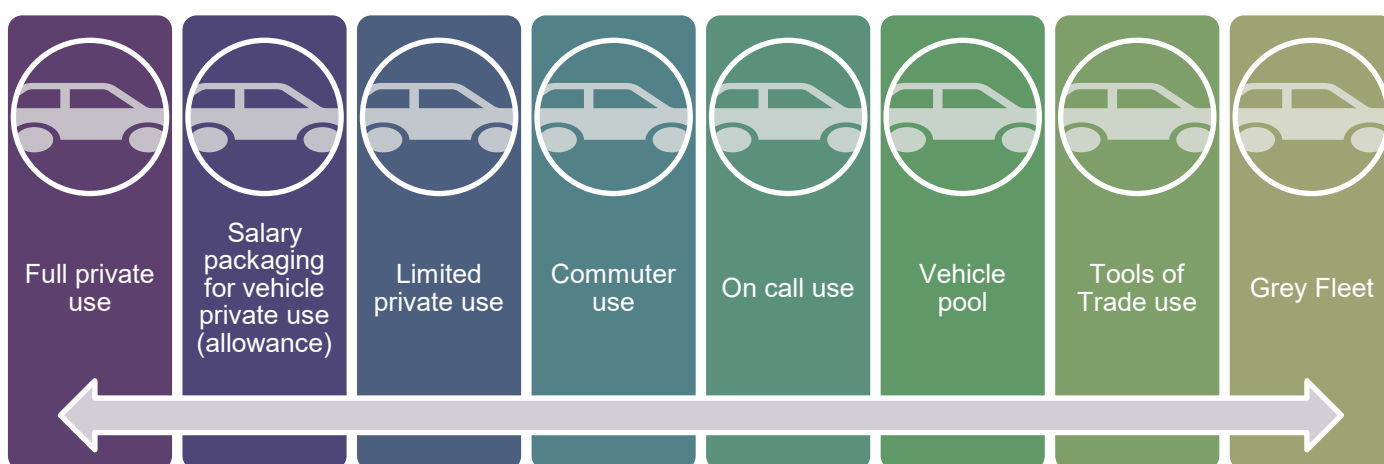
The Manager Corporate Properties and Fleet will ensure that a 10-year asset renewal plan is developed and maintained to address the requirements of this framework, associated policy, and procedure.

5. DESCRIPTION OF ASSETS AND USAGE

The Council owns and manages fleet, plant, and equipment. Fleet assets should desirably be classified into major asset groups including:



Fleet, plant, and equipment usage is defined into the below categories:



For detailed definitions of the usage and requirements, refer to the Fleet, Plant, and Equipment Procedure.

5.1 APPROVALS AND WITHDRAWALS

Consent to utilise a Council vehicle rests with the respective Director or head in conjunction with the Fleet manager.

Approval for use shall be at Director discretion and shall only be approved where there is a clear benefit to IRC.

Vehicle use privileges may be withdrawn at any time without recourse to Council. This could occur due to a change in position, utilisation changes or changes resulting in commuter use no longer being required.

The basis for withdrawal shall be based on a cost benefit analysis and no consideration made for previous allocation.

Withdrawal of Access Rights

Council reserves the right to suspend access to a Council vehicle (including private and commuter use) at any time at the discretion of the CEO if at any time the assignee or nominee:

- a) Is convicted of a serious driving offence.
- b) Judged to have incurred excessive insurance claims.
- c) Has not maintained the vehicle in a suitable manner.
- d) Has breached any of the agreed vehicle procedure conditions.
- e) Fails to provide accurate FBT information as requested.
- f) Has removed the vehicle data collection device without approval.
- g) Uses the vehicle to derive income from outside business.
- h) Has acted in a manner deemed inappropriate by the CEO in accordance with Council's Code of Conduct.

If a worker has their access withdrawn for any circumstance and is unable to fulfil the inherent requirements of the position and is unable to be reallocated within the Council's structure, then the employee's continuing employment contract may be reviewed by Council.

6. LEVELS OF SERVICE

An aim of framework is to align resource allocation (via annual budget expenditure) on providing, operating, and maintaining assets in line with the desires of the end user and the need of each class of asset in terms of reliability and safety considerations. This is termed "level of service".

The Council aims to provide and maintain plant and fleet to ensure:

- › Cost effective efficient delivery of Council services and activities.
- › Use of such assets does not affect the health and safety of staff and/or the public.

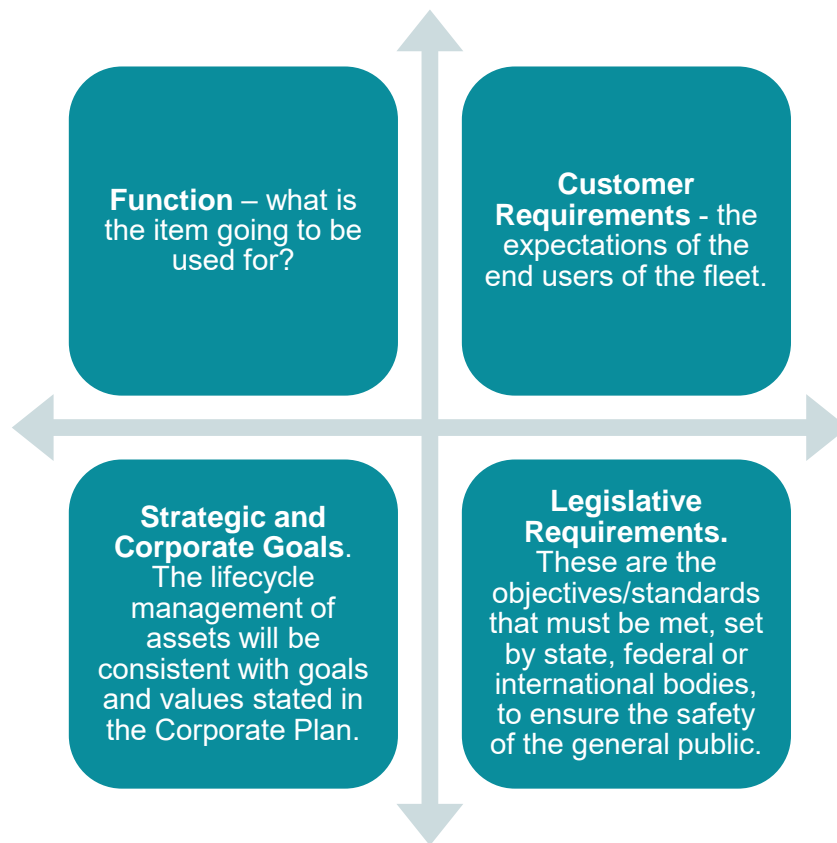
In terms of providing a reliable service it is important to know when it is appropriate to carry out maintenance or replace a machine before it gets to the point of failure and potentially causing major operational problems.

Understanding levels of service is important for the lifecycle management of fleet assets as with other assets. They will determine what type of assets will be provided, how often they will be maintained, when assets will be rehabilitated or replaced and how the assets will be disposed.

Levels of Service define the asset's performance targets in relation to reliability, quantity, quality, responsiveness, safety, capacity, environmental impacts, comfort, cost/affordability, and legislative compliance.

7. DRIVERS AFFECTING LEVELS OF SERVICE

The factors affecting levels of service can broadly be broken into four categories:



8. FUNCTION

8.1 FLEET, PLANT EQUIPMENT FUNCTION

The goal of a system approach to Fleet Plant and Equipment design and function is to define the technical specifications of each component, in such a way that the vehicle performs its functions according to assigned requirements and objectives.

All Fleet Plant and Equipment assets must.

- Be fit for purpose.
- Meet whole of life cost objectives
- Where applicable have a minimum of ANCAP 5-star rating
- Be sustainable.

9. CUSTOMER REQUIREMENTS/EXPECTATIONS

Users of fleet are seeking safe, reliable, available, and economical fleet assets. The owners of the fleet (Council) have an additional requirement of safety to employees and minimising environmental impact on the community and this will impact on purchases of new and replacement plant & vehicles.

End users rely on those responsible for managing the fleet to plan and budget for plant replacement, research available options to meet operational needs, prepare specifications, procure plant & vehicles, undertake preventative maintenance, plan scheduled and non-scheduled servicing and respond to ad hoc customer service requests.

Consultation will occur with relevant employees in the purchase of replacement and new plant to ensure the suitability of the fleet, plant, and equipment. This is also a risk management strategy, end users of fleet must be involved in business case studies, preparation of plant specifications and tender evaluation as appropriate.

10. STRATEGIC AND CORPORATE GOALS

The strategic and corporate objectives are defined within Councils Fleet, Plant and Equipment Policy.

11. LEGISLATIVE REQUIREMENTS

Specific legislative requirements impacting on Fleet Assets are shown in Table 1

Table 1 – Legislative Requirements Relating to Fleet Assets

REQUIREMENTS	REFERENCE(S)
PROCUREMENT AND OPERATION	Local Government Act 2009
	Local Government Regulation 2012
	Heavy Vehicle National Law (HVNL) October 2015
	Road Transport legislation and standards Work Health & Safety Act (2011)

12. TARGET LEVELS OF SERVICE

The target Levels of Service have been developed in accordance with the best practice principles of the IPWEA Plant & Vehicle Manual, refer to table 2.

13. PERFORMANCE MONITORING

Performance against the levels of service has not been carried out to date. Future monitoring and reporting will be recommended to determine performance against the target levels of service.

14. REVIEW OF SERVICE LEVELS

These target levels of service are shown in Table 2. These will be reviewed and updated from time to time.

Table 2 Target Levels of Service

CUSTOMER REQUIREMENT	FLEET PERFORMANCE STANDARD	REQUIREMENT OF CUSTOMER
PLANT & VEHICLE AVAILABILITY (ACCESS)		
To ensure that sufficient plant and vehicles are readily accessible and operable such that Council services can be provided.		
Scheduled maintenance	100% compliant with manufacturers specification	Daily/weekly inspection by driver/operator
Non scheduled maintenance/repairs	Asset to be operational.	
Maintain failure records and provide feedback to customers on reasons for failures.	Mechanics inspect/test drive all plant during maintenance times with minimum 6 monthly inspections. Carry out or program all faults for repair as identified.	
Qualified tradespersons to identify/repairs assets.	Respond to breakdowns after hours call out system is in place to respond as soon as practicable.	
Breakdown response		
SAFETY		
To ensure that Council’s fleet, plant, and equipment are continually maintained in good working order and does not pose a health and/or safety risk to the users, public and community		
ANCAP Safety Ratings to be considered in light fleet purchase decisions.	ANCAP rating of 5 for light vehicles is preferred. 100 % compliant with legislation	Daily/weekly inspection by driver/operator
Roadworthy compliance	Safety inspections during scheduled/non-scheduled maintenance	
Qualified tradespersons to undertake checks	Proactive safety checks are performed min 6 monthly on all fleet items or interval between manufactures scheduled maintenance.	

PLANT & VEHICLE REPLACEMENT

To ensure that fleet, plant, and equipment are replaced at optimum timing and purchased items are suitable for use and are durable, able to tolerate weather extremes and conditions.

Program replacement (10-year plan)	Minimum annual review of utilisation and external plant hire	
Condition replacement - early if due to failure or incorrect item for the job	Replaced at optimum timing. Minimum whole of life costs	Requirements of replacement item
Ensure purchased items are suitable for use and are durable, able to tolerate weather extremes and conditions	Annual revision of 10-year renewal Descriptive rather than prescriptive specifications i.e., the purpose of the item and the job to be done	

STAFF CONSULTATION

Staff input into replacement item requirements.	Invite tenders/quotes, evaluate whole of life costs.	
Involvement of end user in tender assessment as required	Weighted evaluations in tender assessment Provide recommendations to end user	Appropriate staff involvement

15. DEMAND MANAGEMENT

15.1 FACTORS AFFECTING DEMAND

The key factors affecting the demand for fleet, plant and equipment are related to the following.

Table 3: Factors Affecting Demand for Infrastructure

KEY FACTORS	OUTCOMES	IMPLICATIONS
Economic development and growth in the area	Population growth	Increased in demand being placed on Council essential services.
	Increase in staff numbers.	Additional plant and vehicles required to deliver services.
	Expansion of Council services to accommodate community needs	Additional plant and vehicles required to cater for staff needs / requirements.

15.2 ANTICIPATED FUTURE REQUIREMENTS

Demand changes for fleet assets are usually affected by several variables. Fortunately, with fleet assets there are in most instances, quick response options available to the Council to meet fluctuating demand. This can be through outsourcing work to contractors (where available) or hiring in plant & vehicles on short- or long-term contracts (where available).

The level of utilisation of owned plant plus records of external hire provide a guide to trends that may be occurring over time.

Understanding the key drivers of demand is an important first step in demand forecasting. Demand factors on fleet resources can be short or long term.

15.3 LONG TERM DEMAND FACTORS

Growth in population and increase in resource sectors.

Increase in staff numbers (light fleet)

10-year capital works programs

Maintenance levels of service and the impact of a growing infrastructure asset base.

The expected long-term demand on the Council's fleet assets can be ascertained from knowledge of forward works and maintenance programs. From knowledge of the long-term capital works program a reasonable estimate can be made of either an increase or decrease in demand.

The methodology involves knowledge of:

- The type (e.g., road construction, drainage, water supply) and extent of increased capital works
- The plant, materials, and labour component for the type of work
- Work crew composition (e.g., Grader, water cart, roller, and trucks) and

A translation from internal hire rates and the capital works budget to predicted utilisation in engine hours or kilometres travelled.

Critical to this process is the decision of what percentage of capital or maintenance work will or can be outsourced to contractors.

15.4 SHORT TERM DEMAND FACTORS

Short term demand factors can result from:

- Seasonal changes
- Additional or reduced funding for capital works or maintenance

Short term changes in demand show up quickly in utilisation and external plant hire data. Monitoring of actual utilisation of owned plant & vehicles and the extent of external plant & vehicle hire is the best guide to short term demand.

Short term demand can be met through hire (where available) whereas long term demands need to be met through increasing the permanent asset base through purchase/lease or outsourcing the work to contractors.

15.5 CHANGES IN TECHNOLOGY

With rapidly changing technology in fleet assets there will be instances of increased demand to bring forward plant replacement where productivity improvements outweigh the cost of changeover, over the life of the asset.

15.6 DEMAND MANAGEMENT

Demand for fleet assets can be managed through:

- outsourcing of infrastructure construction and maintenance work (where available),
- annual wet and dry plant & vehicle hire contracts (where available) and
- off balance sheet leasing with costs charged against the work being done.

Short term increases in demand can be met through external hire if the items are available from contractors. Provided contractors are available there is unlikely to be a notable risk caused by a sudden increase in demand.

In terms of existing fleet assets, it is important to maintain a 10-year renewal plan developed on optimum changeover timing based on age and utilisation. Deferring replacements without a risk analysis compounds costs by increasing maintenance costs and reduces operational efficiency of services through downtime due to mechanical failure.

16. ASSET PLANNING

To meet the target service levels, forward planning in relation to the acquisition, maintenance and disposal of assets need to be undertaken and in conjunction with the asset class management plan.

17. CAPITAL WORKS PROGRAM

The capital works program for fleet, plant and equipment assets is the 10-year renewal plan.

The Council maintains a rolling 10-year plant replacement program which identifies assets to be replaced based on age, utilisation, and condition.

18. PROCURMENT OF FLEET, PLANT AND EQUIPMENT

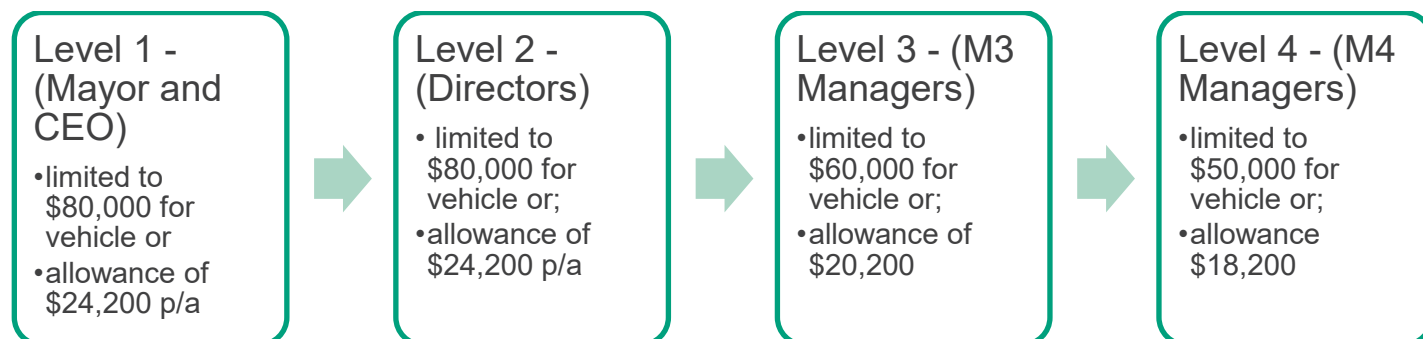
18.1 VEHICLE PROCUREMENT

IRC will only procure vehicles of the highest ANCAP rating and that meet IRC requirements, taking into consideration FBT, whole of life costs and vehicle usage. The IRC procurement policy applies to all vehicle acquisitions meeting Local Government Regulation requirements.

Vehicle Costs and allowance

Levels of vehicle type are as follows for the purchase of new vehicles or negotiation allowances in employment contracts. Full private use (level 1-4)

Table 3 – Maximum purchase amounts (IRC Vehicles) and vehicle allowances



Exceptions may occur based on requirement for fit for purpose (fit for purpose means, it meets the needs of Council and the functions of the role assigned, is consistent with image of Council's professional fleet) vehicles to meet specific work requirements as approved by the CEO in conjunction with the relevant Director and the Fleet Management Department. No sports/performance models are to be considered.

**** limited to means that any vehicle that is suitable for the purposes of work and does not mean exactly the value listed above, this is particularly relevant for pre-existing vehicles.*

The exception to the above cost levels is where a substantive position is allocated a vehicle in their employment contract and they are seconded or given higher or acting duties, they will retain their current allocated vehicle, however, may be eligible for the difference in the allowance subject to Director or Head approval.

The above prescribed values shall be reviewed annually and should it be determined that more than CPI increase is needed to ensure functional requirements are met then approval shall be sort from council to increase the values for Level 1 and 2. The CEO shall be delegated authority for amendments to levels 3 and 4.

All other vehicles

All other vehicles (TOT, LPU, commuter, pool vehicles) will be subject to fit for purpose requirements and through consultation with the employee stakeholders, specifically for TOT.

19. ASSET DISPOSAL PLANS

Asset disposal is in accordance with the Procurement and Disposal policy.

20. ASSET / FINANCIAL SUSTAINABILITY

Funding in line with a 10-year asset renewal program based on optimum replacement, financed through an asset replacement reserve built up from depreciation charged through internal hire rates.

The Council's fleet, plant and equipment has an estimated replacement value of approximately \$30 million. including major plant, heavy vehicles, light vehicles, and small plant but not including miscellaneous minor items of equipment such as brush-cutters, whipper snippers, blowers etc.

21. OPERATIONAL AND MAINTENANCE PLANNING AND REPORTING

21.1 MAINTENANCE AND OPERATING COSTS





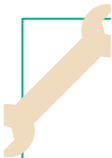
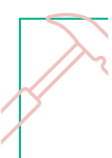
Maintenance costs are not expected to significantly increase if the Council adheres to the optimum replacement benchmarks.

Operations and maintenance budgets are determined annually and documented in the budget.

21.2 OPERATIONS AND MAINTENANCE KPIS REPORTING

Key performance indicators (KPIs) for operations and maintenance activities are available from the IPWEA best practice Plant & Vehicle Management Manual 3rd Edition and include:

Table 4 – KPI's and reporting

 Utilisation <ul style="list-style-type: none">Measuring actual utilisation and comparing to national benchmarks and triggers for an operational or business case review.	 Optimum Replacement Points <ul style="list-style-type: none">Adopting national replacement benchmarks and conducting a risk analysis prior to holding beyond the benchmarks.
 Whole of Life Costs <ul style="list-style-type: none">Using whole of life costs in purchase decisions and in calculating internal hire rates for full cost recovery.	 Downtime Costs <ul style="list-style-type: none">Recording the total cost of downtime.
 Maintenance Failure Records <ul style="list-style-type: none">Recording the reasons for failures not just the failure.	 Flat Rate Labour Hours <ul style="list-style-type: none">Including labour flat rates in service level agreements with external service providers for scheduled servicing and maintenance.

21.3 FLEET MANAGEMENT REPORTING

The minimum output reports for managing fleet assets are detailed in **Table 5**.

Table 5– Asset Management Reporting – Fleet Assets

REPORT ITEM	EXPLANATION
	Plant, vehicle & equipment list - includes the plant number, the make, the model, the registration number, serial number, supplier, the purchase

Asset Register	date, and the current engine hour and/or kilometres registered on that plant item
	Provides data on actual utilisation versus projected utilisation.
	Performance Measures
Utilisation	Utilisation to meet budget projections.
	Use in optimum replacement changeover in addition to age
	In litres per 100km' or litres/engine hrs but also 'over a given period per plant item and/or per department
Fuel Consumption	Identify exceptions and investigate
	Type of failure and reason for the failures by driver and/or owner
Maintenance Failure	Performance Measures
Records	Maintenance providers to report on reasons for failures and these to be reviewed monthly by Council management
	Measure the time associated with an item of the fleet being out of action for repairs or maintenance other than the time spent working on the item.
Downtime	Identify total downtime
	Based on km or engines or/years
10	Year
Replacement	Performance Measures
program	Using whole of life costing and setting internal hire rates to reflect full cost recovery Building a reserve fund sufficient to meet annual replacement requirements
	Providing a detailed analysis of budget expenditure, verses actual and allowing for adjustments to internal hire rates to eliminate overrun and under-recovery.
Income & Budget Vs	
Actual	Monthly review and exception report

22. RISK MANAGEMENT

There are numerous risks associated with fleet assets. The focus in this plan is on risk reduction strategies and identifying actions to minimise risk to the asset and the asset user.

Refer to the Enterprise Risk Management framework and Fleet, plant, and equipment procedures.

Table 6 - Risk Management Summary

TYPE OF RISK	MANAGEMENT and MITIGATION ACTIONS
Purchase Risk	Specifications to be descriptive not prescriptive
	Operational Assessment prior to purchase
	Use of weighted analysis for tender assessment
	Compliance requirements
Operating Risk	Operator/Driver induction
	Continuous staff training
	Risk assessment on new items
	Ensure driver/operator has the appropriate licence and competency.
Maintenance Risk	Daily/weekly operator checks
	Maintaining detailed records
	Use of genuine parts
	Programmed safety checks
	Repairs to manufacturer's specifications
	Oil sampling and analysis

22.1 PURCHASE RISK

Specifications to be descriptive not prescriptive.

In writing specifications, it is important to give the supplier all the information about what the item will be used for to avoid the purchaser accepting liability risk for:

- The product if what is specified cannot meet the requirements of job.
- Personal injury because of the item being incorrectly used.

The specification should be structured to provide clarity for suppliers in preparing tender offers and for assessment of the offers.

A performance-based approach is preferred to a prescriptive specification. A performance-based approach provides guidelines outlining the performance requirements of the item which then allows a supplier the opportunity to submit new technology and innovative solutions to meet the purchaser's needs.

Operational Assessment Prior to Purchase

An operational assessment should be undertaken when an item is to be changed. This should be done in liaison with the operators and include a review of the specification to meet operational needs where applicable. Operators will appreciate the time taken to provide for operational needs, and opportunities to save operational and capital costs may be found through the consultation process. All manufacturers design plant/vehicles to within load and operational tolerances. Operators need to be aware of these tolerances as overstressing vehicles can cause substantial failures resulting in increased costs.

Use of Weighted Analysis for Tender Assessment

The tender documents shall clearly set out the tender assessment criteria and its relative weighting to enable tenderers to identify how the assessment will be made and to enable quantifiable and meaningful feedback to all tenderers following award of the tender. The criteria to be weighted and the weightings need to be considered for each tender and should include:

- Tender price offer incorporating whole of life costs.
- Operational requirements
- Mechanical assessment
- Warranty, service, and parts backup
- Environmental and safety issues

The methodology provided in the IPWEA best practice Plant & Vehicle Management Manual is recommended for use.

Involving relevant staff is particularly important in the purchase of replacement and new plant to ensure the suitability of the plant required and ownership of the decision at end user level. This is also a risk management strategy.

Compliance Requirements

Compliance requirements are the mandatory minimum requirements of a specification. For example, minimum horsepower, minimum operating weight, type of steering, type of tyres, type of fuel, maximum emission standard along with a range of requirements which are dictated by the functions and roles required to be performed.

The compliance requirements must be structured to allow an assessment of whether the plant or vehicles on offer from the range available to the tenderer will meet the requirements of the buyer. The compliance requirements must be task or function orientated and not biased towards one manufacturer.

22.2 OPERATING RISK

Refer to the Fleet, plant, and equipment procedure.

22.3 MAINTENANCE RISK

Refer to the Fleet, plant, and equipment procedure.

23. DATA AND INFORMATION SYSTEMS

Data and records are maintained in accordance with Councils record keeping policy.

23.1 ASSET DATA STORAGE

Asset data are currently stored using a combination of MS Excel spreadsheets and the Technology-One financial system and ECM. The storage and maintenance of the asset data are overseen by the Council's Corporate Properties and Fleet Department.

Fleet management information is being collected but there are currently limited effective management reports other than those generated manually/.

23.2 LUCIDITY

Used to capture pre-starts and training and competency records, as well as an equipment damage reports.

23.3 PLANT ASSESSOR

Use to capture risk assessment and safe operating procedures.

23.4 VEHICLE DATA COLLECTION

IRC will also use appropriate means to monitor its vehicles. This may include the use of Vehicle Monitoring Systems. All information gathered by Fleet will be used to ensure that the vehicle is operated in accordance with the approved permitted use.

Information will include:

- Safety positioning information.
- Fleet management data.

24. FUNDING CONSIDERATIONS

24.1 FUNDING STRATEGIES

Funds for asset renewal program are available from the following sources:

Table 7 – Fleet Funding Sources Summary

ITEM	DESCRIPTION	FUNDING SOURCES
Creation Acquisition	/ Expenditure on a new asset to increase a level of service.	Loans, External Funds, Reserves General Rates Operating Lease

Maintenance	Expenditure on an existing asset related to the ongoing upkeep to ensure it meets its useful life.	Internal Hire Rates
Operations	Activities of Councils various service providers (users of fleet)	Capital, maintenance, and service budgets
Renewal/ Replacement	Expenditure on renewal at optimum replacement of the asset.	Depreciation Reserves Internal Hire Rates Leasing
Disposal	Income received from sale of fleet item	Purchaser of item sold

25. REVIEW

This management framework will be reviewed from time to time to ensure that ensure the data is up to date, the service levels as documented in this current framework are relevant.

This plan will remain in place until it is replaced with an updated version.

ID	NAME
CORP-POL-135	Fleet, Plant, and Equipment policy
CORP-PRO-075	Fleet, Plant, and Equipment Procedure
CORP-MISC-118	Strategic Asset management plan
CORP-GDE-048	Enterprise risk management framework
CORP POL 122	Procurement policy
CORP-POL-113`	Disposal Policy

Fleet, Plant and Equipment Procedure

APPROVALS

PROCEDURE NUMBER	CORP-PRO-075	DOC. ID	2591869
DATE EFFECTIVE	xxx		
PROCEDURE OWNER:	Manager Corporate Properties and Fleet		
ENDORSED BY	Chief Executive Officer		
POLICY REFERENCE NUMBER	Fleet, Plant and Equipment Policy CORP-POL-035		

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FLEET, PLANT AND EQUIPMENT PROCEDURE

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1 AIM

The purpose of this procedure is to ensure that the requirements of the policy and framework are effectively implemented at an operational level.

2 SCOPE

This procedure applies to all fleet, plant and equipment and vehicles owned or under dry hire. The procedure will be applied by all IRC workers (permanent, temporary, and casual), Councillors and all organisations and individuals acting as its agents including contractors, consultants, and volunteers.

3 ROLES & RESPONSIBILITIES

3.1 CHIEF EXECUTIVE OFFICER (CEO)

To enable effective implementation of this procedure, the CEO shall:

- Ensure adequate resources are applied to work related to this procedure.
- Receive regular reports regarding compliance with this procedure.
- Actively support the implementation of this procedure.

3.2 DIRECTORS

To enable effective implementation of this procedure the Directors will.

- Ensure adequate resources are applied to work related to this procedure.
- Monitor training and competency of workforce.

3.3 MANAGERS AND SUPERVISORS

Managers and Supervisors are responsible for:

- Consulting with the workers in relation to identifying and managing plant and equipment hazards.
- Ensuring that:
 - plant and equipment hazards are controlled and rectified.
 - all workers are deemed competent prior to operating any plant and equipment.
 - the workers under their control are familiar with Work Instructions (WI's) for plant and equipment.
 - all supporting workers are familiar with this procedure.

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3.4 WORKERS

Workers are responsible for:

- Complying with this procedure.
- Reporting all identified plant and equipment hazards.
- Tagging out and removing faulty plant and equipment from service.
- Ensuring they are trained in the use and operation of specific plant and equipment prior to operation.
- Ensuring they are deemed competent before operating any plant and equipment.
- Wear all required Personal Protective Equipment.

3.5 FLEET

Isaac Regional Council will acquire, maintain, and dispose of fleet, plant and equipment and will ensure the operation of the fleet in accordance with the objectives of the Fleet, plant and equipment Policy and framework.

3.6 LEARNING AND DEVELOPMENT DEPARTMENT

The Learning and Development Department are responsible for:

- Ensuring good consultation with Isaac Regional Council departments to assist workers in being competent to operate all Fleet, Plant and Equipment.
- Work constructively with the workers, supervisors, and manager to support the implementation of this procedure.

3.7 SAFETY AND RESILIENCE TEAM

The Safety and Resilience department are responsible for:

- Working constructively with the workers, supervisors, and manager to support the implementation of this procedure.
- Assist workers in the processes of reporting and rectifying hazards associated with fleet, plant, and equipment.

4 DEFINITIONS

TERM	MEANING
Assignee	IRC Worker or Elected Member allocated a vehicle; assignees will complete all the Vehicle Policy requirements and take full responsibility for the vehicle.
Assigned Residence	Refers to “place of residence” that is within 30kms of main work location and located within IRC boundaries.
Competent Person	A person who has, through a combination of training, education, and experience, acquired knowledge and skills enabling that person to correctly perform a specified task.
Content expert	<p>A content expert is a competent person, who has.</p> <ol style="list-style-type: none"> 1. The competency/licence/ticket for the plant being assessed. 2. Have > 3 years’ experience as an operator. 3. Been an IRC staff member >3 months.
Fit for Purpose	Meets the needs of Council and the functions of the role assigned, is consistent with image of Council’s professional fleet
Grey fleet	Grey fleet is any vehicle which is not owned by Council, this may include a personal vehicle used for single purpose use, or salary package allowance for vehicle purchase and expense, see section 5.2
Plant	Includes any machinery, equipment, appliance, container, implement and tool, any component of any of these, and anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, machinery, conveyors, forklifts, vehicles, vessels, power tools, and cathodic protection systems. Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand (e.g., a screwdriver) is not covered by the Work Health and Safety Regulation 2011 (Qld). The general duty of care under the <i>Work Health and Safety Act 2011</i> (Qld) applies to this type of plant. Certain kinds of plant, such as forklifts, cranes, and some pressure equipment, require a licence from the WHS regulator to operate and some high-risk plant must also be registered with the WHS regulator.

5 PROCEDURE

The following procedural items sets out the requirements for fleet, plant, and equipment management at Council. It seeks to address all the vehicle usage requirements to meet the requirements of the policy and framework but may not cover every scenario. For the details of management of fleet, plant, and equipment, please refer to the Fleet, plant, and equipment framework.

5.1 WORKERS RESPONSIBILITIES FOR VEHICLE USE

Workers are allocated vehicles for use under arrangements with council such as Full Private Use (FPU), Limited Private Use (LPU), Commuter Use (CU), or Grey Fleet Use (GFU) and they must as a minimum comply with the following.

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DESCRIPTION	DESCRIPTION OF RESPONSIBILITY FOR USE
Alcohol	An IRC worker may not operate a vehicle with a blood alcohol level above 0.00 during the hours of work, including while on-call. After hours, employees with FPU and LPU allocation must observe the legal limit of 0.05.
Animals	<p>The carrying of animals in Council vehicles is permitted in the following circumstances.</p> <ul style="list-style-type: none"> • Full Private Use Vehicles. • Local Law Enforcement Vehicles. • Limited Private Use Vehicles. • Tool of Trade (TOT) Vehicles, if it is in the delivery of Council Services. <p>Animals in any of the above circumstances must be suitably restrained as per any statutory requirements that may be in effect</p>
Appropriate Use of Vehicle	Workers shall be responsible for ensuring that an allocated vehicle is always used appropriately. Vehicles other than those specifically designed for such use, should not be taken off road. Workers are to ensure that passengers and load limits are not exceeded at any time.
Authorised Use	<p>Only authorised persons (worker or nominee) may drive a Council vehicle.</p> <p>In an emergency any person holding a Queensland Driver's Licence may drive the vehicle provided the passenger in the vehicle at the time is a Council worker.</p> <ul style="list-style-type: none"> • The carrying of non-approved persons is prohibited. • The use of the vehicle for undertaking personal business activities is prohibited. • Additional features, including advertising material or stickers shall not be added to the vehicle. <p>Charging a fee to passengers (Council encourages the multi-sharing of Council vehicles available for commuter use, however the charging of a fee is prohibited).</p>

Availability	Ensuring that the vehicle is available for Council operations on each workday. For Commuter Use and On-Call vehicles, ensuring that the vehicle is presented for Council use during periods of annual leave, long service leave etc. (for single sick days or RDOs there is no specific requirement to return the vehicle unless there is a business need for it for the day. However, for periods more than a single day, measures should be made to present the vehicle for Council use).
Badging	A Council insignia shall be always displayed on the vehicle unless the vehicle is covered by a salary package arrangement with private use. LPU vehicles must be badged during the hours of work.
Damage to Vehicle	Workers shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately. Inappropriate use would be where there maybe criminal liability or fault.
Garaging	Ensuring that overnight garaging (where applicable) is secure, off the road and under cover if possible. (Where permissible)
Liabilities	<p>Workers are liable for:</p> <ul style="list-style-type: none">• All traffic offences incurred, including but not limited to fines and loss of points from parking fines, speeding fines, red light camera offences and general traffic offences.• Costs associated with an accident whilst the worker is utilising the vehicle in contravention of approved uses. <p>Workers or their nominated person found to be driving a Council vehicle under the influence of drugs or alcohol may be held personally responsible for any repairs or legal action resulting from any accident in which they are involved. Workers or their nominated person may similarly be held personally responsible for any damage occurring because of inappropriate behaviour or use which contravenes this policy.</p>
Licence	<p>Ensuring that a current and appropriate class of licence is held for the operation of the vehicle. A driver with a Learner Licence (L) is not permitted to operate an IRC vehicle unless under an approved professional development program (e.g., trainees and apprentices) and the relevant Traffic Management Rules (TMR) rules are strictly observed.</p> <p>A worker whose licence has been suspended or cancelled shall immediately advise their Supervisor.</p>

FLEET, PLANT AND EQUIPMENT PROCEDURE

Logbooks	Ensure that logbooks are completed correctly and returned on time for Fringe Benefits Tax or utilisation reporting.
Presentation	Washing and cleaning (inside and out) of the vehicle on a regular and as needed basis.
Pre-start Checks	Ensuring that normal operational items such as fuel, oil, battery, radiator, tyres etc. are checked at regular intervals and in accordance with manufacturer's recommendations and upon the advice of Council's fleet staff. A pre-start book shall be provided for all vehicles to record this and for defect reporting purposes. Alternatively, the prestart inspection may be entered and recorded into Lucidity.
Reporting Defects	Ensuring that all defects in the operational aspects of the vehicle, or damage to the vehicle, are reported as required immediately upon being notified and recorded in the vehicle's pre-start book.
Roadworthiness	A vehicle should not be used if there is any doubt regarding as to its roadworthiness, such roadworthiness issues and any faults that may occur during the life of the vehicle, should be immediately reported to the Fleet Coordinator.
Servicing	Contact Fleet to ensure the vehicle is regularly serviced as required to meet warranty and manufacturer's specifications, and that the vehicle is made available in a clean state for such servicing.
Smoking	Smoking in any Council vehicle (including passengers) is prohibited.

5.2 VEHICLE USE ARRANGEMENTS

TYPE OF USE	DESCRIPTION OF USE
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FULL PRIVATE USE (FPU) (MANAGER EMPLOYMENT CONTRACTS)	Full private use means the vehicle shall be provided for the officer's full private and Council use such that the officer, their immediate family (including Learner Licence (L) with appropriate supervision as per TMR guidelines) authorised by the officer shall be entitled to use the vehicle for private use as well as Council purposes. Private use of a Council vehicle is prohibited unless the vehicle is covered by employment contract arrangement with full or limited private use.
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The primary use of an IRC provided vehicle is to be used in the conducting of Council related duties. Vehicle assignees with full or limited private use cannot make their assigned vehicle available to their direct family members while the assignee attends work. The vehicle must always be available for work use unless it is away for service, repair or being used by other Council worker for work activities. Any variation or request for exception to the Policy on a one-off basis, requires written submission to the Chief Executive Officer and subsequent formal approval.

For example: Employee X is at work in Moranbah on a Wednesday. This worker has full private use of a council vehicle. Worker X's partner has taken the council owned vehicle to Mackay for private business. As such, the vehicle is unavailable for council business during normal business hours. This example would not be acceptable to IRC.

Council shall always have priority on the use and allocation of a Council vehicle.

Except for vehicles covered by a salary package arrangement with private use and other specified vehicles, vehicles are to be made available on a shared use for the whole of Council use via Council vehicle pool or vehicle booking system.

Where covered by employment contract arrangement under contract of employment, full private use is permitted within the borders of the State of Queensland unless authorised by:

- For the CEO the Mayor of Isaac Regional Council.
- For Directors, the CEO.
- For all other workers, the relevant Director.

This use includes when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding leave periods of more than three (3) months duration of unpaid leave, when this may be reviewed by the Director or Head in consultation with the Fleet Manager).

Employment contract vehicles will have the value of such benefit recorded as part of the total employment cost for the employee.

TYPE OF USE	DESCRIPTION OF USE
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IMPORTANT NOTE: A worker with full private use, who is allowed permission to travel outside of Queensland, shall be personally responsible for any fuel costs incurred while interstate unless the trip is entirely work related.

(Refer to the framework – vehicle costs for details of allocation and allowances section 18)

SALARY PACKAGING FOR PRIVATE VEHICLE PURCHASE (VEHICLE ALLOWANCE)	<p>In the instance that a salary package arrangement is utilised, the requirements are as follows;</p> <ol style="list-style-type: none">1. Contract Management employees may purchase/provide a vehicle of their choice subject to the CEO's approval, to ensure suitability, both practical and image for work purposes (see fit for purpose in definitions above).2. The vehicle must be available for the Manager to use for business purposes during the employee's normal duties at no cost to Council.3. The general fleet pool of Council vehicles will not be available to the Manager.4. Council will bear no costs whatsoever with the provision of a vehicle, under these options, as the vehicle component of the package is to cover all business use.5. The vehicle component of the remuneration package will become payable to the Manager as a taxable (non superannuable) allowance. <p>Additionally, refer to grey fleet requirements in section for maintenance and insurance requirements of the vehicle.</p>
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LIMITED PRIVATE USE (LPU)	<p>Full Private use of a Council vehicle is prohibited unless the vehicle is covered by an employment contract or salary package arrangement. Limited private use provisions are as follows.</p> <p>Limited private use is permitted at the Directors or Head discretion for selected senior non-management positions and for salaried staff under the Isaac Regional Council Certified Agreement.</p> <p>Use is limited to within the boundaries of Isaac Regional Council and adjoining Regional Councils (including Rockhampton and Livingstone Shire Council) unless authorised by the relevant Director or Head.</p> <p>The vehicle will be made available during office hours as a pool vehicle.</p>
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TYPE OF USE

DESCRIPTION OF USE

Limited private use means the vehicle shall be provided for the officer's limited private and Council use such that the officer, their immediate family (including Learner Licence (L) with appropriate supervision as per TMR guidelines) authorised by the officer shall be entitled to use the vehicle for limited private use as well as Council purposes. This includes, when the officer is on annual leave, parental or compassionate leave, long service leave or sick leave (excluding extended periods of sick leave, where the vehicle should be returned for use by other Council staff).

In the event of a change of duties or change to the nature of work for which the worker is employed, the Council reserves the right to withdraw the provision of a vehicle.

Limited private use may be utilised to attract and retain staff for difficult to fill positions but will only be offered in exceptional circumstances and with the approval of the CEO, Director, or Head.

COMMUTER USE (CU)

Commuter use vehicles are for the purposes of traveling to and from the workplace only and will only be approved in line with the provisions below. Workers with commuter use are not to use the vehicle for any personal use inside or outside of work hours.

Council views the extension of commuter use rights for a Council vehicle as a privilege and not a right.

Commuter use consent does not form part of conditions of employment and shall not be referenced in letters of appointment.

Workers with Commuter use vehicles should hand their keys in upon request from fleet or the front-line service officers.

Approval for use shall be approved by the Director or Head in conjunction with the Fleet Manager and shall only be approved where there is a clear need or benefit to Council. This may be reviewed and ceased at any time where it does not meet Council's operation requirements or no longer complies with the following provisions.

Commuter use may only be issued where the following provisions are met:

- For the employment activities of the worker a Council vehicle is required to be accessed outside normal Council hours (i.e., on-call staff).
- The vehicle is fitted with purpose-built items specifically for the use by the worker during work hours and there is no practical storage area on Council premises for the vehicle outside work hours.

TYPE OF USE	DESCRIPTION OF USE
	<ul style="list-style-type: none">• The worker regularly attends to Council business outside regular Council hours, being three (3) or more nights per week.• A vehicle is available and there is a requirement for the worker to commence and finish work at work site(s) other than their normal Council headquarters (i.e., Depot) on a regular basis, being four (4) days or more per week.• For security purposes where there is no practical storage area on Council premises for the vehicle outside work hours, in this instance vehicle to be secured appropriately.
VEHICLE POOL	<p>Bookings for pool vehicles can be made through the relevant Front line Service Officers for each location, or the Fleet Management Department at Moranbah.</p> <p>Workers with Commuter use vehicles should hand their keys in upon request from fleet or the front-line service officers when required for the vehicle within the pool.</p> <p>Assignees booking out a pool vehicle are required to carry out a documented pre-start inspection prior to driving the vehicle. (Pre-start book or via Lucidity).</p> <p>Vehicles are to be returned in clean state and free of personal items. Based on bookings and availability, there is no guarantee or requirement that a commuter use worker shall receive the same vehicle to return to their assigned residence at the end of each working day.</p>
ON-CALL VEHICLE USE	<p>This vehicle is available to undertake work outside of Council's normal business hours while the worker is on after-hours call out roster and is on standby.</p> <p>Workers placed on an official call-out register may be allocated a Council vehicle depending on the nature of their role and the purpose of the call-out roster while they are on standby. In these instances, the Council vehicle may be treated as a commuter use vehicle (see section 5.5). On non-business days and after business hours the on-call officer may use the vehicle to minimise response times which shall not include the transport of any non-workers or personal usage.</p>
TOOL OF TRADE USE (TOT)	<p>This is where an Assignee has use of the vehicle for work purposes only. During working hours, the vehicle will be available to all workers when not in use by the Assignee. TOT vehicles are to be garaged on IRC premises when not in use and before/after shift. A TOT vehicle may not be assigned to a specific operator. Carriage of passengers is limited to IRC workers and contractors only during work hours unless during an emergency or response to a Council task.</p>

TYPE OF USE	DESCRIPTION OF USE
	<p>If a TOT vehicle is to be allocated to an operator for on-call purposes, Commuter Use/On-Call Use rules shall apply After hours use is not permitted unless for call-out/work related activities</p> <p>TOT vehicles will have IRC logos permanently fixed to the vehicle and shall not be removed under any circumstances.</p>
GREY SINGLE PURPOSE PRIVATE VEHICLE USE	<p>FLEET Use of a worker's personal vehicle for work purposes is prohibited unless special arrangements are made with approval by the relevant Manager and Director. <u>This is for one off or limited use only.</u> Workers are not to use personal vehicles for extended periods of time.</p> <p>Points of hire and travel to other worksites requires further discussion and approval from manager, to ensure that the nature of the request is appropriate.</p> <p>Steps to complete.</p> <ul style="list-style-type: none"> • Take a photograph of vehicle. • Attach a copy of their current driver's licence and current registration. • Record of last service. • Record of appropriate vehicle Insurance (business use insurance) <p>Private vehicle cost reimbursement. Recording of Km driven for work purposes must be recorded on your timesheet.</p> <p>The Chief Executive Officer and Directors may authorise a "once off" after hours use of the vehicle as the officer's role dictates.</p>
GREY FLEET (E.G., VEHICLE ALLOWANCE)	<p>Any Grey fleet approved for Council use, must be fit for purpose (as per definition in section 4 of this procedure). The following is required and must be reviewed every 5 years as a minimum.</p> <ul style="list-style-type: none"> • Take a photograph of vehicle – once off requirement. • Ensure your driver's licenses record stays up to date with Learning and Development team via Lucidity. • Maintain your vehicle in accordance with recommended manufacturer intervals of service. • Maintain appropriate vehicle Insurance (business use insurance)

TYPE OF USE	DESCRIPTION OF USE
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- The condition of the vehicle is maintained at a high standard and appropriate to the requirements of section 5.1 of this procedure.

5.3 COMMUTER, POOL, AND TOT VEHICLES USAGE

The following uses are not considered to be within the terms of commuter use and are prohibited:

5.3.1 Share Riding

Council encourages the multi-sharing of Council vehicles available for commuter use and recognises the sharing of vehicles assists in reducing car parking needs and assists with Council initiatives for carbon reduction.

As such, where commuter use is available to a worker, and if agreed to by the worker, commuter use may be extended to include the collection of other Council workers for commuter purposes, subject to such an activity not requiring a major deviation from the commuter route of the worker with commuter privileges. Any ride sharing arrangements shall be approved by the respective Manager. The charging of a fee for such extended commuter use is prohibited.

5.3.2 Private Use of Vehicles (Including at Lunch Times).

Transportation of non-Council persons or members of the public other than for official Council purposes is not permitted. This includes the transportation of the worker's children to and from school, or at any time unless permission has been granted.

Visits to private or non-work locations (except for a brief stop at a shop or similar on the direct route for minor, ad hoc, and infrequent purposes such as purchase of milk/ bread at non-major shopping centres and lunch stops.

5.3.3 Family Responsibility - Commuter Use Vehicles

Workers who have approved Commuter Use Privileges who have family responsibilities for the transport of their children to and/or from school or childcare may transport their children between home and school and/or childcare and return in the allocated Council vehicle (referred to as Family Responsibility Commuter Use) subject to the following conditions:

The transport occurs as part of the normal commute to or from work.

Any extraordinary transport (e.g., to pick up a sick child from school/childcare) is approved in each instance by the workers Manager.

All car seats and/or restraints are provided by the worker and must meet the relevant Australian Safety Standards (AS/NZS 1754) and are to be fitted by the responsible worker according to the manufacturer's instructions as per legal requirements. The child seat will need to be removed from the vehicle upon request for use of the vehicle in the pool for the day.

Any associated costs of supplying and fitting the car seats would be the responsibility of the worker.

In any instance of travel under this arrangement, the deviation from the shortest commuter route is to be as minimal as possible.

Any breach of these conditions could be grounds for the revocation of Family Responsibility Commuter Use Privileges.

All workers shall sign an acknowledgement via completion of the work instruction form attesting to the fact that they are aware of the rules associated with vehicle commuter use of Council vehicles.

5.4 MAINTENANCE STANDARDS AND SPECIFICATIONS

Manufacturers of fleet assets provide standards for both the timing (engine hours/kilometres travelled) of scheduled services and the specification for the preventative maintenance work that should be undertaken, as identified in the framework.

All plant and equipment must be maintained and serviced regularly to extend the life span and ensure it is safe for operation. Some items of plant and equipment will require daily maintenance to ensure its integrity. Tools that are required to undertake the maintenance and servicing is available from the depot store or workshop upon request. It is the operator's responsibility to ensure their plant is maintained and serviced regularly. It is also the operator's responsibility to ensure the vehicle, plant or equipment is cleaned prior to any servicing and planned repairs. In accordance with the framework.

Maintenance and servicing must be carried out according to the recommendations of the manufacturer or as outlined in any relevant Australian Standard.

Plant and Equipment that is due for servicing by a competent person must be reported to the workshop to allow for them to allocate time for the service. Plant and equipment that is serviced in locations other than an allocated workshop, the workers must ensure they undertake the task as safely as possible. If the plant and equipment is being serviced in gravel pits or stockpiles it is ideal to ensure the item is parked in such a way as to provide the most protection to the worker and the environment. If items of plant and equipment require servicing or repairs on road shoulders, if possible, it is recommended that the item is at least three (3) metres clear of traffic. If the item needs to be looked at on any site that is outside of the workshop, the worker must ensure they undertake a site-specific induction, then, if possible, remove the item from the worksite and ensure that protection is provided.

5.5 SCHEDULED MAINTENANCE

Plant and Vehicle checks are undertaken by operators every morning before any Plant or Vehicle leaves the Depot or starts operation onsite. Sole operators may undertake pre-start inspections weekly.

As a minimum Manufacturer's recommendations should be adopted. There is also a need for proactive safety checks in addition to Manufacturer's scheduled servicing. It is anticipated that the proactive safety requirements required in the National Heavy Vehicle Maintenance Management Accreditation guide will eventually apply to all internal maintenance facilities.

Small engine plant and equipment should be subject to a weekly safety check by the operator and a safety inspection every six months by a competent person.

5.6 MAINTENANCE SERVICE LEVEL AGREEMENT

As part of the asset improvement process a maintenance service level agreement is recommended with all external service providers. Refer to the framework.

Minimum service standards (scheduled servicing) for fleet assets are established by fleet asset manufacturers. The other part of the equation is the timing of the service.

To reduce downtime for operations and meet the required levels of service, it is essential for the workshop to coordinate service schedules with operational requirements.

5.7 PRESTART INSPECTIONS

Daily and weekly inspections (vehicle prestart) by drivers/operators (must be recorded in duplicate) or via Lucidity.

- Documenting/reporting defects to fleet.faults@isaac.qld.gov.au
- Arrange unscheduled work if required.
- Document maintenance failures within the pre-start

All items of plant and equipment must undertake a prestart inspection prior to operation and must be documented either electronically or paper based. Plant prestart is to be returned to the workshop supervisor for retainment on file. Electronic prestart is complete by the worker accessing Lucidity.

Plant requiring periodic inspection, testing, monitoring or maintenance must be identified, and records retained. Safety devices are to be inspected prior to the item of plant being used to ensure it is safe for use.

Faults and/or defects identified during inspections and/or testing are to be documented and notified to the supervisor and workshop. If the fault is safety critical to the item of plant or equipment, then it must be tagged out accordingly and removed from service. This is to be done in accordance with the Isolation Tag out Procedure.

Items of plant and equipment that must undertake inspection and testing by a competent person must be tagged after testing and evidence of the testing outcome to be maintained by the operator, or persons responsible for coordinating inspections.

5.8 CHECKS AND MONITORING

The Council may undertake independent random audits or inspections of vehicles to ensure that the conditions of this procedure are being met.

5.9 FUEL PURCHASE

Council workers should refuel vehicle at the Council depots wherever practical.

A fuel card may be provided to vehicles that will require fuel outside of normal working hours or to large distances to locations where Council provided fuel will not be available.

5.10 VEHICLE DATA COLLECTION

Council will also use appropriate means to monitor its vehicles. All information gathered by the fleet department will be used to ensure that the vehicle is operated in accordance with the approved permitted use.

Information will include:

- Safety positioning information.
- Fleet management data.

5.11 FLEET, PLANT AND EQUIPMENT PURCHASE

Consultation with relevant employees will be undertaken by the Fleet department in consultation with the relevant departments to ensure the requirement of the framework are addressed.

5.12 HIRING PLANT AND EQUIPMENT

When plant and equipment is hired, both Council and the Council's representative arranging the hiring of the plant must ensure the plant is safe for use. Factors for consideration are:

- Assess that the plant is suitable for its intended use.
- Check that the plant has been inspected and maintained by the supplier according to manufactures specifications.
- Ensure the supplier provides manufacturers information about the proper use of the plant.
- Ensure the operators are competent to operate the plant before hiring.
- Ensure the item is insured.

In most cases the supplier is responsible for inspecting and maintaining the plant and equipment. However, if the plant is to be hired for an extended period, then Council and the supplier will need to sign a hiring agreement to ensure that the plant and equipment is adequately inspected and maintained during the hiring period and complete a hire inspection checklist.

5.13 REGISTRATION

Council's registration of vehicles other than those vehicles covered by a salary package arrangement with private use component is at a concessional rate. As such, use of the vehicle outside approved business and commuter use guidelines will render the Council liable of payment of full vehicle registration.

Any plant and equipment that requires to be registered must be done so via the Fleet Department. Any item of plant and equipment that requires to be registered and is not registered must not be used in the workplace. Items of plant that are required to be registered with Work Safe Qld are in the *Work Health and Safety Regulations 2011* schedule 5, part 2. Items of plant that are no longer in use must then be deregistered through the nominated authority.

5.14 VEHICLE HOISTS

Vehicle hoists are to be inspected before use. All vehicle hoists must be installed by a competent person and the hoist must be fitted with a compliance plate. All vehicle hoists must have their design registered. If a fault is discovered in the vehicle hoist it must be tagged out and removed from service until inspected and repaired by a qualified competent person.

5.15 VEHICLE LOADING CRANES

Vehicle loading cranes (VLC) are mounted on vehicles to assist workers to load and unload heavy and/or bulky items. All operators of the VLC are to complete the Work Instruction for the operation of the Vehicle loading cranes that are under 10 metre tonnes. Operators will only be required to complete the WI if they comply with the requirements set down by Work safe Qld and the Isaac Regional Council Work Instruction. Any deviation from these standards will require the operator to undertake training to obtain the relevant competencies such as a Rigger and Dogger Licence. All VLC's over 10 metre tonnes the operator is required to hold a High-Risk Work Licence.

5.16 ATTACHMENTS

Plant and equipment utilised by Isaac Regional Council may require attachments to fulfil their full operational requirements. All attachments are to be fitted appropriately and in accordance with the manufacturer's standards. Operators may require additional training to operate these attachments by completing RII training, work instructions and familiarisations.

The following are some attachments which may be purchased for Isaac Regional Council plant:

- Counterweights
- Guards
- Spreaders
- Rollers
- Augers
- Bars
- Slasher decks
- Profilers
- Backhoe
- Trenchers

5.17 GUARDING

Guarding is not to be tampered with and this includes cutting holes or removing them.

Workers are to take immediate action to correct any unsafe conditions. Under certain circumstances operating plant and equipment without guards may be necessary, e.g., during commissioning, or maintenance rebuild/overhaul of equipment. In these cases, a risk-based process will be in place and other controls will be enabled by supervisor to safeguard personnel.

Guards can only be removed for maintenance and repair after plant and equipment has been isolated, tagged out and tested for isolation. Risk assessments and job safety environmental analysis must be undertaken prior to any works.

Maintenance and operational personnel are responsible for ensuring that guards, that have been removed for maintenance activities are replaced and checked for correct refitting before the plant and equipment is put back into operation.

During a prestart inspection if it is identified that the guards and/or separations are faulty or removed the item is to be tagged out and removed from service.

All faults or unauthorised removal of guards is to be reported to the relevant supervisor and should be logged into Lucidity as a hazard.

5.18 COMMISSIONING

All plant and equipment must be installed in accordance with the manufacturer's specifications with consideration to safety and environmental standards. All items must be inspected during installation to ensure so far as reasonably practicable that all risks are monitored.

Commissioning plant is a process of testing and verifying that the plant is operating in accordance with the design criteria, agreed to by the manufacturer or supplier. Commissioning involves an extensive check carried out during the trial phase, prior to the plant being accepted for use.

Commissioning includes recommissioning of plant and is done to ensure that the plant is in full and safe working order. Commissioning includes testing:

- That the plant operates as specified in the manual or if no manual exists that it operates as you expect.
- The functioning of any safety devices, guards, or other engineering controls to ensure they work and are easy to operate are in place (e.g.: counterweights).
- The functioning of safety controls which are not on the plant itself but assist to control hazardous events arising from the plant. (e.g.: counterweights, guards).

5.19 ISOLATION AND TAGGING

All plant and equipment that is damaged or unsafe for use must be isolated and tagged out in accordance plant and equipment inspections.

5.20 DISPOSAL

Refer to procurement, disposal, and fleet, plant, and equipment framework. A suitable disposal method will be implemented in accordance with the *Local Government Regulation 2012* (Trade-in, open tender, or public auction)

5.21 ALTERATIONS/MODIFICATIONS

All modifications are to be consult with the designer and manufacturer to ensure all relevant safety issues have been considered. Older plant and equipment where the original designers are unable to be contacted the modifications are to be undertaken by a competent person in accordance with the relevant technical standards.

Plant and equipment can only be modified:

- By a competent person.
- In accordance with the relevant standards.

- As recommended by the manufacturer.
- It has been identified as a potential risk requiring rectification.

If the design of an item that is registerable is altered to the extent that the health and safety has been affected, the altered design must be re-registered. The alterations must be inspected by a suitably experienced professional engineer to determine if the alteration has affected the health and safety of the item and to determine if the item must be re-registered.

After any plant and equipment has undertaken any modifications before it can be returned to service the worker should ensure that:

- Control measures are in place to eliminate or where that is not reasonably practicable, minimise any risks created by the alteration including providing information and training for users and supervisors about the changes.
- Inspect and test the plant, having regard to the altered design specifications and relevant technical standards.

5.22 OPERATING RISK MITIGATION AND MANAGEMENT

Workers must be adequately (and continuously) trained in the proper use of plant/vehicles/equipment. Operator training must be a requirement of the supplier on delivery.

5.23 COMPETENCIES AND TRAINING

5.23.1 Driver's License

Workers must have a current and valid Queensland driver's licence prior to driving/operating any Council plant & equipment. All interstate or international licence holders are to obtain one within 3 months of residency in Qld. Any worker who is required to operate/drive a vehicle over 8t Gross Vehicle Mass (GVM) with 2 axles will have to hold a current valid licence in accordance with the tonnage and axles.

Where a worker is assigned or operating Isaac Regional Council Plant or Motor Vehicle requiring the holding of a current Queensland Driver's Licence and such licence is suspended or cancelled then the worker is not permitted to operate or drive Council's plant or vehicles until the relevant licence is restored. The worker or their supervisor is to advise the Manager and People and Capability. If at any time a worker's licence is suspended or withdrawn, they will not be able to operate or drive any vehicles, plant, or machinery, this includes within job site signage. Plant or equipment that only requires a competency and not a license will be exempt provided a current VOC and equipment familiarisation is provided.

Where a vehicle is operated as part of the mandatory requirements of a worker's position and the worker has their licence suspended or cancelled, then the Council reserves the right to consider whether employment will continue.

Specially constructed vehicles can be driven on a C Class licence. A special constructed vehicle is:

- an agricultural machine (such as a tractor or harvester) which is a self-powered machine built to perform agricultural tasks and used for agricultural purposes (such as harvesting)

- a crane, other than a mobile crane of more than 4.5t GVM, or a hoist or load shifting equipment (see note)
- earthmoving equipment
- any other motor vehicle that is not constructed to carry passengers or a load, except things used in performing the vehicle's function.

5.23.2 High Risk Licences

A person must not carry out a class of high-risk work unless the person holds a high-risk work licence for that class of high-risk work. Exemptions from this are included in the Work Health and Safety Regulations 2011 s82 and these can be but not limited to while training towards a certification to be licensed to carry out the high-risk work and under the supervision of a person who is licensed to carry out the high-risk work. Evidence of the high-risk work licence must be supplied to Isaac Regional Council prior to works commencing and will be retained against the workers profile in Lucidity. For a full list of High-risk work licences refer to the Work Health and Safety Regulations 2011 schedule 4.

All persons that are required to carry out high risk works are required to obtain and have a current High-Risk Works Licence to operate the machinery e.g., Forklift. An additional requirement of an equipment familiarisation and if relevant a VOC (where the worker did not obtain the license with Council) is required.

5.23.3 Familiarisations

Upon the delivery of all new plant and equipment there must be a driver/operator induction undertaken at handover. The induction must involve showing the driver/operator all the safety, operating features and daily maintenance requirements. Refer to IRC work instructions.

All workers will have to undertake a familiarisation on all plant and equipment that they are required to use as part of their daily activities or position description. Familiarisations are to be completed by the content expert and or supervisor. All completed familiarisations are to be returned to the learning department. Records will be retained within Lucidity against the worker's profile. There may also be a relevant work instruction which must be completed prior to authorising the person to undertake those activities.

5.23.4 Verification Of Competencies (VOC)

Verification of Competencies are utilised as an assessment of the workers ability to operate and/or undertake the responsibilities of specific roles. Verification of competencies will be completed by workers who are required to operate high risk machinery for Council. VOC's will be undertaken by an IRC Trainer Assessor, competent person or content expert. The Learning & Development department should be consulted where any doubt exists and refer to the Learning and Development procedures. Records will be retained in, Lucidity against the worker's profile. All workers undertaking a VOC must have a current and valid driver's licence.

5.23.5 Work Instructions (Wi)

Work Instructions are utilised within IRC for documented procedures for the safe use of plant and equipment. All operators are to ensure they are familiar with the current WI for the plant and equipment they are intending to operate. The training is to be conducted either by the supervisor, content expert or by the trainer and assessor within the L&D department. The work instructions must be documented, and records maintained

within Lucidity against the worker's individual profile. Work instructions that have been developed for Isaac Regional Council are available for access in IRIS [Work Instructions – Isaac Regional Council Intranet](#)

5.24 RISK MANAGEMENT ON NEW ITEMS OF PLANT/VEHICLES

WHS legislation places a positive obligation on employers and site/contract controllers to provide a safe place of work, specifically requiring that all plant & equipment be safe for use.

Suppliers of plant & equipment also have an obligation to provide all relevant hazard and safety information to a purchaser of an item. State Regulations & the associated Code of Practice specifies the requirement on employers to conduct plant & equipment risk assessments.

If you supply, operate or control plant & equipment in a workplace, conducting a risk assessment and developing a safe system around plant is essential.

Refer to enterprise risk management framework.

A risk assessment should be required from suppliers as part of the tender process for new plant. The Council should also ensure a risk assessment is undertaken after delivery and prior to operation of the item.

5.25 MAINTENANCE RISK

Risk in maintenance is managed through the following strategies.

5.25.1 Prestart Checks

Operators must complete a prestart inspection daily (in some cases weekly) safety checks before driving/operating plant and vehicles. Booklets and/or Lucidity are maintained for all vehicles and items of plant.

5.25.2 Maintaining Detailed Records

Whether repairs and maintenance are conducted in house or by external contractors good recording and monitoring systems need to be in place. This is to ensure that repair and maintenance times are controlled, performance standards are met and that accurate records of each repair are retained.

Apart from monitoring cost and performance, detailed records of servicing, repair, and maintenance, are essential to avoid the issue of liability in the case of operational accidents being open to question.

Good records provide the basis for feedback to Council with detailed reasons for failures, when a failure is due to either the operations or inappropriate use.

5.25.3 Use Of Genuine Parts

Genuine manufacturer's parts should be used in all repairs and maintenance wherever possible. Warranty on genuine spare parts often ensures subsequent premature failures are also covered by warranty. Where evidence can be produced that genuine parts have been used this will normally improve the resale value.

5.25.4 Programmed Safety Checks

Safety checks on every item of plant and vehicle are critical.

- Miscellaneous plant must be checked every year as a minimum.
- Low utilisation plant should be checked and serviced regularly (every six-month minimum) to ensure there is no downtime accumulated from flat batteries and the like when the plant or vehicle is required for operational use.

Programmed safety checks may include a requirement for Certificate of Inspection (COI) under Queensland government requirements. Refer to the website for further information. [Certificate of inspection vehicle types and requirements | Transport and motoring | Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au).

5.25.5 Repairs To Manufacturer's Specifications

All repairs to plant, equipment or vehicles will be to the manufacturers' specifications. Where repairs are undertaken in accordance with manufacturer's specifications there is a greater likelihood that warranty claims will be accepted.

5.25.6 Oil Sampling and Analysis

Oil Analysis is an important risk management tool to predict failures and should be an integral part of the condition monitoring program of the fleet even beyond warranty. Council will undertake an oil analysis program to assist in identifying abnormal trends and pinpoint the wearing components as well as the severity of wear taking place. This program will allow for appropriate action to be taken rather than 'unscheduled reactions'.

5.26 INSURANCE

Council will comprehensively insure and register all Council owned and assigned vehicles.

It should be noted that insurances for Council vehicles only apply during approved use. Any usage which contravenes this procedure, or is outside approval, may render the Council insurance coverage null and void, in which case the employee in charge of the vehicle would be fully responsible for all damage caused during any accident or similar.

Privately owned vehicles must have business use insurance, to ensure that there is appropriate coverage for the vehicle used for work purposes.

5.27 ACCIDENT / BREAKDOWN OR DAMAGE

In the event of an accident and/or damage to a vehicle it is the responsibility of the worker to:

- Report as soon as practicable of the incident, which includes any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
- Report any accident in a motor vehicle to the Queensland Police Service where required by law.
- Not accept or acknowledge any liability on behalf of Council arising from an accident.
- Complete any insurance claim forms that relate to the vehicle.

- Complete within Lucidity as soon as practical after the accident, an incident report in consultation with the workers supervisor.

5.28 BREAKDOWN PROCEDURE

In the case of a breakdown whilst the vehicle is being driven, the driver can, if able to do so in a safe manner:

- Park the vehicle as safe as possible away from the roadway and passing traffic.
- Parked on a level surface.
- Activate the hazard lights.
- Place out warning triangles (if the vehicle is supplied with them).
- Contact RACQ on 13 11 11 (passenger and light vehicles).
 - Numbers to be relayed to RACQ are located on the vehicle key tag.
- Contact Fleet and/or the workshop to inform them of the breakdown.
- Remain with the vehicle until help arrives unless prior arrangements or guidance has been provided by fleet.

Details of breakdown procedure are included in the Light Vehicle work instruction.

5.29 RECORD KEEPING

Records of plant and equipment should be retained by the Fleet Department within ECM and available for viewing upon request.

6 REFERENCES AND RELATED DOCUMENTS

Qld Work Health and Safety Act 2011

Transport Operations (Road Use Management) Act 1995

Electrical Safety Act 2002

Qld Work Health & Safety Regulation 2011

Electrical Safety Regulations 2013

Transport Operations (Road Use Management – Road Rules) Regulation 2009

As3000 Electrical Installations

As1418.11 Cranes, Hoists, And Winches – Vehicle-Loading Cranes

As1418.11 Cranes, Hoists, And Winches – Vehicle-Loading Cranes

As 2550.1-2011: Cranes, Hoists, And Winches—Safe Use Part 1: General Requirements

As 2550.11-2016: Cranes, Hoists, And Winches—Safe Use Part 11: Vehicle-Loading Cranes

Work Health and Safety Qld - Guide to Machinery and Equipment Safety

Work Health and Safety Qld - Managing Risks Of Vehicle Loading Cranes

Relevant Manufacturer's Instructions and Operations Instructions/Manuals

7 DOCUMENT ID/NAME

ID	NAME
CORP-POL-135	Fleet, Plant and Equipment Policy
CORP-FWK-007	Fleet Plant and Equipment Management Framework
CORP-POL-122	Procurement Policy
CORP-POL-113	Disposal Policy
CORP-FRM-XXX	Plant and Equipment Pre-Delivery Form
CORP-PRO-118	Learning and Development Procedure
CORP-GDS-xx	Heavy Vehicle Management Guideline

FLEET, PLANT AND EQUIPMENT PROCEDURE

CORP-FLW-031	Authorisation Process for Plant Operators
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CORP-GDS-176	Verification of Competency Guideline
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CORP-TMP-042	Isaac Competencies for Fleet Template
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DRAFT

MEETING DETAILS	Ordinary Meeting Wednesday 27 November 2024
AUTHOR	Amal Meegahawattage
AUTHOR POSITION	Manager Planning and Projects

9.33

WATER AND WASTE 2024/25 CAPITAL PROJECTS PROGRESS REPORT

EXECUTIVE SUMMARY

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

OFFICER’S RECOMMENDATION

That the Committee recommends that Council:

- 1. *Receives and notes the monthly Water and Waste 2024/25 Capital Projects Progress Summary Report.*

Resolution No.:	W&W0532		
Moved:	Cr Vern Russell	Seconded:	Cr Viv Coleman
That the Committee recommends that Council:			
1. Receives and notes the monthly Water and Waste 2024/2025 Capital Projects Progress Summary Report.			
			Carried

BACKGROUND

Regular updates on the financial and physical status of projects within the 2024/25 Water and Waste Capital Works program are crucial to keep Council informed about the program's progress and associated risks.

IMPLICATIONS

The attached Water and Waste 2024/25 Capital Projects Progress Summary provides an overview of the financial and physical status of all projects, with red indicating a projected cost overrun of over 10% or completion after June 2025, yellow indicating a cost overrun of 0-10%, and green indicating no issues. Brief commentary is provided to explain the status of each project. Larger and more complex projects are sometimes delivered over multiple financial years and the exact expenditure in each year may deviate from the annual budget due to variations in the delivery schedule. This can affect expenditure in each year without exceeding the total budgeted amount for the project.

COMPLIANCE

Compliance with the Water and Waste 2024/25 Capital Works Program is essential to meet the identified timeframes of the 2024/25 financial year.

KEY CAPITAL PROJECTS

1. CW222983 – Moranbah Water Treatment Plant Roof Replacement

This project involves replacing the 5.7ML reservoir roof at the Moranbah Water Treatment Plant to ensure long-term structural integrity and reliability. Construction began in March 2023, and key structural elements like cleats, columns, abrasive blasting, and purlins have been installed. Water blasting of external walls began in early November. Additional funding approved at the September Council meeting covers project variations. Completion is on track for November 2024.

2. CW233141 – Nebo Water Network Augmentation

This project upgrades Nebo's water supply infrastructure by adding a new main to improve reliability and capacity, particularly at the truck-fill point. Practical completion was reached in August 2024. The contractor is finalising "As Constructed" drawings, with expected submission by mid-November.

3. CW233155 – Clermont Water Treatment Plant Filter Media Replacement and Plant Modernisation

Critical upgrades ensure compliance with Drinking Water Quality Management Plan standards. The turbidity analyser system was upgraded in mid-September, with new EPA 180.1 compliant analysers installed and calibrated. A control panel upgrade has been completed, and as-built documentation is being finalised. Funding was extended, with completion expected by December 2025, while chemical dosing requirements and procurement documents are progressing toward a tender advertisement in late November. Forecast completion is September 2025.

4. CW233151 – St Lawrence Raw Water Storage and Raw Water Main

This project aims to improve water storage and distribution efficiency for the St Lawrence community by increasing raw water storage capacity and upgrading the raw water main. To date, the raw water main has been installed and successfully commissioned as of November 2023. The construction of the new water storage facility is well underway, with the subcontractor starting tank installation on-site in early November, anticipating completion by mid-November. Other pending works include the installation of actuator valves. Additional funds required to complete the scope of work were approved in the Q3 Budget review.

5. CW243181 – Moranbah Sewer Pump Station Upgrades

This upgrade of the Moranbah Sewer Pump Station aims to improve both capacity and operational efficiency. Following the contract award in July 2024, potholing works were completed, and all necessary materials were ordered. The contractor mobilised on-site in late September, and the project is progressing as scheduled, with an expected completion date at the end of November 2024. Surplus funds allocated for this project were reallocated to other projects needing additional funding during the Q3 Budget review.

6. CW243205 – Moranbah Rectification of Landfill Cell

Efforts to rectify and stabilise the landfill cell in Moranbah are ongoing, addressing environmental concerns and ensuring regulatory compliance. The project has a total budget of \$4.2 million, of which \$3.7 million was carried over to the 2024/25 financial year. A geotechnical specialist has been engaged, and soil sampling was conducted in mid-October. The results will determine the scope of rectification work, with the construction tender expected to be awarded by February 2025.

7. CW243239/CW243240 – Carmila and Greenhill Landfill Capping

These projects are essential to ensure regulatory compliance for landfill capping at the Carmila and Greenhill sites. Design work is progressing, with the contractor, Aurecon, having submitted a draft report. A pre-lodgement meeting with the Department of Environment, Science and Innovation (DESI) was held on 5

November 2024. During the meeting, DESI agreed with Isaac Regional Council's (Council) proposal to manage risks through localised remediation and preventative controls rather than increasing the capping depth from 300mm to 500mm. This approach is expected to result in significant cost savings.

8. CW253266 – Dysart Waste Management Facility Repurpose to Transfer Station

This project involves converting the Dysart landfill into a modern transfer station to improve local waste management infrastructure. The Design and Construct (D&C) tender was advertised, with one compliant tender received by the 8 October 2024 closing date. The tendered price exceeded the budget, so the contractor was asked to provide an alternative price for a reduced scope, changing from a 3-bin to a 2-bin transfer station. The revised price is slightly above budget, and an evaluation of options, balancing waste handling needs with cost, is ongoing.

9. CW253273 – Carmila Water Treatment Plant Upgrade

Upgrades to the Carmila Water Treatment Plant focus on improving operational efficiency and water quality. Project planning began in July 2024, with initial site investigations underway to define the full scope. The design includes SCADA mimic upgrades and a chemical dosing system, both of which are being finalised. The project remains in the scoping phase, with execution expected to begin soon. It is planned to combine this project with CW253274 – St Lawrence Water Treatment Plant Upgrade into a single D&C contract as separable portions to maximise value for money and effective delivery.

10. CW253274 – St Lawrence Water Treatment Plant Upgrade

Upgrades to the St Lawrence Water Treatment Plant focus on improving operational efficiency and water quality. Project planning began in July 2024, with initial site investigations underway to define the full scope. The design includes SCADA mimic upgrades and a chemical dosing system, both of which are being finalised. The project remains in the scoping phase, with execution expected to begin soon. It is planned to combine this project with CW253273 – Carmila Water Treatment Plant Upgrade into a single D&C contract as separable portions to maximise value for money and effective delivery.

11. CW253275 – CORP Sewer Relining 2025

This project upgrades the sewer network by capturing CCTV footage and relining prioritised sections. The scope covers remaining CCTV inspections in Moranbah and Dysart, with a focus on completing relining in Moranbah, subject to budget. The Design and Construct (D&C) tender closed in early October. Tender evaluation is slightly delayed as clarification was sought from bidders, but the process is ongoing.

12. CW253282 – CORP Water Network Water Meters

This project replaces outdated water meters to improve accuracy in consumption measurements and billing. The contract was awarded in late October, and project activities have commenced. A public notice was sent to inform residents of upcoming work at their properties.

13. CW253287 – Glenden Water Treatment Plant Turbidity Analyser on Filters

Installing turbidity analysers on the filters at the Glenden Water Treatment Plant will enhance water quality monitoring and compliance. The Request for Quotation (RFQ) for this work was finalised and sent to Procurement for processing in late October.

14. CW253290 – Middlemount Water Network Augmentation

This project involves installing a new water main in the Middlemount network to improve distribution. Additionally, a drainage project on Nolan Drive, adjacent to the reservoir (managed by the Engineering and Infrastructure directorate), has been included in the same contract as a separable portion. Currently, the project is in the procurement phase, with the RFQ issued via VendorPanel, and a tender extension was approved at the end of October.

15. CW253289 – Moranbah Water Network Relocate Truck Filling

This project involves relocating the truck filling station from Goonyella Road to a new site across the road, adjacent to the Moranbah depot. The scope includes upgrading the intersection at the depot entrance, with Water and Waste funding the truck fill station component. The Engineering and Infrastructure directorate will oversee the work as part of a larger intersection upgrade. Design completion is expected by November 2024, with construction starting in March 2025.

16. CW253291 – Nebo Water Network Avdata

An Avdata system will be installed at the Nebo truck fill point to record water volumes used by commercial customers. The Project Manager has engaged with truck operators for feedback on traffic safety arrangements. The RFQ was issued on 31 October, with a closing date of 25 November 2024.

17. CW253283 – CORP Switchboards

This project involves replacing switchboards to reduce service failure risks and ensure regulatory compliance. The draft RFQ was sent to Operations for review. The work includes upgrading the decommissioned switchboard at the Moranbah Wastewater Treatment Plant, enabling it to power the digester blower, which is currently inoperable due to a damaged switchboard.

PROGRESS PHOTOS



Image 1: Moranbah Water Treatment Plant Roof Replacement – External Wall Primer Application



Image 2: St Lawrence Raw Water Storage – Installation in Progress

BENEFITS

Council can see a monthly progress report detailing the progress of projects in the Water and Waste 2024/25 Capital Program. This report communicates risks, failures and delays that have been identified within the Water and Waste 2024/25 Capital Works program.

CONSULTATION

- Director Water and Waste
- Manager Operations and Maintenance
- Manager Waste Services
- Planning and Project Department Project Managers

BASIS FOR RECOMMENDATION

To provide Council with a clear monitoring tool to track capital works delivery for the Water and Waste Directorate by providing transparent and relevant reporting. This report will help identify and communicate any project delays, overspends and project risks.

ACTION ACCOUNTABILITY

The Managers and the Director of Water and Waste oversee the scoping, procurement, and completion of the projects identified within the 2024/25 Capital Projects Progress Summary spreadsheet. Furthermore, the appropriate Managers and the Director Water and Waste are held accountable for the delivery of the project stages which are completed within the identified timeframes.

KEY MESSAGES

That Council has open communication, oversight, and transparency of the Water and Waste 2024/25 Capital Works Program, to ensure Isaac will have effective and sustainable water and waste infrastructure that supports the needs of the region's communities and economic sectors.

Report prepared by:

AMAL MEEGAHAWATTAGE
Manager Planning and Projects

Date: 6 November 2024

Report authorised by:

SCOTT CASEY
Director Water and Waste

Date: 9 November 2024

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Water and Waste Capital Projects Progress Summary Spreadsheet October 24

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Lisa Tonkin

AUTHOR POSITION

Manager Business Services

9.34

WATER QUALITY INVESTIGATION ACTION PLAN UPDATE

EXECUTIVE SUMMARY

The purpose of this report is to update Council on the Water Quality Reliability Investigation Action Plan Deliverables following the 2021/22 Christmas Period water quality incidents.

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

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

Resolution No.: W&W0533

Moved: Cr Viv Coleman

Seconded: Cr Vern Russell

That the Committee recommends that Council:

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

Carried

BACKGROUND

Over the Christmas/New Year period 2021/2022 there were water quality incidents in four (4) townships across the Isaac Region, which caused disruption and impacted the water supply service levels experienced by those communities. The Chief Executive Officer (CEO) of Isaac Regional Council (IRC) committed to a thorough investigation into the incidents. The terms of reference (TOR) for the investigation were approved by Council and an internal investigation was conducted which was peer reviewed by an independent third-party consultant.

Arising from the investigation an action plan was prepared and presented to Council. At the November 2022 Ordinary Meeting (refer resolution number 8126) Council received and acknowledged the Water Quality

Investigation Report received and endorsed the Water Quality Investigation Report Action Plan and requested that a regular report be presented to Council on the progress against the action plan deliverables.

IMPLICATIONS

The risk of a reoccurrence of the water quality incidents remained after the events had been resolved, and it was clear from the subsequent investigation that there was no single solution which would entirely remove the risk of such water supply failures. The investigation report gave rise to an action plan which set out a suite of actions which will address the root causes of the water quality events.

The action plan contained both short term interventions and actions that form part of a longer-term strategy. Some of the short-term interventions such as the replacement of failed equipment have already had an impact on the likelihood of a reoccurrence but will not eliminate it entirely. Expected delivery dates have been identified in the action plan so that progress may be tracked and effectively managed.

It should be noted that implementation of the recommended actions has taken a significant commitment from the Water and Waste management team and Isaac Regional Council.

In the period from August 2024 to October 2024 continued progress has been made on delivery of the Water Quality Action Plan. Progress to date is shown in detail in Attachment 1 - Water Quality Investigations Action Plan - Update – October 2024 but can be summarised as follows:

Status	October 2023	January 2024	April 2024	July 2024	October 2024
Action Complete	12*	16*	20*	22*	23
Previously Completed Actions removed from PLAN	-	-	-	-	21
Action On - Track	23**	16**	17**	15**	14
Action Needs Improvement	1	2	0	0	0
Action Yet to Commence	0	0	0	0	0
Ongoing	1	3	0	0	0

* Where actions have become embedded as business-as-usual activities they have been considered as complete.

** Some of the identified actions are scheduled to be delivered over several years.

CONSULTATION

- Director Water and Waste
- Manager Operations and Maintenance

- Program Leader Compliance and IMS
- Water and Waste Process Engineer

BASIS FOR RECOMMENDATION

The Action Plan in Attachment 1 forms the basis of future risk mitigation measures, and its implementation significantly reduces the likelihood of similar water quality incidents occurring in the future. This report shows that progress has been made against all actions; 23 actions are now complete and 14 are on track for successful delivery. Of the completed actions 21 have now been removed from the attachment for ease of reporting. The continuing implementation of this action plan will further reduce the risk of future water quality events occurring.

The scope and nature of many of the actions in the plan are multi-year initiatives which will embed a culture of continuous improvement in the Water and Waste directorate. These continuous improvement actions are incorporated into the Water and Waste Integrated Management System where appropriate, to secure the improvements in future operations. Funding relating to some of the actions has been included in the budget submissions for the 2024/25 Financial Year.

The action plan is one mechanism being used to improve water quality in response to specific water quality events. It is complimented by broader activities such as the Water and Waste Integrated Management System (IMS) and the Drinking Water Quality Management Plan (DWQMP) which was reviewed in December 2023.

The review of the DWQMP included a targeted improvement plan Risk Management Improvement Plan (RMIP) which has informed the 2024/25 Financial Year investment strategy for the Water and Waste Directorate.

Although the continued delivery of the action plan in Attachment 1 will result in a more robust and sustainable water services it represents the actions identified at a point in time and will be complemented by further initiatives which have commenced subsequently.

ACTION ACCOUNTABILITY

The Director of Water and Waste will continue to lead the improvement in reliability of the water supply schemes across the Region.

KEY MESSAGES

The management team of Water and Waste are committed to improving performance and implementing change to minimise the risk of water quality failures in the future, both in a focused way in response to specifically identified risks and more systemically through continuous process improvement mechanisms.

Since the water quality events in December 2021/22 that triggered this investigation and action plan, the improvements made to date have enhanced the resilience of the water treatment process. Subsequent events have been identified and resolved before they have compromised water quality or the continuity of water supply to the community. These practical examples demonstrate that the initiatives captured in this action plan along with increased asset maintenance and additional staff training have led to more sustainable services.

There are several inter-related initiatives encompassed by this action plan and in complimentary business improvement frameworks. The ultimate success in preventing future water quality events will be dependent upon delivering them all, so that they complement each other.

Report prepared by:

SCOTT CASEY
Director Water and Waste

Date: 9 November 2024

Report authorised by:

SCOTT CASEY
Director Water and Waste

Date: 9 November 2024

ATTACHMENTS

- Attachment 1 - Water Quality Investigations Action Plan - Update – October 2024

REFERENCE DOCUMENT

- Drinking Water Quality Management Plan

WATER QUALITY INVESTIGATIONS – ACTION PLAN

Q2 UPDATE – OCTOBER 2024

Key

Lead – Is the resource identified to lead and co-ordinate the implementation of an action.

Support – Is a resource that will be required to contribute to the delivery of an action but will support the Lead.

Input - Is a resource that will be required to contribute to achieve the successful delivery of an action but will only contribute as required.

BAU – Business as Usual

CAPEX – Capital Expenditure

DWQMP – Drinking Water Quality Management Plan

IMS – Integrated Management System

OPEX – Operational Expenditure

RMIP - Risk Management Improvement Program

SWIMS – Statewide Information Management System

WWILT – Water and Waste Influencers and Leadership Team

WTP – Water Treatment Plant

WWTP – Wastewater Treatment Plant

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
1.	System Documentation / Knowledge Management	Review existing operational documentation to identify gaps.	4 months per site (across all 8 water treatment plants) Start Jan 2023 End Dec 2024	A strategy using IMS procedures and capital projects to manage and resolve engineering documentation gaps and inaccuracies has been recommended. There is a cost to this approach so needs to be well defined and endorsed. ON TRACK	Ongoing with no significant change in the preceding period. ON TRACK	Technical Standard for documentation partially completed. This shall be presented to the Capital Projects team to obtain feedback and improve. Investigate utilising the IMS document Management protocols to ensure Engineering documentation is relevant and remains current. Integration of operational documentation into the IMS is ongoing and will eventually form a complete operating system. ON TRACK	This is an ongoing issue. Ideally suitable documentation for all plants will encompass historical assets and the project delivery process will require contractors to update engineer documentation when providing improvements or replacements on treatment facilities. Project delivery guidelines are currently being drafted. ON TRACK	Will be consideration in the project delivery work flow document that is being compiled. ON TRACK
1A	System Documentation / Knowledge Management	Develop specific SOPs for lab testing procedures (specific to the instrumentation)	2 months per site (across all 8 water treatment plants following on from action 1A)	Existing work instructions (WI) pending endorsement and publishing on Iris.	Ongoing with no significant change in the preceding period. ON TRACK	Waiting for draft work instructions to be finalised in IMS. ON TRACK	Operators using new Hach equipment, using the Hach test methods until the	All activities commenced in the previous quarters are ongoing and yet to reach a conclusion.

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		that is at the sites).	Start Jan 2023 End April 2024	Second phase WIs identified and awaiting commencement. ON TRACK			new IRC WIs are approved. ON TRACK	ON TRACK
1B	System Documentation / Knowledge Management	Document procedure for how to respond to changing raw water quality etc.	5 months (across all 8 water treatment plants following on from action 1B) May need to prioritise in high-risk sites. Start Jan 2023 End December 2026	A procedure has been generated as part of the St Lawrence turbidity event. This procedure has been circulated. Development of the procedure has continued for raw water changes due to seasonal impacts. This will be circulated to the Supervisor North and IMS Officer once complete. ON TRACK	Ongoing with no significant change in the preceding period. ON TRACK	Ongoing with no significant change in the preceding period. Document will be within the IMS. ON TRACK	IMS procedure for "Response to Changing Raw Water Quality" is complete but awaiting final review and approval. ON TRACK	SOP has been approved and available through Iris. SOP was presented at Operators monthly meeting. Going forward the SOP shall be reviewed periodically as per IMS processes. COMPLETE - ACTION CLOSED Remove from future reports.
1C	Process Robustness (previously action 19)	Review processes, identify gaps or processes that would provide more robust response to	5 months (across all 8 water treatment plants following on from action 1B)	DWQMP review has been conducted by external consultant which will inform and refresh the RMIP (Risk Management	The DWQMP review and process audits have identified areas for improvement, and these have been input into the FY2425 budget	DWQMP and RMIP COMPLETE Next step to produce a WTP Process Standard against which each	Draft for WTP Process Audit template nearing completion. General technical specification for	Ongoing work in aligning process audits with RMIP for implementation by Capital Projects. Current focus on CLM, STL and CAR.

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		variability in raw water quality (e.g. the use of a coated media processes rather than potassium permanganate). Consider what additional monitoring (including on-line) to provide early warning or automated process changes. For example, pH and DO monitoring to provide early warning that coated media manganese removal might be compromised. Also, raw water turbidity monitoring with automated step change to the coagulant dose rate. Consider using on-line manages analyser results	May need to prioritise in high-risk sites. Start Jan 2023 End December 2026	Improvement Program). These audits identify gaps and improvements prioritised on a risk basis including changes in raw water quality. Additional process audits conducted by the process engineer for all sites which will feed into the investment decision process. Project scoping underway for process improvement opportunities for Carmila WTP. Some of the RMIP actions are to investigate options for improvement and this work will be assessed in the investment decision making process. ON TRACK	preparation process for future investment. ON TRACK	treatment plant is audited to identify improvements. ON TRACK	Isaac Chemical Dosing Requirements is underway with an expected delivery date of August 2024. ON TRACK	ON TRACK

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		with alarms and also feed forward change to the potassium permanganate dose rate. The changes to dose rates would be based on information gathered from previous events and jar testing.						
2.	System Documentation / Knowledge Management	Ensure one updated operation and maintenance manual exists for each plant with the manuals all being consistent in format to enable operators from other plants to easily find information.	3-year project (average 4 months per site) Start 1 July 2023 End June 2026	Data acquisition for water treatment sites has commenced to update the Operations and Maintenance Manuals. ON TRACK	Lucidity action 6978. Contractor has been engaged to complete the manuals. MMT and DYS water treatment plants and wastewater treatment plants will be completed this year. ON TRACK	Contractor has been engaged to complete the manuals. ON TRACK	Middlemount and Dysart Water Treatment Plant Manuals have been drafted and awaiting checking with operational team. Once this has been completed these documents will be registered. Moranbah and Nebo Water Treatment Plants are the next sites to have these documents developed. ON TRACK	Order placed for MBH WTP manual. Review of MMT and DYS in progress. ON TRACK

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		For sites that do not have SCADA – how do we get those sites accessible	2.5 years Start Jan 2023 End July 25	SCADA project was offered to preferred supplier but not accepted. Price escalation prompted a redefinition of the project scope and a return to the market for re-tender. ON TRACK	The first element of the revised SCADA project has been to the market and is in the evaluation stage. Award to technical advisor expected February 2024. NEEDS IMPROVEMENT	SCADA Technical Advisor contract has been awarded and initial meetings have been held at Glenden and Nebo. ON TRACK	The initial contractor has not fulfilled their obligations and developed the documentation as required. A second contractor is being engaged to start this process with Clermont WTP. ON TRACK	Clermont WTP SCADA will be implemented in November 2024. Glenden, Carmila and St Lawrence WTP SCADA Scopes are being developed presently and will be including into Capital Upgrade Projects over the next 18 months. ON TRACK
3.	SCADA	Ensure the SCADA system has the capability to put logic to alert discrepancies when variance between actual and recorded information is detected. (eg if X filters on-line then expected flow is Y ML, have a discrepancy alarm)	3.5 years Start July 2022 End Dec 25	Delays experienced in tender process for SCADA projects due to disruption to the preferred supplier however the project has been re-scoped and will return to market. ON TRACK	The first element of the revised SCADA project has been to the market and is in the evaluation stage. Award to technical advisor expected February 2024. NEEDS IMPROVEMENT	SCADA Technical Advisor contract has been awarded and initial meetings have been held at Glenden and Nebo. ON TRACK	The initial contractor has not fulfilled their obligations and developed the documentation as required. A second contractor is being engaged to start this process with Clermont WTP. ON TRACK	This action has been included in the SCADA development that will be implemented at Clermont WTP. This will be a standard feature on all SCADA project moving forward. ON TRACK
4.	SCADA	As part of the strategy development review systems and processes	3.5 years Start July 2022	DWQMP review has been completed, report is being written.	Risk assessments completed for 8x WTPs.	DWQMP Review and RMIP complete.	Draft for WTP Process Audit template nearing completion.	General technical spec for Chemical dosing requirements completed and

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		to identify gaps in monitoring and control. Ensure there is sufficient on-line instrumentation for monitoring key water quality parameters including Critical Control Points (CCPs). Related to this, there is a need to ensure there is sufficient control of the plant, such as plant shutdowns on breaches of CCP limits.	End Dec 25	Process visits with Bligh Tanner have been undertaken; results are being collated. CCP's have been reviewed. From these activities monitoring and control requirement will be identified. ON TRACK	2023 Risk management improvement program (RMIP) produced as an output of the DWQMP review. ON TRACK	Next step to produce a WTP Process Standard against which each treatment plant is audited to identify improvements. ON TRACK	General technical spec for Chemical dosing requirements is underway. ON TRACK	provided to the Capital Team. Work has started on specific requirements for STL and CAR. Delivery of online monitoring according to RMIP. ON TRACK
5.	SCADA	The strategy should consider installing instrumentation to monitor raw and treated water quality, production and delivery with trends being monitored to alert operators in advance of the need to start	3.5 years Start July 2022 End Dec 25	DWQMP review and process audits have assessed requirements for additional online instrumentation to monitor water quality. ON TRACK	Risk assessments completed for 8x WTPs. 2023 Risk management improvement program (RMIP) produced as an output of the DWQMP review. ON TRACK	DWQMP Review and RMIP complete. Next step to produce a WTP Process Standard against which each treatment plant is audited to identify improvements. ON TRACK	Draft for WTP Process Audit template nearing completion. ON TRACK	These improvements are being included with the improvements being rolled out. ON TRACK

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		adjusting their plant operation.						
6.	Escalation Processes are not Working to Raise all the Critical Issues	Ensure staff receive CCP response refresher training (Apply the risk management principles of the water industry standards, guidelines and legislation) as a refresher which covers the 12 elements of the Australian Drinking Water Guidelines as well as critical control points, critical limits and response plans.	Ongoing program Start Oct 2022 End Ongoing	<p>The review of the DWQMP has reduced the number of CCPs (critical control points), (no longer includes treated water turbidity or treated water pH).</p> <p>The CCP online analysers are within the capital plan.</p> <p>Department of Resource Development Manufacturing and Water (DRDMW) presented to operators team meeting on events and incident reporting.</p> <p>The importance of escalation reinforced along with advice to contact - RDMW in an event for timely reporting.</p> <p>ON TRACK</p>	<p>2023 Review of DWQMP complete and submitted to RDMW – awaiting approval.</p> <p>CCPs now on traffic light charts with actions and reporting.</p> <p>Operator awareness training of CCPs once DWQMP has been approved.</p> <p>ON TRACK</p>	<p>RDMW requested clarification and amendments on four points within DWQMP.</p> <p>Training of CCP charts during June 2024 Operators meeting.</p> <p>ON TRACK</p>	<p>CCPs presented during June 2024 Operators meeting.</p> <p>RDMW have verbally accepted the DWQMP 2023.</p> <p>COMPLETE</p>	<p>Transition to SWIMS has commenced and this shall trigger SMS alerts for out of spec inputs.</p> <p>Automation changes are ongoing to minimise nuisance alarms to ensure shutdown interlocks are reinstated for CCPs.</p> <p>Continue to implement a positive and supportive culture for reporting events, incidents and quality issues.</p> <p>Action considered to be embedded as BAU.</p> <p>COMPLETE – ACTION CLOSED</p> <p>Remove from future reports.</p>

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
	Ineffective Alarms to Identify Problems and then Escalation (H2O action item 15)	Implement Critical Operating Point (COP) limits in the water supply network, covering low and high limits for free chlorine.	3.5 years – phased implementation based on risk Start July 2022 End Dec 25	MMT Cleanwater Reservoir project sent to market and prices returned were many times over budget. Operational control measures remain in place whilst alternatives options are considered for the project. NEEDS IMPROVEMENT	Evaluation of drinking water quality at MMT as part of the DWQMP review highlighted elevated risk around Chlorine contact time. This is being managed operationally but has prompted the re-submission of the capital project for the MMT reservoir main for FY2425 budget consideration. ON TRACK	PAG submission has been included for the MMT reservoir main for FY2425 budget consideration. ON TRACK	Middlemount Reservoir Main duplication SOW has been completed and tender being released to market in August 2024. \$1.4M committed in the FY24/25 budget. ON TRACK	Review of CCP's within the DWQMP review and training of staff of these CCP's has uplifted the knowledge of the team to identify a non-compliance CCP. This action has been included in the SCADA development that will be implemented at Clermont WTP. This will be a standard feature on all SCADA project moving forward. The development of online SWMS reporting through Qld Water dashboard has the capability to alarm to supervisors if a CCP has been entered that is out of scope. ON TRACK
7.	Ineffective Alarms to Identify	Trends should also be automatically	3.5 years - SWIMS Project	Delays experienced in tender process for SCADA projects	The award of the SCADA project failed to conclude	SCADA Technical Advisor contract has been awarded	The initial contractor has not fulfilled their	Review of CCP's within the DWQMP review and training

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
	Problems and then Escalation	calculated to alert before critical levels are reached.	NOTE - SWIMS will become the daily data log NOTE – links to SCADA implementation. Start July 2022 End Dec 25	due to disruption to the preferred supplier. ON TRACK	due to issue with the preferred contractor. Project has been reviewed, the scope adjusted and has been re-issued to the market. The first element of the revised SCADA project has been to the market and is in the evaluation stage. Award to technical advisor expected February 2024. ON TRACK	and initial meetings have been held at Glenden and Nebo. ON TRACK	obligations and developed the documentation as required. A second contractor is being engaged to start this process with Clermont WTP. ON TRACK	of staff of these CCP's has uplifted the knowledge of the team to identify a non-compliance CCP. This action has been included in the SCADA development that will be implemented at Clermont WTP. This will be a standard feature on all SCADA project moving forward. The development of online SWMS reporting through Qld Water dashboard has the capability to alarm to supervisors if a CCP has been entered that is out of scope. ON TRACK
		Ensure there is sufficient information available for staff who are not fully conversant with the plant to be able to	Ongoing action Start Jan 2023 End	Training of staff in the capture and recording of water data is ongoing.	All activities commenced in the previous quarter are ongoing an yet to reach a conclusion.	Workshop between W&W and P&C occurred to investigate options for recruitment and retention.	Recruitment and retention strategy is being developed. ON TRACK	All activities commenced in the previous quarter are ongoing an yet to reach a conclusion.

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		effectively complete the tasks on the worksheets.	BAU	Discussions about improving onboarding of new staff continues with P&C. Recruitment and retention activities continue along with discussions with P&C on how this might be improved. ON TRACK	ON TRACK	Operations and Maintenance team have developed an onboarding pack for new staff. This has been shared across the directorate. ON TRACK		Development of plant manuals will assist with this action. Dysart and Middlemount manuals have been completed in draft form and Moranbah WTP will be developed this FY. ON TRACK
8.	Loss of Long-Term Historical Knowledge – Staff Turnover	Ensure one updated operation and maintenance manual exists for each plant with the manuals all being consistent in format to enable operators from other plants to easily find information.	3-year project (average 4 months per site) Start Jan 2023 End June 24	Recruitment of Process Engineer will be presented to Council in Q4. ON TRACK	The presentation of the Process Engineer to Council was suspended prior to Christmas but will be reinitiated. An operational project to prepare operation and maintenance manuals is underway. ON TRACK	An operational project to prepare operation and maintenance manuals is underway. ON TRACK	An operational project to prepare operation and maintenance manuals is underway. ON TRACK	Development of plant manuals will assist with this action. Dysart and Middlemount manuals have been completed in draft form and Moranbah WTP will be developed this FY. ON TRACK
9.	Asset Management	An asset management system needs to be implemented	2 years Start	Asset revaluation is complete.	The draft asset management plan has been reviewed.	A position description has been prepared for a new asset	Work continues with the development of this	All activities commenced in the previous quarters

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
		to identify asset condition and replacement schedules.	July 2023? End Jully 25?	Asset management plan currently being updated. Resources reallocated to work on asset management and long-term capital investment programs. IRC Assets team invited to work with W&W in development of investment programs. ON TRACK	Work on the water and waste investment strategy has commenced. Preparation of the 10-year capital programs has been done. All sources of recommended investment have been collated into a comprehensive list of identified need. ON TRACK	management position within W&W. Recruitment for this position will be progressed. Work continues with the asset management team to consolidate and rationalise the asset registers. ON TRACK	asset management position. Condition assessments are being collated at the end of each preventative maintenance program. These condition assessments are being uploaded into the Asset Management System. Draft asset management plans have been reviewed and updated. ON TRACK	are ongoing and yet to reach a conclusion. ON TRACK
	Asset Management	Amend the draft AMPs with focus on the improvement plan	12 months from engagement of resource Start June 23 End June 24	Asset management plan currently being updated. Resource allocation reviewed and existing resources reallocated to work on asset management and long-term capital	The review of the asset management plan is complete and is just awaiting approval. Dedicated asset management resources have been identified and will be implemented over the coming	10-year investment programs are now complete in draft for water wastewater and waste functions ON TRACK	Finalisation of the AMP's and the update of the 10-year investment program is near completion. Once completed this will be submitted for approval. ON TRACK	All activities commenced in the previous quarters are ongoing and yet to reach a conclusion. Dedicated Assets resources is presently being finalised with recruitment to start

NO	FACTORS	ACTION	TIMELINE	PROGRESS OCTOBER 2023	PROGRESS JANUARY 2024	PROGRESS APRIL 2024	PROGRESS JULY 2024	PROGRESS OCTOBER 2024
				investment programs. ON TRACK	periods if approved. In the meantime, existing resources are focusing on the continued development of the asset register and 10 year investment programs. ON TRACK			on this position in November 2024. ON TRACK

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Lisa Tonkin

AUTHOR POSITION

Manager Business Services

9.35

WATER RESTRICTIONS POLICY AND PROCEDURE

EXECUTIVE SUMMARY

The purpose of this report is to present the Water Restrictions Policy and Water Restrictions Procedure for review and adoption.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council to:

1. *Adopt the updated Water Restrictions Policy (STAT-POL-033).*
2. *Adopt the updated Water Restrictions Procedure (WW-PRO-105).*
3. *Repeal the Water Restriction Conditions Guideline (WW-GDS-200).*
4. *Repeal the Water Conservation Measures Guideline (WW-GDS-201).*
5. *Repeal the Water Restriction Trigger Levels (WW-MISC-097).*

Resolution No.: **W&W0534**

Moved: **Cr Vern Russell**

Seconded: **Cr Viv Coleman**

That the Committee recommends that Council:

1. **Adopt the updated Water Restrictions Policy (STAT-POL-033).**
2. **Adopt the updated Water Restrictions Procedure (WW-PRO-105).**
3. **Repeal the Water Restriction Conditions Guideline (WW-GDS-200).**
4. **Repeal the Water Conservation Measures Guideline (WW-GDS-201).**
5. **Repeal the Water Restriction Trigger Levels (WW-MISC-097).**

Carried

BACKGROUND

The Water Restrictions Policy and Water Restrictions Procedure were adopted by Council in August 2021 (Resolution Number 7466) to define how the Water and Waste Directorate will manage the implementation of Water Restrictions in each community across the Isaac region.

During the Water and Waste Annual Management Review, these documents were noted as requiring a review to ensure they remained up to date. This review has led to the following notable changes:

1. Moving the responsibility to approve applications for exemption from water restrictions from the Chief Executive Officer to the Director Water and Waste.
 - a. This request is proposed to streamline the process based on potential risk and turnaround time. The Manager Business Services provides a recommendation for all exemption applications considering social, health, environmental and economic impacts.
2. Moving the content of the Water Restriction Conditions, Water Conservation Measures and Water Restriction Trigger Levels Guidelines to Appendix one (1), two (2) and three (3), respectively, of the Water Restrictions Procedure.
 - a. This request is proposed to simplify the Water Restrictions process and ensure all relevant information can be easily accessed in one (1) place.
3. Minor formatting and punctuation and some rewording for improved clarity and understanding.

IMPLICATIONS

As per the Water and Waste Annual Management Review, these documents were earmarked as needing to be reviewed to ensure they remained applicable to current practices.

The changes proposed are recommended to provide further simplicity and ensure applications for exemption can be considered in a timely manner for both residents, truck fill points users and Council officers.

Pending approval of this Policy and Procedure, the following documents have also been reviewed and edited in line with the proposed changes:

- Water Restrictions Internal Guideline (WW-GDS-190)
- Exemption Application for Residential and Commercial Users in Water Restrictions Form (WW-FRM-137)
- Exemption Application for Mobile Water Tanker to take Water from Standpipes During Water Restrictions Form (WW-FRM-126).

CONSULTATION

- Manager Advocacy and External Affairs
- Manager Community Education and Compliance
- Corporate Governance Department
- Director Water and Waste
- Program Leader – Compliance and IMS
- Customer Administration Officer

- Executive Leadership Team

BASIS FOR RECOMMENDATION

The Water Restrictions Policy and Procedure have been developed and updated to ensure they conform to Council's current practices, legislation and related documents.

ACTION ACCOUNTABILITY

Manager Business Services to ensure approved documents are registered through Corporate Governance and made available on Council's public website.

KEY MESSAGES

The Water Restrictions Policy and Procedure have been updated to ensure they are up to date, relevant and follow best practice.

Report prepared by:

LISA TONKIN

Manager Business Services

Date: 2 October 2024

Report authorised by:

SCOTT CASEY

Director Water and Waste

Date: 9 November 2024

ATTACHMENTS

- Attachment 1 - Water Restrictions Policy
- Attachment 2 - Water Restrictions Procedure

REFERENCE DOCUMENT

- Water Restrictions Internal Guideline (WW-GDS-190)
- Exemption Application for Residential and Commercial Users in Water Restrictions Form (WW-FRM-137)
- Exemption Application for Mobile Water Tanker to take Water from Standpipes During Water Restrictions Form (WW-FRM-126)

WATER RESTRICTIONS

APPROVALS

POLICY NUMBER	STAT-POL-033	DOC.ID	3614119
CATEGORY	Statutory		
POLICY OWNER	Water and Waste		
APPROVAL DATE		RESOLUTION NUMBER	7466

OBJECTIVE

The objective of this Policy is to provide a framework for the effective conservation of water within the Isaac region in conjunction with sections of the *Water Supply (Safety and Reliability) Act 2008* as listed below:

- Section 41(1) of the *Water Supply (Safety and Reliability) Act 2008* provides the head of power for implementation of water restrictions under this policy.
- Section 41(2) of the *Water Supply (Safety and Reliability) Act 2008* provides the conditions for the restriction of water including climatic conditions, water conservation needs and demand management.
- Section 43(5) of the *Water Supply (Safety and Reliability) Act 2008* sets the maximum penalty for contravention of a water restriction.

The *State Penalties Enforcement Act 1999* provides the head of power for an infringement notice offence that is issued under the *Water Supply (Safety and Reliability) Act 2008*, Section 43(5).

SCOPE

This policy applies to consumers and transporters of potable and raw water supplied by Isaac Regional Council (Council).

DEFINITIONS

TERM / ACRONYM	MEANING
COUNCIL	Isaac Regional Council
DOMESTIC PURPOSES	Shall mean potable water taken from the water supply system inside any premise for drinking, cooking, washing persons and clothes, use for dishwashing, or cleaning, heating and cooling a building.
EXEMPTION	Shall mean permission approved by Council in writing and accepted by an applicant that modifies or waives any water conservation measure under this policy.
TRIGGER LEVELS	Are used to clearly establish (in terms of water supply volumes) the defined levels in dams, rivers or bores that enable the implementation of water restrictions to extend the capability of the existing raw water supplies (<i>Appendix 3 Water Restriction Trigger Levels</i> within the <i>Water Restrictions Procedure</i>).
WATER	Shall mean potable and raw water supplied from Council's water supply system.

WATER SUPPLY SYSTEM

Shall mean Council's infrastructure assets associated with the provision and distribution of water to customers, consumers, users and transporters of water.

POLICY STATEMENT

Council is committed to ensuring water conservation activities are in place to provide an adequate water supply to the communities it serves through the application of Water Conservation Measures and Water Restrictions. This Policy:

- Outlines Council's position on water conservation measures;
- Confirms when water restrictions may be introduced; and
- Provides a pathway for consumers to apply for an alteration of or exemption from imposed water restrictions.

APPLICATION

Water restrictions may be applied separately for any or all, of the below water supply scheme areas:

- Moranbah;
- Clermont;
- Glenden;
- Nebo;
- Dysart;
- Middlemount;
- St Lawrence; and
- Carmila.

Nothing in this policy prevents the use of:

- a. Water drawn from a source other than from a water supply system under the control of Council;
- b. Recycled/effluent water;
- c. Private bores;
- d. Rainwater collected in tanks (unless the tank is topped up by the Council water supply) or dams;
- e. Water supplied from another service provider; or
- f. Water for domestic purposes as defined in this policy.

To assist the investigation of alleged contravention of water restrictions, Council encourages those accessing water in the above circumstances to register their details with Council.

Council will:

- Implement water restrictions as described in the Water Restrictions Procedure, to reduce the consumption of water taken from its water supply system, subject to the provisions of the *Water Supply (Safety and Reliability) Act 2008*;
- Regularly monitor water usage from Council owned and managed dams, bores, raw water supply systems and treatment plants;
- Notify all affected residents and businesses in accordance with the Water Restrictions Procedure;
- Investigate and monitor reported breaches; and
- Consider exemptions to imposed water restrictions.

WATER CONSERVATION MEASURES

Council supports and commits to water saving measures being implemented wherever feasible in residential, commercial and Council properties and facilities. Council actively encourages the use of water saving devices, measures and activities that support water sustainability. Council recommends these best practice measures as listed in *Appendix 2* Water Conservation Measures within the Water Restrictions Procedure, which is available on the Council website. Although not enforceable, these measures are in place all year round and all water users are encouraged to comply with them.

LEGISLATIONS AND RELATED GUIDELINES

- *Water Supply (Safety and Reliability) Act 2008*
- *State Penalties Enforcement Act 1999*

REFERENCES

ID	NAME
WW-PRO-105	Water Restrictions Procedure
WW-GDS-190	Water Restrictions Internal Guideline

PROCEDURE

WATER RESTRICTIONS

APPROVALS

PROCEDURE NUMBER	WW-PRO-105	DOC. ID	4768837
DATE EFFECTIVE			
PROCEDURE OWNER:	Water and Waste		
APPROVED BY THE DIRECTOR	Director Water and Waste		
ENDORSED BY	Resolution No. 7466		
POLICY REFERENCE NUMBER	STAT-POL-033		

AIM

This procedure defines how Isaac Regional Council (Council) will declare, implement, and enforce water restrictions to control the demand of raw and potable water in the Isaac region.

SCOPE

This procedure applies to all customers and properties that access raw and/or potable water via Council's water supply system and will be implemented and followed by all Council staff including the CEO, Director Water and Waste and management teams.

ROLES & RESPONSIBILITIES

Chief Executive Officer (CEO):

The Chief Executive Officer as a delegate of Council is responsible for exercising water restriction powers in accordance with Council's Water Restrictions Policy and under the provisions of the *Water Supply (Safety and Reliability) Act 2008*.

To enable effective implementation of this procedure, the CEO shall:

- Actively support the implementation of this procedure; and
- Ensure compliance with this procedure.

Director Water and Waste:

- Consider applications for exemption from water restrictions.

ELT/Managers/Supervisors:

- Ensure they are familiar with this procedure and corresponding policy; and
- Ensure their employees are familiar with this procedure and have adequate training to perform their duties.

All Isaac Regional Council staff:

Council employees are responsible for understanding their role in implementing this procedure.

DEFINITIONS

TERM	MEANING
Automated irrigation system	Shall mean an irrigation system that is permanently installed and regulate the flow of water through an electronic device that controls the flow to installed sprinklers and drippers. All automated irrigation systems must be reprogrammed to operate within the guidelines of <i>Appendix 1, Water Restrictions Conditions</i> .
Council	Isaac Regional Council

Designated watering days	<p>Shall mean the designated days of water use allowable per property, as follows:</p> <ul style="list-style-type: none"> • Odd numbered premises water on Wednesday, Friday and Sunday. • Even numbered premises water on Tuesday, Thursday and Saturday. • Properties without a Council prescribed street number may water on Wednesday, Friday, and Sunday.
ELT	Executive Leadership Team comprising the Chief Executive Officer and Council Directors.
Exemption	Shall mean permission approved by Council in writing and accepted by an applicant that modifies or waives an imposed water restriction.
Exemption permit	A document that contains details of the exemption. An exemption permit must be displayed in a prominent position on the property and will contain an approved property address, an approval number, any conditions attached to the approval and a commencement and expiry date or a Level to which the approval is given.
Hand-held hose	A hose or pipe used to convey water, held in the physical possession of any person controlling the efficient distribution of water.
Paved area	Shall mean footpath, driveway, hard standing area or similar having an impervious surface such as concrete, asphalt, paving stones, tiles, etc.
Pool, pond and spa	Any pool, spa or ornamental pond which is not a Council owned public asset.
Watering can / bucket	Shall mean a water receptacle holding a maximum of 20 litres of water, at any one time.

PROCEDURE

DECLARATION OF WATER RESTRICTIONS

Subject to the provisions of the *Water Supply (Safety and Reliability) Act 2008* and Council's Water Restrictions Policy, Council will implement water restrictions when the trigger for each water supply scheme is reached in accordance with *Appendix 3 Water Restriction Trigger Levels*. The declaration of water restrictions will be made at levels specified in *Appendix 1 Water Restriction Conditions*. *Appendix 1 Water Restriction Conditions* outlines the activities which are allowable and prohibited during each level of water restrictions from Level 1 to Level 4.

PUBLICATION OF WATER RESTRICTIONS

The publication of water restrictions will be targeted towards the affected township and will at a minimum, include the following methods for each level of restrictions:

LEVEL OF WATER RESTRICTIONS	PUBLIC NOTICE DISTRIBUTION
LEVEL 1	<ul style="list-style-type: none"> • Council's website and Facebook page. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions.
LEVEL 2	<ul style="list-style-type: none"> • Council's website and Facebook page. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions. • Letterbox drop. • Township publications if available.
LEVEL 3	<ul style="list-style-type: none"> • Council's website and Facebook page including a Facebook 'push'. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions. • Letterbox drop. • Township publications if available.
LEVEL 4	<ul style="list-style-type: none"> • Council's website and Facebook page including a Facebook 'push'. • Council facilities (i.e. customer service centres, libraries, notice boards). • Distributed via Council's Public Notice Distribution List and Community Engagement Team as appropriate. • Individual reminder letter posted to properties alleged to be in breach of restrictions. • Letterbox drops. • Township publications if available.

Each public notice will specify the region to which the water restrictions apply, the level of restrictions, the date of commencement and contact details for further information.

Water restrictions remain in effect unless otherwise substituted or revoked by a subsequent declaration or published notice.

BREACHES OF WATER RESTRICTIONS

As per Section 43(5) of the *Water Supply (Safety and Reliability) Act 2008*, it is an offence to contravene an imposed water restriction. Alleged breaches of enforced water restrictions will be investigated and actioned as per Council's Community Education and Compliance Policy PECS-POL-113.

EXEMPTIONS

Where an exemption or amendment to imposed water restrictions is sought, applicants shall apply for each individual property or circumstance. A separate application is required for residential and commercial properties versus mobile water tankers utilising Council's various potable and raw water truck fill points (standpipes).

To apply for an exemption, residents and businesses are required to complete and submit an Exemption Application for Mobile Water Tanker to take water from Standpipes during Water Restrictions Form and/or an Application for Exemption Residential & Commercial Users during Water Restrictions Form as per the instructions on the form.

Applications may be:

- Approved unconditionally.
- Approved subject to certain conditions; or
- Declined.

Exemption applications will only be considered where reasonable grounds have been presented with regard to social, health, environmental and economic impacts.

Approval, if granted, will:

1. Be in writing;
2. Note the conditions applicable during the exemption; and
3. Take effect as of the date of such approval.

Approval will only be applicable to the current level of restriction (Level 1 to Level 4) and will cease upon a specified end date or when the current level of restriction is escalated to a higher level, whichever comes first. If, however, approval is granted at a higher level and the restrictions level is lowered, the exemption will remain current, i.e., if the exemption is approved during Level 3 Water Restrictions and the restrictions are lowered to Level 1 Water Restrictions, the exemption will remain current.

Approvals may be modified or withdrawn at any time Council deems appropriate. If an extension is required under normal circumstances an additional application must be submitted.

Approved exemptions will be issued with an Exemption Permit. The Exemption Permit is to be displayed in a prominent position on the approved property and is to be removed on the expiry of the permit.

REFERENCES AND RELATED DOCUMENTS

- *Water Supply (Safety and Reliability) Act 2008*
- *State Penalties Enforcement Act 1999*

DOCUMENT ID/NAME

ID	NAME
STAT-POL-033	Water Restrictions Policy
WW-FRM-137	Application for Exemption Residential & Commercial Users during Water Restrictions Form
WW-FRM-126	Exemption Application for Mobile Water Tankers to take Water from Standpipes during Water Restrictions Form
WW-GDS-190	Water Restrictions Internal Guideline
PECS-POL-113	Community Education and Compliance Policy

APPENDIX 1 WATER RESTRICTION CONDITIONS

PURPOSE	LEVEL 1 (LOW)	LEVEL 2 (MEDIUM)	LEVEL 3 (HIGH)	LEVEL 4 (CRITICAL)
RESIDENTIAL	<ul style="list-style-type: none"> No watering on any day between 9am and 5pm. Watering permitted outside of these hours on designated watering days with a: <ul style="list-style-type: none"> Sprinkler. Handheld trigger or twist nozzle hose. Automated Irrigation System. Washing cars & boats with a watering can or bucket only. Top up pools, ponds & spas to their minimum operating level only. No topping up of tanks and dams unless for firefighting purposes. Outboard motors may be flushed after use. Water must not be used to clean driveways or paved areas. Outside water activities (i.e. water slides) are restricted to maximum 3 hours. 	<ul style="list-style-type: none"> No watering on any day between 9am and 5pm. Watering permitted outside of these hours on designated watering days with a: <ul style="list-style-type: none"> Handheld trigger or twist nozzle hose. Automated Irrigation System (garden beds only, no grassed areas). Washing cars & boats with a watering can or bucket only. Top up pools, ponds & spas to their minimum operating level only. No topping up of tanks and dams unless for firefighting purposes. Outboard motors may be flushed after use. Water must not be used to clean driveways or paved areas. Outside water activities (i.e. water slides) are restricted to maximum 1.5 hours. 	<ul style="list-style-type: none"> No watering on any day between 9am and 5pm. Watering permitted outside of these hours on designated watering days with a: <ul style="list-style-type: none"> Watering can or bucket. No topping up or filling of pools, ponds & spas. No topping up of tanks and dams unless for firefighting purposes. Outboard motors may be flushed after use. Water must not be used to clean driveways or paved areas. No outside water activities (i.e. water slides). 	<ul style="list-style-type: none"> No watering or outside water activities permitted.

COMMERCIAL	<ul style="list-style-type: none"> No watering between 9am and 5pm when connected to Council's potable or raw water supply system. Watering permitted outside of these hours on designated watering days with a: <ul style="list-style-type: none"> Sprinkler. Handheld trigger or twist nozzle hose. Automated Irrigation System. Top up of pools, ponds & spas to their minimum operating level only. No topping up of tanks and dams unless for firefighting purposes. 	<ul style="list-style-type: none"> No watering between 9 am and 5 pm when connected to Council's potable or raw water supply system. Watering permitted outside of these hours on designated watering days with a: <ul style="list-style-type: none"> Handheld trigger or twist nozzle hose. Automated Irrigation System (garden beds only, no grassed areas. Top up of pools, ponds & spas to their minimum operating level only. No topping up of tanks and dams unless for firefighting purposes. 	<ul style="list-style-type: none"> No watering or outside usage of potable or raw water. 	<ul style="list-style-type: none"> No watering or outside usage of potable or raw water.
MOBILE WATER TANKERS	<ul style="list-style-type: none"> Mobile water tankers, other than tankers directly used for firefighting purposes, must not be filled with raw or potable water from the water supply system. 			

APPENDIX 2 WATER CONSERVATION MEASURES

Council supports and commits to water saving measures being implemented wherever feasible in residential, commercial, and Council properties and facilities. Council actively encourages the use of water saving devices, measures and activities which support water sustainability. Although not enforceable, these Water Conservation Measures are in place all year round and all water users are encouraged to comply with them.

WATERING DAYS	<p>The designated days of water use allowable per property, as follows:</p> <ul style="list-style-type: none"> • Properties with an odd street number may water on Wednesday, Friday and Sunday. • Properties with an even street number may water on Tuesday, Thursday and Saturday. • Properties without a Council prescribed street number may water on Wednesday, Friday and Sunday.
WATERING TIMES	No watering between 9am – 5pm daily.
SPRINKLERS	No fixed sprinklers, micro-spray, drip irrigation systems or unattended hoses between 9am – 5pm daily.
PRIVATE GARDENS, LAWNS AND NEW TURF INCLUDING SPORTS GROUNDS AND ACTIVE PLAYING SURFACES	No watering between 9am – 5pm daily. Watering permitted outside of these times on designated watering days with a sprinkler, handheld trigger or twist nozzle hose, irrigation system, watering can or bucket.
VEHICLES AND BOATS	Private cars, trucks, boats, and motors to be cleaned on grassed areas where possible, using a handheld trigger or twist nozzle hose to initially wet or rinse. To wash, a high-pressure low-volume water blaster, watering can, bucket or commercial car wash facility may be used. Outboard motors may be flushed clean after use.
GUTTERS	Gutters should not be cleaned by using a hand-held hose.
DRIVEWAYS, PAVED AREAS OR EXTERNAL WALLS AND WINDOWS	Driveways, paved areas, external walls, and windows are not to be hosed down unless using a handheld trigger or twist nozzle hose, high pressure low-volume water blaster, watering can, bucket or mop unless cleaning is required as a result of accidents, removal of algae growth or moss or prior to painting.

APPENDIX 3 WATER RESTRICTION TRIGGER LEVELS

RAW SUPPLY WATER	WATER RESTRICTION TRIGGER LEVELS			
LOCATION	LEVEL 1 (LOW)	LEVEL 2 (MEDIUM)	LEVEL 3 (HIGH)	LEVEL 4 (CRITICAL)
CARMILA CARMILA CREEK BORES	Flow of 100mm or less-over V-Notch weir located 100m upstream of bore locations in Carmila Creek	No flow over V-Notch Weir located 100m upstream of bore locations in Carmila Creek	No visual water in Carmila Creek at the bores	Raw water pumps can no longer pump at 1.5l/s each and must run off one pump to maintain supply
CLERMONT THERESA CREEK DAM	When storage reaches 40% (2.1m below spillway)	When storage reaches 31% (2.45m below spillway)	When storage reaches 25% (2.8m below spillway)	When storage reaches 20% (3.15m below spillway)
DYSART SUPPLIER RELIANT	Dependent on water suppliers			
GLENDEEN SUPPLIER RELIANT	Dependent on water suppliers			
MIDDLEMOUNT SUPPLIER RELIANT	Dependent on water suppliers			
MORANBAH SUPPLIER RELIANT	Dependent on water suppliers			
NEBO BORE 2 USED AS REFERENCE POINT	1.2m to 1.175m above the bore pump	1.175m to 1.15m above the bore pump	1.15m to 1.125m above the bore pump	Less than 1.125m above the bore pump
ST LAWRENCE WEIR ST LAWRENCE CREEK WEIR	0.5m below spillway	1.0m below spillway	1.5m below spillway	More than 2.0m below spillway

NOTE - Water restrictions may also be triggered by water treatment plant failures, major main breaks or other issues that may affect the supply of potable water to customers.

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Jason Grandcourt

AUTHOR POSITION

Manager Waste Services

9.36

WATER AND WASTE MONTHLY DEPARTMENTAL REPORT – WASTE SERVICES

EXECUTIVE SUMMARY

The purpose of this report is to provide an update to Council on the Waste Services department within the Water and Waste Directorate.

OFFICER'S RECOMMENDATION

That the Committee recommends to Council to:

- 1. Note the content of this report regarding an update of the Waste Services department within the Water and Waste Directorate for October.*

Resolution No.: W&W0535

Moved: Cr Viv Coleman

Seconded: Cr Vern Russell

That the Committee recommends that Council:

- 1. Note the content of this report regarding an update of the Waste Services department within the Water and Waste Directorate for October.**

Carried

BACKGROUND

In the interest of transparency each of the departments within the Water and Waste Directorate will provide a regular departmental report to Council. These reports will provide visibility of risks and highlights experienced by the department and will outline relevant operational performance.

Waste Services Performance

September saw a total of 2,737 Tonnes landfilled equating to \$257,879 in Waste Levy. October is estimated to be 2,900 tonnes and \$273,275 in Waste Levy.

The waste levy monthly average to date in 24/25 is \$266,465.

It is intended in future reports data will be provided on the performance of other contracted services including collection services, bin request matters, landfill operations and resource recovery activities.

Scheduled to Commence Next Month

Project Name / Description	Scheduled End Date	Comments / Exceptions
Procurement for Annual Volumetric Surveys	January 2025	With the previous contract now expired, the Waste department is reviewing the specification to go to market via LocalBuy. The previous contract was in place for 4 years with Vision Surveys.
Removal of Scrap Metal for Processing	January 2025	Waste have recently engaged a scrap metal processing company to remove scrap metal for processing. Previously baling of scrap steel has been done onsite. Under the new arrangement all scrap steel will be transported off site for separation and processing, removing hazards and risks associated with the baling process from IRC sites.

Developing Initiatives

- Engagement with Waste Services staff to identify needs and develop the program for Annual Waste Training to be held in March/April 2025.
- Engagement with contracted Waste Removal companies to improve Waste Separation on Mine Sites has commenced. It is intended to facilitate site visits of mining representatives to Council's Moranbah landfill, to illustrate the waste materials that create challenges to Council to operate a safe and compliant landfill.
- Training for new and existing team members for Introduction to Landfill, facilitated by Waste Management and Resource Recovery Association of Australia (WMRR).
- Workshops to develop the next iterations of the waste and recycling kerbside collection contract and the landfill operations contracts will commence in November 2024.
- Research into a Clean Up Day has commenced to develop a proposal for Council's consideration.
- A procedure for the waiver of not-for-profit for waste disposal fees is being developed for implementation.

Strategic Waste Matters

- Through the Whitsunday, Isaac, Mackay (WIM) Alliance), the respective Waste Services Managers are regularly meeting to explore the opportunities to access any grant funding that is available for regional implementation of the Regional Waste Management Plan (RWMP). This will be an item at the next WIM alliance meeting to be held in Mackay on Friday 15 November 2024.
- Council's Manager Waste Services has been accepted as a committee member of the LGAQ Inc. Waste Management & Circular Economy Advisory Group.
- Council's Manager Waste Services will be attending the annual Queensland Waste Forum, being hosted by the Waste Management and Resource Recovery Association of Australia on Thursday 14 November

2024. The Manager Waste Services will be on a panel session to discuss the current state of RWMPs. It will be an opportunity to raise the challenge of regional Councils' ability to meet the Queensland Government's waste diversion targets and the lack of affordable access to alternative markets and solutions.

- Council will be represented by Waste Services officers at the LAWMAC meeting being hosted by Mackay Regional Council on 21 and 22 November 2024. This forum will have a focus on RWMPs and waste levy impacts, amongst other current waste management issues facing regional Councils.

SCHEDULE OF REPORTING FOR 2025

As we transition from a monthly information bulletin, the Water and Waste Directorate will present a report to Council each month. This Waste report is the first iteration of this form of reporting, and it will be provided on a quarterly basis. A proposed schedule of departmental reporting is included as attachment 1. The frequency of these reports will be monitored and amended as needed.

IMPLICATIONS

Provision of departmental reports will provide Council visibility of the operational aspects of the Water and Waste Directorate.

CONSULTATION

- Projects and Contracts Coordinator
- Director Water and Waste

BASIS FOR RECOMMENDATION

The recommendation is to note the content of this report regarding an overview of the Waste Services department within the Water and Waste Directorate of Isaac Regional Council.

ACTION ACCOUNTABILITY

The Manager Waste Services is responsible for strategic-level delivery of Waste Management services across the region, comprising waste and recycling collection services and operation of Waste Management Facilities, and related environmental compliance within the Isaac Region.

KEY MESSAGES

The Manager Waste Services will provide information on a regular basis to keep Council well informed of the performance and developing initiatives within the Waste area of operations.

Report prepared by:
JASON GRANDCOURT
Manager Waste Services
Date: 8 November 2024

Report authorised by:
SCOTT CASEY
Director Water and Waste
Date: 11 November 2024

ATTACHMENTS

- Attachment 1 – Schedule of Departmental Reports (proposed)

REFERENCE DOCUMENT

- Nil

MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Lisa Tonkin

AUTHOR POSITION

Manager Business Services

9.37

BUSINESS SERVICES DEPARTMENT OVERVIEW

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That the Committee recommends that Council:

1. *Note the content of this report regarding an overview of the Business Services Department within the Water and Waste Directorate of Isaac Regional Council.*

Resolution No.: W&W0536

Moved: Cr Vern Russell

Seconded: Cr Viv Coleman

That the Committee Recommends that Council:

1. **Notes the content of this report regarding an overview of the Business Services Department within the Water and Waste Directorate of Isaac Regional Council.**

Carried

BACKGROUND

The Business Services Department (BSD) was established in 2017 when the Water and Waste (W&W) Directorate was created after previously forming part of the Engineering and Infrastructure Directorate. Since this time and following the implementation of several structural changes, the BSD consists of eleven (11) full-time equivalent positions and undertakes the following key functions:

- Provide excellent customer service and complaint support
- Coordinate the maintenance and retention of certification for the directorate's Integrated Management System (IMS).

- Monitor and maintain regulatory and environmental reporting.
- Collect and analyse regulatory and operational data.
- Develop financial plans and models including fees and charges and monitor the performance of the water and wastewater business areas.
- Develop and maintain various W&W Policies and Procedures.
- Coordinate meter reading to enable the distribution of water rates notices.
- Coordinate the development and management of external lease agreements for telecommunications.
- Administration, procurement, systems, governance, and financial support for the W&W Directorate.
- Coordinate the management of W&W assets, maintain asset data and marshal the investment decision making process.

Each year the BSD develops and internally publishes a Business Plan to highlight key functions, priorities, resources, risks and operational and capital projects. Attached to this report, as Attachment 1, is the 2024/25 BSD Business Plan.

IMPLICATIONS

Although the BSD budget should not be examined in isolation due to linkages to the water, wastewater and waste functions of the directorate, following the Water and Waste Standing Committee on Wednesday 20 November 2024, a 20-minute presentation on the BSD including organisational chart, budgetary impacts, opportunities and future presentations will be delivered.

CONSULTATION

- Director Water and Waste

BASIS FOR RECOMMENDATION

The BSD plays an integral role in ensuring the primary services of the W&W Directorate are fulfilled, including:

- Collection/securement, storage, treatment, transportation, and supply of potable water.
- Collection, treatment, and disposal of wastewater.
- Storage, treatment, transportation, and management of recycled water.
- Collection, transport, disposal, resource recovery, and recycling of waste.

ACTION ACCOUNTABILITY

Manager Business Services to ensure the objectives and functions of the BSD are fulfilled.

KEY MESSAGES

The BSD will continue to support the other departments within the W&W Directorate to ensure the primary services of the directorate are fulfilled, including:

- Collection/securement, storage, treatment, transportation, and supply of potable water.
- Collection, treatment, and disposal of wastewater.
- Storage, treatment, transportation, and management of recycled water.
- Collection, transport, disposal, resource recovery, and recycling of waste.

Report prepared by:

LISA TONKIN

Manager Business Services

Date: 5 November 2024

Report authorised by:

SCOTT CASEY

Director Water and Waste

Date: 9 November 2024

ATTACHMENTS

- Attachment 1 – 2024/25 Business Services Business Plan
- CONFIDENTIAL Attachment 2 - Business Services Presentation

REFERENCE

- Nil

WATER AND WASTE -BUSINESS SERVICES

BUSINESS PLAN FINANCIAL YEAR – 2024/2025



Prepared By: Lisa Tonkin, Manager Business Services
Current as at: 1 July 2024

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PURPOSE

The purpose of this Business Plan is to ensure the implementation of Isaac Regional Council's Corporate Plan through the programs, functions and services provided by the featured department.

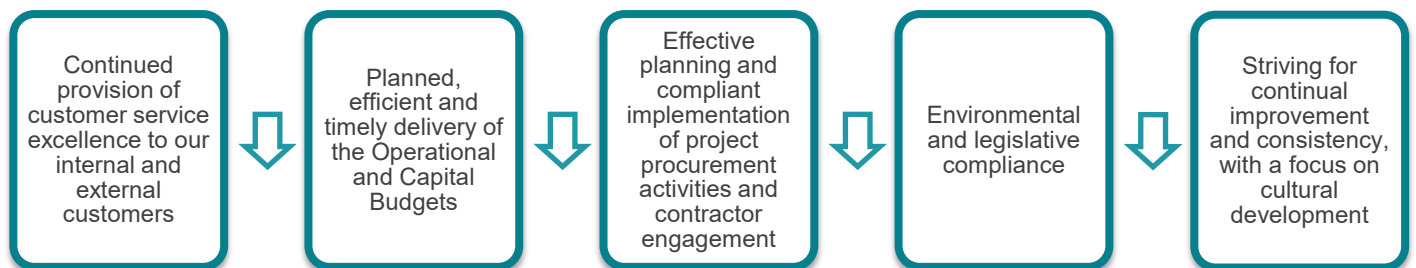
Business plans will inform the development of Council's Annual Operational Plan, as well as operational and capital budgets, identifying projects that require concept briefs for approval, for new or unique capital and operational projects. The Business Plan also influences the development of performance measures that will determine how well the Corporate Plan's outcomes are being achieved.

SCOPE

This 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 in a changing world. At Isaac, the how matters.



BUSINESS PLAN INFLUENCES

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



BUSINESS SERVICES PLAN ON A PAGE

DEPARTMENT NAME

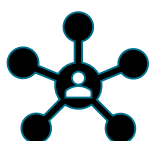
Business Services

DEPARTMENT OBJECTIVES

- Ensure the maintenance and retention of certification for the Water and Waste (W&W) Directorate to the International Standards for Occupational Health and Safety, Environment and Quality
- Provide exceptional customer service to Isaac residents for water, wastewater and waste services provided by Isaac Regional Council
- Provide effective administrative, procurement, governance, regulatory compliance and financial support and management to the W&W Directorate

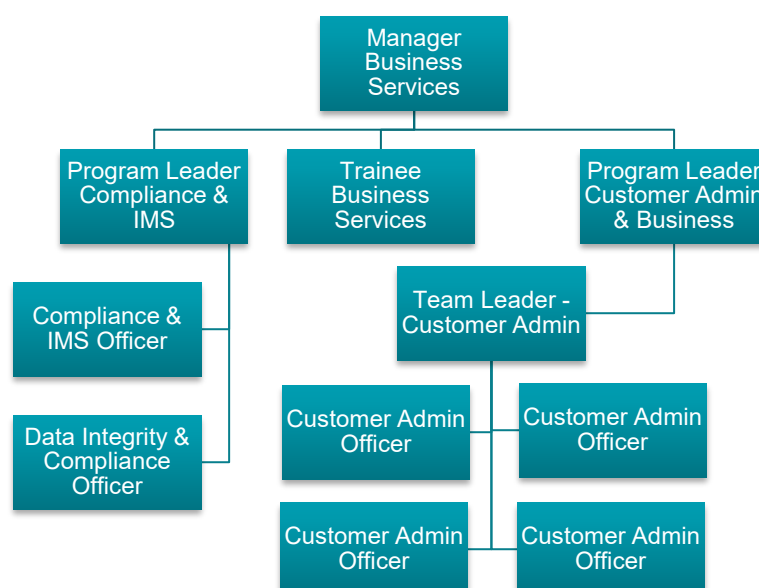
KEY FUNCTIONS

- Provide excellent customer service and customer complaint support
- Coordinate the maintenance and retention of certification for the directorate's Integrated Management System (IMS)
- Ensure regulatory and environmental reporting is completed and monitored
- Collect and analyse regulatory and operational data
- Develop financial plans and models including fees and charges and monitor business performance
- Develop and maintain various W&W Policies and Procedures
- Coordinate meter reading to enable the distribution of water rates notices
- Coordinate the development and management of external lease agreements for telecommunications
- Administration, procurement, systems, governance, and financial support for the W&W Directorate



OVERVIEW

RESOURCES



KEY STAKEHOLDERS

- Elected body of Isaac Regional Council
- Members of the W&W Directorate
- Isaac residents and property owners
- Other Isaac Regional Council staff
- Department of Environment, Science and Innovation (DESI)
- Department of Regional Development, Manufacturing and Water (DRDMW)

KEY STRATEGIES

- Water & Waste Integrated Management System Framework
- Water & Waste Customer Service Standards
- Water & Waste Integrated Environmental Management System (IEMS)

KEY LEGISLATION

- Local Government Act 2009
- Local Government Regulation 2012
- Water Act 2000
- Water Supply (Safety & Reliability) Act 2008
- Environmental Protection Act 1994

KEY INFLUENCES

- Isaac residents and property owners
- Department of Environment, Science and Innovation (DESI)
- Department of Regional Development, Manufacturing and Water (DRDMW)

KEY RISKS

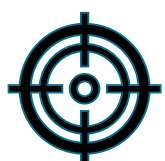
- Changes in legislation
- Staff turnover and retention
- Regulatory compliance
- Financial and economic instability

KEY BUSINESS AS USUAL (TOP 5)

- 2500+ customer requests processed yearly
- Occupational Health and Safety, Environment and Quality audits, performance reviews and improvement initiatives
- Regulatory and environmental reporting for both internal and external stakeholders
- Financial and business performance monitoring, review, contract management, and reporting
- Internal administration, procurement, systems, data management, governance, and financial support for W&W Directorate employees

KEY OPERATIONAL PROJECTS

- Water Fund Review (finalisation and implementation)
- W&W Telecommunications Leasing Program
- Water Supply Agreements (new and ongoing negotiations)



STRATEGY



INFLUENCES AND RISKS

PRIORITIES & PROJECTS

**KEY CAPITAL
PROJECTS**

- Water Meter Replacement Program
 - Water Standpipe AVDATA Installation
-

BUSINESS SERVICES DEPARTMENT OVERVIEW

DEPARTMENT OBJECTIVES, TARGETS AND KEY FUNCTIONS

The Business Services Department is committed to fulfilling its obligations in line with the Isaac Regional Council's Vision, Mission and Values and the Water and Waste Noble Purpose.

Vision

To energise the world.

Mission

To feed, power and build communities.

Values

Community Focus – we engage and communicate authentically with all Isaac communities to understand both their concerns and specific needs. We will continuously improve how we address those needs to help future-proof our region.

Caring – we are committed to working safely and caring for the safety and wellbeing of our people and communities. We believe that people matter.

Teamwork – we expect respectful relationships in our work together, to achieve. We cultivate commitment through shared purpose, to create value.

Positive Work Ethic – we do our best every day to have pride and enjoyment in our work. We display accountability, transparency, procedural consistency, and integrity. We seek the highest possible practical outcomes in everything we do. We practice the knowledge that how we do things is just as important as what we do.

Water and Waste Noble Purpose

One team servicing Isaac's vital needs safely, sustainably, and seamlessly.

Primary Objectives

The Business Services Department is responsible for the following primary objectives:

- Coordinate the maintenance and retention of certification for the Integrated Management System to the global standards of ISO 9001:2015 Quality Management Systems, ISO 14001:2015 Environmental Management Systems, and ISO 45001:2018 Occupational Health and Safety Management Systems.
- Coordinate legislative and regulatory compliance activities for the W&W Directorate.
- Collect and analyse legislative and operational data for the W&W Directorate.
- Provide exceptional customer service to Isaac residents in response to their requests for assistance in relation to a variety of issues such as water connections, water leaks, water quality, missed waste services, etc.
- Develop and maintain various policies, procedures, guidelines, templates, and forms.
- Develop financial plans and models including fees and charges as well as find efficiencies and monitor business performance.
- Contract/Agreement negotiations, development, and management.
- Monitor and report on water usage across the region to examine water restrictions and usage trends.

- Coordinate water meter reading to enable the distribution of water rate notices for residents of the Isaac region.
- Reconcile and monitor water and sewerage services provided across the region, i.e., septic waste disposal.
- Coordinate the development and management of external lease agreements for telecommunications.
- Develop communications and public notices for emergent works and W&W related information.

Functions and Services

The Business Services team delivers a range of services:

- Administration, procurement, systems, and financial support.
- Water billing complaints resolution.
- Coordinate emergent works through creation of tasks.
- Budget monitoring, maintenance, and reporting.
- Compile water and waste performance reporting.
- Chain of custody (waste tracking).
- Purchasing and invoicing.

PEOPLE RESOURCES (AS AT JULY 2024):

UNIT	NUMBER OF STAFF	TENURE TYPE
Management	1	1x Contract
Compliance and IMS	3	3 x Full Time Permanent
Trainee	1	1x Full Time Fixed Term
Customer Admin & Business	6	5 x Full Time and Part Time Permanent 1 x Part Time Fixed Term

WORK SITES

None.

KEY CUSTOMERS/STAKEHOLDERS

INTERNAL	EXTERNAL
Elected Members	Isaac Customers, Residents and Property Owners
Chief Executive Officer	DESI
Director W&W	DRDMW
All Council Staff	Suppliers, Consultants and Contractors
Members of the W&W Directorate	Local Resource Sector Entities
	SunWater

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
Vision & Values	We are delivering in a changing world. At Isaac, the how matters.
Community Plan (20 Years)	Community Engagement strategic objective.
Five-Year Community-Corporate Plan	Engaged Communities, Inclusive Growth for a Progressive Economy, Liveability through Design and Infrastructure, Vibrant Natural Assets, and Governance for Accountability.
Annual Operational Plan	Includes the themes and strategies of the Corporate Plan and items in this Business Plan to identify priorities of projects and services.
Asset Management Plans	Asset class asset management plans.
Enterprise Risk Management Framework	How we identify and manage risks.

LEGISLATIVE INFLUENCES ON DEPARTMENT

REGULATION	RELATED POLICIES
Local Government Act 2009 (LGA 2009)	Quality Management Policy
Local Government Regulation 2012	
Information Privacy Act 2009 (& IP Regulation 2009)	
Public Records Act 2002	
Right to Information Act 2009 (& RTI Regulation 2009)	WHS Policy Statement and Health and Wellbeing Policy Statement
Work Health and Safety Act Queensland 2011	
Environmental Protection Act 1994	Environmental Management Policy
Water Supply (Safety & Reliability) Act 2008	Water Meter Reading and Billing Policy Water and Waste Customer Service Standards
Water Act 2000	Water and Sewerage Connections and Disconnections Policy

DEPARTMENTAL INFLUENCES AND RISKS

DEPARTMENT INFLUENCES/IMPACTS

The following table summarises the various current and emerging influences on the Department at this time, which will have an impact on the business and our ability to meet corporate objectives.

INTERNAL/ EXTERNAL	POTENTIAL IMPACT	RISK OR OPPORTUNITY
External	Operations impacting the environment leading to environmental harm, compliance enforcement, and customer complaints.	Risk
External	Lack of water security and financial limitations relating to the availability of raw water.	Risk
Internal	Increased revenue from acceptance of septic waste and sludge.	Opportunity
Internal	Improved management of telecommunications facilities atop W&W Infrastructure.	Opportunity

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	MITIGATION ACTIVITIES REQUIRED
WW0040	<p>Failure to update and maintain the training matrix and training records of W&W staff leading to:</p> <p>Non-compliance with work, health and safety legislation</p> <p>Worker injury</p> <p>Damage to environment</p> <p>Damage to property</p> <p>Compromised IMS certification</p>	<p>No outstanding actions.</p> <p>Implemented processes are sufficient.</p>

THE WATER AND WASTE DIRECTORATE PRIORITIES AND PERFORMANCE TARGETS

The Water and Waste Directorate is comprised of four (4) Departments (Waste Services, Operations and Maintenance, Business Services, and Planning and Projects) and is responsible for the provision of four primary services to Isaac communities, ratepayers, residents, and visitors:

- Collection/securement, storage, treatment, transportation, and supply of potable water.
- Collection, treatment, and disposal of wastewater.
- Storage, treatment, transportation, and management of recycled water.
- Collection, transport, disposal, resource recovery, and recycling of waste.

DEPARTMENT PRIORITIES AND PROJECTS

KEY PRIORITIES OF DEPARTMENT

The key priorities and outputs of the Business Services Department is to deliver the outlined functions and services including operational and capital projects and activities against the Community-Corporate Plan.

Current Year

CORPORATE PLAN LINK	PROJECT OR BAU PRIORITY	OPS OR CAP BUDGET	MEASURE OF SUCCESS (KPI)
Governance for Accountability	Water Fund Review (finalisation and implementation)	OPS	Price Path developed, and community consultation initiated by 30 June 2025
Inclusive Growth for a Progressive Economy	W&W Telecommunications Leasing Program	OPS	Leases in place for all current facilities and opportunities for new leases have been promoted by 30 June 2025

Ongoing or Future Years

PROPOSED FY	CORPORATE PLAN LINK	PROJECT OR BAU PRIORITY	OPS OR CAP BUDGET
Ongoing – current and future years	Inclusive Growth for a Progressive Economy	Water Supply Agreements (new and ongoing negotiations)	OPS
Ongoing – current and future years	Governance for Accountability	Maintain certification to the global standards of ISO 9001:2015 Quality Management Systems, ISO 14001:2015 Environmental Management Systems and ISO 45001:2018 Organisational Health and Safety Management Systems	OPS
Ongoing – current and future years	Governance for Accountability	Ongoing review and maintenance of the Enterprise Risk Register and associated mitigation actions	OPS
Ongoing – current and future years	Inclusive Growth for a Progressive Economy	Strategic alliances and a regional delivery approach (Isaac, Mackay, Whitsunday) for systems and resource sharing for the provision of water and waste services and project delivery	OPS
Ongoing – current and future years	Governance for Accountability	Budget management to ensure the efficient use of Council resources is balanced with the need for responsive and timely delivery	OPS

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MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Sean Robinson

AUTHOR POSITION

Manager Galilee and Bowen Basin Operations

10.1

IRC-E&I-0624-T375 – PHILLIPS CREEK BRIDGE REPLACEMENT UPGRADE

EXECUTIVE SUMMARY

Tender responses have been evaluated for the IRC-E&I-0624-T375 – Phillips Creek Bridge Replacement Upgrade and it has been identified that the preferred tender exceeds the existing approved budget. This report seeks support for an increase in budget and Delegation of Authority to the Chief Executive Officer to enter into a contract for the works.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorses an application to vary the existing funding agreement to increase the project by \$2,000,000;*
- 2. Acknowledges that should the grant variation be unsuccessful; Council will be required to fund any costs over the existing approved Grant fund;*
- 3. Acknowledges this Council funding will be split between the 2024/25 and 2025/26 Financial Years and is to be funded through unallocated Depreciation, Reserve 1065 Road Reserve and/or LGIP Contributions;*
- 4. Awards the Contract IRC-E&I-0624-T375 – Phillips Creek Bridge Replacement Upgrade to Davbridge Properties Pty Ltd for \$18,781,657.18 (excl. GST) / \$20,659,822.90 (incl. GST);*
- 5. Delegates Authority to the Chief Executive Officer to negotiate, execute and vary the contract.*

BACKGROUND

Phillips Creek Bridge is a low-lying narrow bridge approximately 12km north of Dysart on Saraji Road. The current section of road is speed currently speed restricted to 70km/hr. The proposed works included within the tender aim to improve the immunity and efficiency of the network through increasing the height and width of both the bridge as associated approaches.

Prior to advertising the tender, the following evaluation criteria were established:

Criteria	Weighting	Reasoning
Local Preference	10%	As per Local Preference Policy STAT-POL-086 (Resolution 8736).
Price	30%	The project is budget driven.
Prior Project Experience <ul style="list-style-type: none"> - similar size - Bridge type - Complexity 	20%	The project location is fairly remote and key personnel need to be able to work efficiently and independently and be competent.
Availability and Current Project Commitments	5%	To have an understanding of current market pressures and availability for specialised bridge team.
Key Personnel, Experience and Qualifications	15%	The project is fairly remote, and company needs to have relevant experience and able to work efficiently and independently and be competent.
Methodology and Demonstrated Understanding of the Project	20%	Thought the bridge structure is relatively simple in nature, working at heights, pile driving, the environmental requirements and timing around Waterway barriers, as well as traffic flow requirements in a fairly remote area subject to weather/floods in the creek bed and combined discipline of civil/structures requires a clear approach and understanding of the job.

Further the following mandatory compliance criteria were imposed on tenders:

- Road and Bridge Prequalification Status with Department of Transport and Main Roads.
- Federal Safety Accreditation.

Upon evaluation of the tenders submitted, it was identified that three conforming tenders were received with the overall evaluation of the tenders included below:

Vendor	Overall Score	Overall Ranking	Justification
Davbridge Constructions - Davbridge Properties Pty Ltd	79.73	1	Not local or regional, best price, good experience and understanding.
RMS Engineering & Construction Pty Ltd	71.02	3	Not local or regional, fair price, fair experience and understanding.
Vassallo Constructions Pty Ltd	73.15	2	Regional, fair price, good experience and understanding.

Based on the costs incurred to date and the expected cost for managing the works, the current financial performance of the project is included below.

Project Cost	\$
Expenditure to date	\$170,797.33
Contract Value	\$18,781,658.18
Other Costs (please specify e.g. design/ other contractual components)	\$18,952,455.51
Project Management	\$750,000
Contingency	\$250,000
Total Cost to Deliver	\$19,952,455.51
Budget	\$18,000,000
Balance Available	\$-1,952,455.51

It is noted that the requested variation to the funding agreement differs from the tender recommendation report. This is due to additional contingency included in the formal funding agreement variation request.

IMPLICATIONS

Should the project not go ahead, Council will be required to cancel the funding agreement for the original project and return any funds received.

Should the project not proceed, there will be continued speed and restrictions imposed on the existing bridge structure.

It is noted that the amount of \$550,000 (\$190,000 unallocated depreciation and \$365,000 res 1065 Road Reserve) has been included in the 2024-25 Quarter 1 Budget review for this Financial Year.

Should the project proceed, and the Grant variation request is unsuccessful, Council will be required to fund any costs over and above the original funding agreement amount. This majority of cost is expected to be incurred in the 2025-26 Financial Year.

CONSULTATION

Manager Contracts and Procurement

Acting Manager Financial Services

Director Engineering and Infrastructure

BASIS FOR RECOMMENDATION

Leading and Enabling in a Changing World - We will continue to fight for an equitable share of infrastructure, services, and resources investment in our region.

Inclusive Growth for a progressive economy - We will actively plan for inclusive growth which collectively prioritises and benefits the needs of the community, business, and industry

Liveability through design and infrastructure - We will maximise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network.

Governance for accountability - Our planned capital and operational projects are delivered with agility and in line with business and community needs

ACTION ACCOUNTABILITY

Manager Galilee and Bowen Basin Operations to progress the Grant variation with the State and Federal Government.

Manager Galilee and Bowen Basin Operations to work with Financial Services department to ensure the budget implications are included within the 2025-26 Budget Planning.

Chief Executive Officer to execute a contract between Isaac Regional Council and Davbridge Properties Pty Ltd for IRC-E&I-0624-T375 – Phillips Creek Bridge Replacement Upgrade

Manager Galilee and Bowen Basin Operations to administer the project in accordance with the terms of the contract.

KEY MESSAGES

Council continues to maximise the inter and intra-connectivity of our region through a well-planned, efficient, safe and sustainable transport network through our planned capital works program.

Report prepared by:

SEAN ROBINSON

Manager Galilee and Bowen Basin Operations

Date: 18 November 2024

Report authorised by:

ROBERT PERNA

Director Engineering and Infrastructure

Date: 20 November 2024

ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Tender Recommendation Report - IRC-E&I-0624-T375 - Phillips Creek Bridge Replacement Upgrade

REFERENCE DOCUMENT

- Nil

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MEETING DETAILS

Ordinary Meeting

Wednesday 27 November 2024

AUTHOR

Susan Martin

AUTHOR POSITION

Acting Manager Financial Services

10.2

2024/2025 FIRST QUARTER BUDGET REVIEW

EXECUTIVE SUMMARY

A review of the budget for the 2024/2025 financial year has been undertaken with each of the respective Departmental Managers and then reviewed by their respective Directors and ELT as at 30 September 2024.

The review proposes a \$1.7M increase to the budgeted operating surplus, a \$175K reduction to capital revenue and a \$3.9M increase to the capital expenditure program.

OFFICER'S RECOMMENDATION

That Council:

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

BACKGROUND

The first budget review for the 2024/2025 has been undertaken at the end of the September quarter. This initial review is primarily aimed at allowing correction of any significant budget variances or unexpected events since the budget was formulated.

A desktop exercise has been undertaken by Finance for the operating budget and results provided to Managers and Directors for their review and commentary.

Capital project listings, as at 30 September 2024, were circulated to Managers for review and comment and subsequently forwarded to respective Directors and ELT for further review and endorsement.

An executive summary outlining the 1st quarter performance, proposed amendments to the budget and any emerging trends or risks are attached.

Key proposed variations include:

- Grants, Subsidies & Contributions increased \$3.65M, recognising an increase to Federal Assistance Grant, DRFA November 2021 event, carry forward grant liabilities (which are offset with an increase in materials and services), and additional grant revenue received after the budget was set.
- Employee Expenses increased \$264K, to acknowledge expenditure for DRFA works \$200K and workers compensation insurance \$64K.

- Materials & Services increased \$1.65M, predominately for increase to DRFA works \$962K, carry forward / additional grant programs \$583K (partially offset by increases in grant revenue above), Glenden pool management fees \$51K and consultancies \$55K.

IMPLICATIONS

The budget review proposes a \$1.7M increase to the adopted operating budget and therefore the budgeted operating surplus increases to \$3M, prior to reserve transfers. Incorporating the transfers to / from reserves, the operating position before Capital Items remains as per the Original budget at \$1.9M. The various income and expenditure adjustments are outlined in the attached executive summary.

The review recommends a decrease of \$175K to Capital Revenue. This is due to deferral of the grant funded amount for the Phillips Creek Bridge Construction (adjustment of Council / Grant funds) to the 25/26 FY partially offset by an increase for the Works for QLD 24-27 grant funds.

If the proposed capital expenditure variations are approved by Council, then the overall capital program will increase from \$71.4M to \$75.3M.

Whilst the budget revisions result in a significant change to the operating position, the original budget previously funded the expenditure for the Digital Strategy for the 24/25 FY from the Operational Sustainability Reserve. The increase in operating revenue now allows the Digital Strategy to be funded within the operational budget and the reserve transfer no longer needs to occur. This change brings the budgeted reserve balances at the end of the 24/25 FY into line with the previously adopted LTFF and as such there is no change to the existing adopted Long Term Financial Forecast. The overall position of the Long-Term Financial Forecast will be reviewed as part of the 2025/2026 budget process.

CONSULTATION

- Executive Leadership Team
- Departmental Managers
- Financial Services

BASIS FOR RECOMMENDATION

Not Applicable.

ACTION ACCOUNTABILITY

Not Applicable.

KEY MESSAGES

Council has undertaken the 1st quarter budget review.

Council is amending the operating budget to recognise variations to Council's funding sources and current operations as detailed in the Executive Summary.

Council is amending the capital budget to recognise variations to capital program.

Report prepared by:

SUSAN MARTIN
Acting Manager Financial Services

Date: 19 November 2024

Report authorised by:

DARREN FETTEL
Director Corporate, Governance and Financial Services

Date: 19 November 2024

ATTACHMENTS

- Attachment 1 – Executive Summary – 2024-2025 1st Quarter Budget Review

REFERENCE DOCUMENT

- Quarter 1 2025 FY Capital Budget Review
- Quarter 1 2025 FY Operational Budget Review

EXECUTIVE SUMMARY

1st Quarter BUDGET Review 2024-25

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended 30 September 2024				
	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	105,042,315	105,042,315	-	54,280,465
Fees & Charges	3,794,550	3,794,550	-	1,429,148
Rental Income	1,726,801	1,726,801	-	490,620
Interest Received	2,759,466	2,759,466	-	1,003,519
Sales of Contract & Recoverable Works	6,290,000	6,290,000	-	311,151
Operating Grants, Subsidies & Contributions	12,075,236	15,724,337	3,649,101	10,756,582
Other Recurrent Revenue	12,369,250	12,369,250	-	2,251,427
	144,057,618	147,706,719	3,649,101	70,522,913
Expenses				
Operating Expenses				
Employee Expenses	51,965,905	52,229,563	(263,658)	11,750,941
Materials & Services	57,608,198	59,258,878	(1,650,680)	15,085,607
Finance Costs	1,318,744	1,318,744	-	272,552
Depreciation and Amortisation	31,860,428	31,860,428	-	7,839,982
	142,753,275	144,667,613	(1,914,338)	34,949,083
Operating Surplus / (Deficit)	1,304,343	3,039,106	1,734,763	35,573,830
Transfer from Reserves	1,707,633	-	(1,707,633)	-
Transfer to Reserves	(1,150,000)	(1,150,000)	-	-
Operating Position Before Capital Items	1,861,976	1,889,106	27,130	35,573,830
Capital Revenue				
Capital Revenue	26,856,207	26,681,207	(175,000)	8,346,439
Proceeds from Sale of Land & PPE	1,229,698	1,229,698	-	306,337
	28,085,905	27,910,905	(175,000)	8,652,776
Net Result Attributable to Council in Period	29,947,881	29,800,011	(147,870)	44,226,606
Total Comprehensive Income	29,947,881	29,800,011	(147,870)	44,226,606

Executive Summary

The 1st quarter budget review for 2024/2025 has been undertaken at the end of September by engaging with respective Department Managers and Directors. The 1st Quarter review is a desktop exercise and primarily aimed at identifying any significant budgeting errors or subsequent unexpected events. An initial evaluation was undertaken by Finance and results provided to Managers and Directors for their review and commentary.

Overall, the proposed budget revision results in an increase of operating surplus of approximately \$1.7M. It should be noted that previously the Digital Strategy was proposed to be funded from the Operational Sustainability Reserve. With the increase in Federal Assistance Grant funding, the Digital Strategy is now funded within the operating result. Various movements in income and expense lines items are noted below:

Key changes to the Operating result were as follows:

- Operating Grants, Subsidies & Contributions increased \$3.65M, recognising an increase to Federal Assistance Grant, DRFA November 2021 event, outstanding / carry forward grant liabilities (which are offset with an increase in materials and services), and additional grant revenue received after the budget was set.
- Employee Expenses increased \$264K, to acknowledge expenditure for DRFA works \$200K and workers compensation insurance \$64K.
- Materials & Services increased \$1.65M, predominately for increase to DRFA works \$962K, carry forward / additional grant programs \$583K (partially offset by increases in grant revenue above), Glenden pool management fees \$51K and consultancies \$55K.

The capital revenue budget is proposed to be decreased by \$175K to \$27.9M for the reduction of Phillips Creek Bridge grant funding (\$555K moved to the 25/26 FY) partially offset by the addition of successful grant applications to Works for QLD 24-27 \$380K.

The capital expenditure program is proposed to be amended from \$71.4M to \$75.3M to recognise variations of the 24/25 FY Capital Program.

The following key operational budget areas are highlighted for monitoring and will be assessed further at the December budget review.

Council

- Budgeted 9% vacancy rate of employee expenses.
- Continuing uncertainty around economic inflationary pressures, global events, supply chain and difficulty in obtaining / retaining a skilled workforce.
- Risks of Disaster related impacts during upcoming disaster season for Disaster Management and impacts on business continuity and infrastructure areas.
- Delayed Capital Program Delivery through extended wet climate impacts or disaster season.
- Significant and time sensitive Capital Program cost escalations.
- Increased depreciation expense due to 2023/2024 audit finalisation.
- Risk around ongoing or unforeseen legal matters / legal challenges.
- Management of employee expenses (additional duties, re-grading of positions, capital allocation).
- Risk around completion of identified operational projects / strategies.
- Risk around completion of Grant Funded projects within timeframe and potential requirement to refund Grants (historical and current).
- Risk around long-term vacant positions and the use of agency temp staff.
- Turnover of key management personnel.
- Management of expenditure with some Departments approaching 100% of annual spend (including commitments) for some expenditure items.

Corporate, Governance & Financial Services

- Opportunity on higher rates of return on funds invested.
- Rating estimates to be reviewed to confirm anticipated rates revenue and discount.
- Risk around ad-hoc project requests and business continuity scenarios.
- Risk around Disaster Management.
- Risk around Tech1 project and associated expenditure and resourcing.

Engineering & Infrastructure

- Management of employee expense/internal plant hire allocations, in particular costing to capital projects in line with budget estimate.
- Risk around time frame of recovering expenditure on infrastructure agreements.
- Managing / completion of the DRFA contracted works within the stipulated time frame.

Planning, Environment and Community Service

- Risk around employees budgeted as 100% Capital.
- Potential risk around pool operations and repairs and maintenance.
- Risk around long-term vacancies and use of Agency Temp Staff to backfill.
- Risk around repairs and maintenance of Community Facility Infrastructure.
- Risk around wildlife management.
- Risk around MCC Operational model still to be confirmed.
- Opportunity with increased development application activity and resource sector compliance fees.

Water & Waste

- Risk around management of existing water agreement and progression of additional agreements.
- Risk of items currently costed to Capital being of an operational nature and transferred / impacting on the Operational budget.
- Risk around operational expenditure for continuity of service with vacant positions (use of agency temp staff on a long term basis).
- Risk around unexpected emergent events.
- Risk around Wastewater Treatment Plants environmental requirements and subsequent costs.
- Opportunity in increased potable water sales, septic and utilisation of Landfills.

Council Performance Year to Date

ISAAC REGIONAL COUNCIL Statement of Comprehensive Income For the Period Ended 30 September 2024								
	Notes	YTD Actual	Commitments	YTD Actual + Commitments	YTD Revised Budget	Variance	Full Year Revised Budget	Completion
		\$	\$	\$	\$	\$	\$	%
Income								
Operating Revenue								
Net Rates & Utility Charges		54,280,465	-	54,280,465	54,309,843	(29,377)	105,042,315	51.7%
Fees & Charges		1,429,148	-	1,429,148	1,205,596	223,552	3,794,550	37.7%
Rental Income		490,620	-	490,620	428,849	61,772	1,726,801	28.4%
Interest Received		1,003,519	-	1,003,519	934,866	68,653	2,759,466	36.4%
Sales of Contract & Recoverable Works		311,151	-	311,151	292,500	18,651	6,290,000	4.9%
Operating Grants, Subsidies & Contributions		10,756,582	-	10,756,582	10,262,863	493,719	12,075,236	89.1%
Other Recurrent Revenue		2,251,427	-	2,251,427	2,318,778	(67,351)	12,369,250	18.2%
		70,522,913	-	70,522,913	69,753,294	769,619	144,057,618	49.0%
Expenses								
Operating Expenses								
Employee Expenses		11,750,941	-	11,750,941	12,066,283	(315,342)	51,965,905	22.6%
Materials & Services		15,085,607	18,852,400	33,938,007	14,654,440	19,283,567	57,608,198	58.9%
Finance Costs		272,552	-	272,552	282,190	(9,637)	1,318,744	20.7%
Depreciation and Amortisation		7,839,982	-	7,839,982	7,881,774	(41,792)	31,860,428	24.6%
		34,949,083	18,852,400	53,801,483	34,884,687	18,916,796	142,753,275	37.7%
Operating Position Before Capital Items								
		35,573,830	(18,852,400)	16,721,430	34,868,607	(18,147,177)	1,304,343	1282.0%
Capital Revenue								
Capital Revenue		8,346,439	-	8,346,439	8,310,028	36,411	26,856,207	31.1%
Proceeds from Sale of Land & PPE		306,337	-	306,337	253,000	53,337	1,229,698	24.9%
		8,652,776	-	8,652,776	8,563,028	89,748	28,085,905	30.8%
Net Result Attributable to Council in Period								
		44,226,606	(18,852,400)	25,374,206	43,431,635	(18,057,429)	29,390,248	86.3%
Total Comprehensive Income								
		44,226,606	(18,852,400)	25,374,206	43,431,635	(18,057,429)	29,390,248	86.3%
Council's operating position at month end is a \$35.6M surplus								

Operating Revenue

Net Rates & Utility Charges

Net rates and utility charges are tracking in line with budget with an unfavourable variance of \$29K, adjusting to a \$111K favourable variance at the end of October. Rating estimates will be assessed at the 3rd Quarter Budget Review.

Fees & Charges

Fees and charges are tracking above budget with a favourable variance of \$224K, increasing to \$393K in October. The predominant reason for this favourable variance is higher than anticipated revenue from potable water sales, road corridor permits, saleyard, building and plumbing fees. Individual revenue streams will be closely monitored and reassessed at the Quarter 2 Budget Review.

Rental Income

Rental income is tracking above budget with a current favourable variance of \$62K, increasing to \$78K in October. This variance will be monitored and assessed at the 2nd Quarter Budget Review.

Interest Received

Interest received year to date at the end of September was \$69K above budget, which is due to a higher rate of return on investments. In October, the favourable variance increases to \$165K. This revenue line item will be monitored and assessed at the Quarter 2 Budget Review.

Sales of Contract & Recoverable Works

Sales of contract & recoverable works are tracking in line with budget with a favourable variance of \$19K. Recoverable works for RMPC will be evaluated at the Quarter 2 Budget Review to account for any variations that may occur to the contract value.

Operating Grants, Subsidies & Contributions

Operating grants are \$494K favourable to budget at the end of September. Proposed adjustments at the Quarter 1 Budget Review of \$3.65M include:

Additional Grant Funding

- \$1.8M increase Federal Assistance Grant (General & Road component)
- \$133K increase contribution to guardrail replacement works (offset by increased expenditure)
- \$21K increase Blackspot funding (offset by increased expenditure)
- \$20K Walking Local Government Grant (offset by increased expenditure)
- \$1K increase Senior's week (offset by increased expenditure)

Grant Movement

- \$2K reduction RADF funding (offset by a reduction in expenditure)
- \$351 increase in Move It funding (offset by increased expenditure)

- \$3K increase Get Ready funding (offset by increased expenditure)

Carry Forward Grants

- \$1.25M increase DRFA November 2021 event (partially offset by increased expenditure)
- \$161K increase Reef Guardian Grants (Coastal Habitat & Feral Animal Control) (offset by increased expenditure)
- \$69K increase LRCI Phase 4 Drought Resistant Trees (offset by increased expenditure)
- \$64K increase Illegal Dumping Grant (offset by increased expenditure)
- \$60K increase Training Grants
- \$57K increase Hoods Lagoon Flying Fox funding (offset by increased expenditure)
- \$7K increase Styx River and Plane Creek Flood Study funding (partially offset by increased expenditure)

Other Recurrent Revenue

Other recurrent revenue is \$67K unfavourable to budget at the end of September shifting to \$715K favourable in October. This favourable variance is due to septic waste received into the treatment plants being higher than budgeted and cash flowing of revenue at Waste Management Facilities. This revenue line item will be monitored and assessed at the Quarter 2 Budget Review.

Operating Expenses

Employee Expenses

Employee expenses are favourable to the adopted budget by \$315K, increasing to \$554K in October. This favourable variance is due to employee vacancies some of which are currently being backfilled through Agency Temp Staff. Employee expenses are proposed to increase by \$264K for an increase in workers compensation insurance and DRFA programmed works (offset by increased grant revenue). This expenditure line item is continually monitored and assessed during the financial year, with the expectation at the Quarter 2 Budget Review that some Departments will decrease their employee expenses to fund materials and services (agency temp staff, contractors).

Materials & Services

Materials and services actual expenses for the year to date are \$15.1M with \$18.9M being recorded in commitments, resulting in an unfavourable variance to budget of \$19.3M. Excluding commitments YTD expenditure would be approximately \$431K above YTD budget. This unfavourable variance is due to cash flowing of expenditure, which has been reviewed as part of the Quarter 1 Budget Review. Large commitments of note are \$4.6M Galilee and Bowen Basin recoverable works, \$2.6M waste levy, \$2M RMPC works and \$1.7M IT expenses associated with the digital strategy.

Materials and Services are proposed to be increased by \$1.65M. Items to note include:

- \$962K increase DRFA expenditure (note offset by an increase in grant revenue).
- \$583K increase Carry Forward / additional grant programs (partially offset by an increase to grant revenue).
- \$51K increase Glenden pool management fees.
- \$55K increase for consultancy expenditure (Housing Strategy and Roads valuation).

Finance Costs

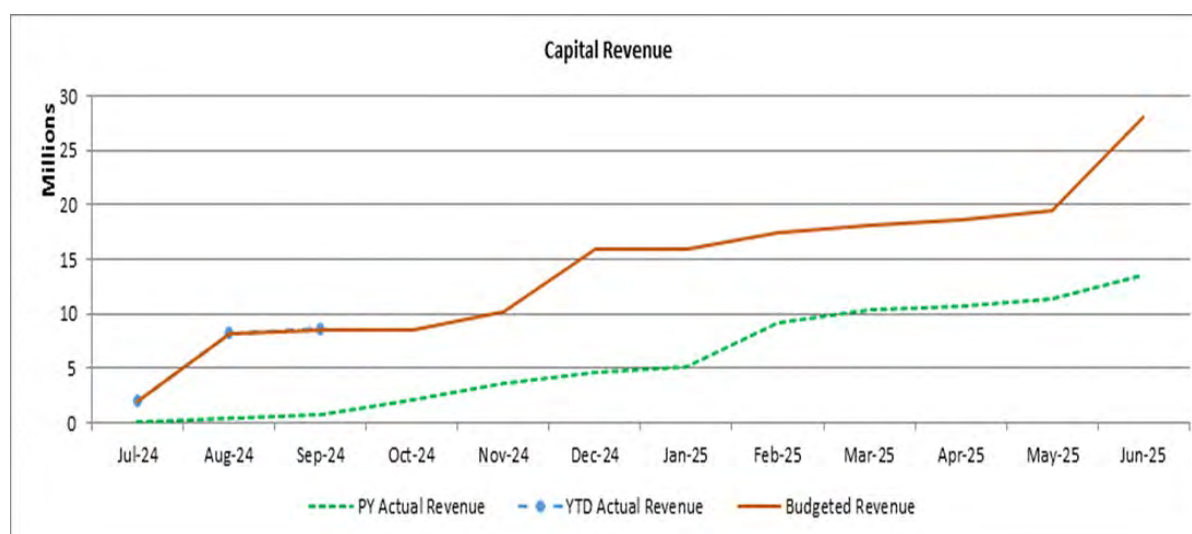
Finance costs are currently below budget with a favourable variance of \$10K.

Depreciation & Amortisation

Depreciation is in line with the budgeted amount at the end of September, noting that for the first few months of the financial year, the expense is allocated as per budget estimate. The Quarter 2 Budget Review will examine the budgeted projections for depreciation.

Capital Revenue

Capital Revenue



The full year capital revenue budget is currently \$28.1M which comprises of Federal Grants, State Grants, Contributions and Proceeds from the Disposal of Assets. The YTD actual revenue of 90K is above YTD budget predominately due to the cash flowing of the proceeds from sale of assets.

Since the adoption of the Revised Council Budget (Carry Forward Review), the following events below are to be recognised in relation to capital revenue:

- Recognition of successful grant application for Works for Queensland 24-27 \$380K for CW253299 Corp Sports and Recreational Area Lighting. Note an addition \$1.6M has also been approved for MELC expansion and renovation works with budget expected to be recognised at Quarter 2 Budget Review when estimated spend for the 24/25 FY is finalised (multiyear project).
- Reduction of grant funding for CW243242 Phillips Creek Bridge Construction \$555K, noting the overall grant funding of the project remains the same but an increase in budget requested at the Quarter 1 Review to be funded from internal funds requires a recalculation of Grant vs Council funding.
- Movement of LRCI Phase 4 funding from CW243191 Corporate Playground Surfacing Upgrades to CW243192 Corporate Sports and Recreational Area Lighting.
- Movement of Roads to Recovery Funding from CW253303 Regional Flood Renewal Program and CW253271 Dysart Open drain Upgrade to CW253302 Regional Floodway Construction.

From the above, Council's capital revenue budget is proposed to be decreased by \$175K at the 1st Quarter Review for the 2024/2025 financial year.

Capital Projects

Below is the summary position of the whole of Council, by Directorate for Capital expenditure as at the end of September 2024. At the end of October, the actual expenditure had increased to a total of \$10.8M.

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	0	90,225	90,226	1,262,008	0.0%	7.1%
E&I	2,157,795	14,110,591	16,268,386	34,834,717	6.2%	46.7%
PE&CS	2,837,773	5,759,767	8,597,541	17,712,818	16.0%	48.5%
W&WW	1,369,555	2,406,786	3,776,340	17,587,900	7.8%	21.5%
TOTAL	6,365,123	22,367,369	28,732,492	71,397,443	8.9%	40.2%

The capital expenditure program is proposed to be amended from \$71.4M to \$75.3M.

The 1st Quarter Budget Review has identified the below proposed amendments:

Engineering & Infrastructure

- Bowen Basin & Galilee Operations – CW233121 Golden Mile Road Rehabilitation, Pavement and Drainage - increase \$200K funded from E & I unallocated depreciation.
- Bowen Basin & Galilee Operations – CW243242 Phillips Creek Bridge Construction – note an anticipated increase of the overall project budget (note multiyear project) and acknowledge an increase in Councils contribution / adjustment to the grant funding that is currently allocated for the 2024/25 FY. Increase \$550K (E & I unallocated depreciation \$190K / Reserve 1065 Road Reserve \$365K) offset by a reduction of \$550K grant funding.
- Bowen Basin & Galilee Operations – CW253299 CORP Sports and Rec Area Lighting – overall increase of \$95K with allocation of W4QLD grant funding of \$380K partially offset by a reduction of \$243,371 E & I depreciation (note depreciation transfers of approx. \$42K to other projects).
- Bowen Basin & Galilee Operations – CW253306 Sealed Road Rehabilitation – Increase \$598K (\$430K as per Council Resolution 8882 funded from E & I unallocated depreciation & \$168K funded from Res 2002 General Reserve Maintenance Contributions QLD Coking Moranbah North).
- Transfer of LRCI Phase 4 funds of \$3K from CW243191 CORP Playground Surfacing Upgrades to CW243192 CORP Sports and Rec Area Lighting to ensure full use of overall allocated funds of the LRCI Phase 4 program.
- Bowen Basin & Galilee Operations – CW253303 Regional Floodway Renewal Program has been combined into CW253302 Regional Floodway Construction (noting a transfer of Roads to Recovery funds from CW255303 & CW253271).
- Parks & Recreation – New proposed project Lake Elphinstone Dump Point– increase \$60K funded from E & I unallocated depreciation.
- Infrastructure West – CW253294 Middlemount Shopping Centre Carpark Lighting Upgrade – increase \$160K from E & I unallocated depreciation and note renaming of project to Isaac Regional Streetlighting Upgrades.
- Infrastructure West – New proposed project Eagle Downs Intersection Asphalt Renewal – increase \$180K funded from Res 2002 General Reserve Maintenance Contributions QLD Coking Moranbah North.
- Note a constraining of \$740K from E & I unallocated depreciation for various projects which have had early cost estimates that additional funds will be required. Adjustments to budgets are anticipated to occur at Quarter 2 budget review when further information is available to make an informed decision.

Planning, Environment and Community Services

- Director Planning, Environment & Community Service – New project – MELC Expansion and Renovation Works – recognises creation of a new project funded by Works for QLD 24-27 with budget to be added at Quarter 2 Budget Review when expenditure cash flowing is confirmed (multiyear project).

- Community Facilities – CW223013 Moranbah Community Centre Refurbishment – increase \$2.36M unallocated depreciation (\$102K CGFS, \$500K Corporate, \$264K PECS, \$747K Water, \$747K Sewer). To be noted a separate report to Council will be provided on the required budget amendment.

Water & Waste

- Water & Wastewater – CW222964 CORP SPS Rehabilitation Works - return to reserve \$45K for finalised works.
- Water & Wastewater – CW222974 CORP Sewer Relining - return to reserve \$3K for finalised works.
- Water & Wastewater – CW233151 St Lawrence Water Storage & Raw Water Main – increase \$60K funded from W & W unallocated depreciation.
- Water & Wastewater – CW253286 Clermont WTP Chemical Dosing Upgrade – transfer entire budget to CW233155 Clermont WTP Filter Media and Plant Modernisation noting the overlap of the project and the intention to go to market as a single design and construction contract.
- Water & Wastewater – CW253290 Middlemount Water Network Augmentation to Water Reservoir – increase \$150K funded from W & W unallocated depreciation.

In addition to the proposed amendments above, the detailed projects review undertaken by managers and ELT has led to proposed balancing adjustments inside of Departments / Directorate's with nil bottom line impact.

Prepared by:

Susan Martin – Acting Manager Financial Services

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2024

Office of the CEO

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Operating Grants, Subsidies & Contributions	185,000	245,000	60,000	15,929
	185,000	245,000	60,000	15,929
Expenses				
Operating Expenses				
Employee Expenses	5,010,838	5,010,838	-	1,190,798
Materials & Services	2,110,822	2,110,822	-	624,627
Corporate Overheads & Competitive Neutrality Costs	(5,437,102)	(5,437,102)	-	(1,359,276)
	1,684,558	1,684,558	-	456,150
Operating Surplus / (Deficit)	(1,499,558)	(1,439,558)	60,000	(440,220)
Transfer from Reserves	-	-	-	-
Transfer to Reserves	-	-	-	-
Operating Position Before Capital Items	(1,499,558)	(1,439,558)	60,000	(440,220)
Capital Revenue				
	-	-	-	-
Net Result Attributable to Council in Period	(1,499,558)	(1,439,558)	60,000	(440,220)
Total Comprehensive Income	(1,499,558)	(1,439,558)	60,000	(440,220)

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2024

Corporate, Governance & Financial Service

	Full Year Revised Budget	Proposed Revised Postion	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	71,587,176	71,587,176	-	39,553,207
Fees & Charges	92,000	92,000	-	32,353
Rental Income	1,350	1,350	-	-
Interest Received	2,561,266	2,561,266	-	952,079
Sales of Contract & Recoverable Works	90,000	90,000	-	41,689
Operating Grants, Subsidies & Contributions	6,310,840	7,477,867	1,167,027	6,527,593
Other Recurrent Revenue	90,000	90,000	-	66,371
	80,732,632	81,899,659	1,167,027	47,173,291
Expenses				
Operating Expenses				
Employee Expenses	9,628,537	9,692,196	(63,658)	1,874,078
Materials & Services	13,912,668	13,940,368	(27,700)	7,387,612
Finance Costs	514,541	514,541	-	95,692
Depreciation and Amortisation	1,462,032	1,462,032	-	240,383
Corporate Overheads & Competitive Neutrality Costs	(16,827,852)	(16,827,852)	-	(4,206,963)
	8,689,926	8,781,285	(91,358)	5,390,802
Operating Surplus / (Deficit)	72,042,706	73,118,374	1,075,669	41,782,489
Transfer from Reserves	1,707,633	-	(1,707,633)	-
Transfer to Reserves	-	-	-	-
Operating Position Before Capital Items	73,750,339	73,118,374	(631,964)	41,782,489
Capital Revenue				
Proceeds from Sale of Land & PPE	-	-	-	55
	-	-	-	55
Net Result Attributable to Council in Period	73,750,339	73,118,374	(631,964)	41,782,544
Total Comprehensive Income	73,750,339	73,118,374	(631,964)	41,782,544

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2024

Engineering & Infrastructure Services

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Fees & Charges	263,000	263,000	-	145,088
Rental Income	1,461,045	1,461,045	-	401,222
Sales of Contract & Recoverable Works	6,200,000	6,200,000	-	269,462
Operating Grants, Subsidies & Contributions	4,170,000	6,303,170	2,133,170	4,072,517
Other Recurrent Revenue	-	-	-	25,354
	12,094,045	14,227,215	2,133,170	4,913,643
Expenses				
Operating Expenses				
Employee Expenses	16,553,465	16,733,465	(180,000)	3,963,618
Materials & Services	13,335,268	14,569,190	(1,233,922)	2,579,260
Depreciation and Amortisation	17,076,387	17,076,387	-	4,269,097
Corporate Overheads & Competitive Neutrality Costs	12,803,739	12,803,739	-	3,200,935
	59,768,859	61,182,781	(1,413,922)	14,012,909
Operating Surplus / (Deficit)	(47,674,814)	(46,955,566)	719,248	(9,099,267)
Transfer from Reserves	-	-	-	-
Transfer to Reserves	(150,000)	(150,000)	-	-
Operating Position Before Capital Items	(47,824,814)	(47,105,566)	719,248	(9,099,267)
Capital Revenue				
Capital Revenue	15,366,270	15,191,270	(175,000)	5,476,809
Proceeds from Sale of Land & PPE	1,229,698	1,229,698	-	306,073
	16,595,968	16,420,968	(175,000)	5,782,882
Net Result Attributable to Council in Period	(31,228,846)	(30,684,598)	544,248	(3,316,385)
Total Comprehensive Income	(31,228,846)	(30,684,598)	544,248	(3,316,385)

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2024

Planning, Environment & Community Service

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Fees & Charges	2,353,550	2,353,550	-	962,809
Rental Income	214,000	214,000	-	78,356
Operating Grants, Subsidies & Contributions	851,966	1,140,870	288,904	140,543
Other Recurrent Revenue	45,000	45,000	-	1,204
	3,464,516	3,753,420	288,904	1,182,913
Expenses				
Operating Expenses				
Employee Expenses	12,724,635	12,724,635	-	2,757,177
Materials & Services	8,242,767	8,631,825	(389,058)	1,877,147
Finance Costs	756,546	756,546	-	166,703
Depreciation and Amortisation	2,184,365	2,184,365	-	546,091
Corporate Overheads & Competitive Neutrality Costs	3,337,865	3,337,865	-	834,466
	27,246,178	27,635,236	(389,058)	6,181,584
Operating Surplus / (Deficit)	(23,781,662)	(23,881,816)	(100,154)	(4,998,671)
Transfer from Reserves			-	
Transfer to Reserves			-	
Operating Position Before Capital Items	(23,781,662)	(23,881,816)	(100,154)	(4,998,671)
Capital Revenue				
Capital Revenue	9,950,304	9,950,304	-	2,700,000
Proceeds from Sale of Land & PPE	-	-	-	210
	9,950,304	9,950,304	-	2,700,210
Net Result Attributable to Council in Period	(13,831,358)	(13,931,512)	(100,154)	(2,298,461)
Total Comprehensive Income	(13,831,358)	(13,931,512)	(100,154)	(2,298,461)

ISAAC REGIONAL COUNCIL
Statement of Comprehensive Income
For the Period Ended 30 September 2024

Water & Waste

	Full Year Revised Budget	Proposed Revised Position	Revised Budget Variance	YTD Actual
	\$	\$	\$	\$
Income				
Operating Revenue				
Net Rates & Utility Charges	33,455,139	33,455,139	-	14,727,259
Fees & Charges	1,086,000	1,086,000	-	288,898
Rental Income	50,406	50,406	-	11,042
Interest Received	198,200	198,200	-	51,440
Operating Grants, Subsidies & Contributions	557,430	557,430	-	-
Other Recurrent Revenue	12,234,250	12,234,250	-	2,158,498
	47,581,425	47,581,425	-	17,237,136
Expenses				
Operating Expenses				
Employee Expenses	8,048,429	8,068,429	(20,000)	1,965,271
Materials & Services	20,006,673	20,006,673	-	2,616,961
Finance Costs	47,657	47,657	-	10,158
Depreciation and Amortisation	11,137,644	11,137,644	-	2,784,411
Corporate Overheads & Competitive Neutrality Costs	6,123,351	6,123,351	-	1,530,838
	45,363,754	45,383,754	(20,000)	8,907,638
Operating Surplus / (Deficit)	2,217,671	2,197,671	(20,000)	8,329,498
Transfer from Reserves	-	-	-	
Transfer to Reserves	(1,000,000)	(1,000,000)	-	
Operating Position Before Capital Items	1,217,671	1,197,671	(20,000)	8,329,498
Capital Revenue				
Capital Revenue	1,539,633	1,539,633	-	169,630
	1,539,633	1,539,633	-	169,630
Net Result Attributable to Council in Period	2,757,304	2,737,304	(20,000)	8,499,128
Total Comprehensive Income	2,757,304	2,737,304	(20,000)	8,499,128

PAGES 999 TO 1036 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS